


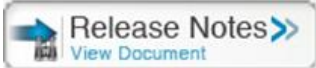







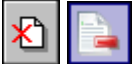
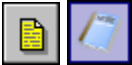
















**ERRM
User Guide**

Documentation Conventions

 Notes:	Indicates extra Information
	This icon indicates a best practice, or an example.
<u>Setup</u> >System Setup	Indicates Menu item shortcuts: An underlined letter indicates this is a “hot key”. On Main menus click the Alt button plus that key to go directly to that field or function. On Drop Down menus just type that key.
Field Name	Indicates a Field Name or button Name
Important	Important information
Screen Shots	To conserve space the screen shots are seldom actual size and may have blank spaces or other non essential information cropped from them.
	Links to other documents or web pages are included when additional explanations are available. Click the notebook to find that information.
<u>Links to other topics</u>	Various places in this document have links to other topics in the document. To return to the original topic click Alt + left arrow. Try it out with the link to the left!
Update Release Notes	This document contains only the new features contained the software updates. For all changes see the release notes on the download webpage. Click the release notes button to find these. 

RFMS Button Conventions

	Exit the current screen.
	Access the help file.
	Activates or selects the highlighted record.
	Add a new record.
	Make changes to a record.
	Delete a record.
	Add or View Notes on a record.
	Find a record using specific fields.
	Resets a filter.
	Exact match required in a search.
	Partial match only required in a search.
	Print a document or go to a report menu.
	Insert or access an attached picture .
	Tag Untag Tagall or Un-tagall record(s). Selects records
	View details of a record.
	Send an RFMS mail message regarding the highlighted record.
	View the history of a record.
	View the pdf history of reports for the highlighted record.
	Click to view the tracking record created for every record insert made into Orders, Quotes and Bid Pro Estimates. If gray, no records are present.
	Brings up the Client Management remote actions screen and add a CMM action or relate a CMM record to this record.
	With all date fields in RFMS, hit the D key to fill in today's date, type in a date, use the up and down arrows to move the date one day at a time or click F8 to bring up the calendar and then choose the date.

Contents

- DOCUMENTATION CONVENTIONS 2**
- OVERVIEW 6**
 - Enhanced Revenue Recognition Method Overview6
- AUTHORIZATION FORM 7**
- ADDITIONAL STANDARD ACCOUNT CODES.... 8**
 - Chart8
 - Standard Account Codes Worksheet.....9
- FAQ 10**
- PRE-ACTIVATION PROCESSES 11**
 - Month End Accounts Receivables 11
 - Month End Accounts Payable 12
 - Month End Taxes Due 12
 - Month End Inventory Balance Report 13
 - Check Register(s)..... 13
 - Journal Year to Date..... 14
 - Material Analysis 15
 - Purchase Order Listing Report..... 16
 - Roll Inventory Range Report 17
 - Item Inventory Range Report 17
 - Inventory Adjustments Report 18
- ACTIVATION 18**
 - System Option..... 18
- OPERATIONAL OVERVIEW 19**
 - Order Entry 19
 - Inventory..... 19
 - Providers 20
 - Human Resources..... 22
 - Accounting..... 23
 - Viewing the Journal..... 23
- DIAGRAMS 25**
 - Accounts Payable..... 25
 - Accounts Receivable 26
 - Banking..... 26
 - Order Entry 27
 - Additional Order Entry Facts 27
 - Inventory..... 28
 - Regular Billing..... 28
 - Postings Chart Regular Billing..... 28
 - Percentage Billing 29

SPECIFIC CHANGES IN PROCESSING 30

Receive Material 30
Issue Picking Ticket..... 30
Costing Material 31
Print Delivery Ticket..... 32
Bill the Sale..... 33
Provider Records..... 35
Book Sale 36
Job Cost 37
Apply Payment..... 38
Post Deposit..... 39

SALES REPORTS 39

MONTH END REPORTING..... 39

Month End Reports..... 39
Work In Process 40

Overview

Enhanced Revenue Recognition Method Overview

In July of 2002, Congress enacted the Sarbanes-Oxley Act, also known as the 'Public Company Accounting Reform and Investor Protection Act' (in the Senate) and 'Corporate and Auditing Accountability and Responsibility Act' (in the House). It is commonly called Sarbanes–Oxley, Sarbox or SOX. SOX is a United States federal law enacted which set new or enhanced standards for all U.S. public company boards, management and public accounting firms

To comply with SOX, RFMS developed the Enhanced Revenue Recognition Method or ERRM. ERRM is a feature in RFMS designed to allow journal detail. It utilizes new Standard Account Codes for enhanced journal reporting and real-time General Ledger posting. This feature breaks apart the journal summary reports for A/R, A/P, Customer Deposits, Sales, Cost of Sales and Inventory into a detailed listing that shows when specific transactions are made. This feature provides a more detailed journal listing than what RFMS currently provides particularly in regard to Work In Progress tracking through the journal.

ERRM is the most comprehensive approach for reflecting real-time financial position in the General Ledger.

Authorization Form

Transition to ERRM should not be considered without appropriate consultation with your Regional System Analyst (RSA).

Transition to ERRM is irreversible.

To transition to ERRM, please complete the authorization below and fax back to 831-417-2714. This completed document must be received by the RFMS Service Desk to certify that you understand the procedural changes that accompany ERRM prior to the ERRM Activation Code being created for your system.

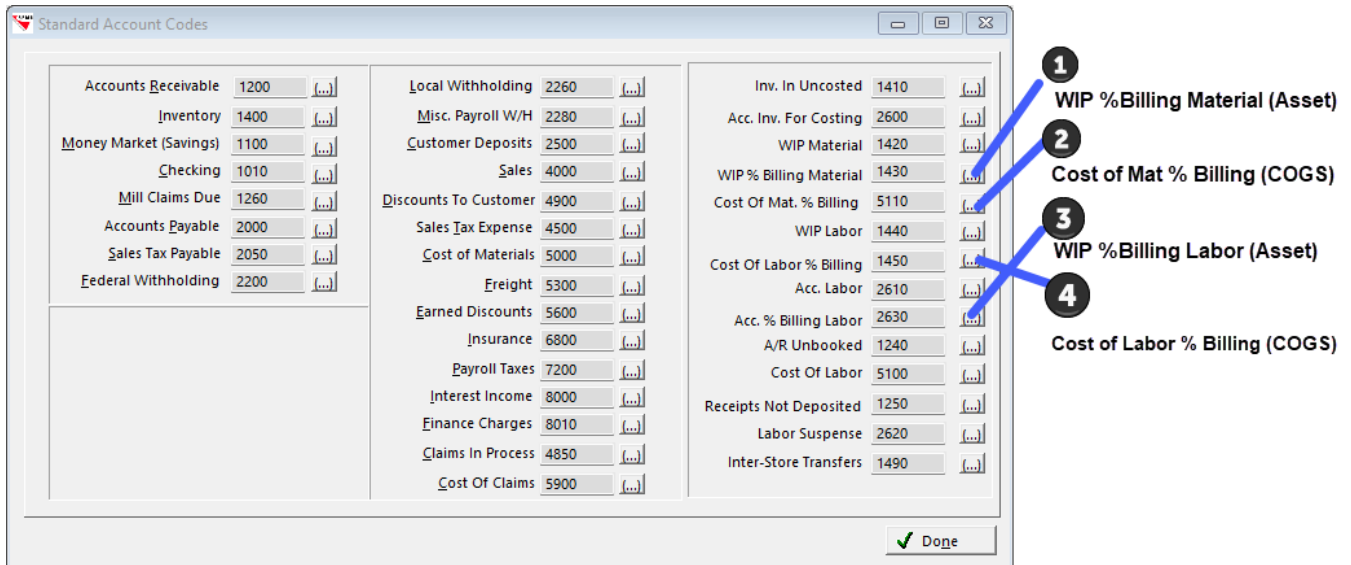
Company Information
Name: _____
Position: _____
Company Name: _____
By signing this document, I certify that I / we:
<ul style="list-style-type: none">• have received and read the document titled "ERRM User Guide"• understand the ramifications of using Enhanced Revenue Recognition Model as the new system of accounting and operations• understand that once transitioned to Enhanced Revenue Recognition it is <u>irreversible</u> and the system cannot be transitioned back to the non-ERRM configuration• understand that records that have been added before transition will not be effected by ERRM and will be treated with previous batch-system rules• agree to take 2 hours training before turning on ERRM and 2 hours follow up training• understand use of Access Codes in ERRM can create adjustments not recognized by the General Ledger and should be used with extreme caution.• wish to move forward with this process by obtaining the access code from the RFMS Service Desk.
Signature _____ Date _____
Credit Card Information
CC# _____ CVC/Security Code _____ Exp Date _____
Billing Address Address _____
City _____ State _____ Zip _____
Amount _____ Signature _____

Additional Standard Account Codes

Several additional Standard Account Codes will need to be added to the system for ERRM. Listed below are all new account codes and their account type (asset, liability, etc). Associate the appropriate account code from the Chart of Accounts with the newly added Standard Account Codes below.

Chart

Account Code	Account Code Type	Function	Typical Offsetting Account
Receipts Not Deposited	Current Asset	Receipt Posted / Deposit Not Entered	Customer Deposit / AR
A/R Unbooked	Current Asset	Invoice has been sent to client, AR aging has started, but revenue recognition has not occurred	AR
Inventory In Uncosted	Current Asset	Material received. Invoice has not been processed from the vendor.	Accrued Inventory
Work in Process Material	Current Asset	Material on job site	Inventory / Cost of Material
Work in Process % Billing Material	Current Asset	Material projected on to be on job site	Cost of Material % Billing
Work in Process Labor	Current Asset	Providers earnings have been entered on the order	Accrued Labor / Cost of Labor
Cost of Labor % Billing	Cost of Goods Sold	Labor projected to have been used for a job	Accrued % Billing Labor
Accrued Inventory for Costing	Current Liability	Material received. Invoice has not been processed from the vendor.	Inventory in Uncosted
Accrued Labor	Current Liability	Providers Earnings have been entered on the order	WIP Labor
Labor Suspense	Current Liability	Clearing account that receives Accrued Labor that has been released to offset against payroll through Providers Print and Post. Payroll charges should be applied to Labor Suspense.	Accrued Labor
Accrued % Billing Labor	Current Asset	Labor projected to have been used on the job but not yet entered in Providers.	Cost of Labor % Billing
Cost of Labor	Cost of Goods Sold	Book Order	WIP Labor
Cost of Material	Cost of Goods Sold	Book Order	WIP Material
Cost of Material % Billing	Cost of Goods Sold	Job cost Order	WIP % Billing Material



Standard Account Codes Worksheet

Worksheet for Standard Account codes

Account Code	Account Code Type	Account Code
Receipts Not Deposited	Current Asset	
A/R UnBooked	Current Asset	
Inventory In Uncosted	Current Asset	
Work in Process Material	Current Asset	
Work in Process % Billing Material	Current Asset	
Work in Process Billing Labor	Current Asset	
Cost of Labor % Billing	Cost of Goods Sold	
Accrued Inventory for Costing	Current Liability	
Accrued Labor	Current Liability	
Labor Suspense	Current Liability	
Accrued % Billing Labor	Current Asset	
Cost of Labor	Cost of Goods Sold	
Cost of Material	Cost of Goods Sold	
Cost of Material % Billing	Cost of Goods Sold	

Set up DEFAULT providers Earnings wages in Human Resources to Labor Suspense

FAQ

Training to be set up and take place on the Practice Company version of the database

When should ERRM be turned on?

First, a training session to apply ERRM to the practice version of the database is recommended. This will allow set up to take place and training of staff members prior to setting up ERRM on the real or production version of data.

RFMS recommends performing month end closing procedures and reconcile all GL accounts through the current month before selecting this option to avoid any confusion. Preparing and saving the standard RFMS month end accounting reports will help ensure pre-ERRM transactions are captured and to identify records that are in process for future reconciliations and to track activity.

How to prepare for ERRM to be activated?

1. Sign and return the ERRM checklist/authorization form, which explains the new features and changes that ERRM will have on in order entry, job costing, journal transactions and accounting.
2. Confirm the Practice Company is available and shortcuts in place
3. Determine NEW Account Codes
4. Schedule Training
5. Get Access Code for Training Session
6. Training session to review system and transaction changes
7. Internal staff trained on changes to operations
8. Date determined to activate ERRM on active database
9. Get Access Code for ERRM for go live date
10. Reports run end of business the day prior to go live
11. Create back up copy of dataset and keep in a secure place for future reference
12. Apply Access Code after reports and back up have been completed

I see there are new comments in my journal, what do they mean?

Costing Inventory	This accounts payable invoice was added through the costing function in the Inventory module.
ADD PAYABLE	This accounts payable invoice was added through the accounts payable module. This entry in the Inventory account typically indicates mis-coding as all inventory transactions should be processed through the costing function in Inventory.
Delivery Ticket	The Delivery Ticket has been printed from Order Inventory indicating the inventory has physically left the warehouse.
Line Un-Delivery	A user has changed the status on a particular line from Delivered indicating that the material is physically in the warehouse.
EDIT PAYABLE	User has edited accounts payable invoice AFTER inventory costing
Void Payable	The indicated invoice has been voided in the Accounts Payable Module
MONTH END SUMMARY	Pre-ERRM transactions. Details will be printable from Print Journal Information found in the journal close routine.
Book Sale	Indicates the book sale functions has been selected, typically indicating completion of the job.
Bill Sale	Bill Sale function has been selected, creating an accounts receivable.
Un-Book Sale	Reversal of the Booking function.
Un-Bill Sale	Reversal of the Billing function.

Pre-Activation Processes

RFMS recommends performing month end closing procedures and reconciling all GL accounts through the current month before activating ERRM to avoid timing / crossover issues. Preparing and saving these standard RFMS month end accounting reports will help ensure pre-ERRM transactions are captured and to identify records that are in process for future reconciliations and to track activity.

The following reports must be created prior to activating ERRM to an active or production database.

These reports should be generated and saved in both PDF and CSV formats prior to activating ERRM.

Month End Accounts Receivables

Month of A/R Report 10/10 F8

Options

- Print A/R Report
- Print Aging
- Print Open Orders Report
- Print Customer Deposits Report
- Print Customer Discounts Report

Options

- Print Preview
- Summary
- Claims ONLY

Output CSV To: _____

Number of Periods 4

Aging Periods

Period 1	0	30
Period 2	31	60
Period 3	61	90
Period 4	91	999

Stores

- 100
- 200
- 300
- 500
- 900

Combine

Print Exit

Accounting>File>Month End>Accounts Receivable

Month End Accounts Payable

Month End A/P

Report Month **10/10** F8

Print By Account Code (Posted & Open)

Account Codes

AC	Description
10000	PETTY CASH
10100	CASH ON HAND (CASH REGIST
10200	REGULAR CHECKING ACCOUNT
10300	PAYROLL CHECKING ACCOUNT
10800	RECEIPTS NOT DEPOSITED
11000	INVESTMENTS-MONEY MARKE
12000	ACCOUNTS RECEIVABLE
12100	ACCOUNTS RECEIVABLE-UNBIL
12300	ALLOWANCE -DOUBTFUL ACCO
12500	MILL CLAIMS DUE
12800	OTHER RECEIVABLES
13000	PREPAYMENTS
13100	PREPAID USE TAX MATERIALS

Stores

- 100
- 200
- 300
- 500
- 900

Combine

Print By Supplier (Open Only)

Supplier F8

Summary

Print Options

Print Preview

Output CSV To:

Print Exit

Accounting > File > Month End > Accounts Payable

Month End Taxes Due

Print Tax Due

Month Taxes Are Due **10/10** F8

Stores

- 100
- 200
- 300
- 500
- 900

Combine

Subtotal

By State

By County

Cost to Use for Use Tax

Use Net Cost

Use Gross Cost

Print Options

Print Preview

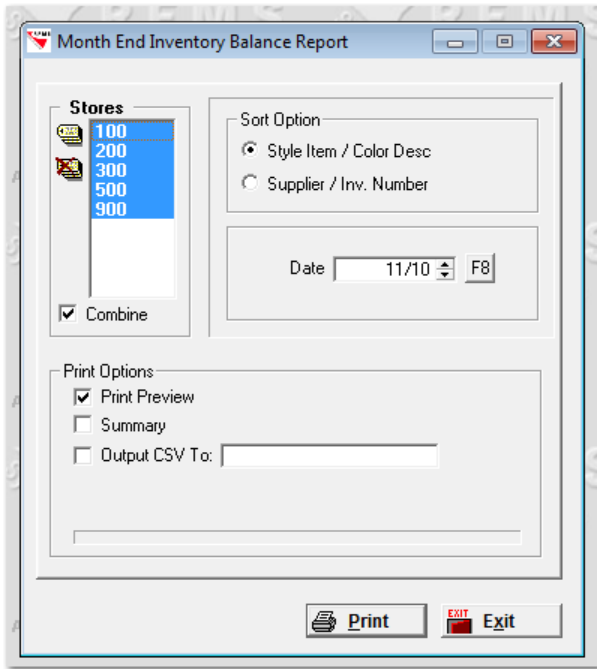
Include Material Cost On Use Tax Report

Output CSV To:

Print Exit

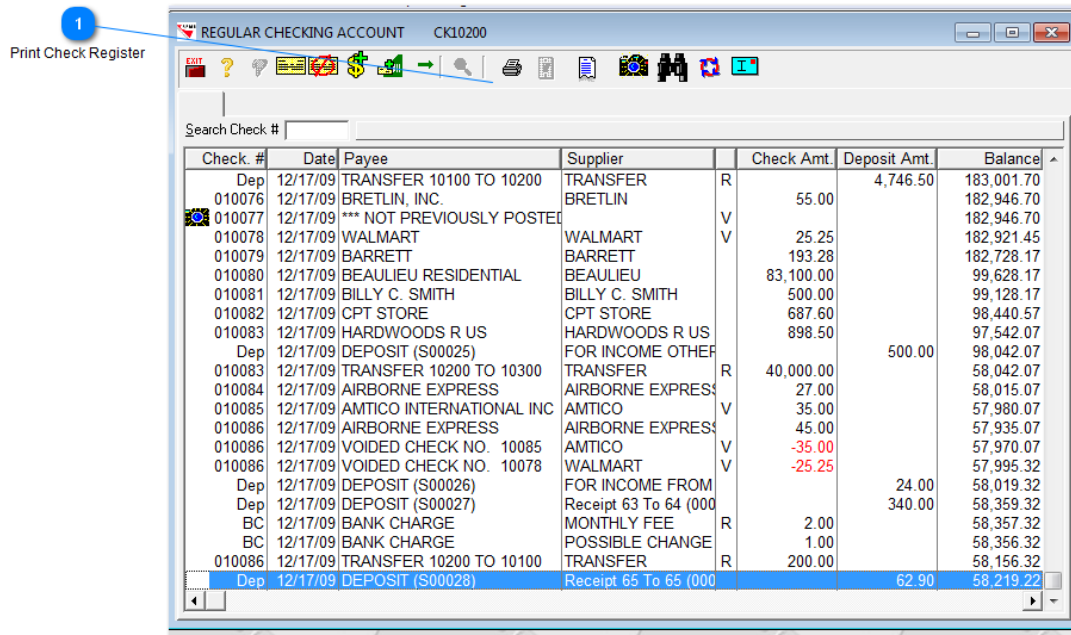
Accounting > File > Month End > Tax Reports > Print Tax Due

Month End Inventory Balance Report



Accounting > File > Month End > Month End Inventory Balance Report

Check Register(s)



Accounting > File > Banking > Add/Edit Checks > (Register)

1 Print Check Register



Print register from inception to current.

Journal Year to Date

Print Journal

Files To Print

- Print Journal
- Print AP

Sort Order

- Store/Act Code
- Act Code/Store

Print Beginning Balances Batch Entries Only

Preview

Output CSV To: _____

Beginning Date: 01/01/10 F8

Ending Date: 12/31/10 F8

OK Cancel

Stores	Act. Codes	Description
100	AC	
200	10000	PETTY CASH
300	10100	CASH ON HAND (CASH REGISTER
500	10200	REGULAR CHECKING ACCOUNT
900	10300	PAYROLL CHECKING ACCOUNT
	10800	RECEIPTS NOT DEPOSITED
	11000	INVESTMENTS-MONEY MARKET
	12000	ACCOUNTS RECEIVABLE
	12100	ACCOUNTS RECEIVABLE-UNBILL
	12300	ALLOWANCE -DOUBTFUL ACCOUN
	12500	MILL CLAIMS DUE
	12800	OTHER RECEIVABLES
	13000	PREPAYMENTS
	13100	PREPAID USE TAX (MATERIAL)
	13101	TEST CHART OF ACCT

Accounting > File > General Ledger > General Ledger Functions > Print Journal

Material Analysis

Materials Analysis Report

Sort Order
 Supplier/Style/Color/City
 Customer/PC/Style/Color
 Private Supp./Supplier/Style/Color
 Private Supp./Manf./Style/Color
 Supplier/Style
 Manf./Style
 Customer/Invoice
 PC/Qty
 Inventory #
 Salesperson
 Salesperson/PC/Supplier
 Salesperson/Style
 E-Date
 E-Date/Customer
 E-Date/PC
 E-Date/Style
 Zip/PC (Ship To)
 Zip/Style (Ship To)
 Zip/PC (Sold To)
 Zip/Style (Sold To)
 Fiber
 Fiber/Manf
 Fiber/Supplier
 Ship To City
 Labels By Zip
 Customer/Job Number
 Customer/Billing Grp.
 Customer/Invoice/Line Group
 Labels By Name

Line Status
 None Cut Delivered Job Costed On Order Gen PO Reserved Billing Staged Uncosted Inventory Only

PC
 01 CARPET
 02 VINYL
 03 HARDWOOD
 04 LAMINATE
 05 CERAMIC TILE
 06 VCI & COVEBASE
 07 RUBBER/VINYL T
 08 RUBBER/VINYL B
 09 SUNDRIES & CLEA

Sales People
 BILLY THOMPSON
 CLARENCE PHIFER
 NANCY REGAN
 SALLY JONES

Customer Types
 APT COMPLEX
 BUSINESS
 CHURCH
 CONDOMINIUM
 HIGH RISE
 HOSPITAL
 INDUSTRIAL BLDG
 INDUSTRY
 OFFICE

Stores
 100
 200
 300
 500
 900
 Combine

Fiber
 1 100 YARN
 100% OLEFIN
 88%OLF 12% NYLO
 89/11
 94%OLF 6%NYLON
 ANSD SC/ST
 BASF SC/ST
 BCF NYLON

Supplier: F8 Qty From: 0.000 Qty To: 0.000
 Private Supplier: F8 Order Date From: 01/01/80 Order Date To: 12/31/79
 Style/Item: Invoice Date From: 01/01/80 Invoice Date To: 12/31/79
 Color/Desc: Invoice To: Cut Date From: 01/01/80 Cut Date To: 12/31/79
 E-Date From: 01/01/80 E-Date To: 12/31/79
 Invoice # From: Del. Date From: 01/01/80 Del. Date To: 12/31/79
 Inventory # To: Line Est. Del. Date From: 01/01/80 Line Est. Del. Date To: 12/31/79

Customer From: F8 Customer To: F8 Job Number: F8
 Ship Zip From: Ship Zip To: Sold Zip From: Sold Zip To: F8
 Billing Group Desc: (...) Order Total From: 0.00 Order Total To: 0.00

Print Preview Print Framing Parameters Print Summary Show Cost Show Profit Output CSV To:
 Copies: 1
 Print Preview Include Claims

Prints on 8.5 x 14 Paper (Legal)

Printer... Print Exit

Sales Reports>File> Material Analysis

- Sort by: Customer/Invoice
- Line Status: None, Gen PO, On Order, Reserved, Cut and Delivered
- Product Codes: All
- Salespeople: All
- Customer Types: All
- Stores: All
- Fiber: All
- Show Cost, Show Profit
- Output to CSV

Roll Inventory Range Report

Inventory > Reports > Roll Inventory Range Report

- Sort by: Date Received
- Product Codes: Both
- Stores: All
- Roll/Cut: Both
- Value: Current
- Show Dollars, Include Reserves
- Uncosted Inventory: Include Uncosted
- Physical Size: From .01 To 999,9999
- Output to CSV: Save

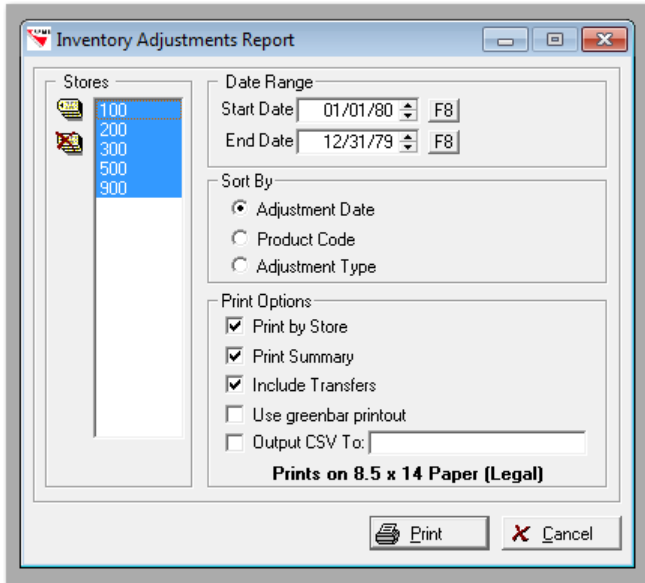
Item Inventory Range Report

Inventory > Reports > Roll Inventory Range Report

- Sort by: Date Received
- Product Codes: All
- Stores: All
- Value: Current
- Show Dollars, Include Reserves

- Uncosted Inventory: Include Uncosted
- Physical Size: From .01 To 999,9999
- Output to CSV: Save

Inventory Adjustments Report



Inventory > Reports > Inventory Adjustments Report

Activation

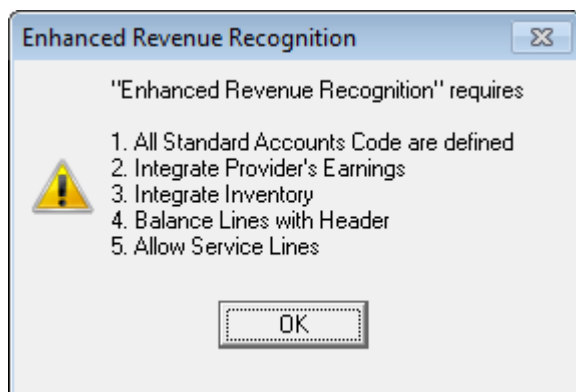
System Option

To use Enhanced Revenue Recognition, set

Utilities>System Options>System Wide>General>ERRM (Enhanced Revenue Recognition Method) to yes.

Type	Module	Applies To	Category	Option	Value
Global	System Wide	General	Configuration	ERRM (Enhanced Revenue Recognition Method)	No

This can only be activated with an Access Code from the Director of Customer Support.



Operational Overview

There are several other changes to note in the RFMS system upon implementation of ERRM.

- It is important to know that because journal postings are now immediately visible in the journal and new standard account codes are utilized, journal printing at month-end will **increase immensely**. We recommend printing all month-end documents to PDF and printing to paper only as necessary. In addition, all accounting activity prior to activation will be treated by previous system rules and not ERRM. We recommend that month end procedures are performed before selecting this option to avoid transition issues.
- Transactions will now post to the Journal in **real time**. This means there is an immediate journal entry for specific procedures.

Order Entry

- Express Job Cost is available. If the Order can be job costed, Express Checkout will bill, book and job cost the order. If the Order is partially through the ERRM process, Express Checkout will pick up and finish.
- Post/Unpost Finance Charges creates individual Journal records instead of a month-end lump sum entry.
- Sales will now need to Billed and Booked. If changes to the order such as adding, editing and deleting are needed, Un-Billing the sale will be required. Changes will create entries in the Journal.
- Once an order has been **Billed**, the **order** is then **locked** for **editing** with regard to **invoice dollar totals**.
- Printing a Picking Ticket and Delivery Ticket will be required. The Picking Ticket places inventory in a Staged Status. The inventory module shows the record as "Reserved." The Delivery Ticket takes the inventory on the order and changes it from a Staged Status to a Delivered Status. Journal entries are associated with printing the Delivery Ticket.

Inventory

- Inventory adjustment records are posted immediately to the journal.
- If material is costed in a month later than the month it was received, cut and delivered and the cost is changed; if the journal is still open at the time of costing and the cost changed then the system makes the journal entry for the difference back to the journal using the date received.
- If the cost of inventory is changed and it is not in a costed status the PO cost and on the lines will be updated regardless of the line status. The gross cost of the line will only be adjusted if the line is not in a delivered or job costed status. If the record is costed and the cost is changed the PO cost on the line will not be updated, as an adjustment will be posted for this change.
- The system will always update PO Cost on the order entry line when cost has changed (except when line is in Job cost status)
- The system will always update gross cost and net cost on line except when line is delivered or job costed
- The system does not allow editing of cost once material is assigned
- If there is a cost adjustment to inventory that has a line assignment, the system will update the costs on the line.
- To accommodate tracking not costed inventory, all changes to item cost prior to costing are tracked through the history file not the current cost.
- Inventory adjustment records are posted to the journal as soon as they are made, and will not be held in the adjustments file or be on the inventory adjustments report.
- An order can be voided with no additional processing up until the job is job costed or the

delivery month has been closed.

- When doing a transfer adjustment to another store. If the material has not been costed the system will post the original store and credit Materials in Uncosted, Debit Accrued Inventory for Costing. The new store will receive a debit to Materials in Uncosted, Credit Accrued Inventory for Costing.

Providers

There is a Do Not Accrue button located on the Provider record. Selecting this option will keep a journal entry from being entered on the provider record regardless of the pay status. This feature can be used for any provider records to post against a particular job whether or not they are paid. Examples are burdens, freight or provider records which may be held before they are paid. If a provider record is entered and Do Not Accrue is not selected a journal entry will be placed in the journal as normal (**Debit Work in Process Labor and Credit Accrued Labor**). If *Do Not Accrue* is selected later, those entries will be backed out of the journal.

In the Supplier file and Worker Information files, the Do Not Accrue pay status can be set on an individual Supplier and Worker basis. If a provider record is entered in Order Entry and the record has had the Do Not Accrue Status applied, the provider record in Order Entry will inherit that status.

BCOE is no longer allowing ERRM users to Edit or Delete a Provider record, except for changing the Do Not Pay status, where the Installation Date is in a closed Journal period. (Unlike non-ERRM, ERRM users CANNOT override and delete with an Access Code.)

If the installation date is edited on a provider's earning record, the reversing journal entry will be made on the original installation date.

The screenshot shows a software window titled "Changing a Provider Record". It contains various input fields for provider information. At the bottom, the "Pay Status" is set to "001-Do Not Pay" and the "Do not Accrue" checkbox is checked. A red rectangular box highlights the "Pay Status" dropdown and the "Do not Accrue" checkbox.

Provider Pay Status

In addition, the Pay Status on the Supplier record (in Accounting) or on the Worker record (in Human Resources) may be setup. This screen will inherit that setting when entering a provider record.

Accounting - Suppliers

In this example, a supplier record has been entered, selected the Pay Status of Ok to Pay and checked the Do Not Accrue option.

The screenshot shows a dialog box titled "Record Will Be Changed" with two main sections: "Supplier" and "Pay To". Both sections contain fields for Name, Address, City, State, Zip, Contact Name, Contact Phone, and Fax Number. Below these sections are fields for Account #, Terms (Days), Ytd Purchased (Gross), Tax ID Number, Discount %, and Ytd Purchased (Net). The "Pay Status" is set to "OK to Pay" and the "Do Not Accrue" checkbox is checked, while the "Inactive" checkbox is unchecked. Other fields include "Load" (0.00), "EFT INFO", and buttons for "OK" and "Cancel".

When we entered the provider record, the Pay Status and Do Not Accrue information was inherited from the supplier file.

The screenshot shows a dialog box titled "Adding a Provider Record". It contains fields for "Store", "Name" (BOB WILSON), "Worker #", "Pay Type" (Subcontractor), "Invoice Number", "Order Date", "Delivery Date", "Installation Date", "Work Order Number", "Product Code" (CARPET LABOR), "Service #", "Rate" (350.000), "Total Units" (1.00), "Miscellaneous Earnings" (0.00), "Total Earnings" (350.00), "Date Paid", and "Certified Payroll" section with fields for Rate, Regular Hours, Overtime Hours, Doubletime Hours, and Total. The "Pay Status" is set to "OK to Pay" and the "Do not accrue" checkbox is checked. Buttons for "OK" and "Cancel" are at the bottom.

If a provider record is entered and the month of the installation date is closed before the record has been marked paid, the record cannot be edited or deleted, otherwise the provider record would no longer match the journal for the original month.

Human Resources

Worker Information

In this example we have entered a Worker Information record and selected Ok to Pay as the pay status and have not select the Do Not Accrue option.

Personnel Information for INSTALLER, JOE

General Information | Dates and Leave Time | Personal Deductions | Remarks

Active Provider Union Annuized Federal Tax SubPay
 Scheduler Clearing Apprentice Post Provider through HR

Worker ID: 2 (Leave at zero for automatic number) | Marital: Single
First Name: JOE | Pay Type: Subcontractor (1099)
Last Name: INSTALLER, JOE | SS Number: 205-10-1010
Address #1: 300 CHERRY RD | Pay Cycle: Biweekly
City: ANYWHERE | Commission Percent: 0.0000%
State: US | Zip: 11123 | Federal Dependents: 0
Telephone: | Department: None
Sex: Male | Ethnicity: None
Driver's License: | Job Category: None
Pay Status: 000-OK to Pay
 Do not Accrue

OK Cancel

The provider record has inherited the information from the Worker Information record.

Adding a Provider Record

Provider

Store: 1
Name: INSTALLER, JOE
Worker #: 2
Pay Type: Subcontractor

Invoice Number: 1000000
Order Date: 06/06/08
Delivery Date:
Installation Date: 06/09/08

Work Order Number: 6512216
Product Code: 80 CARPET LABOR
Service: CARPET TAKE UP
Service #:
Date: 425.000
Total Units: 1.00
Dyeline Hours:
Doubleline Hours:
Miscellaneous Earnings: 0.00
Total Earnings: \$425.00
Date Paid:
 Special Period
Pay Status: 000-OK to Pay
 Do not Accrue

OK Cancel

Accounting

- Batch numbers are used to track transactions. Batch numbers are assigned to a specific set of journal entries for one specific procedure, meaning every transaction has its own batch number. They are assigned to each journal posting and data can be filtered and tracked based on these numbers.
- All A/P records are posted individually to the Journal when entered.
- All A/P records are posted individually to Banking transactions.
- When Viewing the Journal (Accounting, File, General Ledger, View Journal) it can searched by:

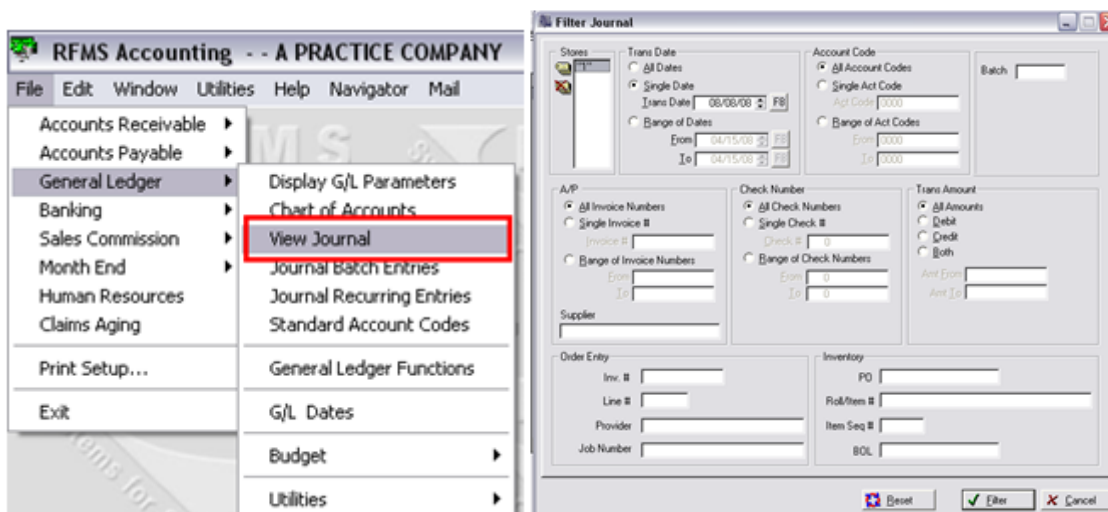
Supplier	Roll/Item #
Invoice #	Item Sequence #
Line #	BOL
Provider	Batch
Job Name	
PO	

Viewing the Journal

Transactions can be isolated and filtered according to various combinations of criteria including:

- Store Code
- Transaction Date
- Batch #
- A/P Invoice
- Check
- Transaction Amount
- Order Information – Invoice #, Line #, Provider, Sidemark
- Inventory Information – Roll #, Item Seq #, Bill of Lading #

This feature will also allow transactions to be viewed for a particular entry or multiple entries relating to one event or the entire group of events posted to the journal. To access this, click File, G/L, View Journal.



POSTINGS

ERRM JOURNAL POSTINGS

Order Created	No GL Affect		Line Total	Cost	Profit	GP%	
Material Line	\$	3,000.00	\$	1,801.70	\$	1,198.30	39.94%
Labor Line	\$	2,000.00	\$	1,400.00	\$	600.00	30.00%
Order Total	\$	5,000.00	\$	3,201.70	\$	1,798.30	35.97%

Special Note

Multiple combinations of Billing, Booking and Job Costing options can be selected
Below is a guideline of the criteria for each option and notes of how the system is updated

Generate PO No GL Affect

Material Received	Inventory In Uncosted		Accrued Inventory	
Based on PO \$\$ Value	DB	CR	DB	CR
	\$	1,801.70	\$	1,801.70

SCENARIO : 1. Bill Sale 2. Book Sale 3. Job Cost
1. Bill Sale (generate A/R, start Aging until Book or Job Cost possible)
2. Book Sale (Uncosted Inventory on Order preventing Job Cost)
3. Job Cost Order (Inventory is costed, Commission will be calculated)
SCENARIO : Job Cost Only
1. SKIP Bill and/or Book Sale Step Proceed directly to Job Cost

Issue Pick Ticket No GL Affect Line Status Changed to STAGED

Delivery Ticket	Work In Process-Material		Inventory	
Reclassify Asset	DB	CR	DB	CR
	\$	1,800.00	\$	1,800.00

Bill Sale is not a required step but is optional to post A/R in advance of Revenue. If the Bill Sale option is selected the Book Sale and/or Job Cost options will follow when necessary information is available. The system automatically reverses the entries for an order that is Billed when it is Booked/Job Costed

CRITERIA TO BILL A SALE

*Material & Service Lines can be in ANY Status

Changes to Order

Order Status= Undelivered | Bill Date Populated

Reports Updated- A/R Journal

Bill Sale	A/R		A/R Unbilled	
	DB	CR	DB	CR
	\$	5,000.00	\$	5,000.00

Providers Earnings

Reports Updated- WIP Labor, Journal

Provider Earnings Pos	Work In Process-Labor		Accrued Labor	
	DB	CR	DB	CR
	\$	1,400.00	\$	1,400.00

Book Sale	A/R Unbilled		Sales	
	DB	CR	DB	CR
	\$	5,000.00	\$	5,000.00

Booking a Sale allows revenue/cost to be posted without all vendor invoices processed. Costs are posted based on PO \$ value for materials that have not been costed. A reconciling entry will be posted in the journal IF the invoiced value is different than PO \$\$

CRITERIA TO BOOK A SALE

*Material Lines must be in DELIVERED Status

*Service Lines must be in CUT/DELIVERED Status

*Providers Earnings must be BALANCED

Changes to Order

Line Status= Job Costed

Order Status= Delivered | Invoice & Delivery Dates Populated

Reports Updated-Delivered Sales, Sales/Use Tax, Journal

Cost of Goods Material	Work In Process-Material	
	DB	CR
	\$	1,800.00

Cost of Labor	Work In Process-Labor	
	DB	CR
	\$	1,400.00

Material Costed	Accrued Inventory		Inventory in Uncosted	
Batch 535	DB	CR	DB	CR
	\$	1,801.70	\$	1,801.70

Batch 536	Inventory		WIP Material	
	DB	CR	DB	CR
		\$ 43.00	\$	43.00

Batch 537	Inventory		A/P	
	DB	CR	DB	CR
	\$	1,844.70	\$	1,844.70

This example shows material costed AFTER job has been booked. Each transaction has a corresponding batch # and sequence

The material invoice is for \$1844.70 instead of PO Value used for costing at \$1801.70. The difference will be posted directly to the GL and reports affected updated

Job Cost Job Cost STEP has no GL affect the primary purpose is to finalize the order and pick up any cost differences from inventory before

IF material was not costed at time sale was booked the PO value was used as the inventory value. Adjustment for any difference posted directly to the journal at time inventory is costed.

Reports Updated- Commissions-Job Cost Analysis

Print and Post Installer	Accrued Labor		Labor Suspense	
	DB	CR	DB	CR
	\$	1,400.00	\$	1,400.00

Print and Post Providers moves the current pay records into the clearing account named Labor Suspense. Actual payroll checks or reimbursement checks need to be applied directly to Labor Suspense. This account should net to zero after each pay run. Differences should be investigated. This process ensures that Accrued Labor is always in balance as all entries are system controlled.

Writing Pay Checks	Labor Suspense		Cash	
	DB	CR	DB	CR
	\$	1,400.00	\$	1,400.00

*Note- If costs for employees have burden included in the rate this amount will accumulate in Accrued Labor. A combination of wages paid and journal entry for approximate labor burden costs will need to be made to keep the account in balance

H/R Standard Acct Code-Set Up Default
Manually Overridden during Pay Worker process
A/P Coded when payable created
Other Service Costs Record marked "Do Not Accrue" or to be reconciled as part of WIP/Accrued Labor

Mark Worker Information records or individual Providers Earnings records as DO NOT ACCRUE for labor costs that will not be included

in WIP/Accrued Labor . These labor costs should be not be included in any job cost/tie out reports for reconciliation purposes

Example of Burdened Cost for Installation Journal Allocation

Labor Suspense		Wages	
DB	CR	DB	CR
\$ 1,106.00			\$ 1,106.00

Labor Suspense		Expense	
DB	CR	DB	CR
\$ 119.00			\$ 119.00

Labor Suspense		Comp	
DB	CR	DB	CR
\$ 140.00			\$ 140.00

Labor Suspense		Benefit/Expe	
DB	CR	DB	CR
\$ 14.00			\$ 14.00

Labor Suspense		ge	
DB	CR	DB	CR
\$ 21.00			\$ 21.00

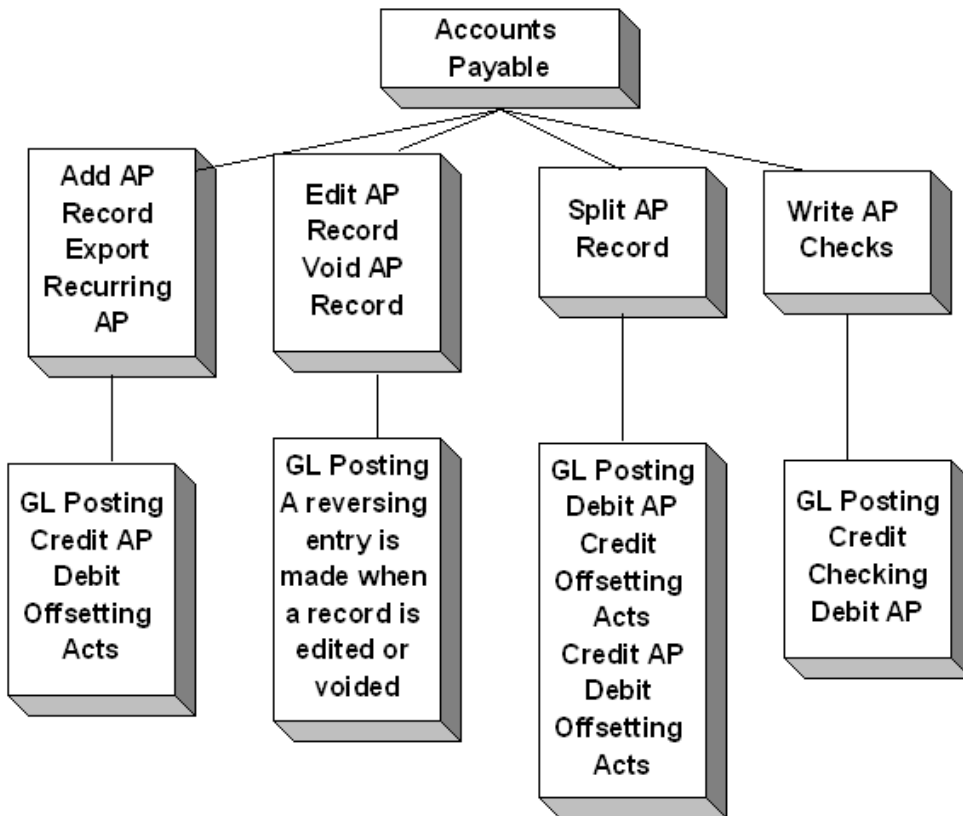
The example here is for one order however the journal amounts

Labor Cost posted to Providers Module at \$1400 with Burden Factor of 21%

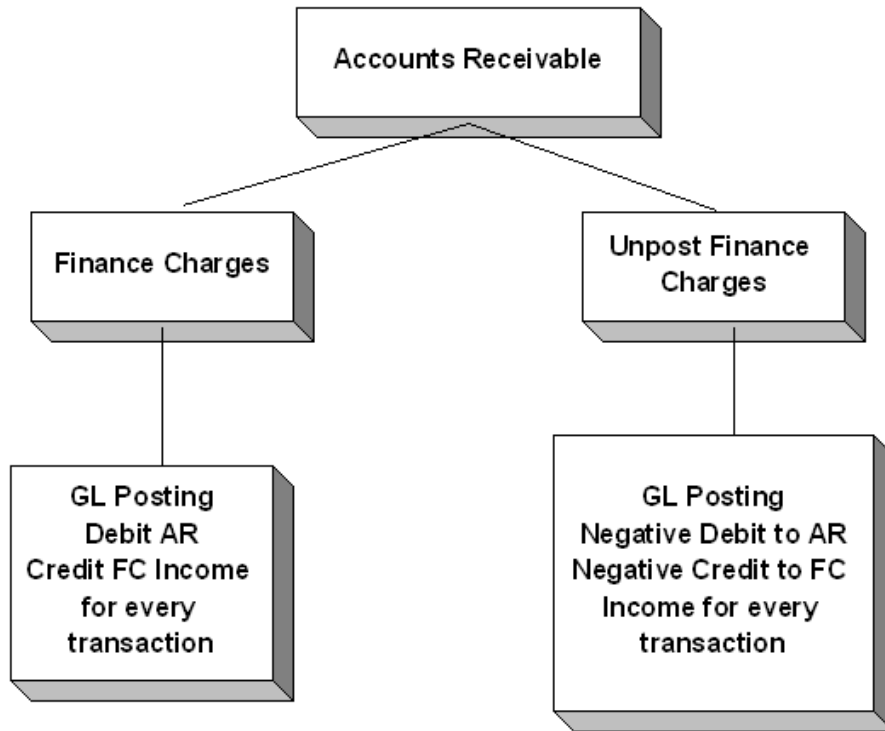
Wages 79% \$ 1,106.00

Diagrams

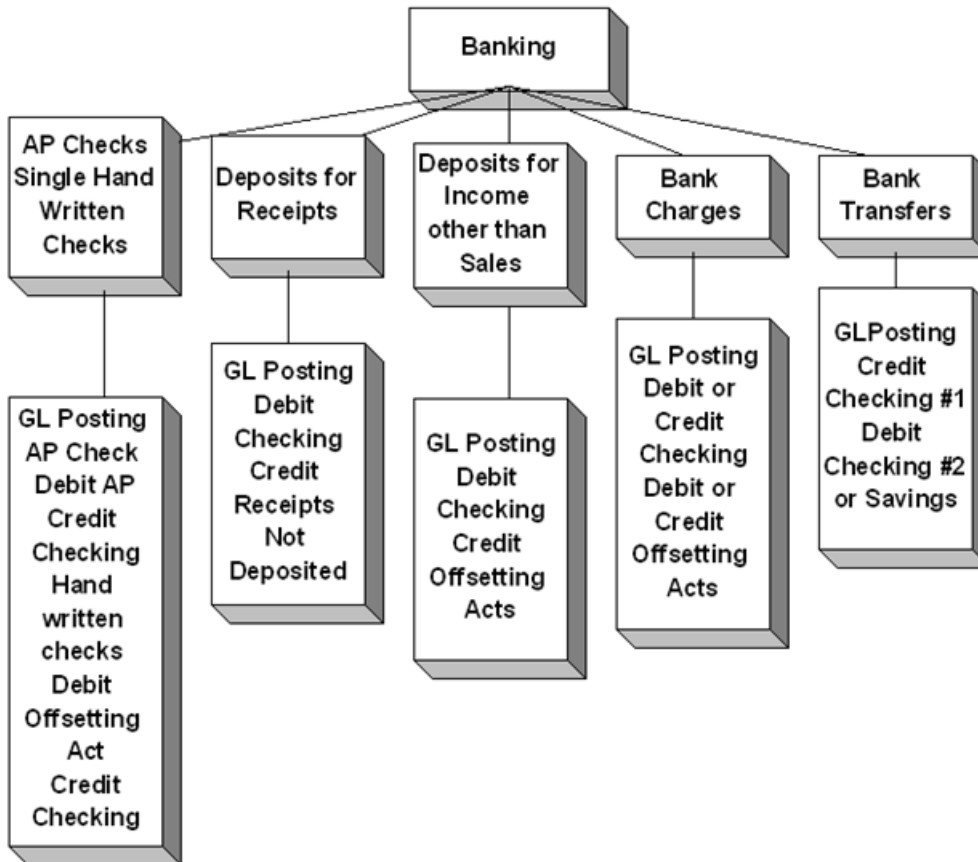
Accounts Payable



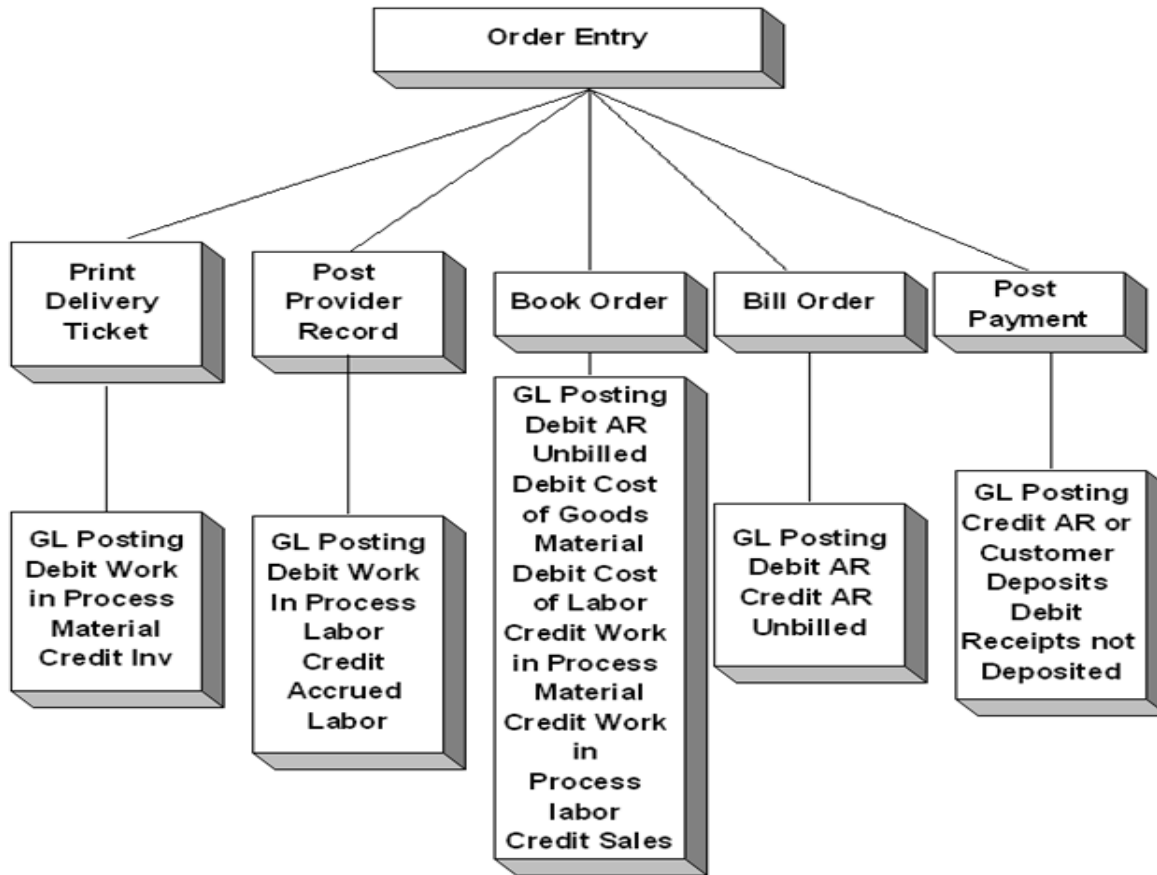
Accounts Receivable



Banking



Order Entry



Additional Order Entry Facts

A Reversing Entry will be made to the journal if the line status is changed from Delivered.

A Reversing Entry will be made if the provider record is edited and the installation date is changed, or the dollar amount is changed.

The user can bill the order or book the order first, it does not matter in what order this is done.

The user can skip the process of booking and billing and go straight to job cost if all the material lines are in a delivered status.

Printing the picking ticket, changes the status on the line from Cut to Staged.

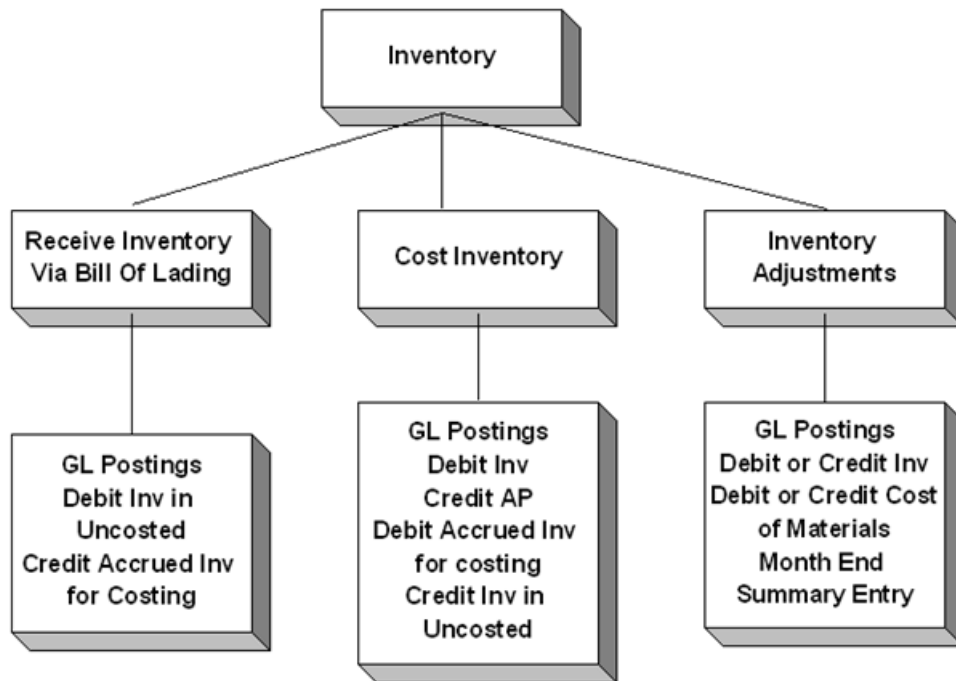
The inventory record will remain in a reserved status until the delivery ticket is printed and the line is changed to a delivered status.

Service lines do not have to be in a delivered status before they can be job costed. Therefore if the order is a labor only order then printing a delivery ticket is not necessary.

When an order is billed the order will be included in all Accounts Receivable reports. Statements can be run for the order even though the order has not been job costed.

There is an option on the provider record for Do Not Accrue. If Do Not Accrue is checked, no journal entries will be posted to the journal. A provider history report can be run for the "Do Not Accrue" records.

Inventory



Regular Billing

Postings Chart Regular Billing

Process	Debit	Credit
Receive Inventory	Inventory in Uncosted	Accrued Inventory for Costing
Cost Material	Inventory	A/P
	Accrued Inventory for Costing	Inventory In Uncosted
Print Delivery Ticket	Work in Process Material	Inventory
Post Provider Records	Work in Process Labor	Accrued Labor
Book the Sale	A/R UnBooked	Work in Process Material
	Cost of Goods Material	Work in Process Labor
	Cost of Labor	Sales
Bill the Sale	A/R	A/R UnBooked
Post a Payment	Receipts Not Deposited	Payments received on or before the Bill Date will be debited from Customer Deposits, Payments received after the Bill Date will be debited from A/R
Post a Deposit	Checking	Receipts Not Deposited

Percentage Billing

The screenshot shows the 'Standard Account Codes' window with a grid of account codes. Four callouts point to specific accounts:

- 1: WIP % Billing Material (Asset) - points to WMP
- 2: Cost of Mat % Billing (COGS) - points to CMP
- 3: WIP % Billing Labor (Asset) - points to WLP
- 4: Cost of Labor % Billing (COGS) - points to CLP

Percentage billing allows the recognition of an estimated portion of a job to be realized regardless of the actual status of material and labor. Using percentage billing follows all the basic rules of job costing with the exception of suspending the cost of goods sold expenses in two standard account codes. These two special accounts are reversed at final billing.

1 WIP % Billing Material (Asset)

WIP % Billing Material (...)

At the time of job costing, this account receives a credit for the estimated material expense. The amount is reversed at the time of final billing of the billing group. Until that time, this amount will appear on the Month End Inventory Balance Report. This account is typically located in the asset section of the balance sheet, although it will typically have a credit balance.

2 Cost of Mat % Billing (COGS)

Cost Of Mat. % Billing (...)

At the time of job costing, this account receives a debit for the estimated material expense. The amount is reversed at the time of final billing for the billing group. This account is typically located in the cost of goods sold section of the income statement.

3 WIP % Billing Labor (Asset)

Acc. % Billing Labor (...)

At the time of job costing, this account receives a credit for the estimated labor expense. The amount is reversed at the time of final billing for the billing group. This account is typically located in the asset section of the balance sheet, although it will typically have a credit balance.

4 Cost of Labor % Billing (COGS)

Cost Of Labor % Billing (...)

At the time of job costing, this account receives a debit for the estimated labor expense. The amount is reversed at the time of final billing for the billing group. This account is typically located in the cost of goods sold section of the income statement.

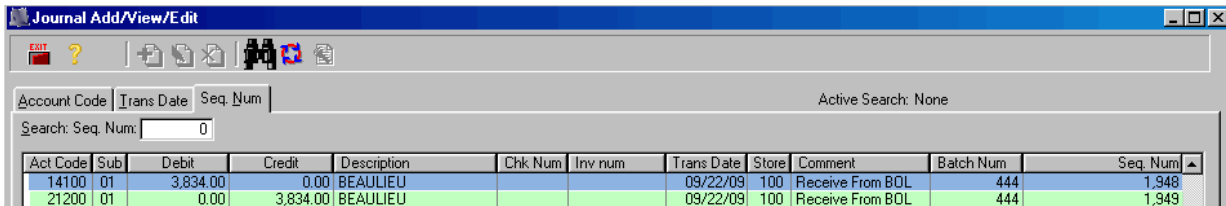
Specific Changes in Processing

Receive Material

New Postings to the Journal

When using Enhanced Revenue Recognition, new postings will occur in the journal at the time of specific transactions (as noted above). The following example will walk you through the processes that now post to the journal in “real time”.

1. Enter your customer order as normal.
2. Generate a PO for the material on the order as normal. (From the Customer Order line or through the Inventory Module).
3. Receive Material - When the material for this job arrives, receive it into inventory as normal. Postings will occur in the journal showing a **Debit to Inventory in Uncosted** and a **Credit to Accrued Inventory for Costing**.



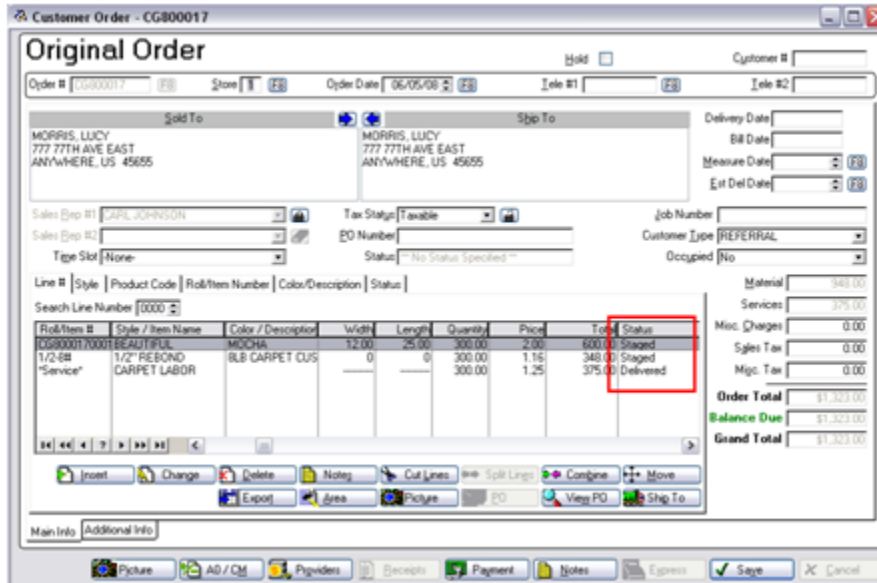
The screenshot shows a window titled "Journal Add/View/Edit". It contains a table with the following data:

Act Code	Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num	Seq Num
14100	01	3,834.00	0.00	BEAULIEU			09/22/09	100	Receive From BOL	444	1,948
21200	01	0.00	3,834.00	BEAULIEU			09/22/09	100	Receive From BOL	444	1,949

Issue Picking Ticket

Issue the Picking Ticket - The next two steps consist of cutting the lines on the order and printing the Picking Ticket.

- No journal entries occur during these steps
- Material lines from their current status to a “Staged” status.
- Service lines will be put into “Delivered” status.



The screenshot shows a window titled "Customer Order - CG800017". It displays order details for "MORRIS, LUCY" and a table of order lines. The table has columns for Roll/Item #, Style / Item Name, Color / Descriptor, Width, Length, Quantity, Price, Total, and Status. The Status column is highlighted with a red box.

Roll/Item #	Style / Item Name	Color / Descriptor	Width	Length	Quantity	Price	Total	Status
CG8000170001	BEAUJURISL	MUCHA	12.00	25.00	300.00	2.00	600.00	Staged
1/2-08	1/2 REBOUND	5LB CARPET CUS			300.00	1.16	348.00	Staged
	CARPET LABOR				300.00	1.25	375.00	Delivered

Costing Material

Costing Material - The next step is to cost the material associated with the sale.

- Journal entries are posted showing a **Debit to Inventory** and a **Credit to A/P**.
- Also a **Debit to Accrued Inventory for Costing** and **Credit Inventory in Uncosted** occurs to offset the previous entry.

The screenshot shows a window titled 'Journal Add/View/Edit' with a search bar containing 'RFMS'. Below the search bar is a table of journal entries. The table has columns for Act Code, Account Name, Sub, Debit, Credit, Description, Chk Num, Inv. Num, Trans Date, Store, Comment, Batch Num, Group, and Seq. Num. The entries are as follows:

Act Code	Account Name	Sub	Debit	Credit	Description	Chk Num	Inv. Num	Trans Date	Store	Comment	Batch Num	Group	Seq. Num
21200	ACCRUED INVENTORY FOR C	03	2,750.00	0.00	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING INVENTORY	5,657		3,591
14100	MATERIALS-UNCOSTED	03	0.00	2,750.00	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING INVENTORY	5,657		3,592
21200	ACCRUED INVENTORY FOR C	03	3,129.50	0.00	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING INVENTORY	5,657		3,593
14100	MATERIALS-UNCOSTED	03	0.00	3,129.50	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING INVENTORY	5,657		3,594
21200	ACCRUED INVENTORY FOR C	03	54.95	0.00	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING INVENTORY	5,657		3,595
14100	MATERIALS-UNCOSTED	03	0.00	54.95	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING INVENTORY	5,657		3,596
14000	INVENTORY	03	5,934.45	0.00	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING	5,658		3,597
20100	ACCOUNTS PAYABLE	00	0.00	5,934.45	RFMS, INC.		ERRM USER GU	06/23/16	100	COSTING	5,658		3,598

Below the table are several input fields for metadata:

- Supplier: RFMS TEST
- Roll/Item #: 000000239
- BOL: [empty]
- A/P Inv. #: [empty]
- Item Seq #: 3
- Job Number: [empty]
- PO #: [empty]
- OE Inv. #: CG600017
- AP Detail Comment: [empty]
- Provider: [empty]
- OE Line #: 000001

When costing inventory if the invoice date is earlier than the date received the reversing entries to Inventory in un-costed and accrued Inventory for costing will be posted with the date received. Inventory and AP will be posted with the Invoice Date.

Example:

Invoice Date = June 26, 2016 Date Received = June 27, 2016.

Inventory received via Bill of Lading

Debit Inventory in Uncosted=June 26

Credit Accrued Inventory=June 26

Inventory Costed

Debit Inventory= June 27

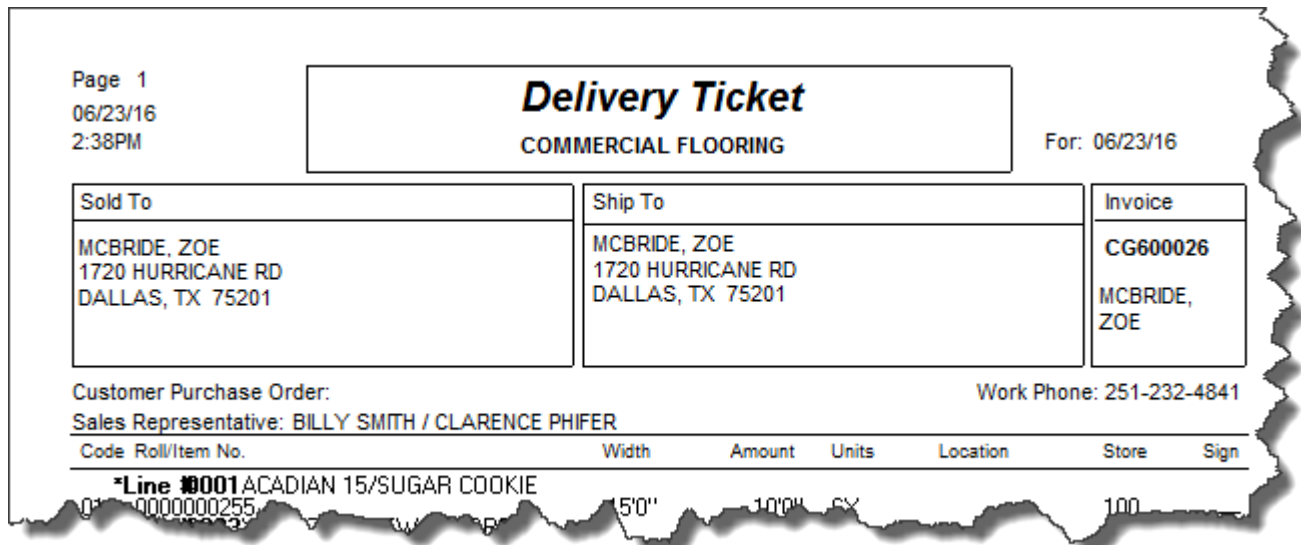
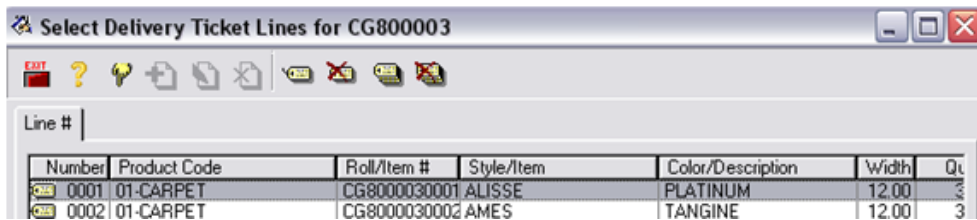
Credit AP =June 27

Credit Inventory in Uncosted=June 26

Debit Accrued Inventory=June 26

Print Delivery Ticket

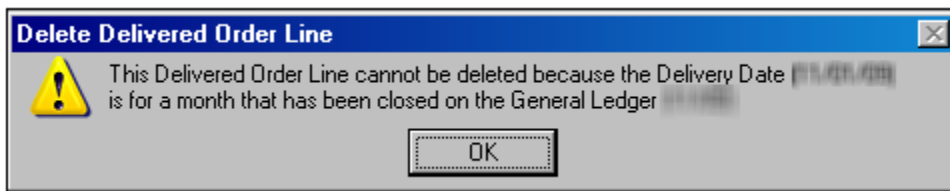
Printing the Delivery Ticket – The Delivery Ticket is a new document available when using Enhanced Revenue Recognition.



- The Delivery Ticket was designed to ensure that only inventory that has actually left the warehouse has been deducted from Inventory.
- It was also added so that when the warehouse has loaded the material, the lines can be selected and printed to reflect this activity.
- The process of printing the Delivery Ticket moves the line status from “Staged” to “Delivered” and creates journal postings. A journal entry will occur with a **Debit to Work in Process Material** and a **Credit to Inventory**.

Act Code	Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num	Seq. Num
13800	21	194.40	0.00	Order: NEWDE			10/26/10	500	Delivery Ticket	1,128	4,625
14000	21	0.00	194.40	Order: NEWDE			10/26/10	500	Delivery Ticket	1,128	4,626

- Note that material stays in a reserved status on the inventory record until the Delivery Ticket has been printed.
- The booking and job cost dates cannot be earlier than the delivery ticket date.
- The delivery ticket cannot be before the date received on the inventory record for the lines being delivered.
- Checks have been put in place so that if the Order Line's Delivery date is in a closed Journal period: The status cannot be changed manually, the option is grayed out.
- The line can also not be deleted.



Bill the Sale

The next step will be to Bill the Sale.



This option is located under the Job Cost icon.

- When a Sale is billed there is a **Debit to A/R** and a **Credit to A/R UnBooked**.

Act Code	Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num	Seq. Num
12000	00	1,846.00	0.00	Order: NEWDE			10/26/10	500	Bill Sale	1,131	4,631
12100	00	0.00	1,846.00	Order: NEWDE			10/26/10	500	Bill Sale	1,131	4,632

- The purpose of the Bill the Sale feature is that it gives the opportunity to begin the collection cycle. You can bill the sale way in advance. This creates a Balance Sheet non-event. We have a debit to an asset (AR) and a credit to an asset (AR UnBooked).
- The payment date must be on or before the bill date.

- For example, there are times when a bill needs to be prepared for work not yet completed in order for the payment to be received in a timely manner. In other cases, a bill must be submitted to a contractor by the 15th of one month in order to ensure payment within 30 days of that original bill date. For either scenario, this function adds the billed amount to A/R and this amount shows up in all reports as money that needs to be collected. The offsetting entry is booked to A/R Un-Billed and will be reversed when the sale is Booked.
- Once an order has been billed, RFMS will "lock" the line total. This is because the journal entries have been made. Adding and deleting Zero-Total Lines is permitted after Billing as these will not affect the amount Billed. Information such as quantity or style can also be edited on existing lines, but the line total will remain the same.
- Changing the order without un-billing the order will result in the journal not balancing with subsidiary reports: Accounts Receivable and UnBooked Accounts Receivable. The following message will appear if an attempt is made to change once an order which has been billed:
This Order is in a Billed status. Please unbill this order before making any changes.

The only way to change a line total/or delete a line is by un-billing the order

Disabled Options for a Billed not Booked Order

If an order is billed but not booked or job costed then the following options within the order will be grayed out. In order for the user to make these changes, UN-Billing the order is required.

- Line Total
- Bundle
- Export
- Split Lines
- Combine
- Move
- Credit Memo/Add on
- Append lines to the order from an estimate.
- Additional commissions may be entered until the order has been job costed.
- Lines with a total cannot be added or deleted.

Provider Records

Next in this example, Post Provider records to the order

When posting a provider record to this order, journal entries will **Debit Work in Process Labor** and **Credit Accrued Labor**.

Act Code	Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num	Seq. Num
13900	61	420.00	0.00	Order: NEWDE			10/26/10	500	Provider	1,130	4,629
21300	61	0.00	420.00	Order: NEWDE			10/26/10	500	Provider	1,130	4,630

Print and Post Providers Earnings

When Print and Post Providers Earnings is selected, **Accrued Labor will be debited** and **Labor Suspense will be credited**. The actual payroll posting should be charged to the Labor Suspense account. Variances after a payroll process should be investigated.

Book Sale

Next, Book the Sale. Booking the Sales counts the sale and costs of the sale in the journal and will show on the corresponding financial statement. Click the Job Cost icon located on the toolbar to Book the Sale.

- To Book the Sale, all lines are required to be in a “Delivered” status and provider earnings must be balanced.

- The Transaction Date cannot be before the Delivery Ticket Date or the Latest Installation Date for Providers associated with Order.
- If vendor invoices have not been posted for inventory; the sale may still be booked. The system will use the purchase order value to book costs of sales.
- Any differences will be settled at the time of Job Costing.
- When a Sale is booked, the line statuses change to Job Costed and a delivered date displays next the order on the Customer Order screen.
- Note that Tax will be posted at the time a sale is booked. Sales and Use Taxes are posted to the Tax Report at the time a job is **Booked**. The system follows the same rules as before when calculating and reporting tax information.
- Booking and job cost dates cannot be earlier than the delivery ticket date.
- The following journal entries will be made.

Debit to A/R UnBooked Credit to Sales

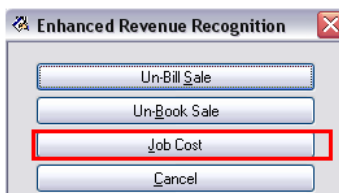
Debit to Cost of Goods Material Credit to Work in Process Material

Debit to Cost of Labor Credit to Work in Process Labor

Act Code	Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num	Seq. Num
50000	21	194.40	0.00	Order: NEWDE			10/26/10	500	Book Sale	1,132	4,635
13800	21	0.00	194.40	Order: NEWDE			10/26/10	500	Book Sale	1,132	4,636
53000	61	420.00	0.00	Order: NEWDE			10/26/10	500	Book Sale	1,132	4,637
13900	61	0.00	420.00	Order: NEWDE			10/26/10	500	Book Sale	1,132	4,638
12100	00	1,846.00	0.00	Order: NEWDE			10/26/10	500	Book Sale	1,132	4,639
40000	00	0.00	1,846.00	Order: NEWDE			10/26/10	500	Book Sale	1,132	4,640

Job Cost

Next, Job Cost the order.



- The Close Date of this job is posted and commissions are posted.
- If job costing is back dated to reflect the actual close date of the job, make sure to also run the delivery ticket for that same date or earlier.
- The Transaction Date cannot be before the Delivery Ticket Date, the Latest Installation Date for Providers associated with Order, or any materials invoice date.
- There are no entries into the journal. .

- Commissions are calculated at this point in time (although no journal entries are made) and it is important that all invoices have been processed or inventory has been costed to ensure final costs are reflected.
- Commissions are posted to the commission report and are not included in the journal postings at the time of Job Cost. The system follows the same rules and procedures as previous for commission calculation and posting.
- Keep in mind that Un-Costed inventory cannot be job costed.
- Booking and job cost dates cannot be earlier than the delivery ticket date.
- Note when job costing a percentage order in percentage partial billing only these entries are made. The balance of the entries are made when the full order is job costed.
- o Debit AR
- o Debit and Credit AR UnBooked
- o Credit Sales

Apply Payment

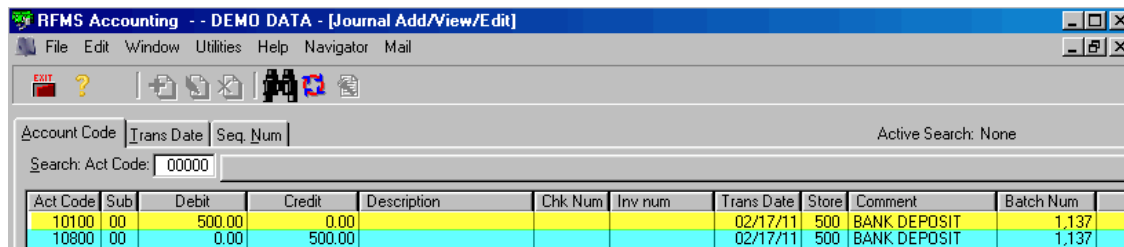
Apply a Payment - When a payment is applied to this order there is a:

Debit to Receipts Not Deposited and a **Credit to A/R or Credit Customer Deposits**.

Act Code	Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num	Seq. Num
10800	00	500.00	0.00	Order: NEW/DE			02/17/11	500	Receipt: 68	1,135	4,643
12000	00	0.00	500.00	Order: NEW/DE			02/17/11	500	Receipt: 68	1,135	4,644

Post Deposit

Post Deposit - Finally, when a deposit is posted for the payment received against this order there is **Debit to Checking** and a **Credit to Receipts Not Deposited**.



The screenshot shows the RFMS Accounting interface with a journal entry for a bank deposit. The window title is "RFMS Accounting - DEMO DATA - [Journal Add/View/Edit]". The menu bar includes File, Edit, Window, Utilities, Help, Navigator, and Mail. The search field is set to "Search: Act Code: 00000". The journal entry table is as follows:

Act Code	Sub	Debit	Credit	Description	Chk Num	Inv num	Trans Date	Store	Comment	Batch Num
10100	00	500.00	0.00				02/17/11	500	BANK DEPOSIT	1.137
10800	00	0.00	500.00				02/17/11	500	BANK DEPOSIT	1.137

Sales Reports

The materials analysis report now has an additional tab for framing parameters specific to ERM users. Delivery ticket from and two are an option on this tab.

Month End Reporting

Month End Reports

[Accounting>File>Month End](#)

AR Reports: This report will balance to the AR standard account code. This report is updated when an order is either billed or job costed and no money has been posted to the order. The order then comes off the report when the order has been paid in full.

AP Reports: This report will balance to the AP standard account code. This report is updated when an AP invoice is posted. The invoice then comes off the report when the invoice has been paid in full.

Accrued Inventory: This report will balance to the Accrued Inventory standard account code. This report is updated when material is received from a bill of lading. The material then comes off of the report when the material is costed.

Accrued Labor: This report will balance to the Accrued Labor standard account code. This report is credited when a provider record is posted and debited when the Print and Post Providers report is run. The record comes off the report when the provider record has a date paid.

UnBooked AR: This report will balance to the A/R UnBooked standard account code. This report is updated when an order is billed. The invoice comes off the report when the order is booked or job costed.

WIP Material: This report will balance to the WIP Material standard account code. This report is updated when a delivery ticket is printed and lines are now in a delivered status. The figures drop off this report when the order is booked or job costed.

As of version 10.6 if material was used on a percentage billed order the amount posted to the WIP Material % Billed account code shows on the report. It is also sub-totaled.

Page No: 1 09/03/10 03:43PM		Month End WIP Material Through: 09/30/10									
Inv Num	Line	Sold To	Billing	CO Number	Order Date	Est. Del Date	Del. TK Date	PC	Roll/Item #	Seq. No.	Amount
Store: Combined											
C0900067	1	CONTRACTORS, INC			06/00/10		06/00/10	01	072910-3	0	360.00
C0900067	1	CONTRACTORS, INC			08/06/10	08/21/10	08/06/10	04	CJ014	1	29.70
C0900212	1	SCOOP, JASON	BILLING GROUP FOR INVOICE C0900212		12/09/09		12/09/09	01	SC0001	0	133.33
C0900204	1	VANTAGE ARCHITECTS			11/02/09		11/02/09	01	SC0001	0	133.33
C0900216	1	WINWOOD, RON			12/12/09		12/14/09	08	36226	2	320.00
											SUMMARY
Percentage Billed											
C0900212	5	SCOOP, JASON	BILLING GROUP FOR INVOICE C0900212		12/09/09		12/09/09	09		0	-1,366.04
C0900040	1	SMITH CONSTRUCTION, INC.	BILLING GROUP FOR INVOICE TLW-10	KIA/LIFE SKILLS	06/07/10		06/07/10	09		0	181.83
TLW-10	23	SMITH CONSTRUCTION, INC.	BILLING GROUP FOR INVOICE TLW-10	KIA/LIFE SKILLS	06/07/10		06/07/10	09		0	-181.83
											SUMMARY

WIP Labor: This report will balance to the WIP Labor standard account code. This report is updated when a provider record is posted. The record comes off the report when the provider record has a date paid. (The user must run print and post providers.)

Month End: This report is designed to balance with the Inventory standard **Inventory Balance:** account code. This report gets updated with the following:

Report: Roll inventory value is as of date received. Value = Cost x available amount (Available amount = amount available + amount reserved)

Item inventory value is as of date received. Value = Cost x available amount (Available amount = amount available + amount reserved)

Cut & Delivered from lines as of cut date on the lines (Pre-ERRM records)

Roll Inventory Value Un-costed no invoice date on or before date entered. Value = Cost x quantity received.

Item Inventory Value Un-costed no invoice date on or before date entered. Value = Cost x quantity received.

Percent Partial Billed Material (Pre-ERRM records)

The cost used on inventory reports is the gross cost from inventory history, as the current cost may have been updated and will not match back dated reports.

Work In Process

Listed below are the column headings of this report and where the numbers originate.

Page No: 1
04/09/09
2:23PM

WIP REPORT
Through 04/30/09

Product Contract Amt. Change Orders Adjusted Total Del. To Date Profit To Date GP% %Del. Current Shipped Not Job Costed Current Not Shipped Projected Cost Undelivered Projected Profit Undelivered
Store: 000

Contract Amount: Total Amount of all orders in the billing group

Change Orders: Amount of change orders. NOTE: This amount pulls from the lines on the change order. The invoice has to be marked as a changed order in the billing group in order for this report to recognize the invoice as a change order and place the change order number on the report in this column.

Adjusted Total: Total of all invoices less any change orders

Del. To Date: Total of all lines by product code that are in a job costed status.

Profit To Date: This number is calculated by taking the Delivered Net Sale amount and subtracting the following cost:

- Delivered Material Cost
- Delivered Service Cost
- Delivered Overhead Margin Cost
- Delivered Freight Cost

Delivered Tax Cost

GP%: GP% is calculated on the delivered (job costed) portion of the sale. To calculate the GP%:
Profit to date \ Del. To Date = GP%

% Del.: % Delivered is how much of the job that has been billed so far.
To calculate the % Delivered: Delivered to Date / Contract Amount = % Delivered

Current Shipped: For Non-ERRM users current shipped not job costed are lines on the Not Job costed order that a picking ticket has been run for, therefore the lines are in a delivered status.

For ERRM users current shipped not job costed are lines on the order that a delivery ticket has been run for, therefore the lines are in a delivered status.

Current: Current not shipped is the value of all lines in the billing group by product
Not Shipped: Code that are not in a delivered or job costed status

Projected Cost: Cost of all lines by product code in the billing group that are not in a undelivered, delivered or job costed status.

Projected Profit Undelivered: Projected profit on all lines in the billing group by product code that are not in a delivered or job costed status. To calculate the % undelivered profit: Contract Amount – Projected Cost = Projected Profit Undelivered.