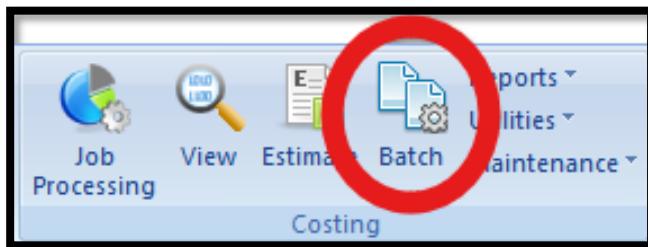
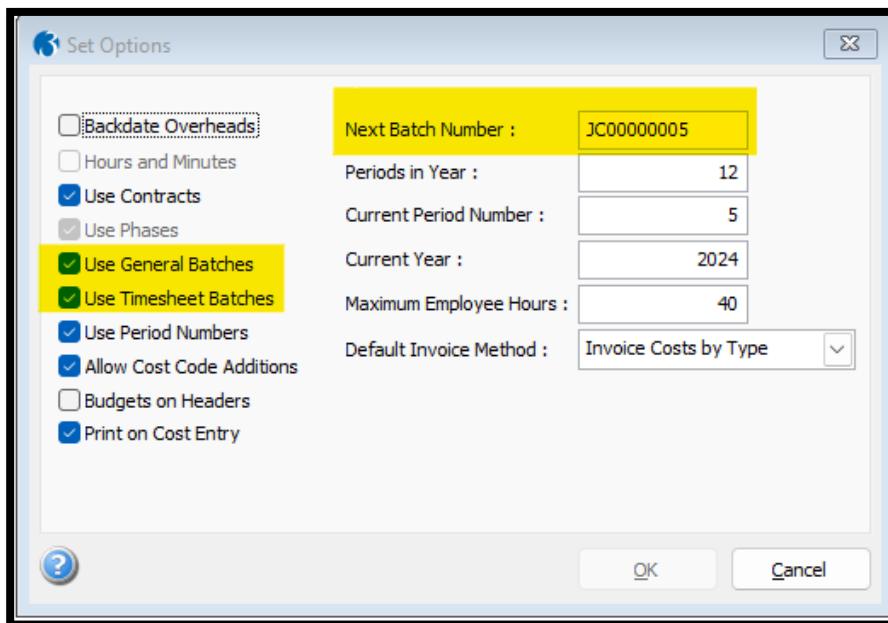


Costing Batch

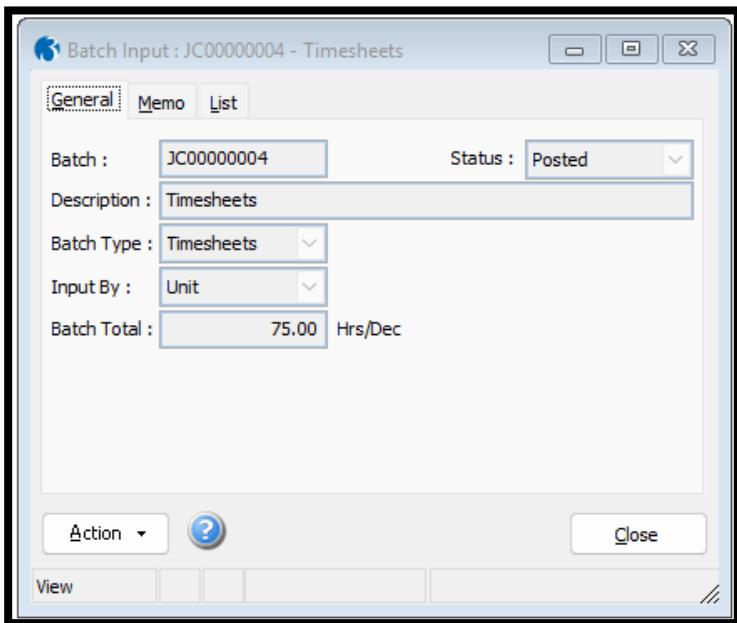


Batch Input

Use the Batch Input command to enter batches of timesheets or costs. To enter batches for costs, the Use General Batches option must be selected and to enter batches for timesheets, the Use Timesheet Batches option must be selected; both of these are on the Set Options form. You can either post the batch when you enter it (provided it balances) or put it 'on hold' and post it later. Batches that do not balance (that is, where the sum of the transactions does not equal the batch total) can be held on file and edited later so they balance before posting. The entry of batched transactions requires the same information as individual timesheet and cost postings. The only difference is you can enter several transactions for different jobs in one go and use a batch total to help check the accuracy of the postings. Each batch record has a reference which is updated automatically according to the entry in the Next Batch Number box on the Set Options form.



Batch Input Entries



Batch Input : JC00000004 - Timesheets

General Memo List

Batch : JC00000004 Status : Posted

Description : Timesheets

Batch Type : Timesheets

Input By : Unit

Batch Total : 75.00 Hrs/Dec

Action ? Close

Batch

A number is assigned automatically when you create a new batch. This is based on the entry in the Next Batch Number box on the Set Options form. When amending an existing batch, you can select the batch record you want from a list.

Status

An indication of the current status of the batch record. This shows either 'Modified' (when batch processing is in progress), 'Unbalanced' (if the batch total does not agree with the sum of the transactions), 'On Hold' (if the batch does balance but has not been posted) or 'Posted'.

Description

A description of up to 40 characters to describe the batch.

Batch Type

An option that determines the type of postings within the batch. You can select 'General' or 'Timesheets' from a list.

Input By

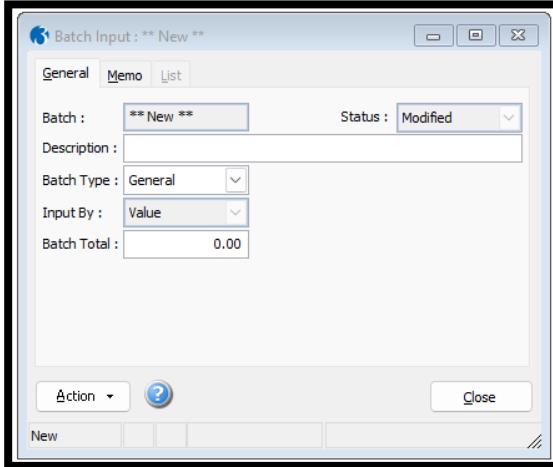
If you have selected 'Timesheets' in the Batch Type list, you can choose whether to enter the timesheet details by unit (hours and fractions) or value. You can select 'Unit' or 'Value' from the list. If you enter timesheets with different factors (for example, enter a mix of internal labour having a factor of hours and minutes with subcontracted labour using a factor of weeks and days) the system warns you that it cannot total the batch. You can then choose whether to continue without summing or abandon the batch. For 'general' type batches, this box is unavailable.

Batch Total

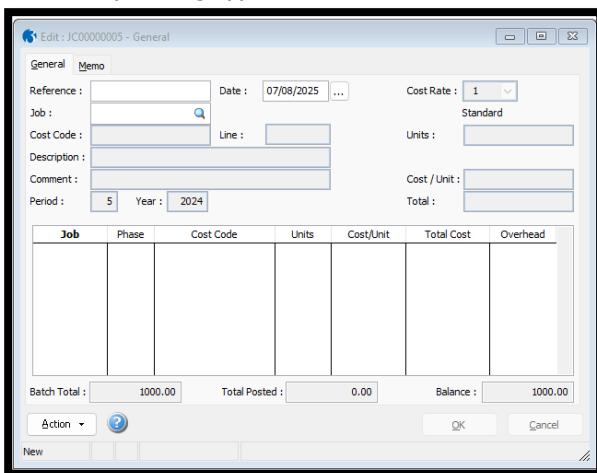
The total of all transactions to be entered in this batch process. The batch total entered here must agree with the sum total of the transactions in the batch before the batch can be posted.

To Enter a batch of costing transactions

1. Open the Costing folder and click Batch or click the Financials tab on the Ribbon Bar and then click Costing - Batch.
2. To create a new record, click the new icon on the toolbar or press CTRL+N.
3. In the boxes provided, enter the details for the batch header.



4. To save the record, click the save icon on the toolbar or press CTRL+S. The Batch form appears for entry of the details; the input requirements will depend on the batch type selected. Refer to the Job Costs and Timesheets Help topics for information about entering details for the corresponding types of transaction.



5. In Job, identify the job record to which the particular batch entry relates. You can select from a list.
6. When you have completed all the lines for the batch, press ESC or on the Record menu, click Save.
7. To close the batch details entry form, click OK. If the batch balances, you will be asked if you want to post the batch. To post the batch, click Yes. To store it for further processing without posting, click No. If the total value of the batch entries does not balance with the value entered on the batch header, a warning appears. You can continue or accept the difference.

The Status box reflects the current status of the batch which will be either 'Modified' (when batch processing is in progress), 'Unbalanced' (if the batch total does not agree with the sum of the transactions), 'On Hold' (if the batch does balance but has not been posted) or 'Posted'.

To view the details of the batch, on the Batch Input form, click Action and then click View. The details form appears, and you can scroll through the individual entries in the grid.

To edit the batch details prior to posting on the Batch Input form, click Action and then click Edit. The details form appears, and you can scroll through the individual entries in the grid and make changes as required. You can edit details for existing lines, add new lines, delete lines or insert new lines using the Insert a new record before current record button on the toolbar.

For any batch where the status is 'On Hold', you can post the batch using the Post command on the Action menu associated with the Batch Input form. To confirm the batch is to be posted, click Yes.

When a batch is posted, the application updates the jobs with the batch transactions and the status changes to 'Posted'. The View command will be available on the Action menu if you want to enquire on the details of posted batches.