Project Accounting

Job Costing for SBT Pro Series

Lahey

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Table of Contents

1. Overview

- ♦ Introduction

- ♦ Features

- ♦ Understanding Lahey Project Accounting

◆ *Chapter 1: Overview*

Introduction

Lahey Project Accounting is a fast, flexible budgeting and accounting tool for job cost management. The program provides detailed reports of all job-related costs so you can monitor your job's progress, and budget for future jobs.

Featuring completely seamless integration with SBT Pro Series, Project Accounting adheres to SBT's programming and interface standards. This guarantees the highest level of productivity by delivering the same intuitive operation no matter which Pro Series module is in use. Users are also able to take advantage of convenient Pro Series features like, File Browsers, Key Changes, and the Business Status Report. All data files are updated in real time, providing up-to-the-minute access to your company's most valuable asset—information.

In order to start putting Project Accounting to work, you must first decide what you want your job mask to include. A job mask is the result of your selection to use phases and/or categories. With Lahey Project Accounting, phases and categories are optional.

Each job can be divided into *phases*. Phases for an office building job, for example, could include such things as land grading, foundation pouring, wall construction, roofing, etc.

Each phase is broken down further into *categories*, such as general laborer, crane, steel beams, etc. The job as a whole can be assigned to a customer.

A *job mask* can consist of project, project + phase, project + category, or project + phase + category. Making this selection is very important to how Project Accounting will operate.

Once you set up your jobs, you enter job costs and general ledger distribution codes for each transaction. Lahey Project Accounting prints job cost and management reports to help you track job costs.

Features

- **Multi-Level Costs**: Four-level system allows virtually unlimited jobs, phases, and categories, with an expense type for each category.

- **Flexible Job Mask**: Provides flexible account mask to optionally use phases and/or categories.

- **Unlimited Cost Types**: Supports user-definable cost types.

- **Customizable Screen Labels**: Supports user-definable screen labels for key terminology.

- **Real-Time Updates**: Automatically updates budget and actual cost totals when changes are made.

- **Unlimited History**: Maintains original estimates as well as current budgets and actual costs.

- **Detailed Reporting**: Provides detailed audit trails for each individual cost posted.

- **Transaction Sources**: Transaction Journal shows all job transactions with options for selecting the source module.

- **Efficient Design**: Allows you to add new phases, categories, and cost types on-the-fly while maintaining jobs.

- **Time-Saving Maintenance**: Jobs, phases, and categories can be copied from other jobs.

- **Supports Templates**: Allows use of templates for defining new jobs.

- **Grouping Options**: Reports can be summarized by cost type.

Understanding Lahey Project Accounting

What Is a Job Mask?

A *job mask* is the result of your selection to use phases and/or categories. A job mask can consist of project, project + phase, project + category, or project + phase + category. Making this selection is very important to how Project Accounting will operate.

> *Make sure you have selected the job mask you want to use before entering budgets or posting transactions with Project Accounting. Changes to the job mask at a later time can cause data corruption.*

> *For more information on how to change the job mask, see "Setting up Project Accounting, System Settings Screen" in Chapter 3 of this manual.*

What Are Jobs?

A *job* is a project or activity that you perform in-house or are contracted to perform for another company or individual. A job could be building a restaurant, remodeling an office, conducting an internal audit, negotiating a labor contract, and so on.

Lahey Project Accounting jobs can have up to two sub-levels: each job can be divided into *phases*, each phase can be divided into categories.

> *For more information about maintaining jobs, see "Jobs" in Chapter 3 of this manual.*

What are Phases?

A *phase* is a job sub-group. For example, phases of a supermarket construction job could be wall construction, electrical installation, plumbing, parking lot construction, etc.

> ℹ️ *For more information about maintaining phases, see "Phases" in Chapter 3 of this manual.*

What are Categories?

A *category* is a phase sub-group. For example, categories of the same supermarket construction job could be the concrete, drywall, windows, doors, construction labor, fork lift, lighting fixtures that you use to complete a phase. Each category is assigned a specific Cost Type.

> ℹ️ *For more information about maintaining categories, see "Categories" in Chapter 3 of this manual.*

What are Cost Types?

A *Cost Type* is a single character, uppercase, user-definable code that represents the type of cost. Examples are "M" for materials, "L" for labor, "E" for equipment. Alternatively, you could also use a more broad type of Cost Type methodology like "A" for above the line and "B" for below the line. Note: lowercase entries will be automatically converted to uppercase as you type.

> ℹ️ *For more information about maintaining cost types, see "Cost Types" in Chapter 3 of this manual.*

This chart shows the flow setup for a contract construction company:

```
┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐
│   Company 1     │  │   Company 2     │  │   Company 3     │
│                 │  │                 │  │                 │
│ Ridgeway Builders│  │ Douglas Electric│  │ Maloney Plumbing│
└─────────────────┘  └─────────────────┘  └─────────────────┘

┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐
│   Customer 1    │  │   Customer 2    │  │   Customer 3    │
│                 │  │                 │  │                 │
│  Lucksafe Mart  │  │ Blake Water Supply│ │  Hughes Finance │
└─────────────────┘  └─────────────────┘  └─────────────────┘

┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐
│     Job 1       │  │     Job 2       │  │     Job 3       │
│                 │  │                 │  │                 │
│Parking Structure│  │  Garden Hotel   │  │   Plaza Mall    │
└─────────────────┘  └─────────────────┘  └─────────────────┘

┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐
│    Phase 1      │  │    Phase 2      │  │    Phase 3      │
│                 │  │                 │  │                 │
│  Land Grading   │  │  Construction   │  │  Landscaping    │
└─────────────────┘  └─────────────────┘  └─────────────────┘

┌─────────────────┐  ┌─────────────────┐  ┌─────────────────┐
│  Category 1     │  │  Category 1     │  │  Category 1     │
│  Surveying      │  │  Design         │  │  Design         │
│                 │  │                 │  │                 │
│  Category 2     │  │  Category 2     │  │  Category 2     │
│  Bulldozer      │  │  Concrete       │  │  Labor          │
│    ect.         │  │    ect.         │  │    ect.         │
└─────────────────┘  └─────────────────┘  └─────────────────┘
```

You see under each company that you can have a number of customers, under which you can have many jobs, phases, and categories. You can experiment with the sample data for ideas on handling your company setup.

General Ledger Reconciliation

One of the key design features of Project Accounting is the ability to reconcile costs posted to a job against costs posted to the general ledger. This is critical in larger organizations where one person is responsible for production and a different person is responsible for accounting. The GL Reconciliation report provides a way for the accounting department to compare what the production department sees on their costing reports and relate it back to the GL.

Most job cost modules are disconnected from the general ledger. This is a big problem because the accounting department can say "we *lost* money" and the production department can say "we *made* money" on the *same* job. By using Project Accounting, there's a way to explain the differences.

SBT uses a distribution file to capture postings from any Pro Series module that links directly to General Ledger (Accounts Payable, Accounts Receivable, Inventory Control, or Payroll). We enhance SBT's code to ask for job information whenever Pro Series asks for GL information and we record that information in the distribution files.

When we update Project Accounting from a linked module, we read the distribution files for unposted job-related transactions. During this update, we also capture the GL account so that we can provide the GL Reconciliation report.

Transaction Flow

The following table illustrates how the financial transactions flow from one Pro Series module to another and then ultimately to SBT General Ledger and Lahey Project Accounting:

Initial Module	Related Module	Posts to GL	Posts to PA
Accounts Payable	--	✓	✓
Accounts Receivable	IC	✓	✓
Inventory Control	--	✓	✓
Payroll	--	✓	✓
Project Accounting	--	--	✓
Purchase Orders	IC and AP	--	✓
Sales Orders	IC and AR	--	✓

2.   Installing the Program

- ♦   Quick Start

- ♦   Running the Setup Program

- ♦   Updating Your Installation

- ♦   Installing Updates

- ♦   Trial Version Limitations

- ♦   Manual Installation

◆ *Chapter 2: Installing the Program*

Quick Start

This section contains a checklist of the steps necessary to install Lahey applications for SBT Pro Series. Be sure to complete each step in the order specified here. Do not proceed to the next step until you have completed the previous step.

☐ Install and link all of your SBT Pro Series modules. See the SBT Installation Guide for instructions.

☐ Read the Overview (Chapter 1) for each Lahey application you are installing.

☐ Install the Lahey application. See "Running the Setup Program" in this chapter.

☐ Update your installation with data dictionary changes, custom program files, and custom screen files for SBT applications, if necessary. See "Updating Your Installation" in this chapter.

☐ If you are installing a trial version of a Lahey application, see "Trial Version Limitations" in this chapter.

Once you have done all of these steps, you are ready to handle the tasks that make up the day-to-day routine of working with the program: maintaining key application tables, processing transactions, and printing reports.

Running the Setup Program

> ⚠️ *Make sure you have done a complete backup of your Pro Series installation before installing a Lahey application. The Lahey installation procedure may install modified versions of SBT program files.*

The instructions in this section tell you how to install a Lahey application using Windows NT, Windows 98, or Windows 95.

☞ For linking purposes, be sure that you have already installed and linked all of your SBT applications *before* installing a Lahey application.

Starting SBTINSTW

1. Start Microsoft Windows in the normal mode.

2. From the **Start** menu, select **Run.**

3. In the Open field, type the drive letter and path where SBT Pro Series has been installed followed by SBTINSTW.EXE and click on OK. For example, type:

       S:\PRO\SBTINSTW.EXE

☞ If you have any problems starting or running the SBT installation program, please contact your SBT reseller or SBT Technical Support at 415/444-9700. Lahey has not modified these routines.

Once you've started SBTINSTW, you'll see the following screen:

Define the Application

Select **Install | Define Custom Application**. You will see the following prompt:
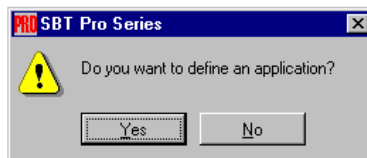
Select **Yes** to add the Lahey application.
      No to return to the **Install** menu.

Next, specify the floppy disk drive from which you want to copy the application files. Enter the drive letter, then insert the program disk for the application into that drive and select **Ready.**

Once the installation program has updated the Pro Series application database, you will see a prompt that says the application is defined.

Install Applications

Select **Install | Install Applications**. To install an application, highlight it, and press the space bar. "Yes" appears in the Selected column.

☞ For linking purposes, be sure that you have already installed and linked all of your **SBT** applications *before* installing a Lahey application.

Press **<Enter>** or click on **OK** to continue. You will see a screen for entering paths for the data, index, and program files.

The default paths are separate subdirectories under the main system directory you specified upon starting the SBT install program. The default directory for data and index files is named ..*xx*DATA and the default directory for program files is named ..*xx* (where *xx* is the two-digit application ID).

When you enter a directory that does not exist, you will see a message telling you that the directory does not exist and asking you if you want to create one.

Select   **Yes**   to have the install program create the directory you have specified.

          No   to reenter the directory.

After you enter all three paths, you will have these options:

Select   **Yes**   to have the install program create the directory you have specified.

          No   to reenter the directory.

Select   **Install**   to proceed with the installation.
           Edit   to change the application paths before proceeding.

After selecting Install, you will see a prompt that asks about sample data files.

Select   **Install**   to copy the application's sample data and program files.
           Skip   if you want to install the program, but not the sample data files.
           Cancel   to quit without installing the application.

Next, specify the floppy disk drive from which you want to copy the application files. Enter the drive letter, then insert the application disk into that drive.

Select   **Ready**   to copy the application files onto your hard disk.
           Cancel   to quit without copying the application files.

Updating Your Installation

In order to be able to take advantage of a Lahey application from within SBT Pro Series applications, it is sometimes necessary to manually copy customized versions of Pro Series files into your installation and update the data dictionary for linked applications.

Installing Lahey-Enhanced Pro Series Files

The enhanced files are located on your Lahey distribution disk and they must be manually copied into the affected program directory. These Lahey-enhanced files must match the version and build number of your Pro Series application.

☞ The enhanced program files are specific to the current build of your SBT Pro Series installation. Be sure to get updated files from Lahey when installing subsequent builds from SBT. These files are located in the download section of our web site at **http://www.lahey.net**.

The following table outlines which files are modified for each Lahey application:

```
Lahey Application       Lahey-Enhanced Files
Customer Service        None

Production Entry        SOPOST.PRG, SOSHIP.PRG and SOSHPP.PRG
                        (These files are only necessary if
                        processing BOM configurator or sales
                        kit transactions.)

Project Accounting      APPOSD.PRG, APPOSD.SCX, APPOSD.SPR,
                        APPOST.PRG, APPREC.PRG, APRECR.PRG,
                        ARMINV.SCX, ARPOSD.SCX, ARPOST.PRG,
                        ICPOST.PRG, ICTRAN.PRG, ICISSU.SCX,
                        POPOSD.SCX, ICRCPT.SCX, POPOSD.SCX,
                        POPOST.PRG, PORECP.PRG, PRPCHK.PRG,
                        PRPOSP.PRG, PRPOSP.SCX, PRPOST.PRG,
                        SOPOSD.SCX, SOPOST.PRG, SOSHIP.PRG,
                        SOSHPP.PRG

Shop Control            None

Work Orders             None
```

Changing Data Structures in the SBT Pro Series Data Dictionary

The data dictionary is maintained in SBT System Manager. Select **Maintain | Dictionary | Tables**. Enter the table name in the **Table ID** field, then select **Field**.

☞ The SBT Pro Series Demonstration Version does not allow you to update from the data dictionary.

The following table outlines which tables are modified for each Lahey application:

```
Lahey Application     Table Name     Necessary Action
Customer Service      None           None

Production Entry      SOTRAN,        Change WONO, C10
                      SOYTRN

Project Accounting    ARDIST,        Add JOBCODE, C10
                      ARTRAN,        Add PHASE, C6
                      ARYDST,        Add SUBCODE, C4
                      ARYTRN,
                      ICDIST,        (Add JCCODE, C1 to
                      ICTRAN,        all xxDIST/xxYDST
                      ICYDST,        tables)
                      ICYTRN,
                      POTRAN,
                      POYTRN,
                      PRDIST,
                      PRYDST,
                      SOTRAN,
                      SOYTRN

                      PRDTPT,        Change PROJECT, C10
                      PREMPT,
                      PRPAYT,
                      PRXPST,
                      PRYDPT

Shop Control          None           None

Work Orders           SOTRAN,        Change WONO, C10
                      SOYTRN
```

Once you have recorded all your changes to the data dictionary, exit to the **System Manager** main menu. From the **Transaction** menu, select **System Recovery**, then **Update from Data Dictionary**.

Select the applications you have updated for the company you are using, press the **<Space>** bar to select the application, then press **<Enter>**. Select **Yes** to the **Rebuild all indexes?** prompt, then select **Update**.

> *For more information on updating the Data Dictionary, see "Using the System Recovery Utilities, Update from Data Dictionary" in the SBT System Manager manual.*

Installing Updates

Updates are disks from Lahey that contain new program files for your version of Pro Series. They are not an *upgrade*, but rather, they are in-line enhancements and refinements to the features of the version you already have.

1. Start the Pro Series Windows setup program, SBTINSTW.EXE. For more information on how to do this, refer to Starting SBTINSTW in the section "Running the Setup Program" of this manual.

2. Select the **Install Updates** option on the **Install** menu.

When you select **Install Updates**, you must first specify which drive to copy the updated file from, then insert the first disk for the update into that drive. The program checks to see if the disk is an update disk or the first of a full set of disks for an application.

☞   Lahey update disks contain the most up-to-date versions of all program, screen, and report files, as well as files that have not changed since the application began shipping.

> *If you have made modifications to your program, screen, or report form files, you should back up those files before installing any update disk. The update program overwrites all existing files.*

Trial Version Limitations

> *Extreme caution should be taken when installing a trial module in a "live" installation. When you open a trial module, the entire installation is set into a demonstration mode and can destroy live data if file sizes of "live" data are larger than the SBT trial mode allows. To avoid this problem, you must exit Pro Series from the demonstration module before opening a "live" module.*

Here are the limitations for Lahey trial modules:

Lahey Application	Table	Number of Records
Customer Service	CCPROS	25 Companies
Production Entry	PEBMHD	5 BOM Headers
Project Accounting	PAMAST	5 Projects
Shop Control	SCMAST	25 Plan Orders
Work Orders	WOMAST	25 Work Orders
	WORTHD	5 Routes

Manual Installation

☞ This is an optional method for installing an application or update. If you have already successfully installed an application or update using SBTINSTW, you do *not* need to follow the instructions in the remainder of this section.

1. Insert the Lahey Project Accounting Program Disk into your floppy disk drive.

2. From a DOS prompt, create the Project Accounting program and data directories if they do not already exist.

   Change to the drive and directory where SBT Pro Series has been installed. For example, you might type (substitute the correct drive and path for your installation throughout these steps):

   ```
   S:  and press <Enter>
   CD  \PRO  and press <Enter>
   ```

   Once you are in the SBT Pro Series command directory, you can create the Project Accounting program and data file directories. For example, type:

   ```
   MD  PA  and press <Enter>
   MD  PADATA  and press <Enter>
   ```

3. Extract all the files from the distribution disk into the program directory. From the SBT Pro Series command directory, type:

   ```
   CD  PA  and press <Enter>
   A:ZIPPAC01  PA????.*  and press <Enter>
   ```

   ☞ If the extraction process encounters any existing files with the same name, type Y to overwrite the existing file.

4. Copy the extracted files over the existing files. From the Project Accounting program directory, type:

   ```
   COPY  *._XP  *.FXP  and press <Enter>
   COPY  *._PX  *.SPX  and press <Enter>
   COPY  *._R?  *.FR?  and press <Enter>
   ERASE  *._??  and press <Enter>
   CD  ..  and press <Enter>
   ```

5. Extract the sample and system data files into the data directory. From the SBT Pro Series command directory, type:

   ```
   CD  PADATA  and press <Enter>
   A:ZIPPAC01  PA????99._??  and press <Enter>
   A:ZIPPAC01  SY*._??  and press <Enter>
   ```

6. Copy the extracted sample and system data files over the existing files. From the Project Accounting data directory, type:

   ```
   COPY  *._BF  *.DBF  and press <Enter>
   COPY  *._PT  *.FPT  and press <Enter>
   ERASE  *._??  and press <Enter>
   CD  ..  and press <Enter>
   ```

7. Start FoxPro and get to a command line. There are many ways to get to a FoxPro command line. You can use the **FoxPro Access** option from the Pro Series **File** menu, run SBTDOTW for Windows, or SBTDOT for DOS.

8. Update the SBT Pro Series installed applications file. There must be one record for each company and application in this database. Be sure to use the correct paths for your installation. From the FoxPro command line, type:

```
USE  sycdata  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  applid = "PA"  and press <Enter>
PACK  and press <Enter>
APPEND  BLANK  and press <Enter>
BROWSE and press <Enter>
99 in the COMPID field press <Enter>
PA in the APPLID field press <Enter>
S:\PRO\PADATA\ in the ADOSDBF field and press <Enter>
S:\PRO\PADATA\ in the ADOSNDX field and press <Enter>
S:\PRO\PA\ in the ADOSPRG field and press <Enter> until
    you reach the CHKRULE field
T in the CHKRULE field
F in the CONFRME field
F in the CONFRMS field and press <Enter>
<Esc> to exit the record
USE  sysdata  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  sysid  =  "PA" and press <Enter>
PACK and press <Enter>
APPEND  FROM  padata\sysdata and press <Enter>
```

9. Update the SBT Pro Series data dictionary files. From the FoxPro command line, type:

```
USE sydappl EXCLUSIVE and press <Enter>
DELETE ALL FOR applid = "PA" and press <Enter>
PACK and press <Enter>
APPEND FROM A:\PA.ADD and press <Enter>
USE  sydflds  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  SUBSTR(tablid, 1, 2) = "PA" and
    press <Enter>
PACK and press <Enter>
APPEND FROM  padata\sydflds and press <Enter>
USE  sydindx  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  SUBSTR(tablid, 1, 2) = "PA" and
press <Enter>
PACK and press <Enter>
APPEND FROM  padata\sydindx and press <Enter>
USE  sydproc  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  applid  =  "PA" and press <Enter>
PACK and press <Enter>
APPEND  FROM  padata\sydproc and press <Enter>
USE  sydtabl  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  SUBSTR(tablid, 1, 2) = "PA" and
    press <Enter>
PACK and press <Enter>
```

```
APPEND  FROM  padata\sydtabl and press <Enter>
USE  sydtapp  EXCLUSIVE and press <Enter>
DELETE  ALL  FOR  SUBSTR(tablid,  1,  2)  =  "PA" and
   press <Enter>
PACK and press <Enter>
APPEND  FROM  padata\sydtapp and press <Enter>
QUIT and press <Enter> to exit
```

10. Update the Project Accounting data structures and index files. Start SBT Pro Series and select **System Manager** from the **Programs** menu. Select **System Recovery** from the **Transaction** menu.   Select **Update From Data Dictionary** and select all Project Accounting companies in the browse window. Be sure to rebuild all index files.

☞ The demonstration version of Pro Series does not allow you to update file structures. If you are working with a demonstration version, you need to select **Reindex Application Files** instead of **Update from Data Dictionary**.

3. Setup and Maintenance

- ♦ Starting Project Accounting

- ♦ Setting up Project Accounting

- ♦ Cost Types

- ♦ Categories

- ♦ Phases

- ♦ Jobs

- ♦ Changing Job Information

- ♦ Creating Job Templates

◆ *Chapter 3: Setup and Maintenance*

Starting Project Accounting

☞ Before starting the program, you need to install Lahey Project Accounting on your computer or network. For more information about installing the program, see Chapter 2 of this manual.

Double-click on the Pro Series icon.

Concurrent Sessions in Separate Windows

Do not launch multiple instances of Pro Series on the same computer. Although the system may appear to function normally within the two concurrently running windows, memory conflicts prohibit data files from being updated correctly.

Logging In

If your SBT installation requires a login, you will see a box where you enter your user ID and, if necessary, a password.

Select **File | Open | Project Accounting**. If you only have one company using Project Accounting, that company is loaded automatically, and you will see the Project Accounting Main Menu.

If you have more than one company, you will see a list for selecting the company you want to work with. To select the company from the list, use the arrow keys to highlight the company you want to work with and then press **<Enter>**. You can also select a company from the list with your mouse by using your primary mouse button to highlight the company you want to work with and then using your secondary mouse button to select it. After selecting a company, you will see the Project Accounting Main Menu.

Selecting a Company

Once you are in Lahey Project Accounting, you can select to work with a different company by selecting **File | Company** option.

Setting up Project Accounting

☞ Before you can enter new company information for Project Accounting, you must first add the company and its applications (including Lahey Project Accounting) in SBT System Manager. See "Companies, Adding Applications" in the SBT System Manager manual for more information.

Once you have created a company using System Manager and added Project Accounting as an application, you can enter specific information for the Project Accounting company.

System Settings Screen

You will see the following screen below when you finish entering the Project Accounting data and program file paths in SBT System Manager. You can return to this screen later by selecting **File | Change Setup Information** in Project Accounting.

Next transaction number: Enter the next transaction number you would like Project Accounting to use.

Job Mask: Select the account mask you want to use.

Screen Labels Screen

Select this option to change the default screen labels Project Accounting uses. You will see the following screen:

Screen Labels allow a company to customize key terminology used throughout Project Accounting without changing a single line of the program's source code. The following table shows some examples of how changing key terminology can service different types of companies:

Industry	Default Term	Customized Term
Film Production	Job	Film
	Phase	Scene
	Category	Shot
Real Estate Development	Job	Development
	Phase	Lot
	Category	Stage

Link Settings Screen

Select this option to change the default link settings Production Entry uses. You will see the following screen:

Link to General Ledger: Select this option to enable Project Accounting to ask for account numbers stored in SBT General Ledger when posting direct cost transactions and to run the GL Reconciliation report.

☞ Even though you can link Project Accounting to General Ledger, Project Accounting does not post any transactions to General Ledger. This link option enables a look-up capability for the chart of accounts. Direct cost entries entered in Project Accounting may need to also be entered into the General Ledger.

Link to Accounts Payable: Select this option to enable Project Accounting to update job cost transactions from the SBT Accounts Payable distribution files.

Link to Accounts Receivable: Select this option to enable Project Accounting to update job cost transactions from the SBT Accounts Receivable distribution files.

Link to Inventory Control: Select this option to enable Project Accounting to update job cost transactions from the SBT Inventory Control distribution files.

Link to Payroll: Select this option to enable Project Accounting to update job cost transactions from the SBT Payroll distribution files.

Link to Purchase Orders: Select this option to enable Project Accounting to include job cost information from the open transactions in SBT Purchase Orders.

Link to Sales Orders: Select this option to enable Project Accounting to include job cost information from the open transactions in SBT Sales Orders.

Link to Work Orders: Select this option to enable Project Accounting to include job cost information from the open transactions in Lahey Work Orders.

> *See Chapter 6 in this manual for more information about linking with other Pro Series modules.*

Completing the Installation

Whatever configuration options you choose, you save your installation preferences by choosing **Save**.

You then see several prompts about adding application notes and copying data from an existing installation. Refer to the installation instructions.

When you finish responding to the final step questions, the program tells you that the installation is complete. You are now ready to switch from SBT System Manager to the new Project Accounting installation you have added. Select **File | Open | Project Accounting**. If you have more than one company using Project Accounting, select the company you want to use.

Changing Setup Information

You can return to the setup screen at any time to change the information by selecting **File | Change Setup Information**.

Deleting a Company

To delete a company from your SBT system, you must first remove any applications installed for that company. See "Companies, Deleting Companies" in the SBT System Manager manual for more information.

Deleting an Application

To remove only Project Accounting information for an established company, switch to SBT System Manager and select **Maintain | Companies | Companies**. Enter the company number, and select **Appls** from the top of the screen. Enter **PA** as the application ID. When Project Accounting is displayed, choose **Delete** and confirm that you want to delete the Project Accounting data.

☞ You must delete the application data from all installed companies before you can remove the application from your SBT Pro Series installation.

Cost Types

Select **Maintain | Cost Types**. Enter the cost type you want to create.

When a new cost type is not found in the cost type file, you will see this message:
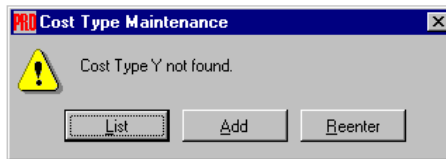
Select   **List**   to list other cost types already defined.
          Add   to add the new cost type.
          Reenter   to reenter the cost type.

When you select to add a cost type, you will see this prompt if there are other cost types to select from:
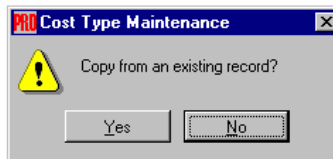
Copying from an Existing Cost Type

To copy the values from an existing cost type, select **Yes** at the prompt above. You're asked for the cost type you want to copy from. When you enter a valid selection, the program will copy the record. You can edit the record until it is accurate.

Adding a New Cost Type

If you are adding a new cost type without copying from an existing cost type, select **No** at the copy-from prompt. You will see a screen like this:

Description: Enter the description for this cost type.

> *See "Understanding Project Accounting, Cost Types" in Chapter 1 of this manual for more information on cost types.*

After entering information on the Cost Type Maintenance screen, you will have these options:

Select **Save**   to save this new cost type.
        Cancel to discard the cost type information you just entered.
        Exit   to return to the main menu without saving this cost type.

Changing a Cost Type

To view or change a cost type's information, select **Maintain | Cost Types**. Enter or select the cost type you want to change.

Press **<F2>** to see a list of all existing cost types. You can then choose the one you want by using the mouse or the up and down arrow keys to move through the list, and pressing **<Enter>** when the highlight bar is on the record you want.

Once the category is selected and displayed, the following options are available:

Use   **Select**   to find another cost type.
          Fwd   to move forward to the next cost type in the file.
          Back   to move to the previous cost type in the file.
          Edit   to change the currently displayed cost type.
          Delete   to delete the current cost type.
          Exit   to return to the main menu.

Categories

Select **Maintain | Categories**. Enter the category you want to create or maintain.

When a new category is not found in the category file, you will see this message:
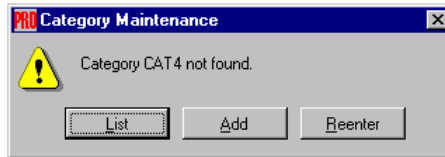
Select   **List**   to list other categories already defined.
           Add   to add the new category.
           Reenter   to reenter the category.

When you select to add a category, you will see this prompt if there are other categories to select from:
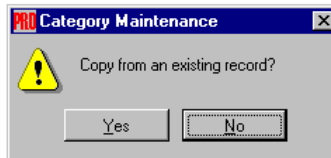
Copying from an Existing Category

To copy the values from an existing category, select **Yes** at the prompt above. You're asked for the category you want to copy from. When you enter a valid selection, the program will copy the record. You can edit the record until it is accurate.

Adding a New Category

If you are adding a new category without copying from an existing category, select **No** at the copy-from prompt. You will see a screen like this:

Description: Enter the description for this category.

Code: Enter a one or two character code to distinguish groups of categories in a way that is meaningful to you. Using this field is optional.

Cost Type: Enter or select the cost type for this category.

Unit Cost: Enter the unit cost for this category.

> **i** *See "Understanding Project Accounting, Categories" in Chapter 1 of this manual for more information on categories.*

After entering information on the Category Maintenance screen, you will have these options:

Select   **Save**   to save this new category.
             Cancel to discard the category information you just entered.
             Exit   to return to the main menu without saving this category.

Changing Category Information

To view or change a category's information, select **Maintain | Categories**. Enter or select the category you want to change.

Press **<F2>** to see a list of all existing categories. You can then choose the one you want by using the mouse or the up and down arrow keys to move through the list, and pressing **<Enter>** when the highlight bar is on the record you want.

Once the category is selected and displayed, the following options are available:

Use **Select** to find another category.
Fwd to move forward to the next category in the file.
Back to move to the previous category in the file.
Edit to change the currently displayed category.
Delete to delete the current category.
Exit to return to the main menu.

Phases

Select **Maintain | Phases**. Enter the phase you want to create or maintain.

When a new phase is not found in the phase file, you will see this message:
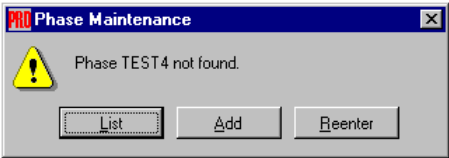
Select   **List**   to list other phases already defined.
               Add   to add the new phase.
               Reenter to reenter the phase.

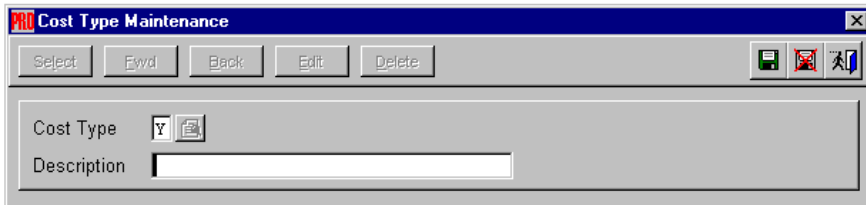When you select to add a phase, you will see this prompt if there are other phases to select from:
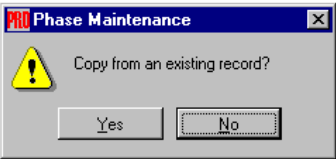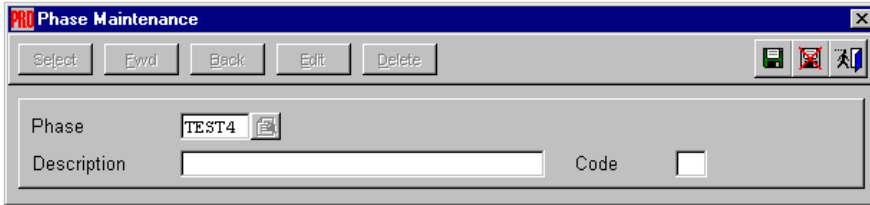
Copying from an Existing Phase

To copy the values from an existing phase, select **Yes** at the prompt above. You're asked for the phase you want to copy from. When you enter a valid selection, the program will copy the record. You can edit the record until it is accurate.

Adding a New Phase

If you are adding a new phase without copying from an existing phase, select **No** at the copy-from prompt. You will see a screen like this:

Description: Enter the description for this phase.

Code: Enter a one or two character code to distinguish groups of phases in a way that is meaningful to you. Using this field is optional.

> *See "Understanding Project Accounting, Phases"
> in Chapter 1 of this manual for more information
> on phases.*

After entering information on the Phase Maintenance screen, you will have these options:

Select   **Save**   to save this new phase.
              Cancel to discard the phase information you just entered.
              Exit   to return to the main menu without saving this phase.

Changing Phase Information

> To view or change a phase's information, select **Maintain | Phases**. Enter or select the phase you want to change.
>
> Press **<F2>** to see a list of all existing phases. You can then choose the one you want by using the mouse or the up and down arrow keys to move through the list, and pressing **<Enter>** when the highlight bar is on the record you want.
>
> Once the phases is selected and displayed, the following options are available:
>
> Use **Select** to find another phase.
> **Fwd** to move forward to the next phase in the file.
> **Back** to move to the previous phase in the file.
> **Edit** to change the currently displayed phase.
> **Delete** to delete the current phase.
> **Exit** to return to the main menu.

Jobs

Select **Maintain | Jobs**. Enter the job you want to create or maintain.

When a new job is not found in the job file, you will see this message:
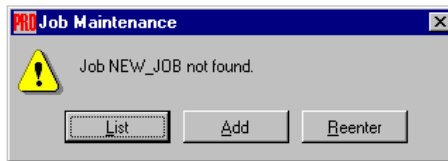
Select   **List**   to list other jobs already defined.
         Add   to add the new job.
         Reenter   to reenter the job.

When you select to add a job, you will see this prompt if there are other jobs to select from:
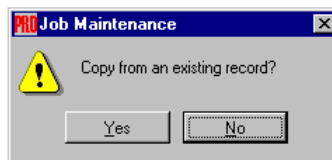
Copying from an Existing Job

To copy the job detail from an existing job, select **Yes** at the prompt above. You're asked for the job you want to copy from. When you enter a valid selection, the program will copy the records. After completion of the last field in the Main Screen, you will be given the opportunity to edit the job detail. If you do not edit at this time, you may do so later. For more information on editing jobs, see "Changing Job Information" in Chapter 3 of this manual.
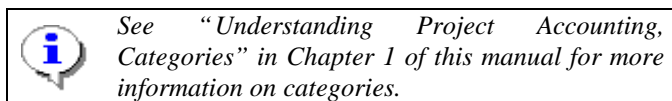
Adding a New Job

If you are adding a new job without copying from an existing job, select **No** at the copy-from prompt. You will see a screen like this:

Main Screen

Description: Enter the description for this job.

Status:

Select   **Active**   for jobs that are being worked on currently.
         Bid   for jobs set up to estimate future job costs.
         Inactive   for jobs that you have on hold.
         Template for jobs set up solely as a model to copy to other jobs.

This table describes how the status of a job effects the ability to use the job:

Task/Job Status	Active	Bid	Inactive	Template
Maintain Job	Yes	Yes	Yes	Yes
Enter Estimates	No	Yes	No	Yes
Enter Budgets	Yes	No	No	No
Enter Direct Costs	Yes	No	No	No
Enter Change Orders	Yes	No	No	No
Post Transactions	Yes	No	No	No

Started: Enter or accept this job's start date. The default is the system date.

Completed: *When you complete the job*, enter the date it was completed.

Completion Percentage: Enter a percentage value that represents the portion of the job that has been completed. This field is optional.

Priority: Enter a letter or number to group jobs in a way that's significant to you. For example, you could enter "A" or "1" for high priority jobs. This field is optional.

Manager: Enter a code or name for the job's manager. This code is useful when you want to order certain job reports by the job manager. This field is optional.

Customer Number: Enter or select the customer number associated with this job. This field is optional.

Code: Enter a one or two character code to distinguish groups of jobs in a way that is meaningful to you. This field is optional.

Contract Number: Enter the contract number, if applicable. The contract number can be from 1-20 characters long. This field is optional.

Contract Due: Enter the due date according to the job's contract. This field is optional.

Contract Amount: Enter the total dollar amount set forth in this contract if it is a fixed bid job. This field is optional.

After entering information on the main job screen, select the **Save** icon. You will see the following prompt:

After entering information on the main job screen, select the **Save** icon. You will see the following prompt:

Select **Yes** to enter the Lines screen.
      No to return to the Main screen.

Lines Screen

After selecting **Yes**, you will see the following screen:

Use	**Select**	to find another job.
	Fwd	to move to the next job.
	Back	to move to the previous job.
	Add	to enter a new detail line for the current job.
	Edit	to edit a detail line for this job.
	Delete	to delete a detail line for this job.

Detail Screen

If you choose **Add** or **Edit** lines, you will see the following screen:

Started: Enter or accept the date that this category and phase of this job is anticipated to begin. The default is brought over from the job header.

Completed: *When you complete this phase and category*, enter the date of completion.

Phase: Enter or select the job phase.

Category: Enter or select the category to be used with the current job phase.

Code: Enter a one or two character code to distinguish groups of jobs in a way that is meaningful to you. Using this field is optional.

Estimate Quantity: Enter the quantity you estimate you will need of this category for this job phase.

☞   You will be able to enter Estimate Quantities only if the job status is Bid or Template.

Estimate Unit Cost: Enter or accept the Unit Cost. The default is brought over from the job category.

☞   You will be able to enter or modify the Estimate Unit Cost only if the job status is Bid or Template.

After entering information on the Job Maintenance Detail screen and selecting **Save**, you will return to the **Lines** screen.

Changing Job Information

From time to time, you'll want to examine or change job information. To do so, select **Maintain | Jobs**. Enter or select the job you want to change.

Press **<F2>** to see a list of all existing jobs. You can then choose the one you want by using the mouse or the up and down arrow keys to move through the list, and pressing **<Enter>** when the highlight bar is on the record you want.

Finding a Field

The following is an alphabetical listing of all job fields and the job data screen on which they appear. Use this list as a quick reference guide to locating the field you wish to view or edit. Complete information about each of the fields is located in the "Jobs" in Chapter 3 of this manual.

Field	**Screen**
Actual Amount, Qty, Unit Cost	Detail
Budget Amount, Qty, Unit Cost	Detail
Category	Detail
Code	Main and Detail
Company	Main and Detail
Completed	Main and Detail
Completion Percentage	Main
Contract Amount	Main
Contract Due	Main
Contract Number	Main
Customer Number	Main and Detail
Estimate Amount, Qty, Unit Cost	Detail
Job	Main, Lines, and Detail
Manager	Main
Phase	Detail
Priority	Main
Started	Main and Detail
Status	Main

Using the Command Buttons

Once the job header record is displayed, the following options are available:

Use	**Select**	to find another job record.
	Fwd	to move to the next record.
	Back	to move to the previous record.
	Edit	to change the current record.
	Delete	to delete the current job.
	Convert	to convert a bid to an active job.
	Main/	to change the current screen to display the current
	Lines	job's main record or detail lines.
	Notes	to view, add, or change a note for the current job.
	Exit	to exit the screen.

Editing a Job

To change the currently displayed job information, select **Edit** from the options at the top of the screen. Use the arrow keys or your mouse to move the cursor to any highlighted field, and make your changes. See the "Jobs" section of this manual for detailed descriptions of each field.

Some fields cannot be edited after you have created the job record. In most cases these are fields containing information that is automatically updated by Lahey Project Accounting, or another application's transactions that update the job file.

When you're finished editing a job data screen you will have the following options:

Select	**Save**	to save your changes to this record.
	Cancel	to discard any changes.
	Exit	to exit the screen.

Deleting a Job

Select **Delete** from the options at the top of the Main Screen to delete a job from the job file. You must confirm that you want to delete it.

> ⚠ *You cannot recall a deleted job. If you delete a job in error, you must recreate the header, detail records, and transaction records.*

Deleting a Detail Line

When you delete a detail line from a job, you have a choice to delete the line or mark the line inactive. Inactive lines can be recalled if necessary.

> ⚠ *You cannot recall a deleted detail line. If you delete a detail line in error, you must recreate the detail line record and the transaction records related to the detail line.*

Select the specific detail line in the job by clicking somewhere in the line, the marker at the left end of the line shows that the line is selected. Select Delete from the options just above the 1st detail line. Then click on the "Exit" icon and you will see the following prompt:

To delete the detail line from the job, select Delete. To make a detail line inactive, select Inactivate.

Job Maintenance

⚠ Delete REVIEW-CONS from this job?

[<u>D</u>elete] [<u>I</u>nactivate] [<u>C</u>ancel]
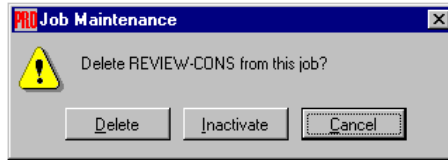
Select   **Delete**   to delete the detail line item.
          Inactivate   to inactivate the detail line.
          Cancel   to cancel without deleting.

Converting a Bid

Select **Convert** from the options at the top of the Main Screen to convert a job from a bid to an active job. In addition to automatically changing the job status, the program will also move any values stored as an estimate into the budget values and create the budget transaction records.

☞   You can enter estimates by first creating a job with the job status set to **Bid**. When the job status is set to a **Bid**, the program allows you to enter or change the values in the estimate quantity and unit cost fields on the Detail Screen. It also automatically calculates the extended cost for that detail line of the job.

Creating Job Templates

If you have jobs, phases, and categories that you use often and are similar, you can create a template from where you can copy header and detail information to a new job.

Setting up a Job Template

To create a job template, select **Template** in the **Status** field when you add a new job.

> (i) *For more information about the job status field, see "Jobs, Main Screen" in Chapter 3 of this manual.*

Copying to a Job Template

To copy information from a template, select **Maintain | Jobs**, then enter the new job number. When asked if you want to copy from an existing job, select **Yes** and then enter or select the job template you wish to copy from.

When you enter a valid selection, the program will copy the record and you can edit it until it's accurate.

> (i) *For more information on editing a job, see "Changing Job Information" in Chapter 3 of this manual.*

4. *Working with the Program*

- ♦ Entering Budgets

- ♦ Entering Change Orders

- ♦ Entering Direct Costs

- ♦ Updating from Linked Applications

- ♦ Closing the Period or Year

- ♦ Logging In and Logging Out

- ♦ Changing the System Date

- ♦ Exiting Pro Series

◆ *Chapter 4: Working with the Program*

Entering Budgets

Entering budgets is done after a job is defined or if you need to correct a previous budget entry. If you entered an estimate when you bid the job, you can automatically transfer the estimate to the budget.

> (i) *For more information about transferring estimates to budgets, see "Changing Job Information, Converting a Bid" in Chapter 3 of this manual.*

To manually enter or correct a previous budget entry, select **Transaction | Enter Budgets**.

Job: Enter the job or **<F2>** to see a list of jobs. If you enter a job that is not found in the file, you will see this message:

Click   **List**   to list current jobs.
           Reenter   to reenter the job number.

Once a valid job has been entered or selected, the system will prompt you for the following information:

Job-Phase-Category: Enter or select the job-phase-category for which you would like to enter budget information.

Date: Enter or accept the date of the budget transaction. The default is the system date.

Description: Enter or accept the description of this job-phase-category.

Quantity: Enter the quantity you are budgeting for this job-phase-category.

Unit Cost/Amount: Enter or accept the unit cost or amount of the category. The default is the unit cost defined in the category record.

When you have finished entering budget information, you will have the following options:

Select   **Save**   to save the budget information you just entered.
          Cancel   to cancel the transaction just entered.
          Exit   to exit the screen.

Using the Command Buttons

Once you save the detail information, you can then enter another job-phase-category, select a different job, or exit to return to the Project Accounting main menu.

Click **Select**   to find another job record.

        Add   to add budget information for another phase and/or category for the currently selected job.

        Edit   to change a transaction entered during this session.

        Delete   to delete a transaction entered during this session.

Changing Transactions

To change the currently displayed budget information, select **Edit** from the options above the transaction grid. Use the arrow keys or your mouse to highlight an entry, then press **<Enter>** and make your changes.

When you're finished editing budget information, you will have the following options:

Select **Save**   to save the budget information you just entered.

        Cancel to cancel the transaction just entered.

        Exit   to exit the screen.

Deleting Transactions

Select **Delete** from the options above the transaction grid and use the arrow keys or your mouse to highlight an entry, then press **<Enter>**. You must confirm that you want to delete the transaction.

Entering Change Orders

From time to time you may need to make a change to a planned budget. When that happens, you'll need to enter a change order to update the job, and to produce a numbered record of job changes in the Transaction Journal.

☞ Don't confuse a change order with a correction to the budget. A change order is used to note that an "official change in direction" from the initial budget has been requested, whereas a budget correction is a change made to the budget before a project is underway. Use **Enter Budgets** with a positive or negative value to correct an existing budget.

To enter a change order, select **Transaction | Enter Change Orders**.

Job: Enter the job or **<F2>** to see a list of jobs. If you enter a job that is not found in the file, you will see this message:

Click **List** to list current jobs.
Reenter to reenter the job number.

Once a valid job has been entered or selected, the system will prompt you for the following information:

Job-Phase-Category: Enter or select the job-phase-category for which you would like to enter change order information.

Date: Enter or accept the date of the change order transaction. The default is the system date.

Description: Enter or accept the description of this job-phase-category.

Quantity: Enter the new quantity for the change order for this job-phase-category.

Unit Cost/Amount: Enter or accept the unit cost or amount of the category. The default is the unit cost defined in the category record.

When you have finished entering change order information, you will have the following options:

Select **Save** to save the change order information you just entered.
Cancel to cancel the transaction just entered.
Exit to exit the screen.

Using the Command Buttons

Once you save the detail information, you can then enter another job-phase-category, select a different job, or exit to return to the Project Accounting main menu.

Click **Select**   to find another job record.
       Add   to add change order information for another phase and/or category for the currently selected job.
       Edit   to change a transaction entered during this session.
       Delete   to delete a transaction entered during this session.

Changing Transactions

To change the currently displayed change order information, select **Edit** from the options above the transaction grid. Use the arrow keys or your mouse to highlight an entry, then press **<Enter>** and make your changes.

When you're finished editing change order information, you will have the following options:

Select **Save**   to save the change order information you just entered.
        Cancel   to cancel the transaction just entered.
        Exit   to exit the screen.

Deleting Transactions

Select **Delete** from the options above the transaction grid and use the arrow keys or your mouse to highlight an entry, then press **<Enter>**. You must confirm that you want to delete the transaction.

Entering Direct Costs

Actual costs are usually different from estimate and budget costs. As you receive invoices with real costs and quantities, you'll want to enter these amounts if you have not already entered them through a linked Pro Series module.

To manually enter or correct a previous budget entry, select **Transaction | Enter Budgets**.

Job: Enter the job or **<F2>** to see a list of jobs. If you enter a job that is not found in the file, you will see this message:

Click   **List**   to list current jobs.
            Reenter   to reenter the job number.

Once a valid job has been entered or selected, the system will prompt you for the following information:

Job-Phase-Category: Enter or select the job-phase-category for which you would like to enter change order information.

Date: Enter or accept the date of the change order transaction. The default is the system date.

Description: Enter or accept the description of this job-phase-category.

Quantity: Enter the new quantity for the change order for this job-phase-category.

Unit Cost/Amount: Enter or accept the unit cost or amount of the category. The default is the unit cost defined in the category record.

Posted in GL?: Check this box if this direct cost transaction should appear on the GL Reconciliation report.

GL Account Number: Enter the general ledger account number or press **<F2>** to select a general ledger accounting number to use on the GL Reconciliation report. This field is only accessible if the **Posted in GL?** option is selected.

☞   Project Accounting will not create any entries in SBT General Ledger as a result of these entries.

> *For more information about GL Reconciliation, see "Understanding Lahey Project Accounting, General Ledger Reconciliation" in Chapter 1 of this manual.*

When you have finished entering direct cost information, you will have the following options:

Select   **Save**   to save the direct cost information you just entered.
          Cancel   to cancel the transaction just entered.
          Exit   to exit the screen.

Using the Command Buttons

Once you save the detail information, you can then enter another job-phase-category, select a different job, or exit to return to the Project Accounting main menu.

Click   **Select**   to find another job record.
         Add   to add direct cost information for another phase and/or category for the currently selected job.
         Edit   to change a transaction entered during this session.
         Delete   to delete a transaction entered during this session.

Changing Transactions

To change the currently displayed direct cost information, select **Edit** from the options above the transaction grid. Use the arrow keys or your mouse to highlight an entry, then press **<Enter>** and make your changes.

When you're finished editing direct cost information, you will have the following options:

Select   **Save**   to save the direct cost information you just entered.
         Cancel   to cancel the transaction just entered.
         Exit   to exit the screen.

Deleting Transactions

Select **Delete** from the options above the transaction grid and use the arrow keys or your mouse to highlight an entry, then press **<Enter>**. You must confirm that you want to delete the transaction.

Updating from Linked Applications

Project Accounting postings from SBT Accounts Payable, Accounts Receivable, Inventory Control, and Payroll are stored in a distribution file and are not automatically posted to job's actual costs. You must choose to update your job cost balances with the postings you processed in these modules. This gives you complete control over the flow of information between the applications.

Select the application you want to update from by choosing **Transaction | Update from *Application Name***. The program will check both the current and the history distribution file for any unposted Project Accounting transactions.

☞   You don't need to worry about updating Project Accounting before closing a period in a linked application. Postings will not be lost or double posted.

Closing the Period or Year

Unlike most Pro Series modules, Project Accounting does not require a period or year-end closing. Since Project Accounting stores all of its transaction data in a single file, there is no need for the program to move the current period's closed transactions into a history file.

You close the period or year for all Pro Series applications using the options on the **Period Close** submenu in System Manager. Refer to your SBT System Manager manual for information on using the period close options.

If you try to close the period or year for Project Accounting, you will see the following message:
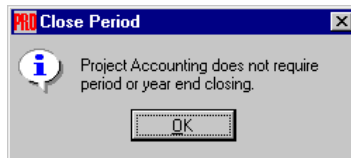
Logging In and Logging Out

Logging In

> With this option, you can log in under a different user ID without having to exit the program. For example, this allows a supervisor with a higher level access privilege to perform a restricted task to help a clerk.
>
> Select **File | Log In**. A dialog box appears for you to enter the new user ID and its password. If you enter blanks, you return to the program without any change taking place.

Logging Out

> This option allows you to log out of the system without quitting entirely. This can be useful if you want to disable the system while leaving your desk for a time. The program will not be operable until someone enters a valid user ID and password.
>
> Select **File | Log Out**.
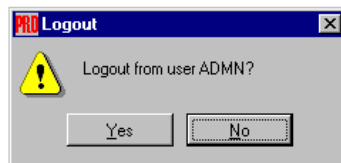
> Select **Yes** to log out.
> **No** to cancel and return to the program.
>
> When you answer yes, the program clears out the current user and displays a dialog box to accept a new login ID. If you enter blanks for the new user, you are asked if you want to exit the program.

Changing the System Date

This option lets you temporarily change the date the program thinks of as "today." For example, you might want to do this if:

- You want a different default date for entering transactions or producing reports.

- Your computer's clock isn't working.

To change the date, select **File | Change System Date**, menu and enter the new system date.

Using a Previous Date

If you enter a date that is older than your computer clock date, the new system date only affects the company, application, and workstation for which you set the date. The historical date remains in effect until you do one of the following:

- Transfer to another company.

- Transfer to another application.

- Exit the system.

Using a Future Date

If you enter an SBT system date that is greater than your computer clock date, the new date applies to all applications in the company for which you set the date. That date will remain in effect until you set the date back again, or until the computer clock is greater than the system date. In addition, every time you start or transfer to an application, you see a warning message that the system date is greater than your computer clock date.

Exiting Pro Series

You can leave any Pro Series application and go to another Pro Series application, or return to Windows. You can also "shell out" of Customer Service and temporarily access Visual FoxPro.

Transferring to Other Pro Series Applications

You can easily leave Customer Service and work with another installed Pro Series application. When an application is defined in System Manager, it appears as a menu choice on the **Open** submenu.

Select **File | Open**, then select the application you want to use. If you transfer to an application that is installed for the same company, you go directly to that application; otherwise, you will see a list of available companies from which you can select the one you want to work with.

Transferring to Another Application

When you define your installation in System Manager, you can add custom menu options, which enable you to access other programs on your system. Custom menu options can also be assigned on a user-by-user basis. See "Changing Custom Menu Options, Users", in the SBT System Manager manual for more information about adding custom menu options.

External program calls appear on the **Custom** menu. Until you define custom menu options, the menu remains dimmed.

Accessing Visual FoxPro

☞   This option is only available for administrator-level users.

Use the **File | Open | FoxPro Access** option to temporarily leave the Pro Series application you are running and go to the Visual FoxPro command window. If you are using the runtime version of Visual FoxPro, you see a single command line, rather than the command window. You can then perform tasks such as viewing database files directly or customizing report forms.

> *Do not use this feature to enter or edit records directly. If you do, you will bypass the normal error-checking routines that are built into the programs. This could result in loss of data and system file integrity.*

To return to the original application, type **RESUME** in the command window, or press **<Enter>** on the command line.

Exiting to Windows

To end you working session of Pro Series, select **File | Exit**. You are automatically logged out and returned to Windows desktop.

> *Exiting by turning off your computer or by pressing <Ctrl>+<Alt>+<Del> may damage your files.*

5. *Reports and Inquiries*

- ♦ Selecting the Output Destination

- ♦ Job Status Reports

- ♦ GL Reconciliation Reports

- ♦ Transaction Journal

- ♦ Job List

- ♦ Phase List

- ♦ Category List

- ♦ Cost Type List

- *Chapter 5: Reports and Inquiries*

Selecting the Output Destination

The option to print or display is available for all reports in Project Accounting. You might indicate your choice by selecting a command button, selecting an option button, or clicking an icon, but at least one choice is always available.

☞ You can exit most printing routines by pressing **<Esc>**. If you choose this option, the program will close all data files to protect them from damage before returning you to the previous screen.

When you select a report from one of the options on the **Print** menu, you will see an option grid to define the scope of the report. Detailed explanations of each report's options are found later in the chapter.

This is an example of a report option grid:

Producing a report is a three-step process.

1. Complete the option grid to select the data you want.

2. After completing the option grid, click **Generate** to compile the information for the report according to the option grid criteria.

3. After the program has assembled the data for the report, choose the report output destination.

Click   **Preview**   to display the report on your screen.
          Print   to send the report to a printer or save it to a disk file.

After the program prints or displays the report, you automatically return to the option grid. You can print and display the report as many times as you like before exiting.

To make changes to the report:

Click   **Reenter**   to change your option grid responses.
          Modify   to create a customized report for this company.

Any time you change your responses on an option grid, you must select **Generate** again to update the version of the report that is stored for viewing.

Displaying Reports

Use the **Preview** button to display a report before you print. You can look at entire pages to check the layout or zoom in on a particular portion to check details.

The window displays a mock-up of your report. A special toolbar offers quick access to a number of special commands.

You can also use the scroll bars to move forward and backward through the report, or scroll right and left to see its entire width.

Clicking anywhere on the document window changes the magnification. From the full-page view, the first click zooms you in on the portion of the page you clicked on. The second click returns you to the full-page view.

Printing or Exporting Reports

After generating a report, select **Print** to choose an output destination (i.e., print or export data to a disk file).

Click		
	Print	to send output to the default printer.
	Setup	to go to the Windows Print Setup dialog box. You can use it to set print job properties or select another printer.
	Export	to save the data as a spreadsheet or text.
	Cancel	to return to the option grid.

If you choose to print a report, Pro Series sends the output to the default printer whose ID is displayed in the dialog box.

If you choose to export a report, you see a dialog box that enables you to specify the name and format of the file to which you are exporting.

Job Status Reports

After you have created a job, you can print a job status report. Select **Print | Job Status**.

Level of Detail:

Select	**Summary**	if you want to show jobs, phases, categories, and customers.
	Detail	if you want to include more detailed information, including transactions from each application, transaction dates, and codes.

Order by:

Select	**Job**	to order the report by job number.
	Customer	to order the report by customer number.

Application:

Select	**All**	to see transactions from all applications.
	AR	to see transactions generated from Accounts Receivable.
	AR	to see transactions generated from Accounts Payable.
	IC	to see transactions generated from Inventory Control.
	PA	to see transactions entered from within Project Accounting.
	PO	to see transactions generated from Purchase Orders.
	PR	to see transactions generated from Payroll.
	SO	to see transactions generated from Sales Orders.
	WO	to see transactions generated from Work Orders.

Transaction Date: Enter a range of dates or leave blank to include transactions for all dates.

Code: Enter one or more characters to include only codes beginning with the characters you specify, or leave blank to include all codes.

Job: Enter a job number to print a report for, or press **<F2>** for a list of jobs to choose from. You can leave this field blank to include all jobs.

Phase: Enter one or more characters to include only phase numbers beginning with the characters you specify, press **<F2>** for a list of phases to choose from. You can leave this field blank to include all phases.

Category: Enter one or more characters to include only category numbers beginning with the characters you specify, press **<F2>** for a list of categories to choose from. You can leave this field blank to include all categories.

Customer Number: Enter one or more characters to include only customer numbers beginning with the characters you specify, or press **<F2>** for a list of customers to choose from. You can leave this field blank to include all customers.

GL Reconciliation Reports

This report helps to reconcile you GL accounts. Select **Print | GL Reconciliation**.

Order by:

Select **Job**   to order the report by job number.
        GL Account   to order the report by the general ledger account number.

Subtotals:

Select **Yes**   to include subtotals.
        No   to not include subtotals.

Application:

Select **All**   to see transactions from all applications.
        AR   to see transactions generated from Accounts Receivable.
        AR   to see transactions generated from Accounts Payable.
        IC   to see transactions generated from Inventory Control.
        PA   to see transactions entered from within Project Accounting.
        PO   to see transactions generated from Purchase Orders.
        PR   to see transactions generated from Payroll.
        SO   to see transactions generated from Sales Orders.
        WO   to see transactions generated from Work Orders.

Transaction Date: Enter dates in either or both of these fields to include transactions within that range, or leave blank to include all dates.

Beginning/Ending Account: Enter account numbers in either or both of these fields to see the report for account numbers in that range, or press **<F2>** for a list of account numbers to choose from. Leave these fields blank to include all account numbers.

Job: Enter a job number to print a report for, or press **<F2>** for a list of jobs to choose from. Leave this field blank to include all jobs.

Phase: Enter one or more characters to include only phase numbers beginning with the characters you specify, or press **<F2>** for a list of phases to choose from. Leave blank to include all phases.

Category: Enter one or more characters to include only categories beginning with the characters you specify, or press **<F2>** for a list of categories to choose from. Leave blank to include all categories.

Customer Number: Enter one or more characters to include only customer numbers beginning with the characters you specify, or press **<F2>** for a list of customers to choose from. Leave this field blank to include all customers.

Transaction Journal

This report lists transactions you specify. Select **Print | Transaction Journal**.

Application:

Select   **All**   to see transactions from all applications.
         AR   to see transactions generated from Accounts Receivable.
         AR   to see transactions generated from Accounts Payable.
         IC   to see transactions generated from Inventory Control.
         PA   to see transactions entered from within Project Accounting.
         PR   to see transactions generated from Payroll.

Transaction Date: Enter dates in either or both of these fields to include transactions within that range, or leave blank to include all dates.

Code: Enter the user-defined code that may have been specified for each job, phase, or category. Leave this field blank to include all transactions.

First/Last Job: Enter job numbers in either or both of these fields to see the report for jobs in that range, or press **<F2>** for a list of jobs to choose from. Leave these fields blank to include all jobs.

Phase: Enter phases in either or both of these fields to see the report for phases in that range, or press **<F2>** for a list of phases to choose from. Leave these fields blank to include all phases.

Category: Enter categories in either or both of these fields to see the report for categories in that range, or press **<F2>** for a list of categories to choose from. Leave these fields blank to include all categories.

Cost Type: Enter the cost type to include only costs types specified here, or press **<F2>** for a list of phases to choose from. Leave blank to include all cost types.

Customer Number: Enter one or more characters to include only customer numbers beginning with the characters you specify, or press **<F2>** for a list of customers to choose from. Leave this field blank to include all customers.

Job List

This report lists general information for jobs that you specify. Select **Print | Job List**.

Level of Detail:

Select **Detail**   to include all details about each job.
        Summary   to exclude all details about each job.

Order By:

Select **Job**   to sort the report by job number.
        Description   to sort the report by job description.
        Status   to sort the report by job status.
        Priority   to sort the report by job priority.
        Manager   to sort the report by job manager.
        Customer   to sort the report by customer number.

Job: Enter a job number to print a report for, or press **<F2>** for a list of jobs to choose from. You can leave this field blank to include all jobs.

Status:

Select **Active**   to include only active jobs.
        Bid   to include only bid jobs.
        Inactive   to include only inactive jobs.
        Template   to include only job templates.
        All   to include all jobs.

Priority: Enter the job priority to include, or leave blank to include jobs of all priorities.

Manager: Enter one or more characters to include only managers beginning with the characters you specify, or leave blank to include all managers.

Customer Number: Enter one or more characters to include only customer numbers beginning with the characters you specify, or press **<F2>** for a list of customers to choose from. You can leave this field blank to include all customers.

Code: Enter one or more characters to include only codes beginning with the characters you specify, or leave blank to include all codes.

Add Date: Enter dates in either or both of these fields include records that were added in that range, or you can leave this field blank to include all dates

Add User: Enter one or more characters to include only users beginning with the characters you specify, or leave blank to include all users.

Phase List

This report lists general information for phases that you specify. Select **Print | Phase List**.

Order By:

Select   **Phase**   to sort the report by phase number.
           Description   to sort the report by phase description.
           Code   to sort the report by phase code.

Phase: Enter a phase number to print a report for, or press **<F2>** for a list of phases to choose from. You can leave this field blank to include all phases.

Code: Enter one or more characters to include only codes beginning with the characters you specify, or leave blank to include all codes.

Add Date: Enter dates in either or both of these fields include records that were added in that range, or you can leave this field blank to include all dates.

Add User: Enter one or more characters to include only users beginning with the characters you specify, or leave blank to include all users.

Category List

This report lists general information for categories that you specify. Select **Print | Category List**.

Order By:

Select **Category** to sort the report by category.
Description to sort the report by description.
Code to sort the report by code.
Type to sort the report by cost type.

Category: Enter one or more characters to include only categories beginning with the characters you specify, or leave blank to include all categories.

Description: Enter one or more characters to include only descriptions beginning with the characters you specify, or leave blank to include all descriptions.

Code: Enter one or more characters to include only codes beginning with the characters you specify, or leave blank to include all codes.

Cost Type: Enter a Cost Type to print a report for, or you can leave this field blank to include all Cost Types.

Add Date: Enter dates in either or both of these fields include records that were added in that range, or you can leave this field blank to include all dates

Add User: Enter one or more characters to include only users beginning with the characters you specify, or leave blank to include all users.

Cost Type List

This report lists general information for Cost Types that you specify. Select **Print | Cost Type List**.

Order By:

Select   **Cost Type**   to sort the report by Cost Type code.
            Description   to sort the report by Cost Type description.

Cost Type: Enter one or more characters to include only Cost Types beginning with the characters you specify, or leave blank to include all Cost Types.

Add Date: Enter dates in either or both of these fields include records that were added in that range, or you can leave this field blank to include all dates.

Add User: Enter one or more characters to include only users beginning with the characters you specify, or leave blank to include all users.

- *Chapter 5: Reports and Inquiries*

6. Linking with Other Applications

- ♦ Linking Overview

- ♦ Linking with SBT Accounts Payable

- ♦ Linking with SBT Accounts Receivable

- ♦ Linking with SBT Inventory Control

- ♦ Linking with SBT Payroll

- ♦ Linking with SBT Purchase Orders

- ♦ Linking with SBT Sales Orders

- *Chapter 6: Linking with other Applications*

Linking Overview

Lahey Project Accounting links with other SBT applications to create a flexible, integrated accounting system. It enables you to generate transactions in one application, which in turn updates related information in another application's data files.

The overall design concept for Lahey Project Accounting is to always ask the user for a job-phase-category code whenever a Pro Series transaction requires general ledger linking information. By adhering to this principle, an organization can maintain an unprecedented level of audit-ability and control between the Project Accounting and General Ledger modules.

There are actually two types of linking. One method works by creating postings that do not immediately affect another application's data, but are held until you decide to release them to the linked application. These postings are stored in a distribution file for each application. This is how SBT Inventory Control links to SBT General Ledger. This is also how SBT Accounts Payable, SBT Accounts Receivable, SBT Inventory Control, and SBT Payroll link to Lahey Project Accounting.

The other linking method integrates the Lahey Project Accounting data with SBT Sales Orders, SBT Purchase Orders, and Lahey Work Orders during transaction entry. These postings are stored in a transaction file for each application. Open transactions in these applications are automatically included in job status reports when you create an order, receive an order, or ship an order.

How Does Linking Work?

Linking works by installing Lahey-enhanced versions of key SBT Pro Series program files and adding Project Accounting fields to certain databases in each SBT application. During the data entry process you will be given the opportunity to specify a job-phase-category code.

☞   Project Accounting does not force you to job cost every transaction, but it will remind you if leave a Project Accounting field empty. This methodology saves time and computing resources by not requiring Jobs for non-job cost transactions.

Distribution File Applications

Postings saved in these applications will not appear in Project Accounting until you choose to update from linked applications. See "Updating from Linked Applications" in Chapter 4 of this manual for more information.

☞   Distribution File applications include SBT Accounts Payable, SBT Accounts Receivable, SBT Inventory Control, and SBT Payroll.

Transaction File Applications

Postings saved in these applications are automatically included in Project Accounting status reports. The postings are automatically excluded from the status reports when they are received, shipped, or completed.

☞   Transaction File applications include SBT Purchase Orders, SBT Sales Orders, and Lahey Work Orders.

Linking with SBT Accounts Payable

In order for Accounts Payable to prompt you for Project Accounting transactions, you must have installed the Lahey-Enhanced Pro Series files for Accounts Payable.

> **i** *For more information on Lahey-Enhanced Pro Series files, see "Updating Your Installation" in Chapter 2 of this manual.*

To update Project Accounting with Accounts Payable postings, you must periodically run **Transaction | Update from Accounts Payable**.

> **i** *For more information on updating from the transaction menu, see "Updating from Linked Applications" in Chapter 4 of this manual.*

Setting up the Link

To create the link with SBT Accounts Payable, follow these steps:

1. Install SBT Accounts Payable and Lahey Project Accounting, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2. Start Project Accounting. Select **File | Change Setup Information**.

3. Select the option "Link to Accounts Payable" from the Link Settings screen.

> **i** *For more information about linking, see "Setting up Project Accounting, Link Settings Screen" in Chapter 3 of this manual.*

Linking with SBT Accounts Receivable

In order for Accounts Receivable to prompt you for Project Accounting transactions, you must have installed the Lahey-enhanced Pro Series files for Accounts Receivable and made the necessary changes to the data structures. You will also need to install the Lahey-enhanced files for Inventory Control since Accounts Receivable could send Project Accounting cost data to Inventory Control databases.

> *For more information on Lahey-Enhanced Pro Series files, see "Updating Your Installation" in Chapter 2 of this manual.*

To update Project Accounting with Accounts Receivable postings, you must periodically run **Transaction | Update from Accounts Receivable**.

> *For more information on updating from the transaction menu, see "Updating from Linked Applications" in Chapter 4 of this manual.*

Setting up the Link

To create the link with SBT Accounts Receivable, follow these steps:

1. Install SBT Accounts Receivable and Lahey Project Accounting, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2. Start Project Accounting. Select **File | Change Setup Information**.

3. Select the option "Link to Accounts Receivable" from the Link Settings screen.

> *For more information about linking, see "Setting up Project Accounting, Link Settings Screen" in Chapter 3 of this manual.*

Linking with SBT Inventory Control

In order for Inventory Control to prompt you for Project Accounting transactions, you must have installed the Lahey-enhanced Pro Series files for Inventory Control and made the necessary changes to the data structures.

> **i** *For more information on Lahey-Enhanced Pro Series files, see "Updating Your Installation" in Chapter 2 of this manual.*

To update Project Accounting with Inventory Control postings, you must periodically run **Transaction | Update from Inventory Control**.

> **i** *For more information on updating from the transaction menu, see "Updating from Linked Applications" in Chapter 4 of this manual.*

Setting up the Link

To create the link with SBT Inventory Control, follow these steps:

1. Install SBT Inventory Control and Lahey Project Accounting, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2. Start Project Accounting. Select **File | Change Setup Information**.

3. Select the option "Link to Inventory Control" from the Link Settings screen.

> **i** *For more information about linking, see "Setting up Project Accounting, Link Settings Screen" in Chapter 3 of this manual.*

Stock versus Non-Stock Inventory Items

Project Accounting is designed to handle revenues as well as costs—providing a profit and loss report for each job. Project Accounting also works in harmony with Lahey manufacturing modules by not "stealing" inventory for a job and preventing the raw materials to be turned into finished goods. This functionality is made possible by special design considerations when handling inventory items. SBT Inventory Control supports two types of inventory items: stock and non-stock.

When receiving a stock inventory item, the transaction will most likely post a debit to balance sheet inventory and credit to PO clearing. Since the inventory is being held as an asset, it could apply to any project. In order to assign the quantity and cost to a project, you need to go into SBT Inventory Control and issue the quantity and cost to an expense account and project.

When receiving a non-stock inventory item, the transaction will most likely post a debit to an expense account and credit PO clearing. Since the inventory is not being held as an asset--and won't show on the on-hand report--the cost is immediately posted to the job specified on the PO. There is no need to go into SBT Inventory Control to issue the quantity and cost to an expense account and project (nor will IC allow you to issue non-stock items).

Linking with SBT Payroll

In order for Payroll to prompt you for Project Accounting transactions, you must have installed the Lahey-enhanced Pro Series files for Payroll and made the necessary changes to the data structures.

> (i) *For more information on Lahey-Enhanced Pro Series files, see "Updating Your Installation" in Chapter 2 of this manual.*

To update Project Accounting with Payroll postings, you must periodically run **Transaction | Update from Payroll**.

> (i) *For more information on updating from the transaction menu, see "Updating from Linked Applications" in Chapter 4 of this manual.*

Setting up the Link

To create the link with SBT Payroll, follow these steps:

1. Install SBT Payroll and Lahey Project Accounting, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2. Start Project Accounting. Select **File | Change Setup Information**.

3. Select the option "Link to Accounts Receivable" from the Link Settings screen.

> (i) *For more information about linking, see "Setting up Project Accounting, Link Settings Screen" in Chapter 3 of this manual.*

Linking with SBT Purchase Orders

In order for Purchase Orders to prompt you for Project Accounting transactions, you must have installed the Lahey-enhanced Pro Series files for Purchase Orders and made the necessary changes to the data structures. You will also need to install the Lahey-enhanced files for Inventory Control since Purchase Orders could send Project Accounting cost data to Inventory Control databases.

> (i) *For more information on Lahey-Enhanced Pro Series files, see "Updating Your Installation" in Chapter 2 of this manual.*

☞ It is not necessary to choose a menu option in order to transfer data from Purchase Orders to Project Accounting. Instead, you tell Project Accounting to get the purchasing information during the generation of status reports.

Setting up the Link

To create the link with SBT Purchase Orders, follow these steps:

1. Install SBT Purchase Orders and Lahey Project Accounting, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2. Start Project Accounting. Select **File | Change Setup Information**.

3. Select the option "Link to Purchase Orders" from the Link Settings screen.

> (i) *For more information about linking, see "Setting up Project Accounting, Link Settings Screen" in Chapter 3 of this manual.*

Linking to SBT Sales Orders

In order for Sales Orders to prompt you for Project Accounting transactions, you must have installed the Lahey-enhanced Pro Series files for Sales Orders and made the necessary changes to the data structures. You will also need to install the Lahey-enhanced files for Inventory Control since Sales Orders could send Project Accounting cost data to Inventory Control databases.

> **i** *For more information on Lahey-Enhanced Pro Series files, see "Updating Your Installation" in Chapter 2 of this manual.*

☞ It is not necessary to choose a menu option in order to transfer data from Sales Orders to Project Accounting. Instead, you tell Project Accounting to get the purchasing information during the generation of status reports.

Setting up the Link

To create the link with SBT Sales Orders, follow these steps:

1. Install SBT Sales Orders and Lahey Project Accounting, if you haven't already done so, and create the data files for both applications. The data files must use the same company number.

2. Start Project Accounting. Select **File | Change Setup Information**.

3. Select the option "Link to Sales Orders" from the Link Settings screen.

> **i** *For more information about linking, see "Setting up Project Accounting, Link Settings Screen" in Chapter 3 of this manual.*

- *Chapter 6: Linking with other Applications*

7. *Sample Reports*

- ♦ Job Status Detail Report
- ♦ Transaction Journal Report
- ♦ Project List Detail
- ♦ Phase List
- ♦ Category List
- ♦ Cost Type List

- *Chapter 7: Sample Reports*

Job Status Detail Report

```
Page: 1                                                           Date: 06/23/95 at 6:06 AM
                                 Professional Software, Incorporated
                                        Detail Project Status
                                         Ordered by Project


  Date   Description                         SR      Budget           Actual          Variance
======== ================================== == =============== =============== ===============

Project: ADCAMP      Ad Campaign for New Line

Phase/Category: DESIGN/BRAN  Brainstorm/Creative Session
07/01/93 Brainstorm/Creative Session        FM      1000.00            0.00          1000.00
07/01/93 Brainstorm/Creative Session        FM      1000.00            0.00          1000.00
10/01/93 Brainstorm/Creative Session        CS         0.00          500.00          -500.00
11/01/93 Brainstorm/Creative Session        CS         0.00          250.00          -250.00
12/01/93 Brainstorm/Creative Session        CS         0.00          250.00          -250.00
06/23/95 V#SCR1   I#ASDASD      S#000237     AP         0.00         -123.00           123.00
                                                ---------------  --------------- ---------------
                                                    2000.00          877.00          1123.00

Phase/Category: DESIGN/CONS  Consultation/On Site
07/01/93 Consultation/On Site               FM       600.00            0.00           600.00
10/01/93 Consultation/On Site               CS         0.00          300.00          -300.00
11/01/93 Consultation/On Site               CS         0.00          300.00          -300.00
                                                ---------------  --------------- ---------------
                                                     600.00          600.00             0.00

Phase/Category: DESIGN/PHPR  Photo Processing/Per Shoot
07/01/93 Photo Processing/Per Shoot         FM       200.00            0.00           200.00
10/01/93 Photo Processing/Per Shoot         CS         0.00          200.00          -200.00
11/01/93 Photo Processing/Per Shoot         CS         0.00           50.00           -50.00
                                                ---------------  --------------- ---------------
                                                     200.00          250.00           -50.00

Phase/Category: DESIGN/STRY  Story Boards
07/01/93 Story Boards                       FM      1500.00            0.00          1500.00
10/01/93 Story Boards                       CS         0.00         1500.00         -1500.00
                                                ---------------  --------------- ---------------
                                                    1500.00         1500.00             0.00

Phase/Category: PRSENT/CONS  Consultation/On Site
07/01/93 Consultation/On Site               FM       450.00            0.00           450.00
10/15/93 Consultation/On Site               CS         0.00          300.00          -300.00
11/01/93 Consultation/On Site               CS         0.00          150.00          -150.00
                                                ---------------  --------------- ---------------
                                                     450.00          450.00             0.00
```

Transaction Journal Report

```
Page: 1                                                             Date:        03/23/99 at 7:37 AM
                                       Professional Software, Incorporated
                                              Transaction Journal
                                       All Jobs, All Phases, All Categories
                                                   All Dates


   Date     Description                                SR          Quantity          Unit Cost         Extended Cost
========    =====================================     ====  =================   ================   =================

Job: ADCAMP       Ad Campaign for New Line

Phase/Category: DESIGN/BRAN  Brainstorm/Creative Session
10/01/93   E#DA1      P#    354 S#000094             PR            1.000           -500.0000              -500.00
11/01/93   E#DA1      P#    362 S#000096             PR            1.000           -250.0000              -250.00
12/01/93   E#DA1      P#    370 S#000098             PR            1.000           -250.0000              -250.00
03/23/99   V#ASY1     This is the first line          CS          12.000            -50.0000              -600.00
                                                                                              --------------------------
                                                           Subtotal for DESIGN/BRAN:                      -1600.00

Phase/Category: DESIGN/CONS  Consultation/On Site
10/01/93   E#DG1      P#    355 S#000094             PR            1.000           -300.0000              -300.00
11/01/93   E#DG1      P#    364 S#000096             PR            1.000           -300.0000              -300.00
                                                                                              --------------------------
                                                           Subtotal for DESIGN/CONS:                       -600.00

Phase/Category: DESIGN/PHPR  Photo Processing/Per Shoot
10/01/93   V#AMC1   I#33210       S#000080           AP            4.000            -50.0000              -200.00
11/01/93   V#AMC1   I#33365       S#000088           AP            1.000            -50.0000               -50.00
                                                                                              --------------------------
                                                           Subtotal for DESIGN/PHPR:                       -250.00

Phase/Category: DESIGN/STRY  Story Boards
10/01/93   V#MCL1   I#256         S#000080           AP            3.000           -500.0000             -1500.00
                                                                                              --------------------------
                                                           Subtotal for DESIGN/STRY:                      -1500.00

Phase/Category: PRSENT/CONS  Consultation/On Site
10/15/93   E#DG1      P#    358 S#000095             PR            1.000           -300.0000              -300.00
11/01/93   E#DG1      P#    364 S#000096             PR            1.000           -150.0000              -150.00
                                                                                              --------------------------
                                                           Subtotal for PRSENT/CONS:                       -450.00

Phase/Category: PRSENT/TL01  Telephone Consultation
10/15/93   E#EJ1      P#    359 S#000095             PR            1.000           -195.0000              -195.00
11/01/93   E#EJ1      P#    365 S#000096             PR            1.000           -195.0000              -195.00
                                                                                              --------------------------
                                                           Subtotal for PRSENT/TL01:                       -390.00

Phase/Category: PRSENT/TR02  Travel/Air from SFO to NY
10/15/93   V#AEX1   I#9309-STMT  S#000083            AP            1.000           -850.0000              -850.00
12/01/93   V#AEX1   I#9311-STMT  S#000093            AP            2.000           -850.0000             -1700.00
                                                                                              --------------------------
                                                           Subtotal for PRSENT/TR02:                      -2550.00


Phase/Category: REVIEW/BIDS  Bids/Quotations from Suppliers
10/15/93   E#TK1      P#    362 S#000095             PR            1.000           -180.0000              -180.00
12/01/93   E#TK1      P#    372 S#000098             PR            1.000           -180.0000              -180.00
12/31/93   E#TK1      P#    378 S#000099             PR            1.000            -72.0000               -72.00
                                                                                              --------------------------
                                                           Subtotal for REVIEW/BIDS:                       -432.00
```

Project List Detail

```
Page: 1                                            Date: 06/23/95 at 6:06 AM
                        Professional Software, Incorporated
                              Project List Detail
                               Ordered by Project
                            From 01/01/01 to 12/31/99


Project    Description                                               Status
========== ========================================================= ========

Project ==> ADCAMP
ADCAMP     Ad Campaign for New Line                                  Active
           Manager:                       Priority: 1    Cust: AHC1
           Started:  10/01/93   Completed:   / /         Code: AD
           Contract:                         / /                   0.00


Project ==> CTAX
CTAX       Coporate Tax                                              Active
           Manager:                       Priority: 1    Cust: BIG1
           Started:  09/01/93   Completed:   / /         Code: AC
           Contract:                         / /                   0.00


Project ==> MERGER
MERGER     Merger of ABC with Moore Office Sup                       Active
           Manager:                       Priority: 1    Cust: ABC1
           Started:  07/01/93   Completed:   / /         Code: LG
```

Phase List

```
Phase List

Page: 1                                              Date: 06/23/95 at 6:06 AM
                        Professional Software, Incorporated
                                    Phase List
                                Ordered by Phase
                             From 01/01/01 to 12/31/99


Phase        Description                                                   Code
==========   ===============================================================  ========
DESIGN       Design                                                        AD
FEDTAX       Federal Tax Preparation                                       AC
FORMS        Document Preparation                                          LG
IAUDIT       Internal Audit                                                AC
NEGOT        Negotiation                                                   LG
OVERHD       Overhead/Non-billable Expenses                                LG
PAYROL       Payroll
PRSENT       Presentation                                                  AD
RESEAR       Research
REVIEW       Review Contract Proposals
TSTMKT       Test Market                                                   AD
```

Category List

```
Page: 1                                        Date: 06/23/95 at 6:06 AM
                      Professional Software, Incorporated
                                 Category List
                               Ordered by Category
                             From 01/01/01 to 12/31/99


Category   Description                                              Code
=========  ========================================================  ========
ADMN       Administrative Assistance                                MI
           Cost Type: O Overhead            Cost:      12.0000

ADMN       Administrative Assistance                                MI
           Cost Type: G New Cost Type       Cost:      12.0000

ADVT       Advertising-per Insertion                                RE
           Cost Type: S Subcontractors      Cost:      35.0000

APPR       Appraisal-Property                                       LG
           Cost Type: S Subcontractors      Cost:       0.0000

AUDT       Audit Client Records                                     AC
           Cost Type: L Labor               Cost:      65.0000

BIDS       Bids/Quotations from Suppliers                           AD
           Cost Type: L Labor               Cost:      36.0000

BRAN       Brainstorm/Creative Session                              AD
           Cost Type: L Labor               Cost:      50.0000

CONO       Consultation/In Office                                   LG
           Cost Type: L Labor               Cost:      40.0000

CONS       Consultation/On Site                                     LG
           Cost Type: L Labor               Cost:      75.0000

COPY       Document Copies                                          MI
           Cost Type: M Materials           Cost:       0.4500

COTX       Income Tax Preparation/Corporate                         LG
           Cost Type: L Labor               Cost:      85.0000

CT01       Court Appearance                                         LG
           Cost Type: X Other               Cost:      10.0000
```

Cost Type List

```
Page: 1                                        Date: 06/23/95 at 7:10 PM
                       Professional Software, Incorporated
                                 Cost Type List
                                Ordered by Type
                           From 01/01/01 to 12/31/99


Cost Type  Description
==========  =============================================================
E           Equipment
G           New Cost Type
L           Labor
M           Materials
O           Overhead
S           Subcontractors
X           Other
```

◆ *Notes*