



Alternate Job Cost Type For Labor For Sage 100 ERP 2013

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Alternate Job Cost Type For Labor 5.00 1

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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

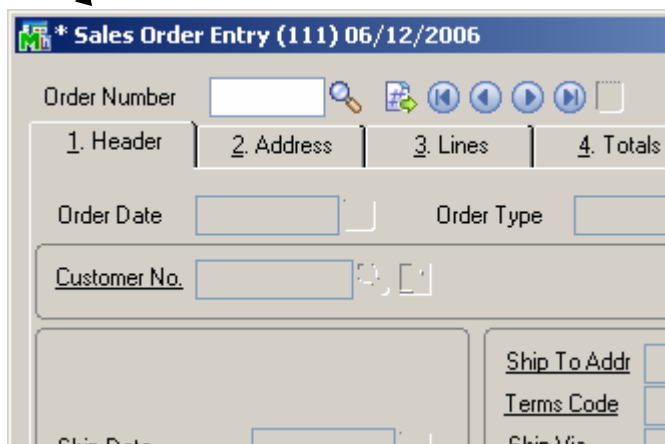
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 ERP screens, you must run **Customizer Update** after you do an enhancement installation.

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100 ERP.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key	
IIG Enhancement	5.00		AAAAAAAAAAAAAAAAAA	BBBB	<input type="button" value="OK"/> <input type="button" value="Undo"/>

Enhancement	Level	Release Date	Serial Number	Unlocking Key	Status
IIG Enhancement	5.00		AAAAAAAAAAAAAAAAAA	BBBB	Invalid

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

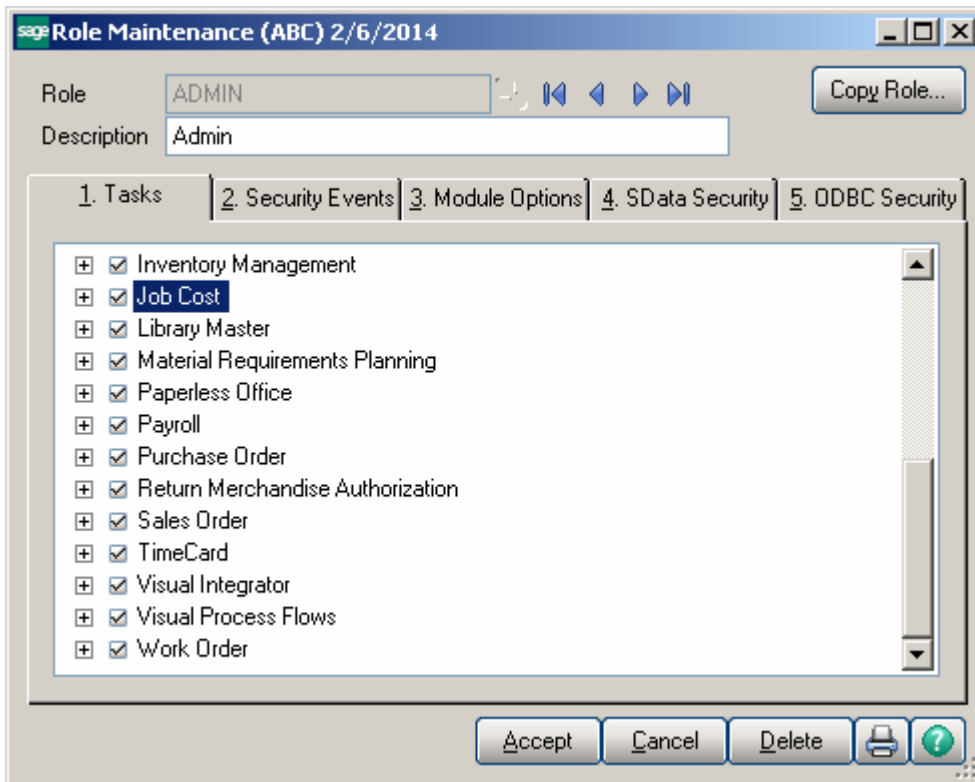
ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



Introduction

The **Alternate Job Cost Type For Labor** enhancement enables posting specified earnings types to the specified job cost type instead of posting to the Labor type.

Alternate Cost Type Maintenance

The Alternate Cost Type Maintenance has been added under the TimeCard Setup menu.

Earnings Type	Checked	Earnings Type	Checked
Regular	<input checked="" type="checkbox"/>	Miscellaneous	<input checked="" type="checkbox"/>
Overtime	<input checked="" type="checkbox"/>	Xcluded From Tip Calc	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	Fringe	<input checked="" type="checkbox"/>
Sick	<input type="checkbox"/>	Tips Earned/Reported	<input type="checkbox"/>
Benefit	<input checked="" type="checkbox"/>	Tip Differential	<input type="checkbox"/>
Cost Type To Be Posted		Contract	

Accept Cancel

IIG EEC 2/7/2014

Check the boxes for the earnings types, for which you want to change the posting Job Cost Type.

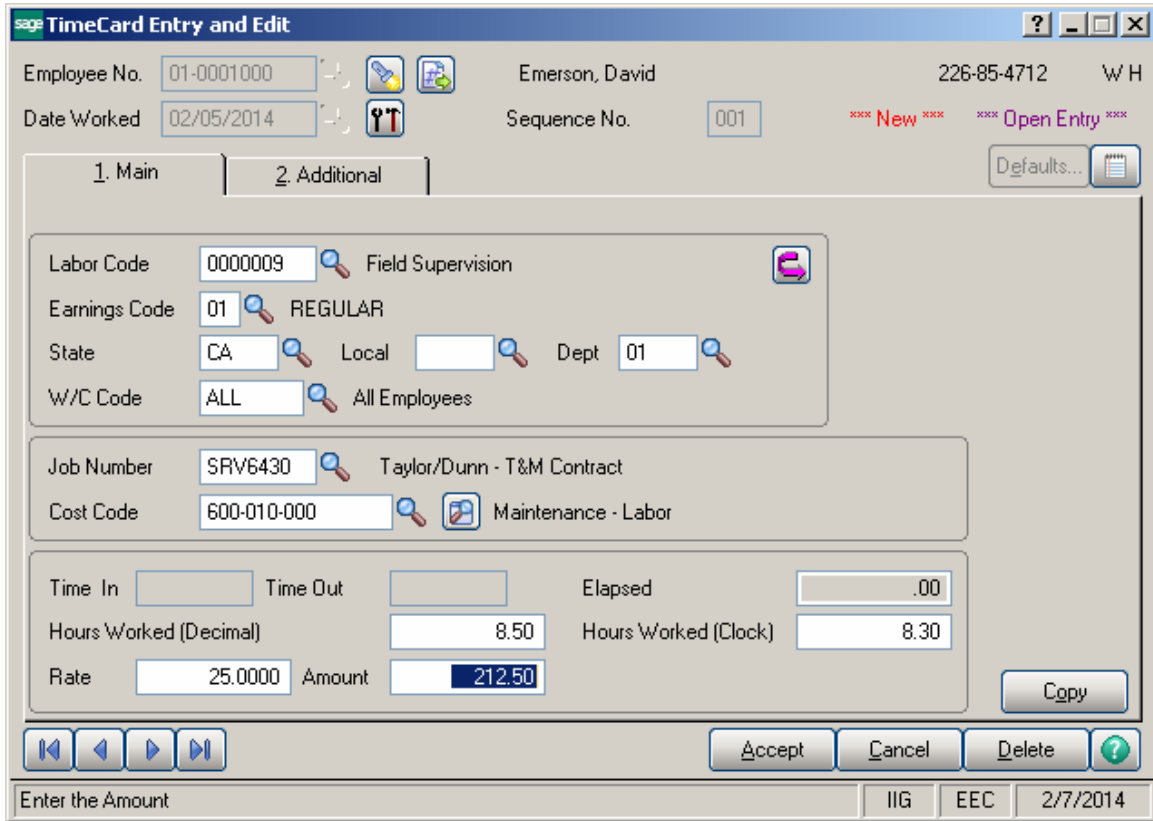
Select the **Cost Type To Be Posted** from the drop-down list.

If the **Cost Type To Be Posted** is left blank, all the earnings types will continue to be posted to the **Labor** Job Cost Type.

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Posting

Enter new **TimeCard Entry** under the TimeCard Main menu.



The screenshot shows the SAP 'TimeCard Entry and Edit' window. At the top, it displays 'Employee No.' 01-0001000, 'Emerson, David', 'Date Worked' 02/05/2014, and 'Sequence No.' 001. There are status indicators for 'New' and 'Open Entry'. Below this, there are tabs for '1. Main' and '2. Additional', with a 'Defaults...' button. The main area contains several input fields: 'Labor Code' 0000009 (Field Supervision), 'Earnings Code' 01 (REGULAR), 'State' CA, 'Local' (blank), 'Dept' 01, and 'W/C Code' ALL (All Employees). Below these are 'Job Number' SRV6430 (Taylor/Dunn - T&M Contract) and 'Cost Code' 600-010-000 (Maintenance - Labor). The bottom section shows 'Time In' and 'Time Out' (blank), 'Elapsed' .00, 'Hours Worked (Decimal)' 8.50, 'Hours Worked (Clock)' 8.30, 'Rate' 25.0000, and 'Amount' 212.50. At the bottom, there are navigation arrows, 'Accept', 'Cancel', 'Delete', and a help icon. The status bar at the very bottom shows 'Enter the Amount', 'IIG', 'EEC', and '2/7/2014'.

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Open the **Job Cost Selection** under the **Time Card Job Cost** menu and select the Employee.

The screenshot shows the 'Job Cost Selection' dialog box in Sage 100 ERP. The title bar reads 'sage Job Cost Selection'. The main area is titled 'Use Timecard Data For:'. Below this, there are several fields and options:

- User ID:** A text box containing 'IIG' and a dropdown menu set to 'All Users'.
- Selection:** Radio buttons for 'All', 'Starting', and 'Ending'. 'All' is selected.
- Date:** A date range from '01/01/2014' to '02/07/2014'.
- Employee Number:** A text box with '00-' and a search icon, followed by a dropdown menu with 'ZZ-ZZZZZZ' and a search icon.
- Department Number:** A text box with '00' and a search icon, followed by a dropdown menu with 'ZZ' and a search icon.
- Labor Distribution Code:** A text box with a search icon, followed by the text 'All Labor Codes'.
- Earnings Code:** A text box with a search icon, followed by the text 'All Earnings Codes'.

At the bottom right, there are three buttons: 'Proceed', 'Cancel', and a green question mark icon. At the bottom left, there is a status bar with the text 'Enter User ID' and three small boxes containing 'IIG', 'EEC', and '2/7/2014'.

Click **Proceed**.

The screenshot shows a dialog box titled 'sage Sage 100 ERP'. The question is 'Do you want to calculate Job Cost distributions?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a dotted border, indicating it is the selected option.

Click **Yes** to proceed.

The screenshot shows a dialog box titled 'sage Sage 100 ERP'. The question is 'Do you want to print the Job Cost Selection Audit Report?'. There are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a dotted border, indicating it is the selected option.

The Job Cost Type has been added to the Job Cost Selection Audit Report printout.

Select the Employee.

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Report Format: Detail

Page Break by Employee Number:

Selection: All Starting Ending

Employee Number: 01-0001000

Buttons: Adobe PDF, Print, Preview, Printer Setup...

Status: IIG, EEC, 2/7/2014

Here is the printout:

Edwardson Electric Company

J/C SELECTION AUDIT REPORT

DETAIL OPTION

DEPARTMENT NO: 01 Field Staff

EMPLOYEE ENTRY NUMBER	NO.	NAME	CODE	DESCRIPTION	ST	LOC	WC	LAB CD	DP	JOB	COST CODE	TP	RATE	HOURS	AMOUNT
0001000	1	Emerson, David													AMOUNT: 850.00
			E 01	REGULAR	CA	ALL	0000009	01	SRV6430	600-099-000	C	25.000	12.00	300.00	
			E 01	REGULAR	CA	ALL	0000001	01	SRV6250	600-099-000	C	25.000	10.00	250.00	
			E 01	REGULAR	CA	ALL	0000001	01	SRV6430	600-010-000	C	25.000	12.00	300.00	
			EARNINGS TOTAL:											34.00	850.00
0001005	1	Aldrich, Michael													AMOUNT: 250.00
			E 01	REGULAR	CA	ALL	0000001	01	EEC2140	600-099-000	C	25.000	10.00	250.00	
			EARNINGS TOTAL:											10.00	250.00

The postings will be made after Job Cost Distribution Register/Update.

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Select the Job Number.

The screenshot shows the 'Job Distribution Report' dialog box. It has a title bar with the Sage logo and window controls. The main area contains a 'Sort Distributions By' dropdown menu set to 'Job Number' and a 'Page Break by Job Number' checkbox. Below this is a table with columns for 'Selection', 'All', 'Starting', and 'Ending'. The 'Starting' and 'Ending' columns contain the job number 'SRV6430'. The 'Labor Code' row has a checked checkbox under 'All' and a hatched pattern under 'Ending'. At the bottom are 'Proceed', 'Cancel', and a help button. A status bar at the very bottom shows 'Enter Job Number', 'IIG', 'EEC', and the date '2/7/2014'.

Selection	All	Starting	Ending
Job Number	<input type="checkbox"/>	SRV6430	SRV6430
Labor Code	<input checked="" type="checkbox"/>		▨▨▨▨▨▨▨▨▨▨

Update the **Job Cost Distribution Register**.

The screenshot shows a dialog box titled 'Sage 100 ERP' with a question mark icon. The text inside asks 'Do you want to update the Job Cost Distribution Register?'. There are two buttons: 'Yes' and 'No'.

Print the **Daily Transaction Register**.

The screenshot shows a dialog box titled 'Sage 100 ERP' with a question mark icon. The text inside asks 'Do you want to print a Daily Transaction Register?'. There are three buttons: 'Yes', 'No', and 'Clear'.

In the printout, you can see the Alternate Job Cost Type (Contract in our example) instead of the Labor in the first lines of the postings.

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Report Printing in Progress

Run Date: 02/07/2014 Edwardson Electric Company Page: 1
T/C Date: 02/07/2014 DAILY JOB TRANSACTION REGISTER Time: 03:24 PM

POSTINGS FOR: 02/05/14

JOB SOURCE NUMBER	COST CODE	COST VENDOR TYPE NUMBER	REFERENCE/POSTING REMARKS	UNIT COST	UNITS	DOLLARS
TC EEC2140	Saddleback	Hospital Remodel	010001005 PE: 02/07/14 TC-0007	25.0000	10.0000	250.00
JOB EEC2140 TOTAL:						250.00
SRV6250	Precision	Tool-Warehouse	010001000 PE: 02/07/14 TC-0007	25.0000	10.0000	250.00
JOB SRV6250 TOTAL:						250.00

The transaction can be viewed on the Alternate Job Cost Type of the corresponding Job Number.

sage Job Masterfile Maintenance

Job No. SRV6430 Description Taylor/Dunn - T&M Contract

1. Main 2. Job Status 3. Change Orders 4. Billing History

Customer No. 02-TAYLOR Taylor Dunn Inc. Cost Code... Renumber...

Job Address 4000 Philadelphia St. Anaheim, CA 92805

Contact Jim Taylor

Phone (714) 778-4536 Extension

Comment

Job Status Open

Status Date 05/31/2003

Estimated Start Date

Estimated Completion Date

Actual Start Date 03/01/2003

Estimator Manager PALMER

Contract No. 6431-TRP Date 05/31/2003

Job Type 002 Service Billing

Acctg Method Percentage of Completion

Bill Method Time and Material Retention % .00%

Sort Field

Retain Transaction Detail

Unit of Measure

Calculate Sales Tax

Accept Cancel Delete

IIG EEC 2/7/2014

Click the **Cost Code...** button and select the **Cost Code**.

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sage Cost Code Detail

Job No. Taylor/Dunn - T&M Contract

Cost Code Description

Cost Type Days to Start Days Required

Vendor No.

Unit of Measure Amount Workers' Comp

Bill Method Unit Cost Lien Amount

Completion Method Actual % Complete Release Date

Date Reported Retention Rate

Period	5	Dollars	% Estimate	Units	% Estimate
Original Estimate		.00		0.0000	
Revised Estimate		.00		0.0000	
Period to Date		.00	.00%	0.0000	.00%
Year to Date		.00	.00%	0.0000	.00%
Job to Date		.00	.00%	0.0000	.00%
Unbilled Cost (WIP)		.00	.00%	0.0000	.00%

Buttons: Change Ord..., Trans Detail..., Summary..., Future...

Navigation: [Back] [Previous] [Next] [Forward]

Buttons: Accept, Cancel, Delete, [Help]

Select the Contract **Cost Type** and click the **Trans Detail...** button.

sage Transaction Detail Inquiry

Job No. Taylor/Dunn - T&M Contract

Cost Code Maintenance - Labor

Cost Type

Date	Src	Transaction Comments	Dollars
12/10/07	TC	010001000 PE: 12/11/07 TC-0005	120.00
12/12/07	TC	010001000 PE: 12/13/07 TC-0006	1,200.00
02/06/14	TC	010001000 PE: 02/07/14 TC-0007	300.00

Total Postings

Total Payments

Buttons: OK, [Help]

Posting Custom Job Cost Type

Specify new custom **Job Cost Type** fields on the **Job Cost Options**.

Select one of the specified custom Cost Types from the **Cost Type To be Posted** drop-down list on the **Alternate Cost Type Maintenance** screen.

Cost Type	Checked	Cost Type	Checked
Regular	<input checked="" type="checkbox"/>	Miscellaneous	<input checked="" type="checkbox"/>
Overtime	<input checked="" type="checkbox"/>	Xcluded From Tip Calc	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	Fringe	<input checked="" type="checkbox"/>
Sick	<input type="checkbox"/>	Tips Earned/Reported	<input type="checkbox"/>
Benefit	<input checked="" type="checkbox"/>	Tip Differential	<input type="checkbox"/>

Cost Type To Be Posted:

Accept Cancel

IIG EEC 2/10/2014

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Posting processing for the custom **Job Cost Type** is the same as posting for the Alternate Job Cost Type.

The custom Job Cost Type has been added to the Job Cost Selection Audit Report printout.

EMPLOYEE ENTRY NUMBER	NO.	NAME	CODE	DESCRIPTION	ST	LOC	W/C	LAB CD	DP	JOB	COST CODE	TP	RATE	HOURS	AMOUNT	
0001000	1	Emerson, David														
			E 01	REGULAR	CA	ALL		0000001	01	EEC2140	100-090-000	O	25.000	20.00	500.00	
														AMOUNT:	500.00	
														EARNINGS TOTAL:	20.00	500.00

Print the **Daily Transaction Register**.

Here is the printout.

JOB SOURCE NUMBER	COST CODE	COST VENDOR TYPE NUMBER	REFERENCE/POSTING REMARKS	UNIT COST	UNITS	DOLLARS	
TC EEC2140	Saddleback-Hospital Remodel						
	100-090-000	B	BURDEN PAYROLL JOURNAL - 02/12/14	0.0000	20.0000	192.50	
		0	010001000 PE: 02/12/14 TC-0017	25.0000	20.0000	500.00	

						COST CODE 100-090-000 TOTAL:	692.50

						JOB EEC2140 TOTAL:	692.50

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The transaction can be viewed on the custom Job Cost Type of the corresponding Job Number.

The screenshot displays the 'Sage Job Masterfile Maintenance' window for Job No. EEC2140, titled 'Saddleback-Hospital Remodel'. The interface includes a navigation bar with tabs for '1. Main', '2. Job Status', '3. Change Orders', and '4. Billing History'. The main area is divided into several sections: Customer information (01-SADDLE, Saddleback Community Hospital), Job Address (1234 Olive Heights Rd., Orange, CA), Contact (Mike Shapiro), Phone (714) 633-2571, Extension 545, and Comment. Estimator (JACOBS), Manager (ELLIOTT), Contract No. (2250-RTJ), and Date (04/25/2003) are also shown. Job Type is 001 (Contract Billing), Acctg Method is Completed Contract, and Bill Method is Fixed with a Retention % of 20.00%. Job Status is Open, Status Date is 05/31/2003, Estimated Start Date is 05/01/2003, Estimated Completion Date is 08/31/2003, and Actual Start Date is 05/01/2003. SORT FIELD is CLIENT, Retain Transaction Detail is checked, Unit of Measure is SQ FEET, Total SQ FEET is 10,000, and Calculate Sales Tax is unchecked. The bottom of the window features navigation buttons (back, forward, search), and a status bar showing IIG, EEC, and 2/10/2014.

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Click the **Cost Code...** button and select the **Cost Code** and Overhead **Cost Type**.

The screenshot shows the 'Sage Cost Code Detail' window for job 'EEC2140 Saddleback-Hospital Remodel'. The 'Cost Code' is '100-090-000' and the 'Description' is 'Underground Work - Burden'. The 'Cost Type' is set to 'Overhead'. The window contains several input fields for financial data, a summary table, and navigation buttons.

Period	5	Dollars	% Estimate	Units	% Estimate
Original Estimate		.00		0.0000	
Revised Estimate		.00		0.0000	
Period to Date		.00	.00%	0.0000	.00%
Year to Date		.00	.00%	0.0000	.00%
Job to Date		.00	.00%	0.0000	.00%
Unbilled Cost (WIP)		.00	.00%	0.0000	.00%

Click the **Trans Detail...** button.

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SAP Transaction Detail Inquiry [?] [X]

Job No. Saddleback-Hospital Remodel

Cost Code Underground Work - Burden Cost Type

Date	Src	Transaction Comments	Dollars
02/05/14	TC	010001000 PE: 02/10/14 TC-0015	3,000.00
02/10/14	TC	010001000 PE: 02/11/14 TC-0016	250.00
02/10/14	TC	010001000 PE: 02/12/14 TC-0017	500.00

Total Postings

Total Payments