SERVICE REPAIR

Introduction

This section of the manual will take the user through a conceptual overview of this module, the configuration process required to define the codes used in this module, and training on the mechanics of the software. The steps are as follows:

A. **Current Process Review –** ACS will review your current process from the time a repair item enters the shop until it is shipped and invoiced. This information will be used for configuration and training, and will include a review of your responses to the Survey Section in the manual.

B. **Conceptual Overview of the Code Structure for this Module –** This step reviews the basic configuration required and provides a base understanding of system processing. This assists in preparing the information needed for Basic File Maintenance Training.

C. **Basic File Maintenance Training –** Training required for the user to enter the basic information forming the foundation of the system.

D. **Core Process Training –** Training required for job processing (work order/production order), charging labor and material to a job, creating a delivery ticket (shipper) to ship or deliver the repaired item, invoicing a job, and several reports required to be processed on a regular basis.

E. **Month End Processing –** This post-launch training covers additional reporting features and processing recommended for month end and year-end.

TABLE OF CONTENTS

Application Computer Systems, Inc.
Service Repair

Job Entry/Maintenance Menu

    Job Entry

    Job Print

    Job Inquiry

        Job Number

        Labor Summary Inquiry

        Labor Detail Inquiry

        Material Inquiry

        Purchase Orders

        Cost Summary Display

        Variance Display By Labor Code

        Variance Display By Type Work

        Attachment Display

        Job Cost Detail Report

        Billing Inquiry

        Nameplate Data

        Special Instructions

        Estimates

        Scheduling

        Job Maintenance Inquiry Options

            Header

            Routing Data

            Job Dates

            Mail To

            Customer Instructions

            QA Data

            Job Status Inquiry Options

    Job Card Print

    Job Label Print

    Jobs on Hold Report

    Places Jobs on Hold/Release

    Job Complete Entry

Application Computer Systems, Inc.
Service Repair

Job Ship Entry

Material Charges Menu

    Material Charges Entry

    Extended Material Charges Entry

    Material Charges Register/Update

Time Clock System Menu

    Timeclock Entry

    Labor Processing Instructions

    Employee Clock-In Inquiry

    Timeclock Register

    Timeclock Calculation

    Timeclock Calculation Register

    Timeclock Update to Time Card

Time Card System Menu

    Time Card Entry

    Time Card Edit List

    Labor Update

    Employee Hours Report

    Employee Hours Purge

Job Billing System

    Delivery Ticket Entry

    Delivery Ticket Print

    Quick Delivery Ticket Entry

    Linked Job Pre-Invoice Entry

    Job Invoice Entry

    Invoice Edit Report

    Invoice Print

    Sales Register

    Change PO/PO Rel# on Job Invoice

Job Reporting System Menu

    Reports 1

        Job Booking Report

Active Job Report

Production Schedule Report

Job Cost Detail Report

Job Cost Summary Report

Open PO's By Job Report

Last PO Received Inquiry/Report

WIP Report

Customer Job Report

Employee History Report

Average Hrs For Nameplate Data Report

Order Turn Around Time Report

Failure Code Report

Open Jobs By Salesman Report

Outstanding Orders By Salesperson

Reports 2

Rework Summary Report

Rework Detail Report

Profitability By Employee (Invoices)

Profitability By Employee (Hours)

Estimate vs Actual By Job Report

E.   Month End Processing

Period End Processing Menu

WIP Report

Customer Job Report

Sales Analysis By Job Report

Job Closing

Job Re-opening

Job History Purge

Employee History Hours Purge

A.   CURRENT PROCESS REVIEW

This critical step is vital in preparing the configuration and training plan for the successful integration of the ACS/MASTER System. This will generally cover several modules at the same time, relating the overall goals, requested and projected launch dates, requirements, and expectations for integration. This is an excellent time to share potential obstacles, such as vacation schedules, planned shutdowns, or other critical project oriented information.

Please plan to share process information from start to finish, including form samples (every form used in processing jobs or service oriented work), and specific requirements for generating paperwork, such as estimate or quote formats, delivery tickets or shipping paper requirements, invoice format, how this information is currently generated and communicated, and in what time frame is the paperwork processed.

A list of questions can be found in the *Installation Overview*.

B.   CONCEPTUAL OVERVIEW OF THE CODE STRUCTURE OF THE SERVICE REPAIR MODULE

This section reviews the configuration requirements for this module. This is important for your team to establish an understanding of how to enter the configuration data, how the data will be used, and how the data will change the results in other aspects of the system.

Job Type Code – Each job entered requires one job type code. The job type determines the type of repair, such as AC Motor repair, DC Motor repair, Pump repair, Cylinder repair, etc.

Prerequisites:
1. Two character job type code for each job type.
2. Job type description for each job type.
3. The number of days (optional) from receipt date to generate a promise date during job entry for each job type (do not use when customer approvals are required for estimates – promise dates are entered upon customer approval).

The job type also provides:
1. Nameplate Definitions. The job type determines the user defined labels for each type of repair.
2. Sales Analysis Reporting. The sales analysis information for the job invoice is summarized by job type.
3. Customer Instructions. The customer specific instructions are defined by job type.
4. Job Scheduling/Tracking. The workflow is defined by job type.
5. Job Reporting. Several reports use this code as a criteria or an identifier.
6. Promise Date. The default promise date option may be configured by job type.

The job type code is alphanumeric, allowing a letter, number, or any letter number combination. For example, you may use 01, AC, A1, or 1A as a code to represent the AC motor job type. There is a list of typical codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Department Code – Each job entered requires one department code. The department designation determines the price/cost structure for each job and the interface to the general ledger.

Prerequisites:
1. Two character code for each department.
2. Department description.
3. Non-stock material price multiplier.
4. Labor billing rates for regular time, overtime, double time, or a labor billing multiplier.
5. Default labor cost for estimating purposes.
6. Decision on whether to use standard or actual labor cost.
7. Decision on whether to use labor burden, and if so, to use dollars or percentage, and at what value.
8. Decision on whether to use material burden and at what percentage.

The department also provides:
1. General Ledger Postings. The labor, material, sales, and cost of sales posting to specific GL accounts.
2. Default Pricing. The default billing rates to be charged for labor and non-stock material.
3. Burden Rates. The labor burden may be a percentage or a dollar value per hour rate and material burden is a percentage.
4. Labor Costs. The system may use an employee's actual labor rate or a standard rate for all labor posted for a job with the department code. (Standard/Actual Cost).
5. Estimating Labor Cost. The default labor cost for estimating.
6. Job Reporting. Several reports use this code as a criteria or an identifier.

The department code is alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 01, MR, M1, or 1M as a code to represent the motor repair department.

Application Computer Systems, Inc.
Service Repair

There is a list of typical codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Additional parameters in the department code configuration control the job invoice format. The initial configuration will be set based on the Current Process Review in the above section "A". If changes are required, we will provide additional training as part of the Advanced File Maintenance Training.

NOTE: There is one additional field required when setting up a department. This field is referred to as the distribution code, initially established by ACS and provided for you.

Type Work – The labor posted to a job may be categorized and/or summarized by the type work code. This refers to areas where work is performed, often referred to as work centers or shop departments, such as disassembly, machining, winding, assembly, etc. Pseudo type works are also used as part of the Job Scheduling/Tracking (optional) module to schedule/track work such as estimating, customer approval, parts acquisition, etc.

Prerequisites:
1. Two character code for each type work.
2. Type work description.
3. Decision to print specific job card for each type work.
4. Decision if the type work has special cost or cost exception for the purpose of overriding the department labor cost rate.

The type work code also provides:
1. Job Schedule/Tracking. Designates workflow, to-do Lists, prerequisites, and completion.
2. Job Card Requirements. Determines sections printed on job card.
3. Cost Overrides. Identifies non-standard labor costs or exceptions to provide optional cost override to department configuration.
4. Customer Instructions. Instructions print on job card specific to type work; technicians read only instructions pertaining to their work.
5. Labor Code summary. The type work may be linked to labor codes to provide summary labor reporting.

The type work code is alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 10, AS, A1, or 1A as a code to represent the assembly type work.

Sorting NOTE: Many customers prefer to see their type work codes in order of processing, however the system sorts based on numeric/alpha sorting, that is, numbers first from 0 – 9, then letters from A – Z. If DS is used for disassembly and AS for assembly, the system will sort assembly prior to disassembly. Numeric codes may provide better control over the sorting. There is a list of typical codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Labor Codes – The labor posted to a job or used as part of a job estimate or job quote is defined by a labor code. The labor code may refer to a specific task completed, such as "Machine Keyway" or "Insulate, wind, and connect armature", or the labor code may be more general in terms, such as "Machining" or "Winding". The labor code is also used as part of job quoting and estimating to prepare the scope of work for the repair or service and becomes part of the invoice.

Prerequisites:
1. Three Character code for each labor.
2. Labor code description.
3. Decision on if the invoice format will be summarized by a labor code heading or show labor detail in the scope of work.
4. With which type work each labor code will be assigned.
5. Decision on if the labor code has special cost or cost exception for the purpose of overriding the department labor cost rate and whether the cost is a specific amount or an "adder" amount.
6. Decision on if the labor code has special price or price exception for the purpose of overriding the department labor billing rate.

The labor code also provides:
1. Comparative Detail and Summaries. Compare estimated/quoted scope of work to actual work completed during job progression or at job completion.
2. Job Card Scope of Work Detail. Estimate detail prints on job card with or without bar codes for shop direction, instruction, and easier labor posting as job progresses.
3. Cost Overrides. Identifies non-standard labor costs or exceptions to provide optional cost override to department configuration.
4. Price Overrides. Identifies non-standard labor prices or exceptions to provide optional price override to department configuration.

5. Labor Code Heading Summary. The labor code may be linked to another heading labor code for summarized invoicing.

The labor code is alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 100, ASY, A10, or 1AS as a code to represent the assembly type work.

Sorting NOTE: Many customers prefer to see their labor codes in order of processing, however the system sorts based on numeric/alpha sorting, that is, numbers first from 0 – 9, then letters from A – Z. If DSY is used for disassembly and ASY for assembly, the system will sort assembly prior to disassembly. Numeric codes may provide better control over the sorting.

There is a list of typical codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Vaughens' NOTE: The Vaughens workcode is also configured as part of the labor code maintenance, however the initial configuration leaves this field blank until the user establishes a better understanding of system processing, quoting/estimating tools, and a complete job flow process is developed. This will be covered under advanced training.

Nameplate – The nameplate configuration provides user defined nameplate field labels and field lengths for entering nameplate data on each job. The nameplate also provides defined criteria for job inquiry, definition, reporting, and estimating purposes. The nameplate configuration is set up by job type. Only one nameplate may be defined per job type, resulting in one nameplate per job.

Prerequisites:
1. A nameplate per job type is required.
2. Top five most fields for general identification per job type (Example: HP, SYCH RPM, Frame, Enclosure, and MFG).
3. The next five most important fields for specific identification per job type (Example: Serial Number, Model Number, Asset Number, Machine Number, and Stamp Number).
4. The next fifteen nameplate field labels, if necessary, per job type.
5. The nameplate value field lengths.

6. Any lookup tables for the nameplate values, if necessary (**Note:** Lookup tables may be used across all nameplate, so one RPM lookup table can be used for all nameplates for Synchronous RPM).
7. And, whether the nameplate lookup tables should be validated or for reference.

The nameplate also provides:
1. Job Identification. Job inquiry and job entry/maintenance provide full access to all twenty-five nameplate fields. Job entry/maintenance allow changes to field values, while job inquiry provides reference for inquiry.
2. Nameplate Description. The nameplate description is "built" from the first fields of the nameplate, each value placed in order, with "pipe" separators between values. The nameplate description is truncated at 25 characters, including pipe separators.
3. Average Hours Estimating. First five field values for nameplate provide criteria for historical job inclusion in average hours calculations when estimating.
4. Quote Profiles/Standard Sets. First five field values for nameplate provide criteria for listing quote profiles/standard sets.
5. Search on Fields. First ten fields used as criteria for specific job search.
6. Optional Criteria. Nameplate identification used by optional features.

The nameplate configuration is setup by job type. An AC job type will have a different nameplate than a DC job type, as would a pump job type, cylinder job type, generator job type, or welder job type. Only one nameplate is configured per job type.

In addition to the nameplate fields, user defined lookup tables may be established for specific fields in the nameplate. Example: To provide consistency in abbreviations used for the nameplate field labeled manufacturer, a lookup table may be configured to provide a list of the common abbreviations used for reference.

NOTE: The user defined lookup tables may be validated or for reference. If the lookup table is validated, the system will only allow the values shown on the table to be entered in the nameplate; if it is for reference, the lookup table is available to the user as a reference, however alternate values are acceptable for entry. The validation for the reference is established by nameplate, not by table. Examples: The Synchronous RPM or Number of Poles are two finite tables where you can include every value you will ever see in your shop, so this may be a good candidate for a validated table. Manufacturer is a good candidate for reference, as you can provide the standard abbreviations for manufacturers, yet the system also accepts the foreign or not so popular manufactured equipment.

There is a list of typical nameplate codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Job Priority Codes – Each job is assigned a priority code (a required field) as a method of communicating the primacy for each job, such as "RUSH", "NORMAL", or "FILLER WORK".

Prerequisites:
1. Two digit code for each priority.
2. Job priority code description.

The job priority code also provides:
1. Job Priority Communication to Shop. The job priority prints on the job card.
2. Job Priority Communication in Job Inquiry. Job inquiry clearly shows job priority.
3. Job Sorting. The job priority code also determines the sorting order when printing job to-do lists as part of the optional Job Scheduling/Tracking Module.

The job priority code is a two-digit numeric field, allowing only a numeric character with the lower the number having the higher priority. That is, 01 comes before 99.

There is a list of typical codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Job Failure Codes – Each job may be assigned two failure codes (optional fields) as a method of communicating the cause of failure for each job, such as "BEARING FAILURE", "ELECTRICAL FAILURE", or "OVERLOAD".

Prerequisites:
1. Four character code for each failure code.
2. Failure code description.

The failure code also provides:
1. As Found Condition on Equipment. The failure codes are normally added after the incoming inspection and as part of the estimate entry process. The failure code often represents the "as found" or incoming conditions for the equipment.
2. Failure Code Reporting. Standard report provides failure analysis by customer, failure code, and with specific date ranges.

The job failure code is alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 1000, BRNG, B100, or 1BRG as a code to represent the bearing failure code.

There is a list of typical codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Job Ship Via Codes – Each job may reference a ship via code (optional field) as a method of communicating the preferred method of shipping, such as "OUR TRUCK", "CUST PICK UP", or "BEST WAY".

Prerequisites:
1. Up to ten character code for each code.
2. Job ship via code description.

The job ship via code also provides:
1. Reference to Standard Shipping Methods. The Ship Via code provides a quick reference for standard shipping methods for the user during job entry. This inquiry can include specific freight company or methods of transportation.
2. Quick Entry. With a quick inquiry, user saves entry time with point and click selection.

The job ship via code is alpha-numeric, allowing a letter, number, or any letter number combination.

For example, you may use 1000, CPU, C100, or 12CPU as a code to represent the customer pick up code.

Application Computer Systems, Inc.
Service Repair

There is a list of typical codes in the appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

Training will be provided on manual entry of the codes and entering codes from the typical list in the appendix.

Customer Instructions – Each customer, job type, and type of work may reference specific customer instructions, each printed on the job card or in other optional modules based on the same criteria (customer, job type, and type of work).

Prerequisites:
1. Customers with specific instructions identified.
2. Specific instructions prepared for entry.
3. Specific instructions separated by job type and type of work.
4. Confirm that the instructions are still current and valid.

When determining the customer instructions for your system, your team should prepare a list of all customers with specific instructions, then identify the instructions based on job type and type of work.

Example: Customer 123456, AC Job Type, Disassembly Type of Work: Take incoming photo prior to dismantle. Same customer, same job type, Winding Type of Work: Refer to Mil Spec Data Sheet #ABC-123 for minimum wire quality specs. The mechanics are not concerned with the winders instructions and the winders are not concerned about incoming photos, so the only instructions the technicians read are the specific directions for their part of the job. (**Note:** If they read instructions not pertaining to their job a few times, they stop reading the instructions altogether, so it is important to make the directions applicable to the team.)

Additional instructions may be added at any time. Instructions may be printed out by customer criteria for verification.

Training will be provided on manual entry of the customer instructions.

C.   BASIC FILE MAINTENANCE

In this section we will train the user on how to add and maintain the codes for the Service Repair Module.

What will be covered in this section:
1. Job Types
2. Job Departments
3. Type Works
4. Labor Codes
5. Nameplate Information Templates
6. Priority Codes
7. Failure Codes
8. Ship Via
9. Customer Instructions

Prerequisites:
1. Individuals to be trained must have taken the System Navigation training.
2. Information to be entered into each of the above has been determined and is available.

Service Repair →Service Repair File Maintenance →File Maintenance →Job Type Maintenance

Job Type Maintenance - The information to be entered and maintained during this training session is the job type code, the job type description, and promised days. The additional information on this screen relates to scheduling and Vaughens pricing. If you purchased these modules, this information will be covered during the Advanced File Maintenance Training session.

Job Type Field Options:
- Enter a two character alphanumeric job type and click the "OK" button or hit the "Enter" key to either enter a new job type or view an existing job type. All codes are case sensitive. If using alpha characters, we recommend upper case letters.
- Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing job types
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a new job type you will see the following:

Click "Yes" to proceed with entering a new job type or click "No" or "Cancel" to return to the job type field.

If you are entering an existing job type the job type information will be displayed.

Description: Enter up to a 30 character description.

Promise Days: Enter the number of days for the automatic calculation of promised date during job entry. If you do not want the promised date to be calculated, enter 0. **Note:** The promised date is calculated by adding the number of days entered in this field to the date received date entered on the job. One week = seven days.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the job type field.

Cancel – Do not accept what has been entered, clear screen, and return to the job type field.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:
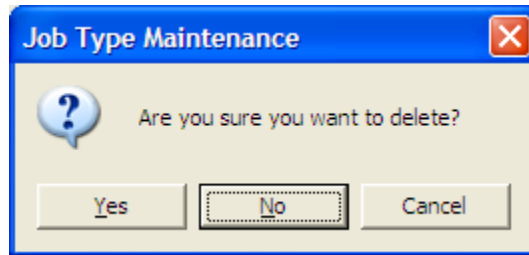
To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair → Service Repair File Maintenance → File Maintenance → Department Maintenance

Department Maintenance - The information to be entered and maintained during this training session is the department code, department description, and price/cost related information. The additional information on this screen relates to the invoice format and structure. This information will be covered during the Advanced File Maintenance Training session.

Department Options:
- Enter a two character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a code or view an existing one. All codes are case sensitive. If using alpha characters, we recommend upper case letters.
- Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a new code you will see the following:

Click "Yes" to proceed with entering a new code or click "No" or "Cancel" to return to the code field.

If you are entering an existing code, the information will be displayed.

Description: Enter up to a 22 character description.

Material Multiplier: Enter the cost multiplier for non-stock material pricing.

Labor Multiplier or Labor Billing Rate: Enter the cost multiplier for labor cost pricing or the standard billing rates for regular hours, overtime hours, and double time hours.

Labor Cost Rate: Enter standard labor cost rate used for quotes and estimates, and used for job cost calculation if labor cost method is set to "S".

Labor Cost Flag (Method): Enter either A for actual (post labor cost from employee payroll file configuration) or S for standard (uses Labor Cost Rate).

Labor Burden: Enter whether burden will be calculated by D for dollars or P for percentage in the first field (enter D for dollars if no burden will be applied). Enter the dollars or percentage rate for the labor burden in the second field (zero if no burden is applied).

Material Burden: Enter the percentage rate for the material burden (zero if no burden is applied).

Distribution Code: Enter the codes provided by your ACS consultant.

NOTE: Additional parameters in the department code configuration control the job invoice format. The initial configuration will be set based on the Current Process Review in the above section "A". If changes are required, we will provide additional training as part of the Advanced File Maintenance Training.

OK/Cancel/Delete

OK – Accepts the data, but pulls up a new window for the labor distribution code. Enter the number "1" unless otherwise directed by an ACS consultant, and click the "OK" button in the new window. This accepts the data, but pulls up a new window for the material distribution code. Enter the number "2" unless otherwise directed by an ACS consultant, and click the "OK" button in the new window.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
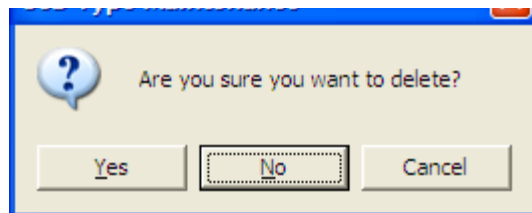
To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair ➔Service Repair File Maintenance ➔File Maintenance ➔Type Work Maintenance

Type Work Maintenance - The information to be entered and maintained during this training session is the type of work code, type of work description, and other code designations.

Type of Work Options:
- Enter a two character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a code or view an existing one. All codes are case sensitive. If using alpha characters, we recommend upper case letters.
- Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a new code you will see the following:

Click "Yes" to proceed with entering a new code or click "No" or "Cancel" to return to the code field.

If you are entering an existing code, the information will be displayed.

Description: Enter up to a 30 character description.

Print Job Cards: Enter Y to print a job card or label for this Type Work. If unknown, enter N and this will be reviewed as part of the system launch or advanced training sessions.

Password: Leave blank.

Labor Cost Rate: Enter labor cost rate used to override department cost settings (this is for exception cost overrides only, not a method to set standard costs).

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:
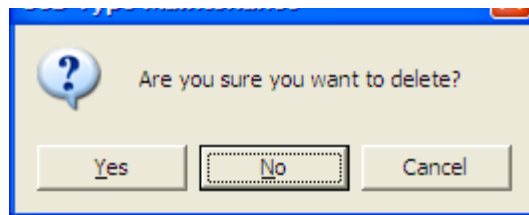
To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair → Service Repair File Maintenance → File Maintenance → Labor Code Maintenance

Labor Code Maintenance - The information to be entered and maintained during this training session is the labor code, labor description, and other code designations.

Labor Code Options:
- Enter a three character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a code or view an existing one. All codes are case sensitive. If using alpha characters, we recommend upper case letters.
- Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a new code you will see the following:

Click "Yes" to proceed with entering a new code or click "No" or "Cancel" to return to the code field.
If you are entering an existing code, the information will be displayed.

Description: Enter up to a 40 character description.

Heading Code: Enter an existing labor code to be used to summarize when using summarized invoices. All labor codes with the same heading code will be summarized together.

Type of Work: Enter an existing type of work associated with this labor code.

Labor Cost Rate: Enter labor cost rate used to override department and type work cost settings (this is for exception cost overrides only, not a method to set standard costs).

Note: May be used as reference, although is not distributed anywhere in the system.

Labor Billing Rates: Enter labor billing price used to override department price settings (this is for exception price overrides only, not a method to set standard pricing).

Vaughens' NOTE: The Vaughens workcode is also configured as part of the labor code maintenance, however the initial configuration leaves this field. If necessary, this will be covered under Advanced File Maintenance Training.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:
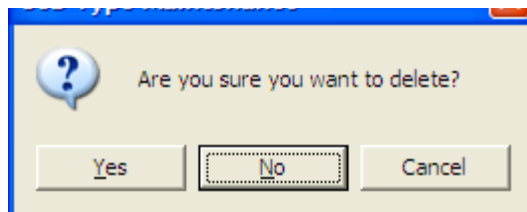
To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair ➔**Service Repair File Maintenance** ➔**Nameplate** ➔**Nameplate Lookup Category**

Nameplate Lookup Category - Select nameplate lookup category to enter the names of each lookup table.
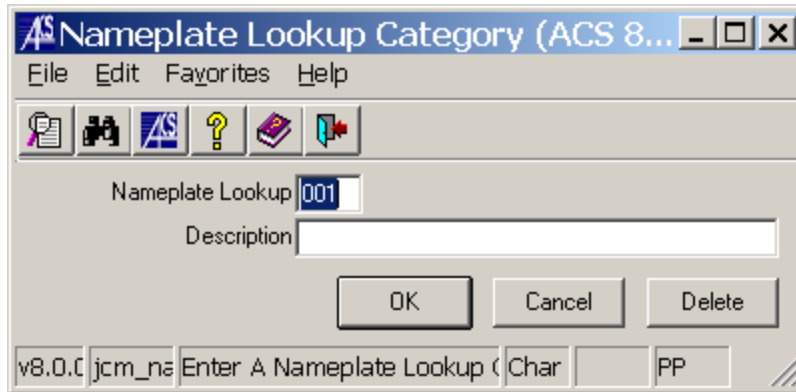
Nameplate Lookup Category Options:
- Enter a three character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a code or view an existing one. All codes are case sensitive. If using alpha characters, we recommend upper case letters.
- Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a new code you will see the following:

Click "Yes" to proceed with entering a new code or click "No" or "Cancel" to return to the code field.

If you are entering an existing code, the information will be displayed.

Description: Enter up to a 30 character description.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:

To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair →Service Repair File Maintenance → Nameplate →Nameplate Lookup Descriptions

Nameplate Lookup Descriptions - Select nameplate lookup descriptions to enter the values for each nameplate lookup category table.
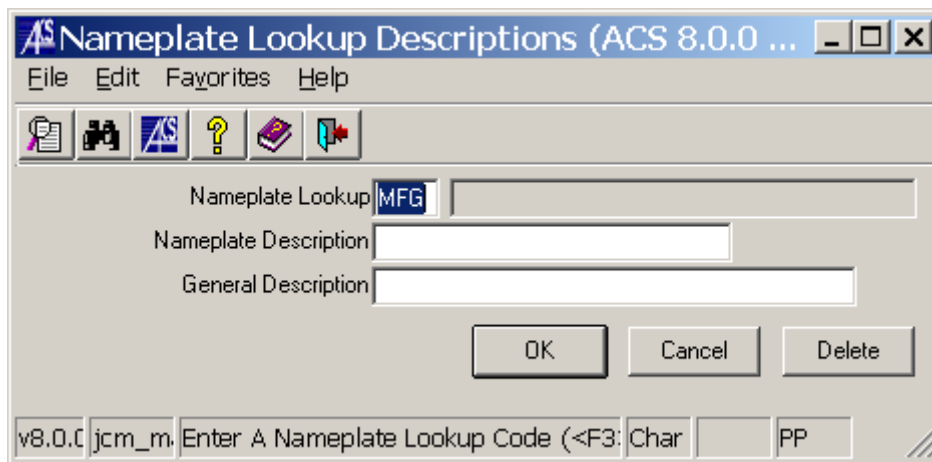
Nameplate Lookup Description Options:
- Enter an existing nameplate lookup category in the field labeled Nameplate Lookup.
- Enter a 22 character alphanumeric Nameplate Description (value to be shown on the nameplate) and click the "OK" button or hit the "Enter" key to either enter a code or view an existing one. All codes are case sensitive. If using alpha characters, we recommend upper case letters.
- Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a new code you will see the following:

Click "Yes" to proceed with entering a new code or click "No" or "Cancel" to return to the code field.

If you are entering an existing code, the information will be displayed.

General Description: Enter up to a 30 character description.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
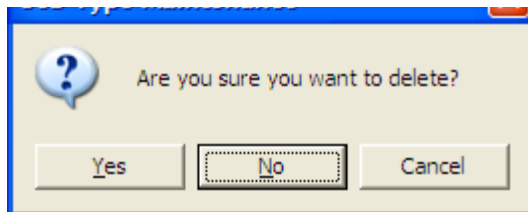
To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair ➔ Service Repair File Maintenance ➔ Nameplate ➔ Nameplate Setup

Nameplate Setup - Select nameplate setup to enter the values for each Nameplate.
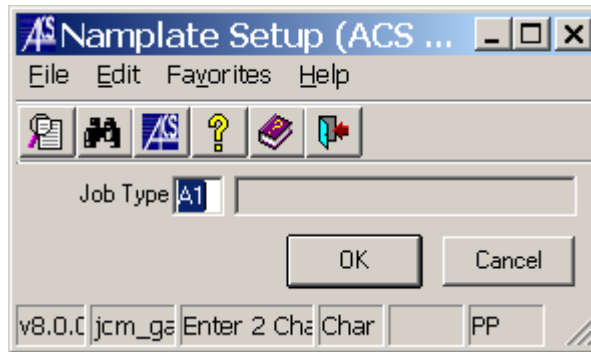
Nameplate Lookup Description Options:
- Enter an existing job type code in the field labeled job type.
- Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application
  If you are entering a new code you will see the following:
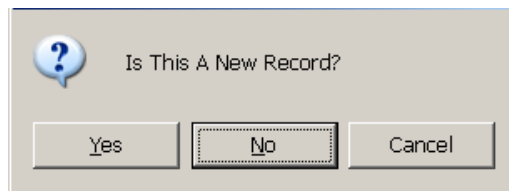
Click "Yes" to proceed with entering a new code or click "No" or "Cancel" to return to the code field.

If you click "Yes", the system will display the following:
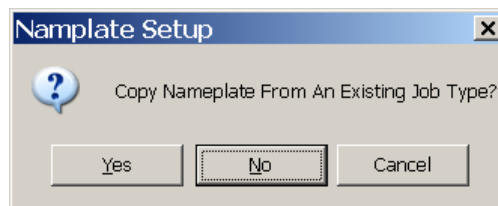
Click "Yes" to enter another job type to copy nameplate information, "No" to enter new nameplate information, or "Cancel" to return.

If you are entering an existing code, the information for that nameplate will be displayed.

Nameplate Options:

- This grid is a rigid grid, where each field is in the specific order of the fields on the nameplate. The fields will not be sorted by alphanumeric code or any other ranking.
- Double click the specific field to add a new code to the grid.
- Enter a ten character alphanumeric field label and hit the "Enter" key or "Tab" key to enter a new information.
- Enter a nameplate field length (max field lengths shown at bottom of window) and hit the "Enter" key or "Tab" key to enter the description.
- Enter a lookup category (if applicable - optional) and hit the "Enter" key or "Tab" key to enter the category reference.
- If a lookup category is entered, enter whether the field is validated against the category table ("Y" only allows entry of what is on the table, "N" allows the category table to be reference and allow additional values to be entered) and hit the "Enter" key or "Tab" key to enter the description.
- Double-click on any other field for maintenance or to make corrections or revisions.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:

To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair → Service Repair File Maintenance → Maintenance → Job Priority Maintenance

Job Priority Maintenance - The information to be entered and maintained during this training session is the job priority code and the job priority description.
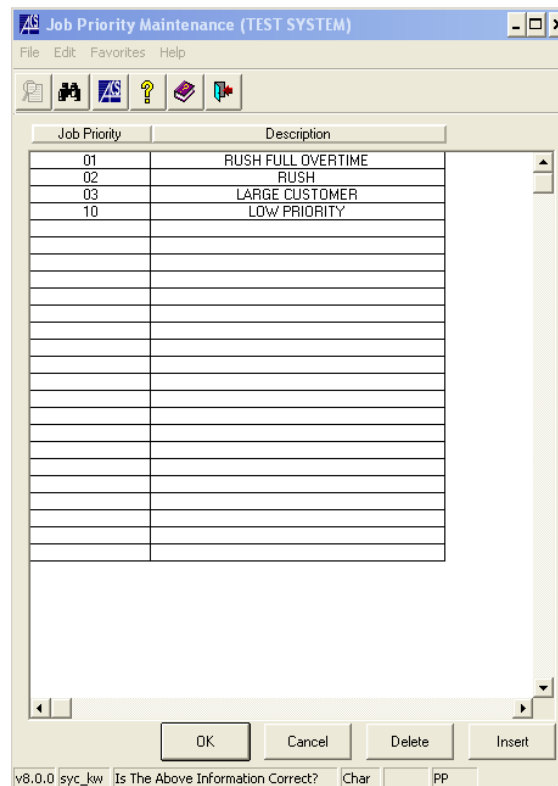
Job Priority Options:
- Click the insert button to add a new code to the grid.
- Enter a two character numeric code and hit the "Enter" key or "Tab" key to enter a new code.

- Enter a 30 character code description and hit the "Enter" key or "Tab" key to enter the description.
- Double-click on any other field for maintenance or to make corrections/revisions.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application
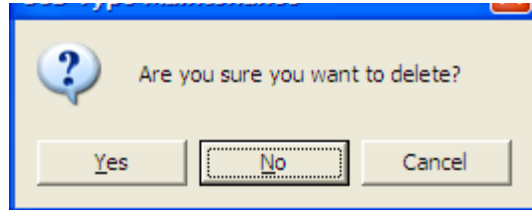
OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Insert – Moves cursor to next available code position ready for entry of new code.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:

To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair → Service Repair File Maintenance → Maintenance → Failure Code Maintenance

Failure Code Maintenance - The information to be entered and maintained during this training session is the failure code and the failure code description.

Failure Code Options:
- Click the insert button to add a new code to the grid.
- Enter a four character alphanumeric code and hit the "Enter" key or "Tab" key to enter a new code.
- Enter a 20 character code description and hit the "Enter" key or "Tab" key to enter the description.
- Double-click on any other field for maintenance or to make corrections or revisions.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.
Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Insert – Moves cursor to next available code position ready for entry of new code.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:

To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

Service Repair →Service Repair File Maintenance →Maintenance→Ship Via Maintenance

Ship Via Maintenance - The information to be entered and maintained during this training session is the ship via code and the ship via code description.

Job Ship Via Maintenance ...

File   Edit   Favorites   Help

Ship Via Code	Description
CPU	CUSTOMER P
OT	OUR TRUCK
UPS	SHIP UPS G

OK   Cancel   Delete   Insert

v8.0.0 | syc_kw | Is The Above In | Char | | PP
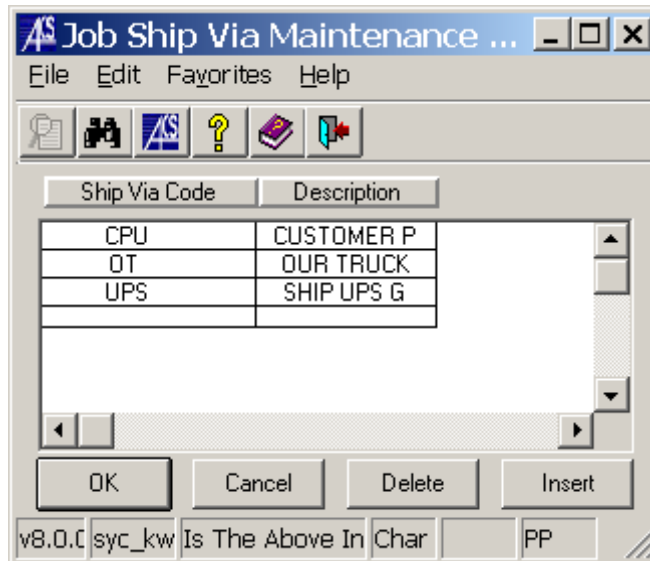
Ship Via Options:
- Click the insert button to add a new code to the grid.
- Enter a ten character alphanumeric code and hit the "Enter" key or "Tab" key to enter a new code.
- Enter a ten character code description and hit the "Enter" key or "Tab" key to enter the description.
- Double-click on any other field for maintenance or to make corrections/revisions.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Insert – Moves cursor to next available code position ready for entry of new code.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:

> Delete code 88?
>
> Yes   No   Cancel

To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

**Service Repair ➔Service Repair File Maintenance ➔Customer Instructions➔Customer Instructions**

Customer Instructions: Allows the creation, modification, deletion, inquiry and listing of codes used to define customer instructions. Some customers give specifications or instructions on what they want done to every job.

Customer Instruction Options:
- Enter an existing customer number, click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.

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- Enter an existing type of work, click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Enter an existing job type, click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing codes.
- Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering new instructions you will see the following:

Is This A New Record?

Yes   No   Cancel
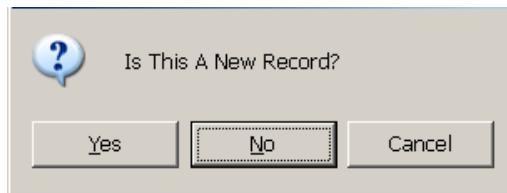
Click "Yes" to proceed with entering new instructions or click "No" or "Cancel" to return to the code field.

If you are entering an existing code, the information will be displayed.

Instructions: Enter up to six lines of instructions, 36 character each line.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the initial code entry.

Cancel – Do not accept what has been entered, clear screen, and return to the initial code entry.

Delete – Delete the entry from the file. When the delete button is chosen you will see the following message:

Are you sure you want to delete?

Yes   No   Cancel
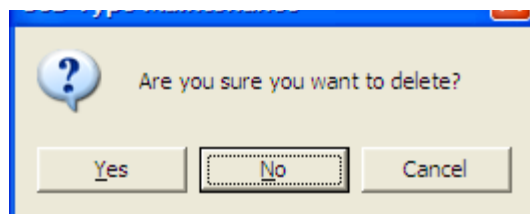
To delete the entry from the file click "Yes". If you do not want to delete the entry click the "No" or the "Cancel" button.

D. CORE PROCESS TRAINING

JOB QUOTING MENU

The JOB QUOTING programs are used to enter the information necessary to create and/or maintain a JOB QUOTE.
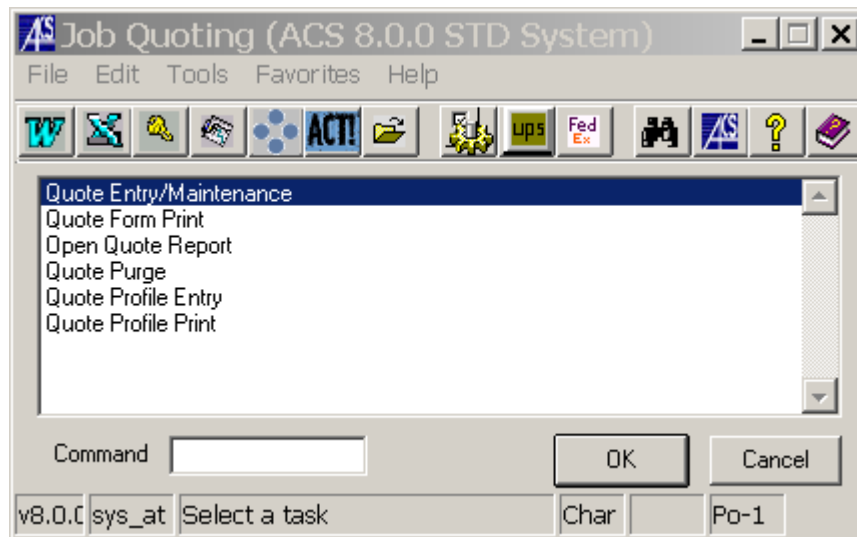
JOB QUOTE (MAINTENANCE)

JOB QUOTE (MAINTENANCE)

QUOTE NUMBER

The system will start the program and begin with the curser in the QUOTE NUMBER field. The QUOTE NUMBER is the key field that identifies the QUOTE and all related information and may not be changed once cost is applied to the QUOTE. The QUOTE NUMBER is used to access and maintain information on each QUOTE. The QUOTE NUMBER may be assigned manually or assigned by the system in numeric order. The QUOTE NUMBER can only contain numeric characters.

RECOMMENDED PRACTICE: Let the system assign QUOTE NUMBERS to retain numeric sequence, reduce errors, and increase accuracy. Assign QUOTE NUMBERS for specific quotes or quote templates.

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QUOTE NUMBER field entry:

Enter a valid QUOTE Number.

If a valid, existing QUOTE NUMBER is entered, the system will provide the most current information available and allow changes to most QUOTE entry fields. If a QUOTE NUMBER is entered and it is not an existing QUOTE NUMBER in the active QUOTE files.

Press F2 to assign a new QUOTE NUMBER.

If a QUOTE NUMBER is entered and it is not an existing QUOTE NUMBER in the active QUOTE files;

OR

If the F2 option is selected, the system will prompt with the following:
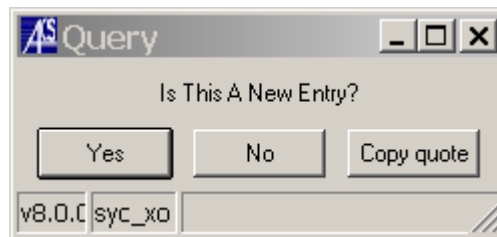
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option if this entry is for a new QUOTE.

NO: Use the No options if this is not a new QUOTE entry and the system will return to the QUOTE NUMBER field.

COPY QUOTE: Use the Copy QUOTE option to copy an existing QUOTE.

Press F3 or click on the Magnifying Glass for LOOKUP.

The LOOKUP option in the QUOTE NUMBER field will provide a QUOTE NUMBER search of existing, valid QUOTEs so the proper QUOTE NUMBER may be selected.

Press F4 or click the CANCEL button to return to the previous menu.

The F4 key or clicking the CANCEL button will return the system to the previous menu.

COPY FROM EXISTING QUOTE

When using the Copy QUOTE option, the system will prompt with the following:

Enter QUOTE To Copy From

Enter a valid existing QUOTE NUMBER. When a valid, existing QUOTE number is entered, the nameplate description will appear to the right of the QUOTE NUMBER entered. This is to provide verification to the user for the correct QUOTE selection. An invalid QUOTE NUMBER will not be accepted; the system will ignore the entry.

NOTE: For each of the options, a checked box equals YES; an empty box equals NO. Use the SPACE BAR or the mouse to toggle between checked and empty. The <CR> or TAB will continue without changing the value.

Include Nameplate Date when copying QUOTE?
Include Special Instructions when copying QUOTE?
Include Estimate Detail when copying QUOTE?
Include Routing when copying QUOTE?
Include Vaughens Pricing when copying QUOTE?

NOTE: Vaughen's Pricing is an option for the Service Repair System. This option is not available with the standard version.

Is The Above Information Correct? <Y/N>:

When the appropriate options are selected, the system will prompt "Is The Above Information Correct? Y/N". If no options are selected or if the last option is not selected, the question will not appear. The user may proceed as if the question has appeared.

Options:

OK or <CR>:   Use this option to proceed with copying the specified information from the listed QUOTE.
If the option to include Estimate Detail is checked, see Do You Want to Recalculate Estimate Cost and Price?
If the option to include Estimate Detail is not checked, see QUOTE HEADER INFORMATION BELOW.

CANCEL or F4:   Use this option to return to the QUOTE NUMBER field.

Do You Want to Recalculate Estimate Cost and Price?
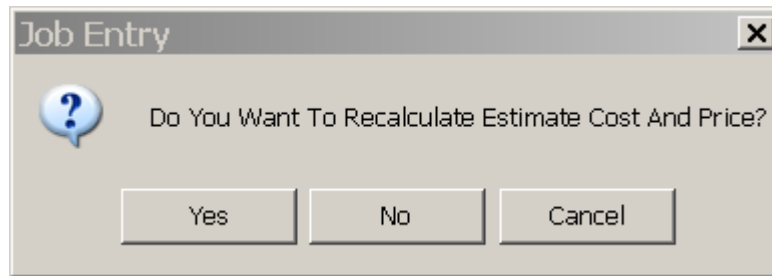
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option to recalculate the cost and price on the estimate for the new QUOTE based on current parameters, labor rates, and inventory settings.

NO: Use the No option to retain the same cost and price parameters, labor rates, and inventory settings used to create the estimate on the QUOTE being copied.

CANCEL: The Cancel button has the same results as the No button.

HEADER TAB - QUOTE HEADER INFORMATION

The system will change the screen to prompt with the following once the QUOTE number options are addressed:

QUOTE HEADER ENTRY/MAINTENANCE

If this is a new QUOTE entry, the system will move through each field when a value is entered and the <CR> is used. The field order is set to allow a logical entry of the QUOTE information and a systematic building of the QUOTE file information.

NOTE: If the user cancels this process at any time during the QUOTE ENTRY PROCESS, the system will treat the new entry as an existing QUOTE and the systematic building of the QUOTE file information must be completed manually.

If the QUOTE is an existing QUOTE file, a copied QUOTE, or a quoted QUOTE, the system will populate the fields with the most current information on file and highlight the OK button. Any field that is not shaded is maintainable and can be changed. To access the fields, click with the mouse. Additional fields may be accessed in the same field order as the original entry, or clicking the OK button at the bottom of the screen will close the QUOTE entry and maintenance screen and save the changes.

41

NOTE: The CANCEL button will close the QUOTE entry and maintenance screen without saving the changes.

DEPARTMENT FIELD

The DEPARTMENT FIELD is used to enter the appropriate DEPARTMENT CODE, configured specifically for reporting, multipliers, burden rates, General Ledger distribution, and other department specific parameters. The correct DEPARTMENT CODE should be entered at the beginning of the QUOTE. Any changes made to the DEPARTMENT CODE will not be retroactive to charges (costs) recorded on the QUOTE prior to the change. The DEPARTMENT CODE can be any alphanumeric code configured by the user's company.

Enter a valid DEPARTMENT CODE.

Press F3 or click on the Magnifying Glass for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the QUOTE NUMBER entry.

When a valid DEPARTMENT CODE is entered, the description of the DEPARTMENT will display under the DEPARTMENT FIELD.

NAMEPLATE DESCRIPTION FIELD (N/P DESC)

The NAMEPLATE DESCRIPTION will be automatically populated from the first five fields of NAMEPLATE data. The system will take the information entered at NAMEPLATE ENTRY and display this information in the NAMEPLATE DESCRIPTION. Information will be truncated after 25 characters.

The NAMEPLATE DESCRIPTION FIELD (N/P DESC) is not maintained in the HEADER SCREEN. There is no user access to this field. To maintain/change the values, go to QUOTE NAMEPLATE INFORMATION.

JOB TYPE FIELD (TYPE)

The JOB TYPE FIELD is used to enter the appropriate JOB TYPE CODE, configured specifically for reporting, sales analysis, and appropriate NAMEPLATE DESCRIPTIONS. The correct JOB TYPE CODE should be entered at the beginning of the JOB. Any changes made to the JOB TYPE CODE will not be retroactive to values entered in the NAMEPLATE FIELDS. The JOB TYPE can be any alphanumeric code configured by the user's company.

NOTE: If the JOB TYPE CODE is changed, the NAMEPLATE DESCRIPTIONS will change; the values entered in NAMEPLATE DATA will not change.

Enter a valid JOB TYPE CODE.

Press F3 or click on the Magnifying Glass for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the JOB NUMBER entry.

When a valid JOB TYPE CODE is entered, the description of the JOB TYPE will display next to the JOB TYPE FIELD.

CUSTOMER NUMBER FIELD (CUST #)

The CUSTOMER NUMBER FIELD is used to enter the CUSTOMER NUMBER, which may be any alphanumeric code configured by the user's company. The CUSTOMER NUMBER is the KEY field information for all customer related information retained by the system.

Enter a valid CUSTOMER NUMBER.

Press F3 or click on the Magnifying Glass for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the QUOTE NUMBER entry.

When a valid CUSTOMER NUMBER is entered, the system will populate the fields below the CUSTOMER NUMBER with the CUSTOMER NAME and CUSTOMER ADDRESS information. The CUSTOMER NAME and ADDRESS information shown is the REMIT TO information – NOT the SHIP TO information, although these may be the same.

CUSTOMER SHIP TO # FIELD (SHIP TO #)

The SHIP TO FIELD is used to enter the CUSTOMER SHIP TO NUMBER, which may be any numeric code configured by the user's company. The CUSTOMER SHIP TO NUMBER may also be a FREEFORM address for one-time, special deliveries, alternate company SHIP TO's, THIRD-PARTY address applications, and other circumstances not warranting a configured SHIP TO address.

RECOMMENDED PRACTICE: Configuring alternate SHIP TO's saves operation time and confirms accuracy.

Enter a valid SHIP TO #.

Press the F1 key to use the same SHIP TO address as the REMIT TO address.

Press F3 or click on the Magnifying Glass 📖 for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the QUOTE NUMBER entry.

When a valid SHIP TO NUMBER is entered, the system will populate the fields below the SHIP TO NUMBER with the SHIP TO CUSTOMER NAME and SHIP TO CUSTOMER ADDRESS information. The SHIP TO CUSTOMER NAME and ADDRESS information shown is SHIP TO information – NOT the REMIT TO information, although these may be the same.

Enter <CR> to enter a freeform address for one-time, special deliveries, alternate company SHIP TO's, THIRD-PARTY address applications, and other circumstances not warranting a configured SHIP TO address.

NOTE: The system will populate the FREEFORM SHIP TO address fields with the information from the REMIT TO fields.

QUOTE DATE FIELD

The **QUOTE** DATE FIELD is used to enter the **QUOTE** DATE information, which must be a date entry. The system will populate this field with the CURRENT DATE as the DEFAULT DATE.

Enter the DATE the QUOTE was RECEIVED or press RETURN for CURRENT DATE or DEFAULT DATE.

QUOTE VALID FOR DAYS FIELD

The QUOTE VALID FOR DAYS DATE FIELD is used to enter the VALID FOR information. The system will populate this field with the DEFAULT 030 days.

OVERTIME PRICED QUOTE CHECK BOX (OT)

The OVERTIME PRICED QUOTE FIELD is used to indicate if the QUOTE is to be priced as an OVERTIME PRICED QUOTE. An OVERTIME PRICED QUOTE will price every hour posted to the QUOTE at the OVERTIME RATE, whether it is STANDARD TIME or OVERTIME. COST will remain accurate based on DEPARTMENT, WORK TYPE, and LABOR CONFIGURATION. The purpose of this process is to charge the "RUSH – PRIORITY" QUOTE with the OVERTIME caused by bumping a "STANDARD – PRIORITY" QUOTE into the OVERTIME hours to meet PROMISE DATES.

NOTE: Labor rates will be posted based on the current setting of the OVERTIME PRICED QUOTE FIELD. Changing the value of this field does not retroactively change the labor rate of previous postings.

A checked box equals YES; an empty box equals NO. Use the SPACE BAR or the mouse to toggle between checked and empty. The <CR> or TAB will continue without changing the value.

DETAIL DOLLARS FIELD CHECK BOX (Dtl $)

The DETAIL DOLLARS FIELD is used to indicate an alternate QUOTE ESTIMATE print. The different value variables provide for line-by-line pricing estimates with detailed costs, line-by-line pricing estimates with extensions only, labor/material subtotals, or an overall total.

RECOMMENDED PRACTICE: Determine how the DETAIL DOLLARS FIELD will apply to a majority of your customers – handle the exceptions individually.

MAIL TO FIELD (MAIL TO)

The MAIL TO FIELD is used to enter an alternate address for mailing the quote information, if different than the REMIT TO and/or SHIP TO. These are FREEFORM fields, allowing for the MAIL TO NAME, MAIL TO ADDRESS, MAIL TO CITY, MAIL TO STATE, and MAIL TO ZIP.

CONTACT NAME FIELD (CONTACT)

The CONTACT NAME FIELD is used to enter the CONTACT NAME at the CUSTOMER'S LOCATION. The system will populate the CONTACT NAME FIELD with the value assigned to CONTACT NAME for the selected customer. This value is pulled from the CUSTOMER MAINTENANCE PROFILE if a configured SHIP TO CODE is not used, otherwise the value is pulled from the CUSTOMER MAINTENANCE, SHIP TO.

The CONTACT NAME FIELD may be changed.

<CR> or TAB to accept the default value and continue.

Enter a valid CONTACT NAME or spacebar to clear the value.

FAX TO FIELD (FAX TO)

The FAX TO FIELD is used to enter a FAX TO NUMBER for faxing the quote information. These are FREEFORM fields, allowing for the FAX TO NAME and FAX TO NUMBER.

SALESPERSON NOTES (SALESMAN NOTES)

The SALESPERSON NOTES is used to enter a internal notes related to the quote. These notes do not print anywhere.

REPLACEMENT ITEM NUMBER FIELD (REPL ITEM)

The REPLACEMENT ITEM NUMBER FIELD is used to enter the REPLACEMENT ITEM NUMBER, which may be any twenty (20) alphanumeric character inventory item number. The REPLACEMENT ITEM NUMBER FIELD may also be a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

RECOMMENDED PRACTICE: The intent or purpose for the REPLACEMENT ITEM NUMBER FIELD is to provide a place to record the REPLACEMENT ITEM information for circumstances where the cost of repair or service must be compared to the cost of new or replacement.

Enter a valid REPLACEMENT ITEM NUMBER or <CR> (or TAB) to leave this field blank and continue.

Press F3 or click on the Magnifying Glass for LOOKUP.

Enter a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

REPLACEMENT ITEM DESCRIPTION FIELD (BLANK LINE)

The REPLACEMENT ITEM DESCRIPTION FIELD is used to enter the REPLACEMENT ITEM DESCRIPTION, which may be any forty (40) alphanumeric character inventory item description. The REPLACEMENT ITEM DESCRIPTION FIELD may also be a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

NOTE: If an inventoried item number is selected as the REPLACEMENT ITEM NUMBER, the system will populate the REPLACEMENT ITEM DESCRIPTION FIELD with the current inventory item description. This DEFAULT description may be changed as necessary without impacting the value in the REPLACEMENT ITEM NUMBER FIELD or the value in the REPLACEMENT ITEM PRICE.

RECOMMENDED PRACTICE: The intent or purpose for the REPLACEMENT ITEM DESCRIPTION FIELD is to provide a place to record the REPLACEMENT ITEM DESCRIPTION information for circumstances where the cost of repair or service must be compared to the cost of new or replacement.

<CR> or TAB to accept the default REPLACEMENT ITEM DESCRIPTION or to leave blank if no value has populated this field.

Press the spacebar to blank out a value and leave this field empty.

Enter a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

REPLACEMENT ITEM PRICE FIELD (REPL PRIC)

The REPLACEMENT ITEM PRICE FIELD is used to enter the REPLACEMENT ITEM PRICE. The REPLACEMENT ITEM PRICE FIELD may also be a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

NOTE: If an inventoried item number is selected as the REPLACEMENT ITEM NUMBER, the system will populate the REPLACEMENT ITEM PRICE FIELD with the current customer pricing. This DEFAULT price may be changed as necessary without impacting the value in the REPLACEMENT ITEM NUMBER FIELD or the value in the REPLACEMENT ITEM DESCRIPTION.

RECOMMENDED PRACTICE: The intent or purpose for the REPLACEMENT ITEM PRICE FIELD is to provide a place to record the REPLACEMENT ITEM PRICE information for circumstances where the cost of repair or service must be compared to the cost of new or replacement.

<CR> or TAB to accept the default REPLACEMENT ITEM PRICE or to leave blank if no value has populated this field.

Press the spacebar to blank out a value and leave this field empty.

Press F1 to REPRICE, which updates the value to reflect the most current customer pricing. (**NOTE:** At the initial QUOTE entry, the most current price available is the price populated as the default value. After inventory pricing changes, pressing F1 will update this value when maintaining current QUOTEs. This is not automated for circumstances when the price must remain the same as it was when the QUOTE was first entered.)

Enter a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

END QUOTE HEADER ENTRY <OR> QUOTE MAINTENANCE

When finishing the entry of all the fields in the QUOTE HEADER SCREEN or when first entering the QUOTE HEADER SCREEN for an existing QUOTE, the system will highlight the OK button at the bottom of the screen. Any field on the screen displayed in white may be maintained or changed by clicking on the field with the mouse. Any button options displayed may also be accessed.

Response options:

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and
       <CR>.
4. Use the mouse and click on any field displayed in white to access the field information.

Click the OK button or <CR>.

If the QUOTE is an existing QUOTE, this will save any changes made to the QUOTE and will return to the QUOTE NUMBER field.

If the QUOTE is a new QUOTE, this will save the initial entries and proceed to the NAMEPLATE SCREEN to allow the logical entry of the QUOTE information and a systematic building of the QUOTE file information.

NOTE: If the user cancels this process at any time during the QUOTE ENTRY PROCESS, the system will treat the new entry as an existing QUOTE and the systematic building of the QUOTE file information must be completed manually.

Click the CANCEL button or F4.

The system will ignore any changes or entries and return to the QUOTE NUMBER field. No changes or entries will be saved.

NAMEPLATE DATA TAB

FUNCTION: The NAMEPLATE DATA option is used to enter the NAMEPLATE information into the QUOTE. The NAMEPLATE headings and the data field lengths will automatically be displayed based on the QUOTE Type Code that was entered for this QUOTE. If Nameplate Lookup Codes were defined in Nameplate Setup, Lookups are provided for descriptions. Nameplate descriptions can be validated during entry if defined in Nameplate Setup. If this is an existing QUOTE, the NAMEPLATE data will automatically be displayed.

NAMEPLATE DATA: NAMEPLATE Headings and DATA FIELD lengths will be automatically displayed based on the QUOTE Type Code entered at initial QUOTE Entry. Enter the pertinent information regarding NAMEPLATE DATA, press F3 or for Nameplate Description LOOKUP, or press F4 to END.

NOTE: It is very important that data is entered consistently using the same names and coding structures.

The first five fields of the NAMEPLATE data are used to capture the average hours that it takes to perform a specific labor operation (*i.e.* average hours it takes for labor operation code 100-Disassemble and Inspect for a - (Model) Reliance - (HP) 10 - (Frame) 215T - (Enclosure) TEFC - (RPM) 1800).

This information will be used in the QUOTING and ESTIMATING Systems to provide the user with actual shop times. It is very important that when labor codes are set up, that some thought and consistency be used in defining these codes. It should also be noted that the detail by Labor Code will only be available on labor codes that actual labor is reported.

IS THE ABOVE DATA CORRECT? <Y/N/END/F4=END NAMEPLATE>: [   ]

Enter Y if the above data is correct and the system will take the user to SPECIAL INSTRUCTIONS. Enter N to return the first line of NAMEPLATE DATA to make any data changes to this subsection. Press F4 and the system will allow the user to enter SPECIAL INSTRUCTIONS.

NOTE: If the user has created a QUOTE by pulling in a Quote, is copying from an existing QUOTE, or making changes to an existing QUOTE, enter Y if the above information is correct and to return to the previous screen for additional options. F4 will return the user to the previous screen also.

Application Computer Systems, Inc.
Service Repair

SPECIAL INSTRUCTIONS TAB

FUNCTION: The SPECIAL INSTRUCTIONS option is used to enter SPECIAL INSTRUCTIONS for the QUOTE. These instructions are printed on internal documents and can be set up to print on invoices if desired. If this is an existing QUOTE, the SPECIAL INSTRUCTIONS will automatically be displayed.

Six lines will be provided in which SPECIAL INSTRUCTIONS may be entered about this specific QUOTE.

IS THE ABOVE DATA CORRECT? <Y/N/END/F4=END INSTRUCTIONS: [   ]

Enter Y if the above information is correct and the system will take the user to DETAIL ENTRY. Enter N to make any data changes to this subsection. Press F4 and the system will take the user to enter DETAIL ENTRY.

ESTIMATES TAB - DETAIL ENTRY

FUNCTION: The DETAIL ENTRY option is used to enter ESTIMATE DETAIL information. If a QUOTE with quote detail has been copied to the QUOTE, this information will be presented at the ESTIMATE DETAIL section. If this is an existing QUOTE, the DETAIL ENTRY data will automatically be displayed.

Information Correct?

If this is an existing QUOTE and the data is correct, enter Y to return to the previous screen.

Enter N if additions or corrections need to be made to any new or existing QUOTE. The user will then be given the option to: <F1> Copy Std Set, <F2> Copy Quote, <F3> Copy QUOTE, or enter a sequence number for a new line item. F1 will allow the user to copy the Standard Set from a Quote Profile, F2 will allow the user to copy data from an existing Quote, and F3 will allow the user to copy data from an existing QUOTE. Press F4 to END entry.

When copying a Standard Set, Quote, or QUOTE, the user will be asked:

Enter Y to recalculate the ESTIMATE or enter N to continue.

If ESTIMATE DETAIL exists, the following message will be displayed:

Enter Y to continue to copy or enter N to return to Sequence Number entry.

When entering new ESTIMATE DETAIL, once the sequence number has been entered, one of the following options must be selected.

Enter Line Code, 'M'=Material, 'L' or 'V'=Labor**, 'T'=Text, 'O'=Other Lbr Cost & Price

NOTE: Vaughen's Pricing is included in the Service Repair System as a separate module. Option V is not available with the standard version.

MATERIAL LINE CODE

ENTER A VALID WAREHOUSE CODE, F3=LOOKUP or 🔍 :

The WAREHOUSE location will be displayed at the bottom of the screen.

ENTER ITEM NUMBER, F3=LOOKUP or 🔍 :

Available lookup options for stock inventory items, non-stock inventory items, and catalog inventory items.

If the ITEM NUMBER is not valid, the user will be asked:

Enter Y to include as Nonstock Item Number, or enter N to re-enter a valid Item Number.

ENTER DESCRIPTION:

If a valid ITEM NUMBER was entered, the DESCRIPTION will be automatically displayed and may be changed. If this is a Nonstock Item, enter a 40 character DESCRIPTION.

ENTER QUANTITY:

The QUANTITY must be greater than zero to calculate a Unit Price and Extended Price.

ENTER THE UNIT COST, <F1>=RECALC:

STOCK ITEMS: If the UNIT COST is equal to zero, it is automatically calculated and displayed. It is calculated by first determining the costing method in the Inventory Parameter Maintenance. Once the costing method is determined, the Standard, Replacement, or Average Unit Cost will be used. The program multiplies the Unit Cost by the Material Burden % indicated in the Department Maintenance and adds the Material Burden to the Unit Cost. Press F1 to recalculate the Extended Cost based on new values entered.

NONSTOCK ITEMS: The user will be asked to enter the UNIT COST for Nonstock Items.

ENTER EXTENDED COST:

The EXT COST is calculated by multiplying the Quantity by the Unit Cost. It is automatically displayed.

ENTER THE UNIT PRICE, <F1>=RECALC:

If the UNIT PRICE is equal to zero, it is automatically calculated and displayed. If this is a valid Item Number, the program will calculate the UNIT PRICE using the standard pricing routine. If the calculated price is equal to zero or this is a Nonstock Item Number, the

program will multiply the Unit Cost by the Material Multiplier in the Department Maintenance. Press F1 to recalculate.

ENTER THE EXTENDED PRICE:

The EXT PRICE is calculated by multiplying the Quantity by the Unit Price. It is automatically displayed.

LABOR LINE CODE

ENTER LABOR CODE, F3=LOOKUP or :

A valid LABOR CODE is entered to describe the type of work that needs to be accomplished. When the LABOR CODE is entered, the DESCRIPTION of the code will be displayed on the screen to either change or accept.

ENTER THE MANUAL HOURS FOR THIS LABOR CODE, <F1> DISPLAY AVERAGE HOURS:

Enter the AMOUNT OF TIME that this task should take in hours and tenths of an hour. This should reflect an average of the amount of time it should take in the shop. Press F1 to display the average hours it takes to complete a specific Labor Code or Type Work based on historical labor data. (Refer to Average Hrs For Nameplate Data Rpt in the QUOTE Reporting Menu).

ENTER THE UNIT COST FOR THIS LABOR CODE, <F1>=RECALC:

When the Man Hours are entered, the system automatically calculates the UNIT COST based on a three tiered approach to costing and pricing. The system has the capability to draw pricing from three different areas.

The *first* area is the LABOR RATE entered on the individual LABOR CODE (Service Repair Labor Code Maintenance).

The *second* area is the LABOR RATE entered on the TYPE WORK CODE associated with the LABOR CODE (Service Repair Type Work Code Maintenance).

The *third* area is the LABOR RATE entered in the DEPARTMENT CODE (Service Repair Department Code Maintenance).

The hierarchy that the system uses is as follows: The Labor Rate on the Labor Code is used first. If no rate is present, the system uses the Labor Rate on the Type Work associated

with the Labor Code. If no rate is present, the system uses the Labor Rate entered in the Department Code.

If the Unit Cost is equal to zero, it is automatically calculated and displayed. The program calculates the Unit Cost by adding the Labor Burden to the Labor Rate. The Labor Burden is calculated as follows:

If the calculation is based on a percentage rate, the program multiplies the Labor Rate by the Labor Burden % indicated in the Department Maintenance. The Labor Burden is then added to the Labor Rate.

If the calculation is based on dollars, the program adds the Labor Burden in the Department Maintenance to the Labor Rate.

ENTER THE EXTENDED COST:

Based on the previously described hierarchy, the EXT COST is calculated by multiplying the Man Hours by the Unit Cost. The product of this calculation is displayed in the EXT Cost field. The user can accept the amount calculated or change the amount if adjustments are needed. If the Unit Cost is changed, the program will calculate the Labor Burden as presented above and add it to the Unit Cost.

If the Man Hours of any of the associated Labor Rates are changed, the amount in the EXT Cost field will not automatically recalculate. To recalculate the value for the field, press F1 in the Unit Cost field and the system will automatically recalculate based on the new values.

ENTER THE UNIT PRICE FOR THIS LABOR CODE, <F1>=RECALC:

Enter the UNIT PRICE for this Labor Code and return. If the Unit Price is equal to zero, it is calculated and automatically displayed. The program will calculate the Unit Price based on the following:

If the Labor Multiplier in the Department Maintenance is greater than zero, the Unit Price is calculated by multiplying the Unit Cost by the Labor Multiplier.

If the Labor Multiplier in the Department Maintenance is equal to zero, the program will use the Billing Rates. The program looks at three different areas for the Billing Rates. The hierarchy that the system uses is as follows: The Billing Rates in the Labor Code Maintenance are used first; the Customer Billing Rates in Customer Maintenance are used second; the Department Billing Rates are used last.

NOTE: If Billing Rates are defined in Customer Maintenance as zero, the program will use these rates over the Department Billing Rates.

ENTER THE EXTENDED PRICE FOR THIS LABOR CODE:

NOTE: The EXTENDED PRICE amount is calculated by taking the amount presently shown in the LABOR HOURS field and multiplying this amount by the UNIT PRICE.

If any of the information on the line – Man Hours, Labor Cost or LABOR PRICE - is changed, *the amount in the Price field will not automatically recalculate*. To recalculate the field, press F1 in the Unit Price field and the system will automatically recalculate based on the new values.

TEXT LINE CODE

ENTER TEXT:

Enter up to 40 characters of TEXT.

Press F1 for the TEXT EDITOR. The TEXT EDITOR will bring up a text editing program as configured for your system.

OTHER LBR COST & PRICE LINE CODE

ENTER TEXT:

Enter up to 40 characters of TEXT.

ENTER EXTENDED COST:

The EXTENDED COST must be entered by the user.

ENTER EXTENDED PRICE:

The EXTENDED PRICE must be entered by the user.

TOTAL COST, PRICE (SALES), and GP% DISPLAY:

The TOTAL COST, PRICE (SALES), and GP% is displayed in the upper right corner of the detail window and updated in real time as the detail is entered.

OK or CANCEL at the ESTIMATE DETAIL will exit the ESTIMATE DETAIL and return the user to the ESTIMATE HEADER.

PRINT button. The system will prompt with the following:

```
AS Print Options (ACS 8.0.0 STD System)                    _ □ ×

Enter Type Of Quote To Print  - In House (I),    Mail To (M)          M

                    OK            Cancel

v8.0.0 jcc_fp  Is The Above Information Correct?    Y/N        Po-1
```

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.
4. Use the mouse and click on the PRINT SELECTION field displayed in white to access the field information.

OPTIONS:

M =   MAIL TO QUOTE. A printed QUOTE containing the Information recorded in the FILE pertaining to the quote and limited to the information customary for a quote.

I =   IN HOUSE QUOTE. A printed QUOTE containing the information recorded in the FILE pertaining to the quote and includes cost information not normally shown or customary for a quote.

OK =   Accepts the selected option and prints the designated output.

CANCEL =   Cancels the PRINT process and returns to the JOB HEADER SCREEN.

SAMPLES:

The following four pages are MAIL TO JOB QUOTE samples printed in the standard formats available to every user.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Job Quote

Job Quote No.:	008003
Quote Date:	11/21/08
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121,
Contact: Mr. James Rockville
Telephone: 714-832-8113 **Fax:** 714-931-9220

Ship To:
Ship To Number:
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121,
Contact: fax to name **Fax:** 714-931-9220

Order		Item #/Description/Notes		Unit Price	Extension
		Nameplate Data:			
		HP1:50, FRAME:216T, ENCLOSURE:TEFC,			
		RPM:1800, MANUFACTUR:GE			
		Special Instructions:			
		SPECIAL INSTRUCTIONS LINE #1			
		SPECIAL INSTRUCTIONS LINE #2			
		SPECIAL INSTRUCTIONS LINE #3			
		DISASSEMBLE			30.00
		PICK UP MOTOR			90.00
		BLAST CLEAN PARTS			14.40
		ASSEMBLE			210.00
		MEGGER TEST			1.50
		PREPARE UNIT TO PAINT			15.00
		70428			3.38
		WELDING .050 X 1/8" SILFON 15% WELDING S			
		MF10W			2.51
		SPRAY PAINT MF10W WHITE SPRAY PAINT WHIT			
		6224ZZ			290.32
		Bearing			

Quotation valid for 30 calendar days from the above date.	
Total is plus sales tax if applicable.	
Based Upon Our Standard Terms And Conditions.	

Total	657.11

Received By: _____ **Date:** _____

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	SPECIAL INSTRUCTIONS LINE #2		
	SPECIAL INSTRUCTIONS LINE #3		
1.0	DISASSEMBLE	30.00	30.00
3.0	PICK UP MOTOR	30.00	90.00
0.5	BLAST CLEAN PARTS	30.00	14.40
7.0	ASSEMBLE	30.00	210.00
0.1	MEGGER TEST	30.00	1.50
0.5	PREPARE UNIT TO PAINT	30.00	15.00
2.0	70428	1.69	3.38
	WELDING .050 X 1/8" SILFON 15% WELDING S		
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			6224ZZ		
			Bearing		

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Received By: _____ **Date:** _____

QUOTE FORM PRINT

QUOTE FORM PRINT

FUNCTION: The QUOTE FORM PRINT provides a means of printing a MASTER copy, or a MAIL-TO copy of the QUOTE FORM.

RESTART? <Y/N>:

Check this box if for some reason the printing process was previously stopped or if only specific jobs need to be printed. The BEGINNING and ENDING QUOTE NUMBERS can then be entered.

BEGINNING QUOTE NUMBER:

Enter the BEGINNING QUOTE NUMBER to start printing. F1 will insert the word "FIRST" which will start the printing at the beginning of QUOTES not previously printed.

ENDING QUOTE NUMBER:

Enter the ENDING QUOTE NUMBER to stop printing. F1 will insert the word "LAST" which will stop the printing at the LAST Quote not previously printed.

Leave the box unchecked if this is NOT a restart of the printing process.

MESSAGE:

Type in a short MESSAGE, if needed.

NUMBER OF COPIES:

Type in the NUMBER OF COPIES that will be needed for this report.

PRINT MASTER COPIES? <Y/N>:

Check the box to print an IN-HOUSE use only copy of the Quote. This copy presents all of the information that was entered in the quote. It includes all of the Detail Quote information such as MAN HOURS/QTY, LABOR COSTS, MATERIAL COSTS and PRICES BY LINE. This copy would not be suitable to send to a customer.

Leave the box unchecked to not print an IN-HOUSE copy of the Quote.

PRINT MAIL-TO COPIES? <Y/N>:

Check the box to print a Quote suitable for sending to the customer. All of the Quote information is presented along with the Quote Detail. Detail descriptions are printed, but NO costs or line totals are printed.

Leave the box unchecked to not print a MAIL TO copy of the Quote.

SAMPLES:

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(Customer Copy)

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from the above date.
Total is plus sales tax if applicable.
Based Upon Our Standard Terms And Conditions.

Total	657.11

Received By: _____ **Date:** _____

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Job Quote

Job Quote No.:	008003
Quote Date:	11/21/08
Page:	1

Sold To:	Customer Number: 000100
	Everest Industries
	  123 Main St.
	  Suite 111
	  San Bernardino, CA 93121,
	Contact: Mr. James Rockville
	Telephone: 714-832-8113 **Fax:** 714-931-9220
		Ship To:

Ship To Number:
Everest Industries
  123 Main St.
  Suite 111
  San Bernardino, CA 93121,
Contact: fax to name   **Fax:** 714-931-9220

Order	Item # / Description / Notes	Unit Price	Extension
	Nameplate Data:		
	HP1:50, FRAME:216T, ENCLOSURE:TEFC,		
	RPM:1800, MANUFACTUR:GE		
	Special Instructions:		
	SPECIAL INSTRUCTIONS LINE #1		
	SPECIAL INSTRUCTIONS LINE #2		
	SPECIAL INSTRUCTIONS LINE #3		
	DISASSEMBLE		
	PICK UP MOTOR		
	BLAST CLEAN PARTS		
	ASSEMBLE		
	MEGGER TEST		
	PREPARE UNIT TO PAINT		
	70428		
	WELDING .050 X 1/8" SILFON 15% WELDING S		
	MF10W		
	SPRAY PAINT MF10W WHITE SPRAY PAINT WHIT		
	6224ZZ		
	Bearing		

Quotation valid for 30 calendar days from the above date. Total is plus sales tax if applicable. Based Upon Our Standard Terms And Conditions.	**Total**	657.11

Received By: _____ **Date:** _____

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Job Quote

Job Quote No.:	008003
Quote Date:	11/21/08
Page:	1

Sold To:	Customer Number: 000100	Ship To:	Ship To Number:
	Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121, **Contact:** Mr. James Rockville **Telephone:** 714-832-8113 **Fax:** 714-931-9220		**Everest Industries** 123 Main St. Suite 111 San Bernardino, CA 93121, **Contact:** fax to name **Fax:** 714-931-9220

Order	Item # /Description /Notes		Unit Price	Extension
	Nameplate Data:			
	HP1:50, FRAME:216T, ENCLOSURE:TEFC,			
	RPM:1800, MANUFACTUR:GE			
	Special Instructions:			
	SPECIAL INSTRUCTIONS LINE #1			
	SPECIAL INSTRUCTIONS LINE #2			
	SPECIAL INSTRUCTIONS LINE #3			
	DISASSEMBLE			30.00
	PICK UP MOTOR			90.00
	BLAST CLEAN PARTS			14.40
	ASSEMBLE			210.00
	MEGGER TEST			1.50
	PREPARE UNIT TO PAINT			15.00
2.0	70428		1.69	3.38
	WELDING .050 X 1/8" SILFON 15% WELDING S			
1.0	MF10W		2.51	2.51
	SPRAY PAINT MF10W WHITE SPRAY PAINT WHIT			
1.0	6224ZZ		290.32	290.32
	Bearing			

		Total	657.11
Quotation valid for 30 calendar days			
from the above date.			
Total is plus sales tax if applicable.			
Based Upon Our Standard Terms And Conditions.			

Received By: _____ **Date:** _____

OPEN QUOTE REPORT

OPEN QUOTE REPORT:

FUNCTION: The OPEN QUOTE REPORT provides a listing of quotes for customers. The user is given the option to include quotes tied to jobs.

BEGINNING QUOTE NUMBER:

Enter BEGINNING QUOTE NUMBER, press F3 for LOOKUP, or press ENTER to begin with FIRST QUOTE NUMBER.

ENDING QUOTE NUMBER:

Enter ENDING QUOTE NUMBER, press F3 for LOOKUP, or press ENTER to end with LAST QUOTE NUMBER.

CUSTOMER NUMBER:

Enter a valid CUSTOMER NUMBER, press F3 for LOOKUP, or press ENTER for all customers. Multiple CUSTOMER NUMBERS can be entered. When all customers have been entered, press F1 to continue.

INCLUDE QUOTES TIED TO JOBS:

Enter Y if QUOTES TIED TO JOBS are to be included on the report, otherwise enter N.
NOTE: An ** printed after the job number means there are multiple jobs tied to the quote.

SAMPLES:

The following page is an OPEN QUOTE REPORT sample.

Application Computer Systems, Inc.
Service Repair

Quote#	Date	Cust#	Customer	Dept	Type	Contact	Quote$	Job#
000100	09/29/00	000100	Everest Industries	MR	AS		1,748	001000 **
000101	03/06/04	000100	Everest Industries	MR	AS		1,256	002002
000105	03/06/04	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	DC		0	001025 **
000106	06/09/00	000100	Everest Industries	MR	AS		0	
000107	10/25/00	000100	Everest Industries	MR	AS	Henry Baker	1,066	
000108	12/12/00	000100	Everest Industries	MR	AS	Mr. James Rockville	60	
000109	12/13/00	000100	Everest Industries	MR	AS	Mr. James Rockville	0	
000110	08/31/05	000100	Everest Industries	MR	AS	Bill Myers	761	002071
000111	12/13/04	002000	TRINITY RIVER AUTHORITY	MR	BR	SAM CALVIN	1,670	012539
000112	11/18/08	000100	Everest Industries	PR	PR	Mr. James Rockville	0	
000113	11/18/08	000100	Everest Industries	PR	PR	Mr. James Rockville	660	
000114	11/18/08	000100	Everest Industries	PR	PR	Mr. James Rockville	0	
000116	11/18/08	000100	Everest Industries	PR	PR	Mr. James Rockville	585	002081 **
000117	11/19/08	000100	Everest Industries	MR	AS	Mr. James Rockville	1,071	
000118	11/21/08	000100	Everest Industries	MR	AS	Mr. James Rockville	1,079	002088 **
000119	03/18/09	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	2,068	
000120	11/21/08	000100	Everest Industries	MR	AS	Mr. James Rockville	1,735	
000121	05/29/09	999999	Cash Sale	MR	AS		1,815	002094
000122	08/18/09	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	1,257	
000123	08/18/09	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	2,360	
000124	08/18/09	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	AS	C5-CONTACT-XXXXXXXC5	1,580	
000125	10/14/09	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	0	
000126	10/14/09	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	1,428	002138
000127	10/19/09	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	AS	C5-CONTACT-XXXXXXXC5	927	
000128	10/19/09	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	1,435	
000129	02/08/10	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	480	002171
000130	02/10/10	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	0	002177
000131	04/28/10	000100	Everest Industries	MR	AC	Mr. James Rockville	1,855	
000133	04/28/10	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	AS	C5-CONTACT-XXXXXXXC5	1,420	
000136	06/11/10	002000	TRINITY RIVER AUTHORITY	MR	AS	SAM CALVIN	0	
000200	08/08/05	000100	Everest Industries	MR	AS	Mr. James Rockville	0	
000300	08/18/09	000300	Taylor Manufacturing	MR	AS	Marsha Canterbury	0	
001000	09/20/06	000100	Everest Industries	MR	AS	Mr. James Rockville	9	
008000	11/21/08	000100	Everest Industries	MR	AS	Mr. James Rockville	1,735	
008001	11/21/08	000100	Everest Industries	MR	AS	Mr. James Rockville	1,735	
008002	11/21/08	000100	Everest Industries	MR	AS	Mr. James Rockville	1,735	
008003	11/21/08	000100	Everest Industries	MR	AS	Mr. James Rockville	657	
AC100A	04/28/10	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	AS	C5-CONTACT-XXXXXXXC5	1,420	002178
AC200A	04/28/10	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	AS	C5-CONTACT-XXXXXXXC5	1,420	
MFTEST	05/07/09	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	A1	C5-CONTACT-XXXXXXXC5	497,499	A$#"/" **
NNATST	05/26/09	000200	C1-CUSTOMER-NAMEXXXXXXXXXXXXC1	MR	AS	C5-CONTACT-XXXXXXXC5	4,463	

QUOTE PURGE

QUOTE PURGE:

FUNCTION: The QUOTE PURGE program provides a means of purging QUOTES.
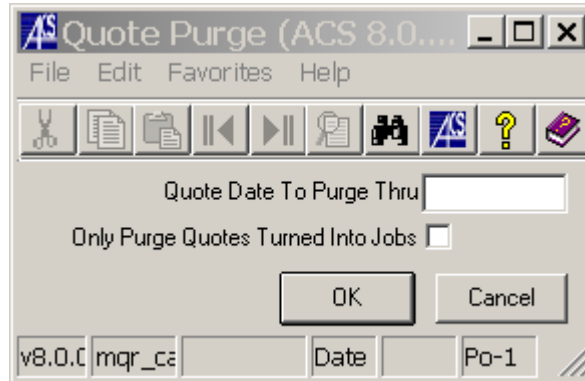
QUOTE DATE TO PURGE THRU:

Enter the date to purge quotes.

ONLY PURGE QUOTES TURNED INTO JOBS:
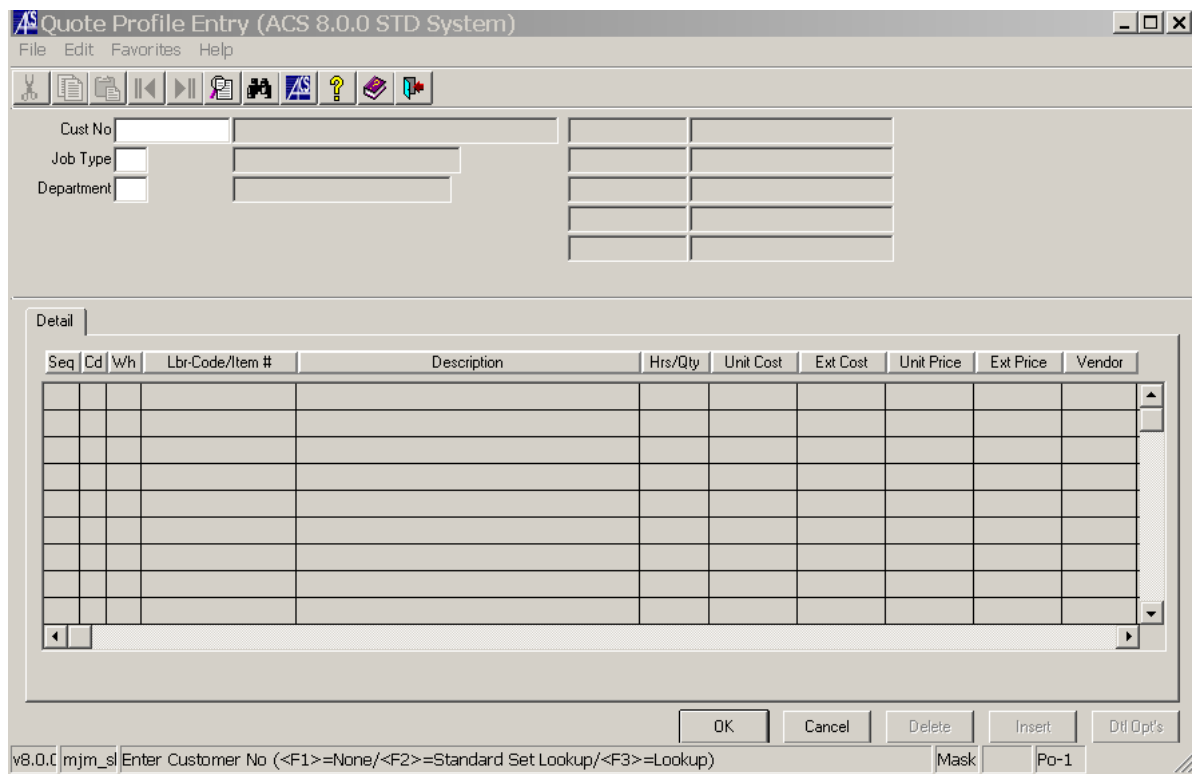
Check this box to purge only quotes turned into jobs. Leave this box unchecked to purge all quotes within the date criteria.

QUOTE PROFILE ENTRY

QUOTE PROFILE ENTRY:

FUNCTION: The QUOTE PROFILE ENTRY provides a means for creating and maintaining a Quote Profile.

CUST #:

Enter a valid CUSTOMER # or press F1 for no CUSTOMER #. Press F2 for STANDARD SET LOOKUP or press F3 for CUSTOMER LOOKUP. Press F4 to END and return to the selector.

JOB TYPE:

Enter the JOB TYPE CODE or press F3 for JOB TYPE CODE LOOKUP.

NOTE: The JOB TYPE differentiates *jobs* into different types for reporting, sales analysis, and for defining the headings used for NAMEPLATE DATA. (See Job Type in Service Repair File Maintenance).

NAMEPLATE DATA:

NAMEPLATE Heading and Data Field lengths will be automatically displayed based on the Job Type Code entered. Enter pertinent information regarding NAMEPLATE DATA and press ENTER.

DEPT #:

Enter valid DEPARTMENT # or press F3 for the DEPARTMENT LOOKUP.

After entering the Department #, the Estimate Entry Screen will display.

If this is an existing QUOTE PROFILE and the data is correct, enter Y to return to the previous screen.

Enter N if additions or corrections need to be made to any new or existing QUOTE. The user will then be given the option to: <F1> Copy Std Set, <F2> Copy Quote, <F3> Copy QUOTE, or enter a sequence number for a new line item. F1 will allow the user to copy the Standard Set from a Quote Profile, F2 will allow the user to copy data from an existing Quote, and F3 will allow the user to copy data from an existing QUOTE. Press F4 to END entry.

When copying a Standard Set, Quote, or QUOTE, the user will be asked:

Enter Y to recalculate the ESTIMATE or enter N to continue.

If ESTIMATE DETAIL exists, the following message will be displayed:

Enter Y to continue to copy or enter N to return to Sequence Number entry.

When entering new ESTIMATE DETAIL, once the sequence number has been entered, one of the following options must be selected.

Enter Line Code, 'M'=Material, 'L' or 'V'=Labor**, 'T'=Text, 'O'=Other Lbr Cost & Price

**NOTE: Vaughen's Pricing is included in the Service Repair System as a separate module. Option V is not available with the standard version.

MATERIAL LINE CODE

ENTER A VALID WAREHOUSE CODE, F3=LOOKUP or ▣ :

The WAREHOUSE location will be displayed at the bottom of the screen.

ENTER ITEM NUMBER, F3=LOOKUP or ▣ :

Available lookup options for stock inventory items, non-stock inventory items, and catalog inventory items.

If the ITEM NUMBER is not valid, the user will be asked:

Enter Y to include as Nonstock Item Number, or enter N to re-enter a valid Item Number.

ENTER DESCRIPTION:

If a valid ITEM NUMBER was entered, the DESCRIPTION will be automatically displayed and may be changed. If this is a Nonstock Item, enter a 40 character DESCRIPTION.

ENTER QUANTITY:

The QUANTITY must be greater than zero to calculate a Unit Price and Extended Price.

ENTER THE UNIT COST, <F1>=RECALC:

STOCK ITEMS: If the UNIT COST is equal to zero, it is automatically calculated and displayed. It is calculated by first determining the costing method in the Inventory Parameter Maintenance. Once the costing method is determined, the Standard, Replacement, or Average Unit Cost will be used. The program multiplies the Unit Cost by the Material Burden % indicated in the Department Maintenance and adds the Material Burden to the Unit Cost. Press F1 to recalculate the Extended Cost based on new values entered.

NONSTOCK ITEMS: The user will be asked to enter the UNIT COST for Nonstock Items.

ENTER EXTENDED COST:

The EXT COST is calculated by multiplying the Quantity by the Unit Cost. It is automatically displayed.

ENTER THE UNIT PRICE, <F1>=RECALC:

If the UNIT PRICE is equal to zero, it is automatically calculated and displayed. If this is a valid Item Number, the program will calculate the UNIT PRICE using the standard pricing routine. If the calculated price is equal to zero or this is a Nonstock Item Number, the program will multiply the Unit Cost by the Material Multiplier in the Department Maintenance. Press F1 to recalculate.

ENTER THE EXTENDED PRICE:

The EXT PRICE is calculated by multiplying the Quantity by the Unit Price. It is automatically displayed.

LABOR LINE CODE

ENTER LABOR CODE, F3=LOOKUP or :

A valid LABOR CODE is entered to describe the type of work that needs to be accomplished. When the LABOR CODE is entered, the DESCRIPTION of the code will be displayed on the screen to either change or accept.

ENTER THE MANUAL HOURS FOR THIS LABOR CODE, <F1> DISPLAY AVERAGE HOURS:

Enter the AMOUNT OF TIME that this task should take in hours and tenths of an hour. This should reflect an average of the amount of time it should take in the shop. Press F1

to display the average hours it takes to complete a specific Labor Code or Type Work based on historical labor data. (Refer to Average Hrs For Nameplate Data Rpt in the QUOTE Reporting Menu).

ENTER THE UNIT COST FOR THIS LABOR CODE, <F1>=RECALC:

When the Man Hours are entered, the system automatically calculates the UNIT COST based on a three tiered approach to costing and pricing. The system has the capability to draw pricing from three different areas.

The *first* area is the LABOR RATE entered on the individual LABOR CODE (Service Repair Labor Code Maintenance).

The *second* area is the LABOR RATE entered on the TYPE WORK CODE associated with the LABOR CODE (Service Repair Type Work Code Maintenance).

The *third* area is the LABOR RATE entered in the DEPARTMENT CODE (Service Repair Department Code Maintenance).

The hierarchy that the system uses is as follows: The Labor Rate on the Labor Code is used first. If no rate is present, the system uses the Labor Rate on the Type Work associated with the Labor Code. If no rate is present, the system uses the Labor Rate entered in the Department Code.

If the Unit Cost is equal to zero, it is automatically calculated and displayed. The program calculates the Unit Cost by adding the Labor Burden to the Labor Rate. The Labor Burden is calculated as follows:

If the calculation is based on a percentage rate, the program multiplies the Labor Rate by the Labor Burden % indicated in the Department Maintenance. The Labor Burden is then added to the Labor Rate.

If the calculation is based on dollars, the program adds the Labor Burden in the Department Maintenance to the Labor Rate.

ENTER THE EXTENDED COST:

Based on the previously described hierarchy, the EXT COST is calculated by multiplying the Man Hours by the Unit Cost. The product of this calculation is displayed in the EXT Cost field. The user can accept the amount calculated or change the amount if adjustments are needed. If the Unit Cost is changed, the program will calculate the Labor Burden as presented above and add it to the Unit Cost.

If the Man Hours of any of the associated Labor Rates are changed, the amount in the EXT Cost field will not automatically recalculate. To recalculate the value for the field, press F1 in the Unit Cost field and the system will automatically recalculate based on the new values.

ENTER THE UNIT PRICE FOR THIS LABOR CODE, <F1>=RECALC:

Enter the UNIT PRICE for this Labor Code and return. If the Unit Price is equal to zero, it is calculated and automatically displayed. The program will calculate the Unit Price based on the following:

If the Labor Multiplier in the Department Maintenance is greater than zero, the Unit Price is calculated by multiplying the Unit Cost by the Labor Multiplier.

If the Labor Multiplier in the Department Maintenance is equal to zero, the program will use the Billing Rates. The program looks at three different areas for the Billing Rates. The hierarchy that the system uses is as follows: The Billing Rates in the Labor Code Maintenance are used first; the Customer Billing Rates in Customer Maintenance are used second; the Department Billing Rates are used last.

Note: If Billing Rates are defined in Customer Maintenance as zero, the program will use these rates over the Department Billing Rates.

ENTER THE EXTENDED PRICE FOR THIS LABOR CODE:

NOTE: The EXTENDED PRICE amount is calculated by taking the amount presently shown in the LABOR HOURS field and multiplying this amount by the UNIT PRICE.

If any of the information on the line – Man Hours, Labor Cost or LABOR PRICE - is changed, *the amount in the Price field will not automatically recalculate*. To recalculate the field, press F1 in the Unit Price field and the system will automatically recalculate based on the new values.

TEXT LINE CODE

ENTER TEXT:

Enter up to 40 characters of TEXT.

Press F1 for the TEXT EDITOR. The TEXT EDITOR will bring up a text editing program as configured for your system.

OTHER LBR COST & PRICE LINE CODE

ENTER TEXT:

Enter up to 40 characters of TEXT.

ENTER EXTENDED COST:

The EXTENDED COST must be entered by the user.

ENTER EXTENDED PRICE:

The EXTENDED PRICE must be entered by the user.

TOTAL COST, PRICE (SALES), and GP% DISPLAY:

The TOTAL COST, PRICE (SALES), and GP% is displayed in the upper right corner of the detail window and updated in real time as the detail is entered.

QUOTE PROFILE PRINT

QUOTE PROFILE PRINT

FUNCTION: This feature provides a method for batch printing of QUOTE PROFILES.
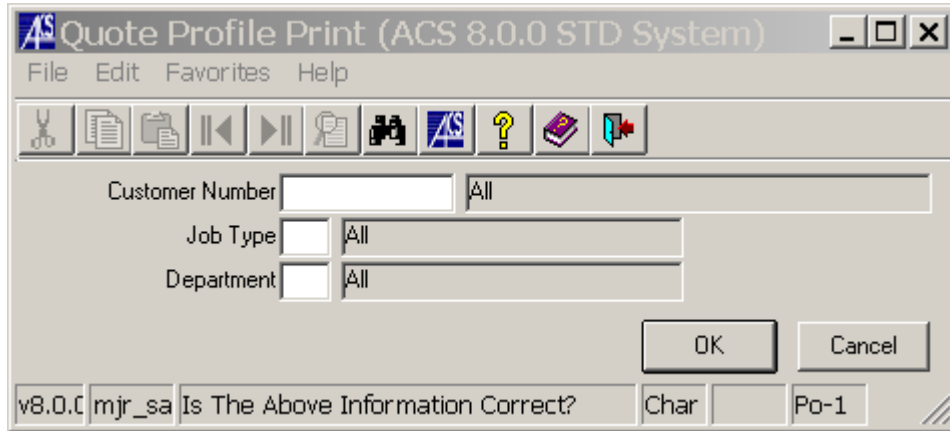
CUSTOMER NUMBER:

Enter a valid CUSTOMER NUMBER, press F1 for ALL, or press F3 for NONE. The F1 option will automatically select ALL JOB TYPES and ALL DEPARTMENTS.

JOB TYPE:

Enter a valid JOB TYPE or press F1 for ALL JOB TYPES.

DEPARTMENT:

Enter a valid DEPARTMENT or press F1 for ALL DEPARTMENTS.

SAMPLES:

The following pages are a sample for the batch QUOTE PROFILE PRINT.

Application Computer Systems, Inc.
Service Repair

Customer: 000000   Job Type: AS AC MOTOR, SMALL
                                              Department: MR Motor Repair

HP1	FRAME	ENCLOSURE	RPM	MANUFACTUR

50

Vaughens Pricing:

Class ID	HP	RPM	Price Type	Motor Type	Frame

01

Lbr-Cde/Item	Hrs/Qty	Unit Cost	Ext Cost	Unit Price	Ext Price
100	1.00	15.60	15.60	40.00	40.00
DISASSEMBLE					
101	3.00	15.60	46.80	40.00	120.00
PICK UP MOTOR					
169	.48	15.60	7.49	40.00	19.20
BLAST CLEAN PARTS					
200	.97	15.60	15.13	40.00	38.80
INSPECT MECHANICAL FITS					
297	3.50	15.60	54.60	40.00	140.00
BORE & BRUSH O.D.E. ENDBELL					
451	8.00	15.60	124.80	40.00	320.00
TAKE WINDING DATA					
453	.70	15.60	10.92	40.00	28.00
CUT WINDING					
460	1.00	15.60	15.60	40.00	40.00
INSTALL COILS AND WEDGE					
461	4.00	15.60	62.40	40.00	160.00
CONNECT AND INSULATE					
477	.01	16.00	.16	40.00	.40
HIGH POTENTIAL TEST - O.					
692	.02	15.50	.31	40.00	.80
UNLOAD BURN OUT OVEN					
702	1.00	15.60	15.60	40.00	40.00
DIP AND BAKE STATOR					
765	7.00	15.60	109.20	40.00	280.00
ASSEMBLE					
801	.05	15.60	.78	40.00	2.00
MEGGER TEST					
901	.50	15.60	7.80	40.00	20.00
PREPARE UNIT TO PAINT					
921	2.00	15.60	31.20	40.00	80.00
DELIVER MOTOR					
16-CMW	45.00	.55	24.75	1.00	45.00
COPPER MAGNET WIRE - 16 ROUND					
17-CMW	45.00	.55	24.75	1.00	45.00
COPPER MAGNET WIRE - 17 ROUND COPPER MAG					
210ZZ	1.00	.55	.55	1.00	1.00
BALL BEARING - SHEILDED 210ZZ BALL BEARI					
30413	6.00	.55	3.30	1.00	6.00
NOMEX SHEETS 5-5-5, 36 X 36 NOMEX SHEETS					

Application Computer Systems, Inc.
Service Repair

Customer: 000000   Job Type: AS AC MOTOR, SMALL
                                                    Department: MR Motor Repair

HP1   FRAME   ENCLOSURE   RPM   MANUFACTUR
50
Vaughens Pricing:
Class ID   HP   RPM   Price Type   Motor Type   Frame
01

Lbr-Cde/Item	Hrs/Qty	Unit Cost	Ext Cost	Unit Price	Ext Price
312ZZ	1.00	.55	.55	1.00	1.00
BALL BEARING - SHEILDED 312ZZ BALL BEARI					
345	3.00	.55	1.65	1.00	3.00
STATOR CLIPS 3/8" STATOR CLIPS					
40230	30.00	.55	16.50	1.00	30.00
ACRYLIC SLEEVING #8 GRADE C-1 ACRYLIC SL					
410	4.00	.55	2.20	1.00	4.00
CAD. PLATED FLAT WASHERS 1/4" FLAT WASHE					
44230	1.00	.55	.55	1.00	1.00
DISP. COVERALLS COVERALLS					
5446	25.00	.55	13.75	1.00	25.00
TIE CORD DHS-1CL TIE CORD					
6001	9.00	.55	4.95	1.00	9.00
EPOM LEAD WIRE 600V NO.6 EPOM LEAD WIRE					
65221	1.00	.55	.55	1.00	1.00
MOLD RELEASE # 311 16OZ SPRAY CAN MOLD R					
70428	2.00	.55	1.10	1.00	2.00
WELDING .050 X 1/8" SILFON 15% WELDING S					
MF10W	1.00	1.86	1.86	2.51	2.51
SPRAY PAINT MF10W WHITE SPRAY PAINT WHIT					
WD10-19-15	33.00	.09	2.97	.12	4.01
NOMEX WEDGES 10-19-15 NOMEX WEDGES					
WD24-15-11	33.00	.15	4.95	.20	6.68
NOMEX WEDGES 24-15-11 NOMEX WEDGES					
6224ZZ	1.00	.55	.55	1.00	1.00
Bearing					
Totals...	33.23		623.87		1,516.40

Application Computer Systems, Inc.
Service Repair

```
06/22/10                        ACS 8.0.0 STD System                        Page    3
12:32 PM                        Quote Profile Print
Customer: 000000                                   Job Type: AS AC MOTOR, SMALL
                                                   Department: MR Motor Repair
HP1              FRAME            ENCLOSURE           RPM              MANUFACTUR
50               326T            TEFC                1775             GE
Vaughens Pricing:
Class ID    HP          RPM    Price Type      Motor Type        Frame
01          50          1800   T               TEFC              326T
Lbr-Cde/Item            Hrs/Qty  Unit Cost     Ext Cost    Unit Price   Ext Price
---------------------------------------------------------------------------------
100                      1.00      12.14         12.14       30.00        30.00
     DISASSEMBLE
101                      3.00      12.14         36.42       30.00        90.00
     PICK UP MOTOR
169                       .48      12.15          5.83       30.00        14.40
     BLAST CLEAN PARTS
200                       .97      12.14         11.78       30.00        29.10
     INSPECT MECHANICAL FITS
297                      3.50      12.14         42.49       30.00       105.00
     BORE & BRUSH O.D.E. ENDBELL
451                      8.00      12.14         97.12       30.00       240.00
     TAKE WINDING DATA
453                       .70      12.14          8.50       30.00        21.00
     CUT WINDING
460                      1.00      12.14         12.14       30.00        30.00
     INSTALL COILS AND WEDGE
461                      4.00      12.14         48.56       30.00       120.00
     CONNECT AND INSULATE
477                       .01      12.00          .12        30.00         .30
     HIGH POTENTIAL TEST - 0.
692                       .02      12.00          .24        30.00         .60
     UNLOAD BURN OUT OVEN
702                      1.00      12.14         12.14       30.00        30.00
     DIP AND BAKE STATOR
765                      7.00      12.14         84.98       30.00       210.00
     ASSEMBLE
801                       .05      12.20          .61        30.00         1.50
     MEGGER TEST
901                       .50      12.14          6.07       30.00        15.00
     PREPARE UNIT TO PAINT
921                      2.00      12.14         24.28       30.00        60.00
     DELIVER MOTOR
16-CMW                   45.00      2.06         92.57        .00          .00
     COPPER MAGNET WIRE - 16 ROUND
17-CMW                   45.00      2.09         94.05        .00          .00
     COPPER MAGNET WIRE - 17 ROUND COPPER MAG
210ZZ                    1.00      24.90         24.90        .00          .00
     BALL BEARING - SHEILDED 210ZZ BALL BEARI
30413                    6.00       1.30          7.79        .00          .00
     NOMEX SHEETS 5-5-5, 36 X 36 NOMEX SHEETS
                                                Continued...
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Application Computer Systems, Inc.
Service Repair

```
06/22/10                        ACS 8.0.0 STD System                    Page    4
12:32 PM                        Quote Profile Print
Customer: 000000                                 Job Type: AS AC MOTOR, SMALL
                                                 Department: MR Motor Repair
HP1              FRAME              ENCLOSURE          RPM              MANUFACTUR
50               326T              TEFC               1775             GE
Vaughens Pricing:
Class ID   HP          RPM    Price Type        Motor Type      Frame
01         50          1800   T                 TEFC            326T
Lbr-Cde/Item           Hrs/Qty  Unit Cost       Ext Cost   Unit Price   Ext Price
-----------------------------------------------------------------------------
312ZZ                   1.00      77.25           77.25         .00          .00
    BALL BEARING - SHEILDED 312ZZ BALL BEARI
345                     3.00        .07             .20         .00          .00
    STATOR CLIPS 3/8" STATOR CLIPS
40230                  30.00        .12            3.63         .00          .00
    ACRYLIC SLEEVING #8 GRADE C-1 ACRYLIC SL
410                     4.00        .02             .09         .00          .00
    CAD. PLATED FLAT WASHERS 1/4" FLAT WASHE
44230                   1.00       3.58            3.58         .00          .00
    DISP. COVERALLS COVERALLS
5446                   25.00        .04            1.10         .00          .00
    TIE CORD DHS-1CL TIE CORD
6001                    9.00        .69            6.24         .00          .00
    EPOM LEAD WIRE 600V NO.6 EPOM LEAD WIRE
65221                   1.00       8.20            8.20         .00          .00
    MOLD RELEASE # 311 16OZ SPRAY CAN MOLD R
70428                   2.00       1.26            2.51         .00          .00
    WELDING .050 X 1/8" SILFON 15% WELDING S
MF10W                   1.00       1.86            1.86         .00          .00
    SPRAY PAINT MF10W WHITE SPRAY PAINT WHIT
WD10-19-15             33.00        .09            2.90         .00          .00
    NOMEX WEDGES 10-19-15 NOMEX WEDGES
WD24-15-11             33.00        .15            5.08         .00          .00
    NOMEX WEDGES 24-15-11 NOMEX WEDGES
6224ZZ                  1.00      28.16           28.16         .00          .00
    Bearing
TEST                    1.00     101.10          101.10         .00          .00
    TEST
    Totals...          33.23                     864.63                   996.90
```

JOB ENTRY/MAINTENANCE MENU

The JOB ENTRY/MAINTENANCE programs are used to enter the information necessary to create and/or maintain a JOB.
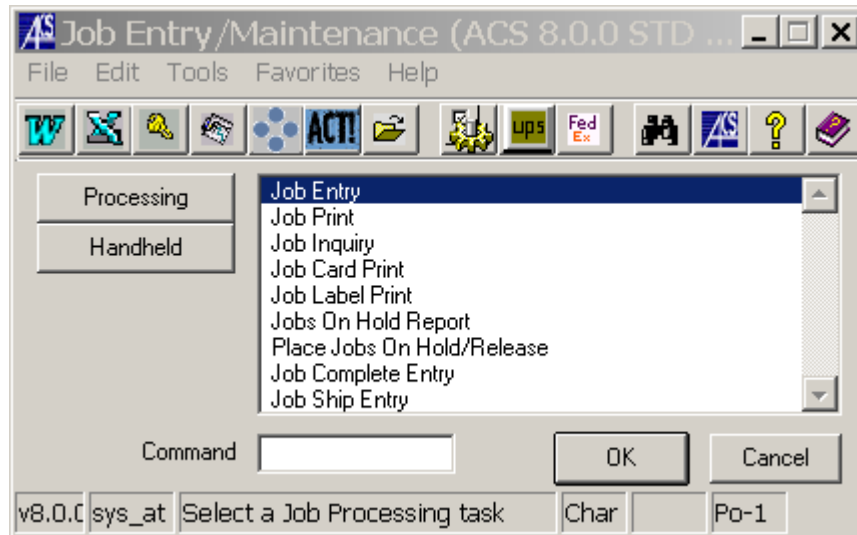
JOB ENTRY (MAINTENANCE)

JOB ENTRY (MAINTENANCE)

JOB NUMBER

The system will start the program and begin with the curser in the JOB NUMBER field. The JOB NUMBER is the key field that identifies the job and all related information and may not be changed once cost is applied to the job. The JOB NUMBER is used to access and maintain information on each job. The JOB NUMBER may be assigned manually or assigned by the system in numeric order. The JOB NUMBER can only contain numeric characters.

RECOMMENDED PRACTICE: Let the system assign JOB NUMBERS to retain numeric sequence, reduce errors, and increase accuracy.

JOB NUMBER field entry:

Enter a valid Job Number.

If a valid, existing JOB NUMBER is entered, the system will provide the most current information available and allow changes to most job entry fields. If a JOB NUMBER is entered and it is not an existing JOB NUMBER in the active job files.

Press F2 to assign a new JOB NUMBER.

If a JOB NUMBER is entered and it is not an existing JOB NUMBER in the active job files;

OR

If the F2 option is selected, the system will prompt with the following:
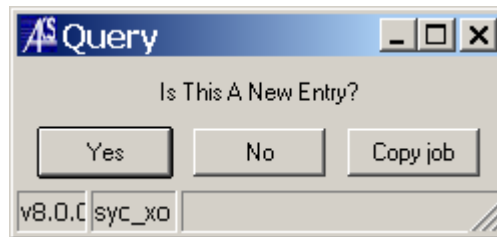
Response options (Selection results shown below):

4.   Click on the appropriate selection button.
5.   Use the keyboard arrow keys to select the appropriate button and <CR>.
6.   Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option if this entry is for a new Job.

NO: Use the No options if this is not a new JOB entry and the system will return to the JOB NUMBER field.

COPY JOB: Use the Copy Job option to copy an existing job.

Press F3 or click on the Magnifying Glass 🔍 for LOOKUP.

The LOOKUP option in the JOB NUMBER field will provide a JOB NUMBER search of existing, valid jobs so the proper JOB NUMBER may be selected.

Press F4 or click the CANCEL button to return to the previous menu.

The F4 key or clicking the CANCEL button will return the system to the previous menu.

COPY FROM EXISTING JOB

When using the Copy Job option, the system will prompt with the following:

Enter Job To Copy From

Enter a valid existing JOB NUMBER. When a valid, existing job number is entered, the nameplate description will appear to the right of the JOB NUMBER entered. This is to provide verification to the user for the correct job selection. An invalid JOB NUMBER will not be accepted; the system will ignore the entry.

NOTE: For each of the options, a checked box equals YES; an empty box equals NO. Use the SPACE BAR or the mouse to toggle between checked and empty. The <CR> or TAB will continue without changing the value.

Include Nameplate Date when copying job?
Include Special Instructions when copying job?
Include Estimate Detail when copying job?
Include Routing when copying job?
Include Vaughens Pricing when copying job?

NOTE: Vaughen's Pricing is an option for the Service Repair System. This option is not available with the standard version.

Is The Above Information Correct? <Y/N>:

When the appropriate options are selected, the system will prompt "Is The Above Information Correct? Y/N". If no options are selected or if the last option is not selected, the question will not appear. The user may proceed as if the question has appeared.

Options:

OK or <CR>:   Use this option to proceed with copying the specified information from the listed job.
If the option to include Estimate Detail is checked, see Do You Want to Recalculate Estimate Cost and Price?
If the option to include Estimate Detail is not checked, see JOB HEADER INFORMATION BELOW.

CANCEL or F4:   Use this option to return to the JOB NUMBER field.

Do You Want to Recalculate Estimate Cost and Price?
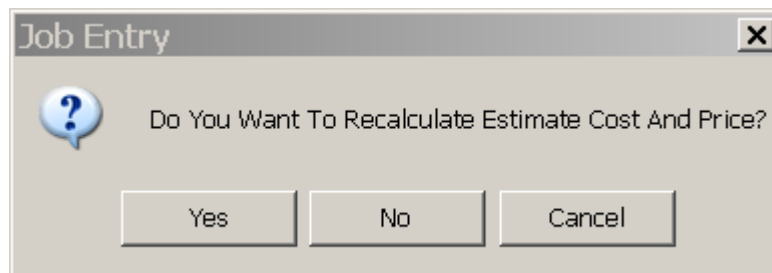
Response options (Selection results shown below):

4. Click on the appropriate selection button.
5. Use the keyboard arrow keys to select the appropriate button and <CR>.
6. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option to recalculate the cost and price on the estimate for the new job based on current parameters, labor rates, and inventory settings.

NO: Use the No option to retain the same cost and price parameters, labor rates, and inventory settings used to create the estimate on the job being copied.

CANCEL: The Cancel button has the same results as the No button.

HEADER TAB - JOB HEADER INFORMATION

The system will change the screen to prompt with the following once the job number options are addressed:

JOB HEADER ENTRY/MAINTENANCE

If this is a new job entry, the system will move through each field when a value is entered and the <CR> is used. The field order is set to allow a logical entry of the job information and a systematic building of the job file information.

NOTE: If the user cancels this process at any time during the JOB ENTRY PROCESS, the system will treat the new entry as an existing job and the systematic building of the job file information must be completed manually.

If the job is an existing job file, a copied job, or a quoted job, the system will populate the fields with the most current information on file and highlight the OK button. Any field that is not shaded is maintainable and can be changed. To access the fields, click with the mouse. Additional fields may be accessed in the same field order as the original entry, or

clicking the OK button at the bottom of the screen will close the job entry and maintenance screen and save the changes.

NOTE: The CANCEL button will close the job entry and maintenance screen without saving the changes.

QUOTE FIELD

When the system changes to the screen shown above, the curser will move to the QUOTE field if this is a new job entry.

This field will allow the entry of a valid QUOTE NUMBER to copy from the quote system. By entering a QUOTE NUMBER, all of the information previously entered into a QUOTE will be copied into the JOB.

NOTE: The system will allow all job information to be maintained or changed, as required. Quote parameters may be corrected prior to copy or after copy to the job.

NOTE: The system will allow a copy of a quote prepared for a different customer. Once copied, the customer information may be changed.

Enter a valid QUOTE NUMBER.

Press F3 or click on the Magnifying Glass 📖 for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the JOB NUMBER entry.

<CR> or TAB to skip QUOTE NUMBER and go directly to DEPARTMENT or click on the DEPARTMENT field.

If the QUOTE contains an estimate, the system will prompt with the following:
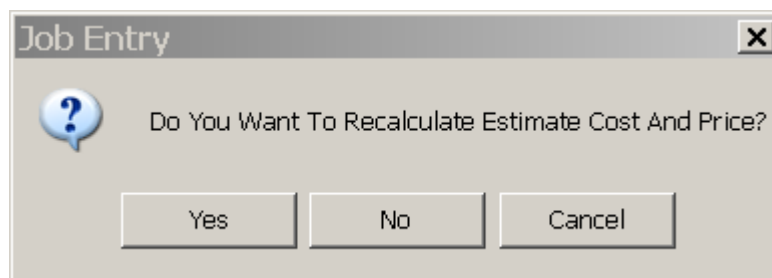
Response options (Selection results shown below):
1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option to recalculate the cost and price on the estimate for the new job based on current parameters, labor rates, and inventory settings. The program will copy Nameplate Data, Special Instructions, Estimate Detail, and Vaughen's Pricing Entry.

NO: Use the No option to retain the same cost and price parameters, labor rates, and inventory settings used to create the estimate on the quote being copied.

CANCEL: The Cancel button has the same results as the No button.

DEPARTMENT FIELD

The DEPARTMENT FIELD is used to enter the appropriate DEPARTMENT CODE, configured specifically for reporting, multipliers, burden rates, General Ledger distribution, and other department specific parameters. The correct DEPARTMENT CODE should be entered at the beginning of the job. Any changes made to the DEPARTMENT CODE will not be retroactive to charges (costs) recorded on the job prior to the change. The DEPARTMENT CODE can be any alphanumeric code configured by the user's company.

Enter a valid DEPARTMENT CODE.

Press F3 or click on the Magnifying Glass for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the JOB NUMBER entry.

When a valid DEPARTMENT CODE is entered, the description of the DEPARTMENT will display under the DEPARTMENT FIELD.

NAMEPLATE DESCRIPTION FIELD (N/P DESC)

The NAMEPLATE DESCRIPTION will be automatically populated from the first five fields of NAMEPLATE data. The system will take the information entered at NAMEPLATE ENTRY and

display this information in the NAMEPLATE DESCRIPTION. Information will be truncated after 25 characters.

The NAMEPLATE DESCRIPTION FIELD (N/P DESC) is not maintained in the HEADER SCREEN. There is no user access to this field. To maintain/change the values, go to JOB NAMEPLATE INFORMATION.

JOB TYPE FIELD (TYPE)

The JOB TYPE FIELD is used to enter the appropriate JOB TYPE CODE, configured specifically for reporting, sales analysis, and appropriate NAMEPLATE DESCRIPTIONS. The correct JOB TYPE CODE should be entered at the beginning of the job. Any changes made to the JOB TYPE CODE will not be retroactive to values entered in the NAMEPLATE FIELDS. The JOB TYPE can be any alphanumeric code configured by the user's company.

NOTE: If the JOB TYPE CODE is changed, the NAMEPLATE DESCRIPTIONS will change; the values entered in NAMEPLATE DATA will not change.

Enter a valid JOB TYPE CODE.

Press F3 or click on the Magnifying Glass for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the JOB NUMBER entry.

When a valid JOB TYPE CODE is entered, the description of the JOB TYPE will display next to the JOB TYPE FIELD.

TAKEN BY ID FIELD (BY)

The TAKEN BY ID FIELD defaults to the USER ID used to log into the system.

<CR> to accept OR enter a valid TAKEN BY ID.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the JOB NUMBER entry.

CUSTOMER NUMBER FIELD (CUST #)

The CUSTOMER NUMBER FIELD is used to enter the CUSTOMER NUMBER, which may be any alphanumeric code configured by the user's company. The CUSTOMER NUMBER is the KEY field information for all customer related information retained by the system.

Enter a valid CUSTOMER NUMBER.

Press F3 or click on the Magnifying Glass 🔍 for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the JOB NUMBER entry.

When a valid CUSTOMER NUMBER is entered, the system will populate the fields below the CUSTOMER NUMBER with the CUSTOMER NAME and CUSTOMER ADDRESS information. The CUSTOMER NAME and ADDRESS information shown is the REMIT TO information – NOT the SHIP TO information, although these may be the same.

If the customer is not on CREDIT HOLD, the system will display CUSTOMER COMMENTS, if configured for the customer, in a separate window. Click OK or <CR> to continue.

If the customer is on CREDIT HOLD or if CREDIT HOLD is set to "Y", the system will prompt with the following:
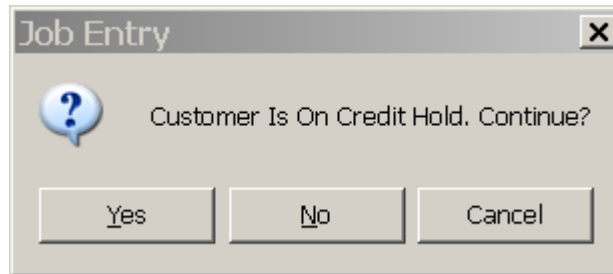
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option to proceed with JOB ENTRY/MAINTENANCE. The Job will be placed with a CREDIT STATUS of HOLD, however all job related information may be entered. No cost may be applied to the job until the CREDIT STATUS is address.

NO: Use the No option and the system will return to the JOB NUMBER entry.

CANCEL: The Cancel button has the same results as the No button.

CUSTOMER SHIP TO # FIELD (SHIP TO #)

The SHIP TO FIELD is used to enter the CUSTOMER SHIP TO NUMBER, which may be any numeric code configured by the user's company. The CUSTOMER SHIP TO NUMBER may also be a FREEFORM address for one-time, special deliveries, alternate company SHIP TO's, THIRD-PARTY address applications, and other circumstances not warranting a configured SHIP TO address.

RECOMMENDED PRACTICE: Configuring alternate SHIP TO's saves operation time and confirms accuracy.

Enter a valid SHIP TO #.

Press the F1 key to use the same SHIP TO address as the REMIT TO address.

Press F3 or click on the Magnifying Glass for LOOKUP.

Press F4 will cancel the current entry. Press F4 again or click the Cancel button at the bottom of the window and the system will return to the JOB NUMBER entry.

When a valid SHIP TO NUMBER is entered, the system will populate the fields below the SHIP TO NUMBER with the SHIP TO CUSTOMER NAME and SHIP TO CUSTOMER ADDRESS information. The SHIP TO CUSTOMER NAME and ADDRESS information shown is SHIP TO information – NOT the REMIT TO information, although these may be the same.

Enter <CR> or "000099" to enter a freeform address for one-time, special deliveries, alternate company SHIP TO's, THIRD-PARTY address applications, and other circumstances not warranting a configured SHIP TO address.

NOTE: The system will populate the FREEFORM SHIP TO address fields with the information from the REMIT TO fields.

RECEIVED DATE FIELD

The RECEIVED DATE FIELD is used to enter the RECEIVED DATE information, which must be a date entry. The system will populate this field with the CURRENT DATE as the DEFAULT DATE.

NOTE: The RECEIVED DATE is used for reporting factors. The accuracy of these reports will be determined by the accuracy of this entry.

RECOMMENDED PRACTICE: Use this field to record the actual date of the equipment's arrival for repairs/servicing and the actual date of the equipment order for new equipment preparation.

Enter the DATE the job was RECEIVED or press RETURN for CURRENT DATE or DEFAULT DATE.

PROMISED DATE FIELD

The PROMISED DATE FIELD is used to enter the PROMISED DATE information, which must be a date entry. The system will populate this field with the DEFAULT DATE equal to the RECEIVED DATE plus the number of days configured in JOB TYPE MAINTENANCE.

NOTE: PROMISED DATE is used for reporting factors. The accuracy of these reports will be determined by the accuracy of this entry.

Enter the DATE the job is PROMISED or press RETURN for the DEFAULT DATE if the default date parameters are set in JOB TYPE MAINTENANCE.

CREDIT STATUS FIELD

The CREDIT STATUS FIELD is used by the system to indicate whether the job is ON HOLD or OPEN. If the JOB is ON HOLD, no costs may be applied until the job is placed in the OPEN CREDIT STATUS.

NOTE: The CREDIT STATUS FIELD is populated by the system and requires no user input or entry.

WARRANTY STATUS CHECK BOX (WARR)

The WARRANTY STATUS FIELD is used to indicate if the job is a WARRANTY JOB. The WARRANTY STATUS FIELD is for reporting purposes only – there is no impact to a job based on this FIELD. Reports are available to indicate which jobs contain a positive WARRANTY STATUS.

NOTE: Many user companies define WARRANTY JOBS under different terms. A WARRANTY may be a mistake caught on a job before it was shipped to the customer, another might be a mistake caught by the customer after the job was shipped, another might be vendor warranty service, and still another might be a customer allowance – not necessarily a warranty job but accepted as such to appease a valuable customer.

RECOMMENDED PRACTICE: Parameters for when the WARRANTY STATUS is set to YES should be defined by the user's company.

A checked box equals YES; an empty box equals NO. Use the SPACE BAR or the mouse to toggle between checked and empty. The <CR> or TAB will continue without changing the value.

OVERHEAD JOB CHECK BOX (OH JOB)

The OVERHEAD JOB FIELD is used to indicate if the job is an OVERHEAD JOB. The OVERHEAD JOB FIELD is for reporting purposes only – there is no impact to a job based on this FIELD. Reports are available to indicate which jobs contain a positive OVERHEAD JOB STATUS.

NOTE: Many user companies define OVERHEAD JOBS under different terms. An OVERHEAD JOB may be all non-billable jobs, shop time or down time jobs, company owned equipment repair type jobs, or unaccounted labor jobs.

RECOMMENDED PRACTICE: Open an OVERHEAD JOB for each month to accumulate unaccounted SHOP TIME, or non-billable SHOP TIME. This can provide for an accurate comparison for employee productivity.

A checked box equals YES; an empty box equals NO. Use the SPACE BAR or the mouse to toggle between checked and empty. The <CR> or TAB will continue without changing the value.

PRICE FIRST JOB CHECK BOX ($ 1 st)

The PRICE FIRST FIELD is used to indicate if the job is a PRICE FIRST JOB. The PRICE FIRST JOB FIELD is for reporting purposes only – there is no impact to a job based on this FIELD. Reports are available to indicate which jobs contain a positive PRICE FIRST JOB STATUS.

NOTE: Many user companies define PRICE FIRST JOBS under different terms. A PRICE FIRST JOB might mean disassemble and inspect, then give a PRICE FIRST before initiating repairs/service; another meaning may be complete all necessary repairs/service and call in a PRICE FIRST before shipping to allow the customer's purchasing agent the opportunity to generate a purchase order.

RECOMMENDED PRACTICE: Determine how the PRICE FIRST FIELD will apply to a majority of your customers – handle the exceptions individually.

A checked box equals YES; an empty box equals NO. Use the SPACE BAR or the mouse to toggle between checked and empty. The <CR> or TAB will continue without changing the value.

DETAIL DOLLARS FIELD CHECK BOX (Dtl $)

The DETAIL DOLLARS FIELD is used to indicate an alternate JOB ESTIMATE print. The different value variables provide for line-by-line pricing estimates with detailed costs, line-by-line pricing estimates with extensions only, labor/material subtotals, or an overall total.

RECOMMENDED PRACTICE: Determine how the DETAIL DOLLARS FIELD will apply to a majority of your customers – handle the exceptions individually.

Enter 'N' for TOTALS ONLY on the ESTIMATE.

Enter '1' for DETAIL (UNITS ORDERS, COST, PRICE) per line.

Enter '2' for LABOR EXTENDED PRICING and MATERIAL DETAIL.

Enter '3' for EXTENDED PRICE ONLY.

The <CR> or TAB will continue without changing the value.

OVERTIME PRICED JOB CHECK BOX (OT)

The OVERTIME PRICED JOB FIELD is used to indicate if the job is to be priced as an OVERTIME PRICED JOB. An OVERTIME PRICED JOB will price every hour posted to the job at the OVERTIME RATE, whether it is STANDARD TIME or OVERTIME. COST will remain accurate based on DEPARTMENT, WORK TYPE, and LABOR CONFIGURATION. The purpose of this process is to charge the "RUSH – PRIORITY" job with the OVERTIME caused by bumping a "STANDARD – PRIORITY" job into the OVERTIME hours to meet PROMISE DATES.

NOTE: Labor rates will be posted based on the current setting of the OVERTIME PRICED JOB FIELD. Changing the value of this field does not retroactively change the labor rate of previous postings.

A checked box equals YES; an empty box equals NO. Use the SPACE BAR or the mouse to toggle between checked and empty. The <CR> or TAB will continue without changing the value.

CUSTOMER PURCHASE ORDER NO. FIELD (CUST P.O. #)

The CUSTOMER PURCHASE ORDER NUMBER FIELD is used to enter the CUSTOMER PURCHASE ORDER NUMBER information, which may be any twenty (20) character alphanumeric entry.

RECOMMENDED PRACTICE: Many user companies cannot invoice their customers without a CUSTOMER PURCHASE ORDER NUMBER, yet these are not always available at the beginning of the job. By entering the value **REQUIRED** or **REQ**, a positive reminder is provided in all JOB REPORTS, ESTIMATES, DELIVERY TICKETS, and INVOICING, whereas a blank field is easily skipped over without action or prompting.

ADD'L CUSTOMER CONFIGURATION: If a job or order cannot be opened at all without a purchase order number, there are additional configuration options in CUSTOMER MAINTENANCE to allow restrictions or limitations on the purchase order field.

Enter the CUSTOMER PURCHASE ORDER NUMBER.

CUSTOMER PO RELEASE NO. FIELD (P.O. REL #)

The CUSTOMER PURCHASE ORDER RELEASE NUMBER FIELD is used to enter the CUSTOMER PURCHASE ORDER RELEASE NUMBER information (in the case of a BLANKET PURCHASE ORDER), which may be any twenty (20) character alphanumeric entry.

RECOMMENDED PRACTICE: Many user companies receive a VERBAL PO as their CUSTOMER PURCHASE ORDER NUMBER, valid for invoicing. Enter the word VERBAL in the CUSTOMER PURCHASE ORDER NUMBER FIELD and the name of the person authorizing the VERBAL PO in the CUSTOMER PURCHASE ORDER RELEASE NUMBER FIELD. This will appear on the DELIVERY TICKET and the INVOICE.

Enter the CUSTOMER PURCHASE ORDER RELEASE NUMBER.

MISCELLANEOUS NUMBER FIELD (MISC #)

The MISCELLANEOUS NUMBER FIELD is used to enter various information, which may be any ten (10) character alphanumeric entry.

RECOMMENDED PRACTICE: This is a FREEFORM entry field. Consider using this field in a consistent manner for every job so that each user reviewing this field will interpret the information accurately. This will appear on the DELIVERY TICKET and the INVOICE.

Enter the MISCELLANEOUS NUMBER assigned by the user's company parameters.

SHIP VIA FIELD

The SHIP VIA FIELD is used to enter the SHIP VIA CODE, which may be any alphanumeric code configured by the user's company. The SHIP VIA FIELD may also be a FREEFORM entry to accommodate shipping methods not configured by the user's company.

RECOMMENDED PRACTICE: Configuring SHIP VIA CODES saves operation time and confirms accuracy. Use a code that is easily understood, such as "FEDEX" for Federal Express or "UPS" for United Parcel Service.

Enter a valid SHIP VIA CODE.

Press F3 or click on the Magnifying Glass for LOOKUP.

Enter a FREEFORM entry to accommodate shipping methods not configured by the user's company.

SALESPERSON CODE FIELD (SLSM)

The SALESPERSON CODE FIELD is used to enter the SALESPERSON CODE, which may be any alphanumeric code configured by the user's company. The system will populate the SALESPERSON CODE FIELD with the value assigned to SALESPERSON for the selected customer. This value is pulled from the CUSTOMER MAINTENANCE, PROFILE if a configured SHIP TO CODE is not used, otherwise the value is pulled from the CUSTOMER MAINTENANCE, SHIP TO. The SALESPERSON CODE FIELD may be changed to any valid SALESPERSON CODE. The SALESPERSON CODE assigned will determine credit applied for the final invoice.

<CR> or TAB to accept the default value and continue.

Enter a valid SALESPERSON CODE.

Press F3 or click on the Magnifying Glass for LOOKUP.

JOB DESCRIPTION FIELD (JOB DESC)

The JOB DESCRIPTION FIELD is used to enter various information, which may be any twenty-five (25) character alphanumeric entry.

RECOMMENDED PRACTICE: This is a FREEFORM entry field. Consider using this field in a consistent manner for every job so that each user reviewing this field will interpret the information accurately.

Enter the JOB DESCRIPTION assigned by the user's company parameters.

CONTACT NAME FIELD (CONTACT)

The CONTACT NAME FIELD is used to enter the CONTACT NAME at the CUSTOMER'S LOCATION. The system will populate the CONTACT NAME FIELD with the value assigned to CONTACT NAME for the selected customer. This value is pulled from the CUSTOMER MAINTENANCE PROFILE if a configured SHIP TO CODE is not used, otherwise the value is pulled from the CUSTOMER MAINTENANCE, SHIP TO.

The CONTACT NAME FIELD may be changed.

<CR> or TAB to accept the default value and continue.

Enter a valid CONTACT NAME or spacebar to clear the value.

PRIORITY CODE FIELD (PRIORITY)

The PRIORITY CODE FIELD is used to enter the PRIORITY CODE, which may be any numeric code configured by the user's company. The PRIORITY CODE FIELD is for reporting purposes – there is no impact to a job based on this FIELD.

NOTE: The jobs will be sorted on some reports based on the PRIORITY CODE. The lower PRIORITY CODE, the higher the ranking in priority. Jobs with a PRIORITY CODE of 01 will be sorted in front of jobs with a PRIORITY CODE of 02.

This is a validated field – a value must be entered.

Enter a valid PRIORITY CODE.

Press F3 or click on the Magnifying Glass for LOOKUP.

REPLACEMENT ITEM NUMBER FIELD (REPL ITEM)

The REPLACEMENT ITEM NUMBER FIELD is used to enter the REPLACEMENT ITEM NUMBER, which may be any twenty (20) alphanumeric character inventory item number. The REPLACEMENT ITEM NUMBER FIELD may also be a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

RECOMMENDED PRACTICE: The intent or purpose for the REPLACEMENT ITEM NUMBER FIELD is to provide a place to record the REPLACEMENT ITEM information for circumstances where the cost of repair or service must be compared to the cost of new or replacement.

Enter a valid REPLACEMENT ITEM NUMBER or <CR> (or TAB) to leave this field blank and continue.

Press F3 or click on the Magnifying Glass for LOOKUP.

Enter a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

REPLACEMENT ITEM DESCRIPTION FIELD (BLANK LINE)

The REPLACEMENT ITEM DESCRIPTION FIELD is used to enter the REPLACEMENT ITEM DESCRIPTION, which may be any forty (40) alphanumeric character inventory item description. The REPLACEMENT ITEM DESCRIPTION FIELD may also be a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

NOTE: If an inventoried item number is selected as the REPLACEMENT ITEM NUMBER, the system will populate the REPLACEMENT ITEM DESCRIPTION FIELD with the current inventory item description. This DEFAULT description may be changed as necessary without impacting the value in the REPLACEMENT ITEM NUMBER FIELD or the value in the REPLACEMENT ITEM PRICE.

RECOMMENDED PRACTICE: The intent or purpose for the REPLACEMENT ITEM DESCRIPTION FIELD is to provide a place to record the REPLACEMENT ITEM DESCRIPTION information for circumstances where the cost of repair or service must be compared to the cost of new or replacement.

<CR> or TAB to accept the default REPLACEMENT ITEM DESCRIPTION or to leave blank if no value has populated this field.

Press the spacebar to blank out a value and leave this field empty.

Enter a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

REPLACEMENT ITEM PRICE FIELD (REPL PRIC)

The REPLACEMENT ITEM PRICE FIELD is used to enter the REPLACEMENT ITEM PRICE. The REPLACEMENT ITEM PRICE FIELD may also be a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

NOTE: If an inventoried item number is selected as the REPLACEMENT ITEM NUMBER, the system will populate the REPLACEMENT ITEM PRICE FIELD with the current customer pricing. This DEFAULT price may be changed as necessary without impacting the value in

the REPLACEMENT ITEM NUMBER FIELD or the value in the REPLACEMENT ITEM DESCRIPTION.

RECOMMENDED PRACTICE: The intent or purpose for the REPLACEMENT ITEM PRICE FIELD is to provide a place to record the REPLACEMENT ITEM PRICE information for circumstances where the cost of repair or service must be compared to the cost of new or replacement.

<CR> or TAB to accept the default REPLACEMENT ITEM PRICE or to leave blank if no value has populated this field.

Press the spacebar to blank out a value and leave this field empty.

Press F1 to REPRICE, which updates the value to reflect the most current price shown in inventory. (**NOTE:** At the initial job entry, the most current price available is the price populated as the default value. After inventory pricing changes, pressing F1 will update this value when maintaining current jobs. This is not automated for circumstances when the price must remain the same as it was when the job was first entered.)

Enter a FREEFORM entry to accommodate inventory items not carried or inventoried by the user's company.

FAILURE CODE #1 and #2 FIELDS (FC1 and FC2)

The FAILURE CODE FIELDS are used to enter the appropriate FAILURE CODE CODES, configured specifically for reporting purposes and analysis. The FAILURE CODES are configured by the user company to record the cause of failures resulting in the repair or service. Two fields are provided in the event of multiple failure causes.

Enter a valid FAILURE CODE or <CR> to accept the current value, including a blank value.

Press F3 or click on the Magnifying Glass for LOOKUP.

When a valid FAILURE CODE is entered, the description of the FAILURE CODE will display next to the FAILURE CODE FIELD.

LOCATION FIELD (LOC)

The LOCATION FIELD is used to enter various information, which may be any fifteen (15) character alphanumeric entry.

RECOMMENDED PRACTICE: This is a FREEFORM entry field. Consider using this field in a consistent manner for every job so that each user reviewing this field will interpret the information accurately.

Enter the LOCATION assigned by the user's company parameters or <CR> or TAB to accept the current value, including a blank value.

STATUS FIELD (STS)

The STATUS FIELD is used to enter various information, which may be any eighteen (18) character alphanumeric entry. The information entered in the STATUS FIELD is DATE/TIME STAMPED for future reference. Each entry adds to the STATUS TABLE with a unique DATE/TIME STAMP, except when identical entries are in succession (identical entries may be on the same STATUS TABLE, but not one after the other). The STATUS TABLE cannot be edited. This field is automatically updated from various parts of the system.

RECOMMENDED PRACTICE: This is a FREEFORM entry field. Consider using this field in a consistent manner for every job so that each user reviewing this field will interpret the information accurately.

Enter the STATUS assigned by the user's company parameters, or <CR> or TAB to accept the current value, including a blank value.

Press F3 or click on the Magnifying Glass to display the STATUS TABLE.

QUOTE PRICE FIELD (QTE)

The QUOTE PRICE FIELD is used to enter the QUOTE PRICE if the repair or service has been manually quoted.

Enter the QUOTE PRICE, or <CR> or TAB to accept the current value, including a blank value.

BUDGET COST FIELD (BUD)

The BUDGET COST FIELD is used to enter the BUDGET COST if the repair or service has been manually quoted.

Enter the BUDGET COST, or <CR> or TAB to accept the current value, including a blank value.

ESTIMATE FIELD (EST)

The ESTIMATE FIELD will be automatically populated by total amount generated at ESTIMATE ENTRY. The system will take the information entered at ESTIMATE ENTRY and display the TOTAL PRICE of the ESTIMATE.

The ESTIMATE (EST) is not maintained in the HEADER SCREEN. There is no user access to this field. To maintain/change the values, go to ESTIMATE ENTRY.

END JOB HEADER ENTRY <OR> JOB MAINTENANCE

When finishing the entry of all the fields in the JOB HEADER SCREEN or when first entering the JOB HEADER SCREEN for an existing job, the system will highlight the OK button at the bottom of the screen. Any field on the screen displayed in white may be maintained or changed by clicking on the field with the mouse. Any button options displayed may also be accessed.

Response options:

5. Click on the appropriate selection button.
6. Use the keyboard arrow keys to select the appropriate button and <CR>.
7. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.
8. Use the mouse and click on any field displayed in white to access the field information.

Click the OK button or <CR>.

If the job is an existing job, this will save any changes made to the job and will return to the JOB NUMBER field.

If the job is a new job, this will save the initial entries and proceed to the NAMEPLATE SCREEN to allow the logical entry of the job information and a systematic building of the job file information.

NOTE: If the user cancels this process at any time during the JOB ENTRY PROCESS, the system will treat the new entry as an existing job and the systematic building of the job file information must be completed manually.

Click the CANCEL button or F4.

The system will ignore any changes or entries and return to the JOB NUMBER field. No changes or entries will be saved.

NAMEPLATE DATA TAB

FUNCTION: The NAMEPLATE DATA option is used to enter the NAMEPLATE information into the Job. The NAMEPLATE headings and the data field lengths will automatically be displayed based on the Job Type Code that was entered for this Job. If Nameplate Lookup Codes were defined in Nameplate Setup, Lookups are provided for descriptions. Nameplate descriptions can be validated during entry if defined in Nameplate Setup. If this is an existing Job, the NAMEPLATE data will automatically be displayed.

NAMEPLATE DATA: NAMEPLATE Headings and DATA FIELD lengths will be automatically displayed based on the Job Type Code entered at initial Job Entry. Enter the pertinent information regarding NAMEPLATE DATA, press F3 or [icon] for Nameplate Description LOOKUP, or press F4 to END.

NOTE: It is very important that data is entered consistently using the same names and coding structures.

The first five fields of the NAMEPLATE data are used to capture the average hours that it takes to perform a specific labor operation (*i.e.* average hours it takes for labor operation code 100-Disassemble and Inspect for a - (Model) Reliance - (HP) 10 - (Frame) 215T - (Enclosure) TEFC - (RPM) 1800).

This information will be used in the QUOTING and ESTIMATING Systems to provide the user with actual shop times. It is very important that when labor codes are set up, that some thought and consistency be used in defining these codes. It should also be noted that the detail by Labor Code will only be available on labor codes that actual labor is reported.

IS THE ABOVE DATA CORRECT? <Y/N/END/F4=END NAMEPLATE>: [   ]

Enter Y if the above data is correct and the system will take the user to SPECIAL INSTRUCTIONS. Enter N to return the first line of NAMEPLATE DATA to make any data changes to this subsection. Press F4 and the system will allow the user to enter SPECIAL INSTRUCTIONS.

NOTE: If the user has created a Job by pulling in a Quote, is copying from an existing job, or making changes to an existing Job, enter Y if the above information is correct and to return to the previous screen for additional options. F4 will return the user to the previous screen also.

SPECIAL INSTRUCTIONS TAB

FUNCTION: The SPECIAL INSTRUCTIONS option is used to enter SPECIAL INSTRUCTIONS for the JOB. These instructions are printed on internal documents and can be set up to print on invoices if desired. If this is an existing Job, the SPECIAL INSTRUCTIONS will automatically be displayed.

Six lines will be provided in which SPECIAL INSTRUCTIONS may be entered about this specific job.

IS THE ABOVE DATA CORRECT? <Y/N/END/F4=END INSTRUCTIONS: [   ]

Enter Y if the above information is correct and the system will take the user to DETAIL ENTRY. Enter N to make any data changes to this subsection. Press F4 and the system will take the user to enter DETAIL ENTRY.

NOTE: If the user has created a Job by pulling in a Quote, is copying from an existing job, or making changes to an existing Job, enter Y if the above information is correct and return to the previous screen for additional options. F4 will return the user to the previous screen also.

ESTIMATES TAB - DETAIL ENTRY

FUNCTION: The DETAIL ENTRY option is used to enter ESTIMATE DETAIL information. If a QUOTE with quote detail has been copied to the JOB, this information will be presented at the ESTIMATE DETAIL section. If this is an existing Job, the DETAIL ENTRY data will automatically be displayed.

Information Correct?

If this is an existing Job and the data is correct, enter Y to return to the previous screen.

Enter N if additions or corrections need to be made to any new or existing Job. The user will then be given the option to: <F1> Copy Std Set, <F2> Copy Quote, <F3> Copy Job, or enter a sequence number for a new line item. F1 will allow the user to copy the Standard Set from a Quote Profile, F2 will allow the user to copy data from an existing Quote, and F3 will allow the user to copy data from an existing Job. Press F4 to END entry.

When copying a Standard Set, Quote, or Job, the user will be asked:

Enter Y to recalculate the ESTIMATE or enter N to continue.

If ESTIMATE DETAIL exists, the following message will be displayed:

Enter Y to continue to copy or enter N to return to Sequence Number entry.

When entering new ESTIMATE DETAIL, once the sequence number has been entered, one of the following options must be selected.

Enter Line Code, 'M'=Material, 'L' or 'V'=Labor**, 'T'=Text, 'O'=Other Lbr Cost & Price

NOTE: Vaughen's Pricing is included in the Service Repair System as a separate module. Option V is not available with the standard version.

MATERIAL LINE CODE

ENTER A VALID WAREHOUSE CODE, F3=LOOKUP or :

The WAREHOUSE location will be displayed at the bottom of the screen.

ENTER ITEM NUMBER, F3=LOOKUP or :

Available lookup options for stock inventory items, non-stock inventory items, and catalog inventory items.

If the ITEM NUMBER is not valid, the user will be asked:

Enter Y to include as Nonstock Item Number, or enter N to re-enter a valid Item Number.

ENTER DESCRIPTION:

If a valid ITEM NUMBER was entered, the DESCRIPTION will be automatically displayed and may be changed. If this is a Nonstock Item, enter a 40 character DESCRIPTION.

ENTER QUANTITY:

The QUANTITY must be greater than zero to calculate a Unit Price and Extended Price.

ENTER THE UNIT COST, <F1>=RECALC:

STOCK ITEMS: If the UNIT COST is equal to zero, it is automatically calculated and displayed. It is calculated by first determining the costing method in the Inventory Parameter Maintenance. Once the costing method is determined, the Standard, Replacement, or Average Unit Cost will be used. The program multiplies the Unit Cost by the Material Burden % indicated in the Department Maintenance and adds the Material Burden to the Unit Cost. Press F1 to recalculate the Extended Cost based on new values entered.

NONSTOCK ITEMS: The user will be asked to enter the UNIT COST for Nonstock Items.

ENTER EXTENDED COST:

The EXT COST is calculated by multiplying the Quantity by the Unit Cost. It is automatically displayed.

ENTER THE UNIT PRICE, <F1>=RECALC:

If the UNIT PRICE is equal to zero, it is automatically calculated and displayed. If this is a valid Item Number, the program will calculate the UNIT PRICE using the standard pricing routine. If the calculated price is equal to zero or this is a Nonstock Item Number, the

program will multiply the Unit Cost by the Material Multiplier in the Department Maintenance. Press F1 to recalculate.

ENTER THE EXTENDED PRICE:

The EXT PRICE is calculated by multiplying the Quantity by the Unit Price. It is automatically displayed.

ENTER A VALID VENDOR NUMBER, <F1>=SKIP, <F3>=LOOKUP or :

Press F1 for NONE or press F3 OR for LOOKUP.

LABOR LINE CODE

ENTER LABOR CODE, F3=LOOKUP or :

A valid LABOR CODE is entered to describe the type of work that needs to be accomplished. When the LABOR CODE is entered, the DESCRIPTION of the code will be displayed on the screen to either change or accept.

ENTER THE MANUAL HOURS FOR THIS LABOR CODE, <F1> DISPLAY AVERAGE HOURS:

Enter the AMOUNT OF TIME that this task should take in hours and tenths of an hour. This should reflect an average of the amount of time it should take in the shop. Press F1 to display the average hours it takes to complete a specific Labor Code or Type Work based on historical labor data. (Refer to Average Hrs For Nameplate Data Rpt in the Job Reporting Menu).

ENTER THE UNIT COST FOR THIS LABOR CODE, <F1>=RECALC:

When the Man Hours are entered, the system automatically calculates the UNIT COST based on a three tiered approach to costing and pricing. The system has the capability to draw pricing from three different areas.

The *first* area is the LABOR RATE entered on the individual LABOR CODE (Service Repair Labor Code Maintenance).

The *second* area is the LABOR RATE entered on the TYPE WORK CODE associated with the LABOR CODE (Service Repair Type Work Code Maintenance).

The *third* area is the LABOR RATE entered in the DEPARTMENT CODE (Service Repair Department Code Maintenance).

The hierarchy that the system uses is as follows: The Labor Rate on the Labor Code is used first. If no rate is present, the system uses the Labor Rate on the Type Work associated with the Labor Code. If no rate is present, the system uses the Labor Rate entered in the Department Code.

If the Unit Cost is equal to zero, it is automatically calculated and displayed. The program calculates the Unit Cost by adding the Labor Burden to the Labor Rate. The Labor Burden is calculated as follows:

If the calculation is based on a percentage rate, the program multiplies the Labor Rate by the Labor Burden % indicated in the Department Maintenance. The Labor Burden is then added to the Labor Rate.

If the calculation is based on dollars, the program adds the Labor Burden in the Department Maintenance to the Labor Rate.

ENTER THE EXTENDED COST:

Based on the previously described hierarchy, the EXT COST is calculated by multiplying the Man Hours by the Unit Cost. The product of this calculation is displayed in the EXT Cost field. The user can accept the amount calculated or change the amount if adjustments are needed. If the Unit Cost is changed, the program will calculate the Labor Burden as presented above and add it to the Unit Cost.

If the Man Hours of any of the associated Labor Rates are changed, the amount in the EXT Cost field will not automatically recalculate. To recalculate the value for the field, press F1 in the Unit Cost field and the system will automatically recalculate based on the new values.

ENTER THE UNIT PRICE FOR THIS LABOR CODE, <F1>=RECALC:

Enter the UNIT PRICE for this Labor Code and return. If the Unit Price is equal to zero, it is calculated and automatically displayed. The program will calculate the Unit Price based on the following:

If the Labor Multiplier in the Department Maintenance is greater than zero, the Unit Price is calculated by multiplying the Unit Cost by the Labor Multiplier.

If the Labor Multiplier in the Department Maintenance is equal to zero, the program will use the Billing Rates. The program looks at three different areas for the Billing Rates. The

hierarchy that the system uses is as follows: The Billing Rates in the Labor Code Maintenance are used first; the Customer Billing Rates in Customer Maintenance are used second; the Department Billing Rates are used last.

NOTE: If Billing Rates are defined in Customer Maintenance as zero, the program will use these rates over the Department Billing Rates.

ENTER THE EXTENDED PRICE FOR THIS LABOR CODE:

NOTE: The EXTENDED PRICE amount is calculated by taking the amount presently shown in the LABOR HOURS field and multiplying this amount by the UNIT PRICE.

If any of the information on the line – Man Hours, Labor Cost or LABOR PRICE - is changed, *the amount in the Price field will not automatically recalculate*. To recalculate the field, press F1 in the Unit Price field and the system will automatically recalculate based on the new values.

TEXT LINE CODE

ENTER TEXT:

Enter up to 40 characters of TEXT.

Press F1 for the TEXT EDITOR. The TEXT EDITOR will bring up a text editing program as configured for your system.

OTHER LBR COST & PRICE LINE CODE

ENTER TEXT:

Enter up to 40 characters of TEXT.

ENTER EXTENDED COST:

The EXTENDED COST must be entered by the user.

ENTER EXTENDED PRICE:

The EXTENDED PRICE must be entered by the user.

ENTER VENDOR:

For material, the system will the entry of a valid system VENDOR number for the purpose of later generating a purchase requisition or purchase order. Entry options are entering a valid VENDOR number, F1 to SKIP, or F3=LOOKUP or ▤.

If a valid VENDOR number is entered, the system will display the VENDOR name and prompt if the eventual purchase order will be a drop shipment. After the user answers Y or N, the system will prompt if when the material is released from the estimate, if it should be released to a purchase requisition or a purchase order.

TOTAL COST, PRICE (SALES), and GP% DISPLAY:

The TOTAL COST, PRICE (SALES), and GP% is displayed in the upper right corner of the detail window and updated in real time as the detail is entered.

OK or CANCEL at the ESTIMATE DETAIL will exit the ESTIMATE DETAIL and return the user to the ESTIMATE HEADER.

Note: If the ESTIMATE is not complete, the user will be asked the following:
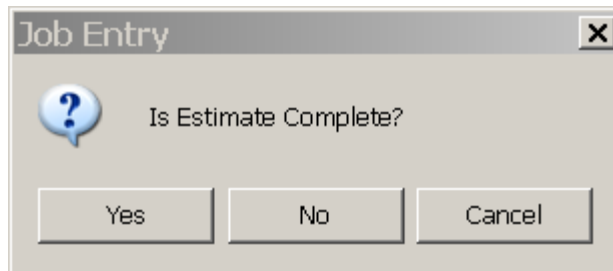
Is Estimate Complete (Y/N)? Enter Y if the ESTIMATE is complete, or enter N if the ESTIMATE is not complete. An entry of Y will update the Estimate Complete Date in the Job File with the current date. The Actual Date is also updated in the Job Scheduling File if the estimate Type Work function is setup in the Job Type Maintenance.

DELETE at the ESTIMATE DETAIL will prompt the user with the following warning:
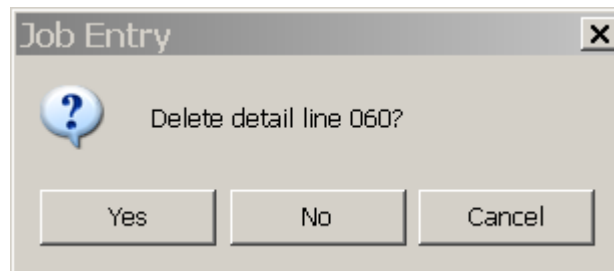
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option to DELETE the specified line number.

NO: Use the No option to prompts with the following warning:
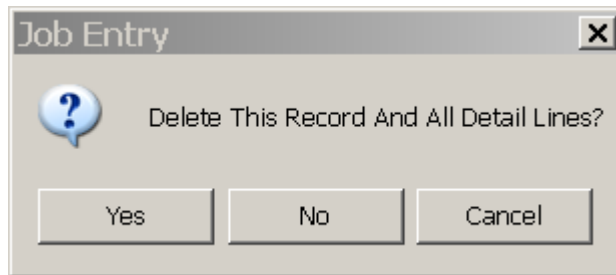
YES: Use the Yes option to the entire ESTIMATE DETAIL. This will not delete the job.

NO: Use the No option to CANCEL this process and return to the ESTIMATE DETAIL.

CANCEL: The CANCEL button has the same result as the NO button.

CANCEL: The CANCEL button will CANCEL this process and return to the previous screen.

INSERT at the ESTIMATE DETAIL will allow the user to insert another detail line.

Dtl Opt's = DETAIL OPTIONS:

Clicking the Dtl Opt's button will prompt with the following selection window:
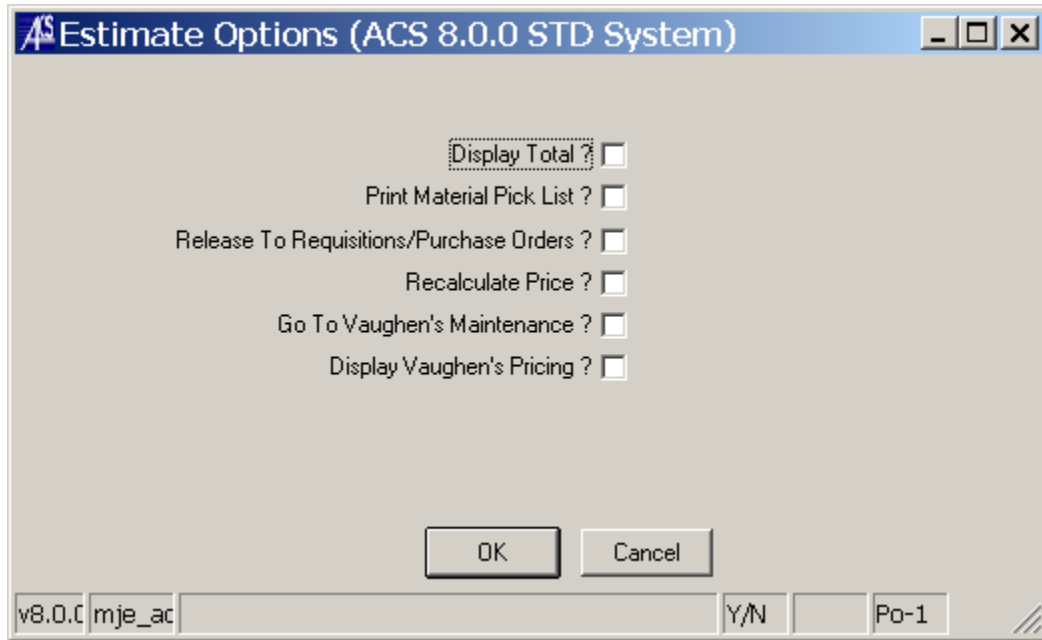
DISPLAY TOTAL:

This option provides an estimate summary, as in the following example:
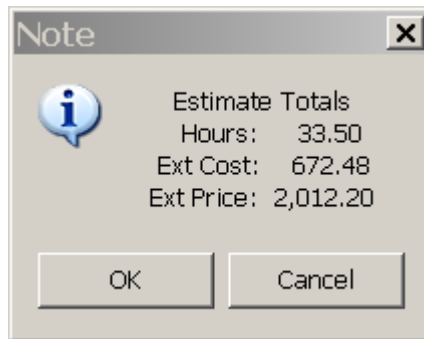
PRINT MATERIAL LIST:

This option provides a material list for all the material items on the estimate. This is an excellent tool for directing job staging or purchasing assignments. A sample material list is on the next page.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Material List

Job No.:	001000
Recv'd Date:	08/10/01
Page:	1

Sold To:	Customer Number: 000100 **Everest Industries** 123 Main St. Suite 111 San Bernardino, CA 93121 **CONTACT:** Mr. James Rockville	Ship To:	Ship To Number: 000099 **Taylor Manufacturing** 1817 Augusta Circle Unit 412 San Juan Capistrano, CA 92481

Department	Job Type	Location	Priority	N/P Description
MR: Motor Repair	AS: AC MOTOR, SMALL	C1	LOW PRIORITY	50||TEFC|1800|BALDOR||556

Customer PO:	POPOPOPOPOPOPOPOPO	PO Release:	RELEASERELEASERLEASE	Misc Number:	MISCMISCMI

Material List

Nameplate Data:
HP1:50, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:BALDOR, CUST STK #:55667, CUST ID #:DC508, MACHINE ID:CHOPPER1, SERIAL #:5566500, STYLE:RG, SERVICE F.:D502, DESIGN:N, TEMP. RISE:10, CODE:N, I.D.#:44478882, MODEL #:2464

Special Instructions:
THIS LINES ARE PROVIDED FOR   NOT FOR GENERAL INSTRUCTIONS
ENTRY OF JOB SPECIFIC AND/OR   FOR ALL JOBS - THAT WOULD BE
RELATED INSTRUCTIONS. THIS IS   CUSTOMER INSTRUCTIONS.

Item #	Description	Bin Location	Stk N/S	Qty
FUEL SURCHARGE	FUEL SURCHARGE FOR PICK-UP EQUIPMENT		N	1.0
EPA	EPA SURCHARGE		N	1.0
16-CMW	COPPER MAGNET WIRE - 16 ROUND	03-55-17	S	45.0
17-CMW	COPPER MAGNET WIRE - 17 ROUND COPPER MAG	03-55-18	S	45.0
210ZZ	BALL BEARING - SHEILDED 210ZZ BALL BEARI	03-55-21	S	1.0
30413	NOMEX SHEETS 5-5-5, 36 X 36 NOMEX SHEETS	RL-BG-35	S	6.0
312ZZ	BALL BEARING - SHEILDED 312ZZ BALL BEARI	RL-BG-38	S	1.0
345	STATOR CLIPS 3/8" STATOR CLIPS	RL-BG-43	S	3.0

Continued...

RELEASE TO REQUISITIONS/PURCHASE ORDERS:

This option automatically generates a linked purchase requisition or purchase order for any material items with a valid vendor number assigned and the correct entries for dropship or purchase requisitions/purchase orders.

The system will display a window listing the purchase requisitions and/or purchase orders this process generates, as shown here:
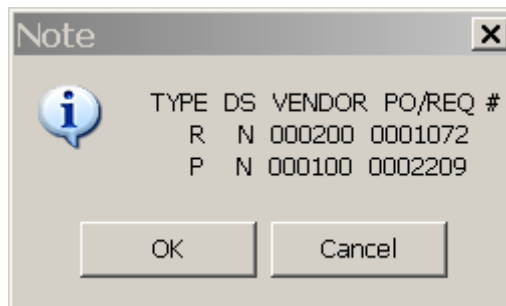
The TYPE designates whether the generated document is a (R) purchase requisition or (P) purchase order; DS designates whether the generated document is dropship; the VENDOR designates the vendor for the generated document; and PO/REQ# designates the number of the generated document.

Clicking OK gives the user the option to view/edit the created documents, displaying the following option:
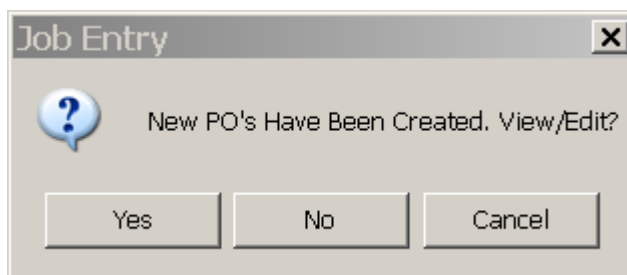
Clicking YES will allow the user to view and/or edit (and print) the generated document, returning the user to the JOB ESTIMATE upon completion of this task.

RECALCULATE PRICE:

This option recalculates all JOB ESTIMATE lines based on current system pricing configuration, over-writing any manual price entries or latent pricing from copied resources (job quotes, standard sets, other jobs, etc.).

GO TO VAUGHEN's MAINTENANCE and DISPLAY VAUGHEN'S PRICING.

> ****Note:** Vaughen's Pricing is included in the Service Repair System as a separate module. If this module is not enabled, these options will appear in gray and are not accessible.

OK or CANCEL:

> This option will return the user to the ESTIMATE DETAIL.

From the HEADER SCREEN, the additional Job Tabs.

> Clicking on any of the JOB TABS at the top of the JOB HEADER SCREEN will access the information for each JOB TAB.

ROUTINGS TAB

> FUNCTION: The ROUTING option is used to enter or maintain ROUTING information if ROUTING MAINTENANCE has been created.

Header	Nameplate Data	Special Inst	Estimates	Routings	Dates	Mail To	Attachments		Cost	Sales	GP%

DISASSEMBL	03/10/04
QUOTE	03/10/04
MACHINE	
WINDING	
ASSEMBLY	
TESTING	

> The ROUTING DESCRIPTIONS and data fields will be presented based on the JOB TYPE entered on the HEADER of the JOB. Information may be entered based on the kind of information the data fields are set up to accept.

> Some companies use a coding structure to indicate which ROUTING Fields the job will flow through during processing. These codes are replaced by other codes or dates as the

operation is completed. ROUTINGS can be used for CODES, DATES or even MESSAGE STATUS information utilizing all available 22 characters that can be specified when DATA FIELDS are defined (See Routing Headings Maintenance in Service Repair File Maintenance).

DATES TAB

FUNCTION: The DATES TAB option is used to enter or maintain DATE information as required or necessary for job processing.

ESTIMATE COMPLETE: Enter the ESTIMATE COMPLETE DATE, or press ENTER to continue.

ESTIMATE APPROVED: Enter the ESTIMATE APPROVED DATE, or press ENTER to continue.

START DATE: Enter the ESTIMATE START DATE, or press ENTER to continue.

Header	Nameplate Data	Special Inst	Estimates	Routings	Dates	Mail To	Attachments	Cost	Sales	GP%

Estimate Complete 09/21/08
Estimate Approved / /
Start Date / /

MAIL TO TAB

FUNCTION: The MAIL TO TAB option is used to enter or maintain MAIL TO address information as required or necessary for job processing. When selecting this TAB, the system will prompt the user with the following query:
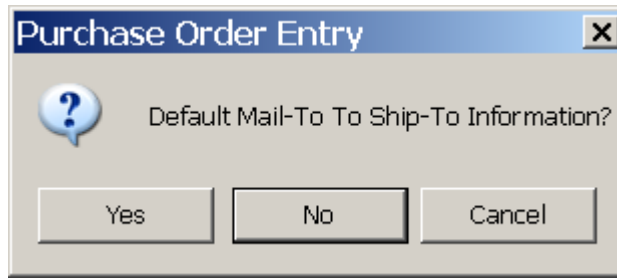
Response options (Selection results shown below):

4. Click on the appropriate selection button.
5. Use the keyboard arrow keys to select the appropriate button and <CR>.
6. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option to copy the Customer Ship-To Address information to the Mail To Address information.

NO: Use the No option to CANCEL this process and return to the previous screen.

CANCEL: The CANCEL button has the same result as the NO button.

The Mail To Address information may be edited or maintained to enter the correct information for the Mail To Address. Additional information may be entered for the Fax To Name and Fax To Fax Number, as shown below:

Application Computer Systems, Inc.
Service Repair

| Header | Nameplate Data | Special Inst | Estimates | Routings | Dates | Mail To | Attachments | Cost | Sales | GP% |

Name: Taylor Manufacturing

Address Line 1: 1817 Augusta Circle

Address Line 2: Unit 412

City/State: San Juan Capistrano, CA

ZipCode: 92481-

Fax-To Name: Jim Haywood

Fax-To Phone: 714-931-9220

ATTACHMENTS TAB

FUNCTION: The ATTACHMENTS TAB option is edit, view, or access the JOB ATTACHMENTS, or files stored in the JOB ATTACHMENT directory. The names for the files may be edited or the files may be opened if the associated program for the file type is installed and running on the workstation or server.

Seq	Description	File ID
0001	Attachment 1	qatemplate.xls
0002	Attachment 2	JN001000.txt
0012	Attachment 12	qatemplate.txt
0013	Attachment 13	ARMAC.txt
0019	Attachment 19	ARMACAR.doc
0020	Attachment 20	ARMACAS.doc
0021	Attachment 21	ARMACWD.xls
0022	Attachment 22	custinst.txt
0023	Attachment 23	FAILREPORT.htm
0024	Attachment 24	FAILREPORT.xls
0025	Attachment 25	FAILREPORT_files/

Tabs: Header | Nameplate Data | Special Inst | Estimates | Routings | Dates | Mail To | Attachments | Cost | Sales | GP%

Buttons: OK | Cancel | Delete | Insert | View

From the HEADER SCREEN, the additional button options:

PRINT button. The system will prompt with the following:
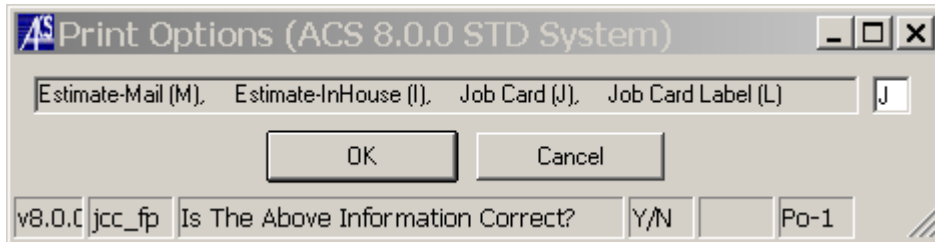
Response options (Selection results shown below):

5. Click on the appropriate selection button.
6. Use the keyboard arrow keys to select the appropriate button and <CR>.
7. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.
8. Use the mouse and click on the PRINT SELECTION field displayed in white to access the field information.

OPTIONS:

M =   MAIL TO QUOTE. A printed QUOTE containing the Information recorded in the JOB FILE pertaining to the quote and limited to the information customary for a quote.

I =   IN HOUSE QUOTE. A printed QUOTE containing the information recorded in the JOB FILE pertaining to the quote and includes cost information not normally shown or customary for a quote.

J =   JOB CARD PRINT. A printed JOB CARD containing the information recorded in the JOB FILE pertaining to the JOB and limited to the information customary for a JOB CARD.

             NOTE: If the QA Excel Template option is enabled, the option to print to these templates will be available during the Job Card printing.

L =   JOB CARD LABEL PRINT. A printed JOB CARD LABEL containing the limited information recorded in the JOB FILE pertaining to the JOB. The JOB CARD LABEL is intended to be a HEADING LABEL for a more complex JOB CARD, INSPECTION CARD, JOB FOLDER, or JOB JACKET type process.

OK =   Accepts the selected option and prints the designated output.

CANCEL =   Cancels the PRINT process and returns to the JOB HEADER SCREEN.

SAMPLES:

The following four pages are MAIL TO JOB ESTIMATE samples printed in the standard formats available to every user.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Job Estimate

Job No.:	001001
Recv'd Date:	09/20/00
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121,
Contact: TOM LANDRY
Telephone: 714-832-8113 **Fax:** 714-931-9220

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Pittsburg, PA
enry Baker   JDP00 3NT,
Contact: Jim Haywood
Telephone: 412-650-1000 **Fax:** 714-931-9220

Job Number	Recv'd Date	Sales Code	Location	Ship Via	Terms
001001	09/20/00	JDP			2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Item # /Description /Notes	Unit Price	Extension
	Nameplate Data:		
	HP1:50, FRAME:326T, ENCLOSURE:TEFC,		
	RPM:1800, MANUFACTUR:GE, VOLTS:575		
	Special Instructions:		
	THIS MOTOR IS TO BE DELIVERED		
	TO DOCK NUMBER 6.		
	Travel To/From Job Site		
	Disassembly		
	Addl. Cleaning Parts		
	Shaft Repair		
	Machine Other		
	Assemble Complete motor		

Repair estimate valid for 30 calendar days	**Total**	450.00
from the above date.		
Total is plus sales tax if applicable.		
Based Upon Our Standard Terms And Conditions.		

Received By: _____ **Date:** _____

(Customer Copy)

126

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Job Estimate

Job No.:	001001
Recv'd Date:	09/20/00
Page:	1

Sold To:

Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121,
Contact: TOM LANDRY
Telephone: 714-832-8113 **Fax:** 714-931-9220

Ship To:

Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Pittsburg, PA
enry Baker   JDP00 3NT,
Contact: Jim Haywood
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Job Number	Recv'd Date	Sales Code	Location	Ship Via	Terms
001001	09/20/00	JDP			2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order		Item # /Description /Notes		Unit Price	Extension
		Nameplate Data:			
		HP1:50, FRAME:326T, ENCLOSURE:TEFC,			
		RPM:1800, MANUFACTUR:GE, VOLTS:575			
		Special Instructions:			
		THIS MOTOR IS TO BE DELIVERED			
		TO DOCK NUMBER 6.			
2.0		Travel To/From Job Site		30.00	60.00
3.0		Disassembly		30.00	90.00
2.0		Addl. Cleaning Parts		30.00	60.00
4.0		Shaft Repair		30.00	120.00
2.0		Machine Other		30.00	60.00
2.0		Assemble Complete motor		30.00	60.00

Repair estimate valid for 30 calendar days	**Total**	450.00
from the above date.		
Total is plus sales tax if applicable.		
Based Upon Our Standard Terms And Conditions.		

Received By: _____ **Date:** _____

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Job Estimate

Job No.:	001001
Recv'd Date:	09/20/00
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121,
Contact: TOM LANDRY
Telephone: 714-832-8113 **Fax:** 714-931-9220

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Pittsburg, PA
enry Baker   JDP00 3NT,
Contact: Jim Haywood
Telephone: 412-650-1000 **Fax:** 714-931-9220

Job Number	Recv'd Date	Sales Code	Location	Ship Via	Terms
001001	09/20/00	JDP			2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Item # /Description /Notes		Unit Price	Extension
	Nameplate Data:			
	HP1:50, FRAME:326T, ENCLOSURE:TEFC,			
	RPM:1800, MANUFACTUR:GE, VOLTS:575			
	Special Instructions:			
	THIS MOTOR IS TO BE DELIVERED			
	TO DOCK NUMBER 6.			
	Travel To/From Job Site			60.00
	Disassembly			90.00
	Addl. Cleaning Parts			60.00
	Shaft Repair			120.00
	Machine Other			60.00
	Assemble Complete motor			60.00

Repair estimate valid for 30 calendar days	Total	450.00
from the above date.		
Total is plus sales tax if applicable.		
Based Upon Our Standard Terms And Conditions.		

Received By: _____ **Date:** _____

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
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Job Estimate

Job No.:	001001
Recv'd Date:	09/20/00
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121,
Contact: TOM LANDRY
Telephone: 714-832-8113 **Fax:** 714-931-9220

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Pittsburg, PA
enry Baker   JDP00 3NT,
Contact: Jim Haywood
Telephone: 412-650-1000 **Fax:** 714-931-9220

Job Number	Recv'd Date	Sales Code	Location	Ship Via	Terms
001001	09/20/00	JDP			2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Item # /Description /Notes	Unit Price	Extension
	Nameplate Data:		
	HP1:50, FRAME:326T, ENCLOSURE:TEFC,		
	RPM:1800, MANUFACTUR:GE, VOLTS:575		
	Special Instructions:		
	THIS MOTOR IS TO BE DELIVERED		
	TO DOCK NUMBER 6.		
	Travel To/From Job Site		60.00
	Disassembly		90.00
	Addl. Cleaning Parts		60.00
	Shaft Repair		120.00
	Machine Other		60.00
	Assemble Complete motor		60.00

Repair estimate valid for 30 calendar days		**Total**	450.00
from the above date.			
Total is plus sales tax if applicable.			
Based Upon Our Standard Terms And Conditions.			

Received By: _____ **Date:** _____

Application Computer Systems, Inc.
Service Repair

SAMPLES:

The following two pages are a IN-HOUSE JOB ESTIMATE sample. Additional print options and formats are available depending on configuration and job processing options.

```
                    Application Computer Sys, Inc          In-House Use
                        3834 Highway 42 South
                        Locust Grove, GA 30248

                                                           Repair Estimate
_____
Job:   001001    Department: MR          Job Desc: 50|326T|TEFC|1800|GE|575|
                 Motor Repair            Type: AS  AC MOTOR, SMALL
Cust #: 000100                       Ship To #: 000002           Job Rcvd
  Everest Industries                 Everest Industries          09/20/00
  123 Main St.                       14 Pinewood Lane
  Suite 111                          Pittsburg, PA
  San Bernardino, CA  93121          enry Baker       JDP00  3NT
_____
Cust P.O.#             P.O. Rel#          Misc #      Terms Cd           Slm
23445R544              234-56             233332      2% 10 Days - Net 30  JDP
_____
Nameplate Data:
HP1:50, FRAME:326T, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:GE, VOLTS:575, CUST
STK #:10010, CUST ID #:EI100, MACHINE ID:MI100, SERIAL #:SN100, SERVICE
F.:1.15, DESIGN:B, TEMP. RISE:40, CODE:G, MODEL #:5K326SS204A
_____
Special Instructions:
THIS MOTOR IS TO BE DELIVERED
TO DOCK NUMBER 6.
_____
Lbr-Cde/Item          Hrs/Qty  Unit Cost   Ext Cost   Unit Price   Ext Price
_____
100                      2.00    15.60        31.20      30.00        60.00
    Travel To/From Job Site
150                      3.00    15.60        46.80      30.00        90.00
    Disassembly
164                      2.00    15.60        31.20      30.00        60.00
    Addl. Cleaning Parts
440                      4.00    15.60        62.40      30.00       120.00
    Shaft Repair
456                      2.00    15.60        31.20      30.00        60.00
    Machine Other
365                      2.00    15.60        31.20      30.00        60.00
    Assemble Complete motor
                      _____               _____               _____
           Total:      15.00                 234.00                450.00
_____
Repair estimate valid for 30 calendar days      Plus Sales Taxes,
from the above date.                            If Applicable.
By: _____  Date: _____
Based Upon Our Standard Terms And Conditions.
```

SAMPLES:

The following two pages are a JOB CARD sample. Additional print options and formats are available depending on configuration and job processing options.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Job Card

Job No.:	001001
Recv'd Date:	09/20/00
Page:	1

Sold To:	Customer Number: 000100 **Everest Industries** 123 Main St. Suite 111 San Bernardino, CA 93121-0000 **CONTACT:** TOM LANDRY	Ship To:	Ship To Number: 000002 **Everest Industries** 14 Pinewood Lane Pittsburg, PA enry Baker JDP, 00 3NT

Department	Job Type	Location	Priority	N/P Description
MR: Motor Repair	AS: AC MOTOR, SMALL		RUSH FULL OVERTIME	50|326T|TEFC|1800|GE|575|

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Job Card

Nameplate Data:
```
HP1:50, FRAME:326T, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:GE, VOLTS:575, CUST
STK #:10010, CUST ID #:EI100, MACHINE ID:MI100, SERIAL #:SN100, SERVICE
F.:1.15, DESIGN:B, TEMP. RISE:40, CODE:G, MODEL #:5K326SS204A
```

Special Instructions:
```
THIS MOTOR IS TO BE DELIVERED
TO DOCK NUMBER 6.
```

Work Estimate:

	Code	Description	Man Hour
	100	Travel To/From Job Site	2.00
	150	Disassembly	3.00
	164	Addl. Cleaning Parts	2.00
	440	Shaft Repair	4.00
	456	Machine Other	2.00
	365	Assemble Complete motor	2.00
		Total:	15.00

(Shop Copy)

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Job Card

Job No.:	001001
Recv'd Date:	09/20/00
Page:	2

Sold To:	Customer Number: 000100 **Everest Industries** 123 Main St. Suite 111 San Bernardino, CA 93121-0000 **CONTACT:** TOM LANDRY	Ship To:	Ship To Number: 000002 **Everest Industries** 14 Pinewood Lane Pittsburg, PA enry Baker JDP, 00 3NT

Department	Job Type	Location	Priority	N/P Description
MR: Motor Repair	AS: AC MOTOR, SMALL		RUSH FULL OVERTIME	50|326T|TEFC|1800|GE|575|

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

JOB CARD - CUSTOMER INSTRUCTIONS

```
Nameplate Data:
   HP1:50, FRAME:326T, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:GE, VOLTS:575, CUST
   STK #:10010, CUST ID #:EI100, MACHINE ID:MI100, SERIAL #:SN100, SERVICE
   F.:1.15, DESIGN:B, TEMP. RISE:40, CODE:G, MODEL #:5K326SS204A


DISASSEMBLY & INSPECTION


Customer Instructions:            Special Instructions:
   BEFORE DISASSEMBLY, TEST RUN; IF NO   THIS MOTOR IS TO BE DELIVERED
   LOAD AMPS EXCEEDS 1/4 FULL LOAD AMPS   TO DOCK NUMBER 6.
   CALL EI; USA BEARINGS ONLY; COVERS
   ON ALL MOTORS; LUG LEADS; PAINT EI
   GREEN; TAG WITH EI NO.; CHEVRON
   SR1-2 GREASE ONLY
```

(Shop Copy)

Application Computer Systems, Inc.
Service Repair

SAMPLES:

The following three pages are a QA EXCEL TEMPLATE sample. Additional print options and formats are available depending on configuration and job processing options.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
3834 Hwy 42 S.
Locust Grove, GA 30248
(770) 938-2227   (770) 938-2774 (Fax)
support@acsmaster.com

Quality Assurance Documentation for Job   #001001
Primary AC Application QA Measurements

ACS Customer Number	000100	Job Customer Ship To	000002	Contact Name
Customer Name and Address		**Customer Ship To Address**		TOM LANDRY
Everest Industries		Everest Industries		**Customer PO Number**
123 Main St.		14 Pinewood Lane		23445R544
Suite 111		Pittsburg, PA		**PO Release Number**
San Bernardino, CA 93121-0000		enry Baker JDP,00 3NT -		234-56

Received Date	09/20/00	Special Instructions Requested by the Customer for this Job
Location		THIS MOTOR IS TO BE DELIVERED
Misc. #	233332	TO DOCK NUMBER 6.
Job Type	AS	

Job Description

50HP 326T TEFC GE MOTOR

Nameplate Description

50|326T|TEFC|1800|GE|575|

HP1	50	SERIAL#	SN100	TEMP. RISE	40
FRAME	326T	HP2		CODE	G
ENCLOSURE	TEFC	RPM2		EXP. GROUP	
RPM	1800	POLES1		EXP. CLASS	
MANUFACTUR	GE	POLES2		I.D.#	
VOLTS	575	AMPS2		MODEL #	5K326SS204A
CUST STK #	10010	STYLE		V -PRICE	
CUST ID #	EI100	SERVICE F.	1.15		
MACHINE ID	MI100	DESIGN	B		

AC Incoming Run Test

Shaft Turns Free			Phase A Amps			
MEG			Phase B Amps			
Run Voltage			Phase C Amps			
Stator Slots			Rotor Bars			
Rotor Growler Test			Rotor Core Test			
Bearing Thermals Type			Bearing Thermals Rating			
Stator	DA		PI		Resistive Imbalance	
Rotor	DA		PI		Resistive Imbalance	
Insulated Bearing		Grounding Brush		Type		Megs

Application Computer Systems, Inc.
Service Repair

Job	#001001	Customer Name	Everest Industries	Location	

AC DISASSEMBLY					
Mechanical	**Initials**	**Condition**	**QTY**	**Part / ID Number**	**Comments**
Frame		P or F			
Eyebolts		P or F			
Feet		P or F			
D.E. Bracket		P or F			
O.D.E. Bracket		P or F			
Shaft		P or F			
J-Box		P or F			
Packing Gland		P or F			
Coupling		P or F			
Pulley		P or F			
Fan		P or F			
Fan Cover		P or F			
Leads		P or F			
Lead Numbering					
Lead Length					
D.E. Ext. Plumbing		P or F			
O.D.E. Ext. Plumbing		P or F			
D.E. Sight Glass		P or F			
O.D.E. Sight Glass		P or F			
Slip Rings		P or F			
Brushes		P or F			
# Stator Slots					
D.E. Bearing		P or F			
O.D.E. Bearing		P or F			
D.E. Seal		P or F			
O.D.E. Seal		P or F			
Heaters		P or F			
Thermo / Type		P or F			
RTDs / Type		P or F			
Paint					Color:
Terminals		P or F			
Weather Stripping		P or F			
Filters		P or F			
Insulation		P or F			
Attenuator		P or F			
Sound Coat		P or F			
Stator Coils		P or F			
Rotating Fields		P or F			

Application Computer Systems, Inc.
Service Repair

| Job | #001001 | Customer Name | Everest Industries | Location | |

AC DISASSEMBLY - CONDITIONS FOUND

Electrical	Initials	Condition	Comments
Open Circuit		YES / NO	
Grounded		YES / NO	
Shorted		YES / NO	
Insulation		PASS / FAIL	
Lead Failure		PASS / FAIL	
Wrong Voltage		YES / NO	
Overload		YES / NO	
Misconnected		YES / NO	
Commutation		YES / NO	
Vibration		YES / NO	
Lubrication		YES / NO	
Protectors		YES / NO	
Manufacturer Defect		YES / NO	
Ventilation		YES / NO	

AC FAILURE ANALYSIS

Mechanical/Electrical:

AC FINAL TEST RUN

Shaft Turns Free		Phase A Amps	
MEGS		Phase B Amps	
Run Voltage		Phase C Amps	
Center Line Scribed		D.E. Bearing Temp	O.D.E. Bearing Temp
Insulated Bearing		15 Min	15 Min
Grounding Brush		30 Min	30 Min
		45 Min	45 Min

AC Final Testing / Inspection

Item	Initials	Condition		Item	Initials	Condition
Painted		YES / NO		Nameplate Attached		YES / NO
Leads Numbered		YES / NO		J-Box		YES / NO
Lugs Attached		YES / NO		Packing Gland		YES / NO
Coupling Installed		YES / NO		Grease Fittings		YES / NO
Match Marks Correct		YES / NO		Ready to Ship		YES / NO
Stickers Attached		YES / NO		Sup. Final Approval		YES / NO
New Skid Supplied		YES / NO				YES / NO
All Bolts Checked		YES / NO				YES / NO
Documents in Packet		YES / NO				YES / NO

FAX button.

FUNCTION: Allows Job Estimate to be faxed. (**NOTE:** This feature only works with VSIFAX or related systems. Server based or Window based fax systems may be accessed when configured as a system printer – information may be sent via a SYSTEM PRINTER option in the system.)

The system will prompt with the following:
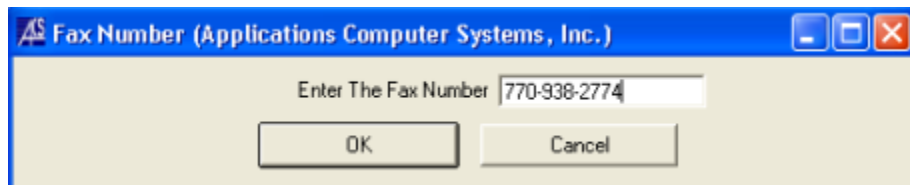
The system will populate the FAX NUMBER field with the CUSTOMER FAX NUMBER recorded in the CUSTOMER MAINTENANCE, NAME AND ADDRESS MAINTENANCE.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.
4. Use the mouse and click on the FAX NUMBER field displayed in white to access the field information.

OPTIONS:

FAX NO =   Enter the fax number for the destination fax. The fax number must include prefixes or suffixes necessary for the user companies' specific telephone system.

OK =   Accepts the selected option and sends the designated output.

CANCEL =   Cancels the FAX process and returns to the JOB HEADER SCREEN.

NOTES button

FUNCTION: This will access the JOB NOTES related to this specific JOB NUMBER. The JOB NOTES is one text file per JOB NUMBER used to record job information. JOB NOTES will not print on the ESTIMATES, QUOTES, DELIVERY TICKET, or INVOICE. The JOB NOTES may be printed on the JOB COST DETAIL REPORT and are accessible via JOB INQUIRY.

The system will open the text file if one exists and allow editing. If this is the first time JOB NOTES has been accessed, the system will prompt with the following:

Do you want to create a new file?

Yes   No   Cancel

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Use the Yes option to open a new text file to record JOB NOTES for this specific JOB NUMBER.

NO: Use the No option to CANCEL this process and return to the previous screen.

CANCEL: The CANCEL button has the same result as the NO button.

JOB # button.

FUNCTION: This will allow the JOB NUMBER to be changed if there are no costs posted to the job. A Job cannot be deleted and the JOB NUMBER option allows the user to change an existing Job Number to a different number.

Change Job (ACS 8.0.0 STD System)

Enter New Job Number [   ]

OK   Cancel

v8.0.0 jcc_cj   Enter New Job Number, <F4> To   Char   Po-1
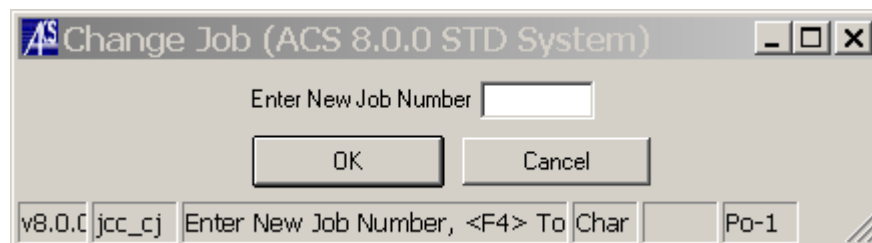
Enter New Job #, <F4> to Exit: To change the Job Number, enter a new Job #. Press F4 to END without changing the Job #.

NOTE: If cost exists for the job, the following warning will be displayed:
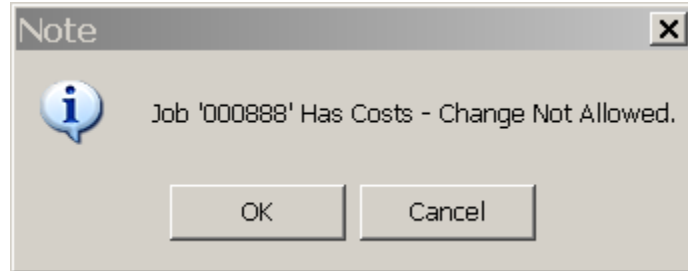
NOTE: If the user enters a Job Number that is already on file a warning will be displayed:
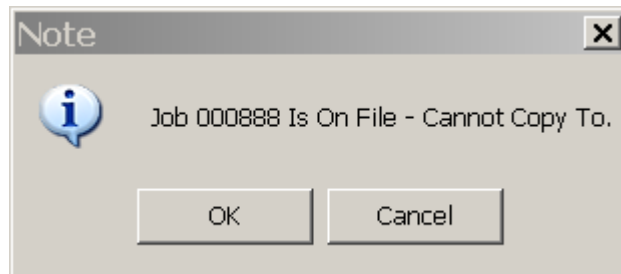
Job # Is On File. <CR> RETURN to continue. The user will then be allowed to enter a different Job # or exit without any changes.

CST COMM button.

FUNCTION: This will access the CUSTOMER COMMENTS related to ACCOUNTS RECEIVABLE.
The CUSTOMER COMMENTS AND CREDIT INFORMATION option allows the user to review comment or credit information that has been entered for this Job.

Review CUSTOMER COMMENTS AND CREDIT INFORMATION, then press <Cr> RETURN to go to the previous menu.

EQUIPMENT ID button.

FUNCTION: This button is used as part of the optional EQUIPMENT STORAGE SYSTEM. See the APPLICATION MANUAL: EQUIPMENT STORAGE SYSTEM for further information.

SCHEDULE button.

FUNCTION: This button is used to access JOB SCHEDULING. See the APPLICATION MANUAL: JOB SCHEDULING SYSTEM.

LINK button.

FUNCTION: This button is used to link sub-ordinate or secondary jobs to a primary job for the purpose of combining the jobs on one invoice. The jobs will appear on the job invoice starting with the primary job and following in the order the jobs are listed in the link fields accessible by this button.

See JOB INVOICING for additional information on LINKED JOB billing.

JOB PRINT

JOB PRINT

FUNCTION: The JOB PRINT program provides a means of printing a MASTER copy or a MAIL-TO copy of the Job Estimate, including Job Information and Estimate Detail.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

OPTIONS:

RESTART? <Y/N>: Enter Y for YES if for some reason the printing process was previously stopped or if specific jobs need to be printed. The BEGINNING and ENDING JOB NUMBERS can then be entered. Enter N for NO to go directly to the MESSAGE field to continue with Job Print of all Active Jobs.

BEGINNING JOB NUMBER: Enter the BEGINNING JOB NUMBER to start printing or press F1 to enter "FIRST" which will indicate to the system to start printing at the beginning of the JOBS not printed.

ENDING JOB NUMBER: Enter the ENDING JOB NUMBER to stop printing or press F1 to enter "LAST" which will indicate to the system to stop printing at the last JOB not printed.

MESSAGE: Type in a short message, if needed. This MESSAGE will print on the Repair Estimate above the Signature Line.

NUMBER OF COPIES: Enter the NUMBER OF COPIES that will be needed for Repair Estimate.

PRINT MASTER COPIES? <Y/N>: Y will print an *in-house* use copy of the ESTIMATE. This copy presents all of the information that was entered in the ESTIMATE. It includes all of the ESTIMATE DETAIL information such as MAN HOURS/QTY, LABOR COSTS, MATERIAL COSTS, AND PRICES by line. This copy would not be suitable to send to a customer. N will tell the system not to print an *in-house* copy of the ESTIMATE.

PRINT MAIL-TO COPIES? <Y/N>: Y will print an ESTIMATE suitable for sending to the customer. All of the JOB information is presented along with the ESTIMATE DETAIL. Detail Labor Codes and their descriptions are printed but no costs or line totals are printed. N will tell the system not to print a MAIL TO copy of the ESTIMATE.

OK: Continue with printing process based on established options and criteria.

CANCEL: Cancel the entire process and return to a menu.

SAMPLES:

See the JOB ENTRY/MAINTENANCE section for samples of the JOB ESTIMATE print.

JOB INQUIRY

JOB INQUIRY

FUNCTION: The JOB INQUIRY program provides *viewing* access to the data that has been previously entered for a JOB. The information presented in this inquiry should answer most of the questions that the customer would ask of Customer Service. Information can be quickly accessed, thereby providing information critical to the customer and shop managers.

Navigation: JOB INQUIRY may be accessed via menu options or speedsearch options.

At Job Inquiry the user will have the option of inquiring on ACTIVE or HISTORY JOBS.
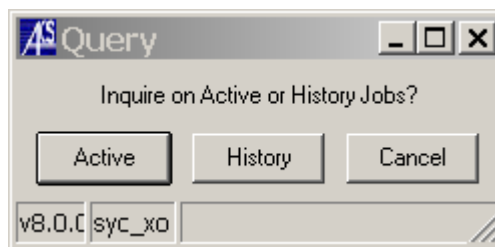
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

OPTIONS:

ACTIVE to inquire on Active Jobs.
HISTORY to inquire on History Jobs.
CANCEL to END and return to the menu.

After choosing the ACTIVE or HISTORY option the following screen will display:

JOB #:
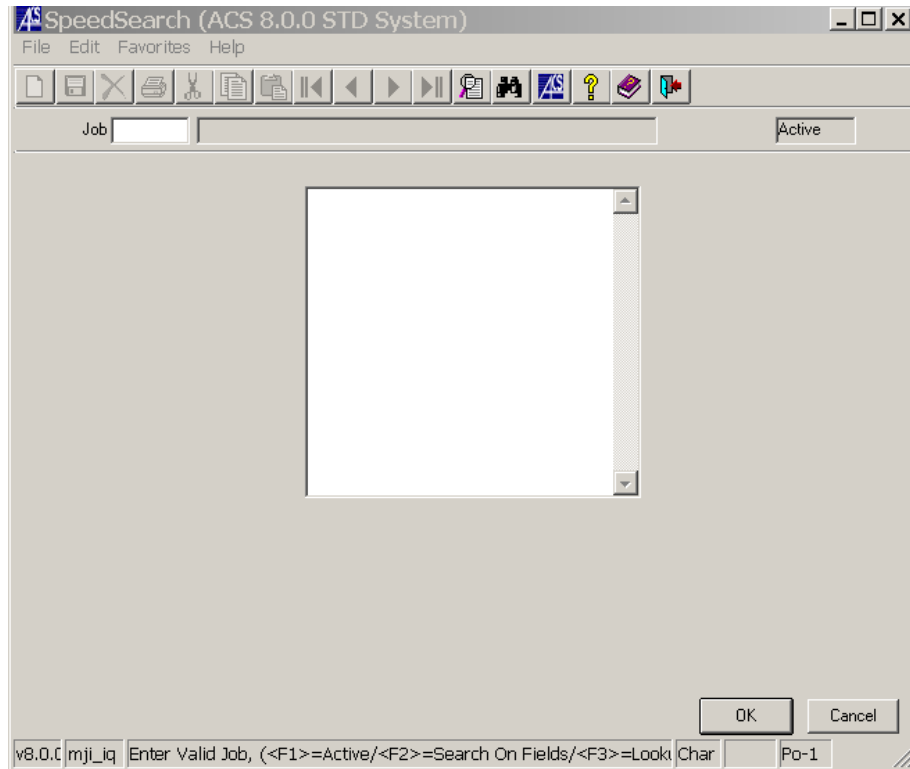
Enter a valid JOB # or press F3 for the Job LOOKUP. Pertinent information about the job will be supplied once a valid JOB # has been entered. Press F1 to choose Active or History jobs or press F4 to END.

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SEARCH ON FIELDS:

Press F2 to search on fields. The program will search on criteria entered into any of the fields. The program will display all Job Numbers matching the search criteria entered.

When selecting the JOB # from the LOOKUP, the Job Inquiry Grid information will be displayed.

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JOB INQUIRY – HEADER DISPLAY:

When a job is selected, the system will display the header information related to the job. This display includes five fields that may be edited or maintained, while the rest of the fields are strictly display oriented and cannot be edited or maintained.

The five fields that may be edited or maintained are shown in white and include:

> SHIP DATE,
> CUSTOMER PURCHASE ORDER,
> CUSTOMER PURCHASE ORDER RELEASE,
> MISC NUMBER, and the
> JOB STATUS.

To access any of the five fields that may be edited or maintained, the user may click in any of the fields.

OK Button.

FUNCTION: Closes the HEADER DISPLAY and accesses the additional inquiry features in JOB INQUIRY detailed later in this section. See JOB INQUIRY – HEADER DISPLAY - OK Button.

CANCEL button.

FUNCTION: Exits the JOB INQUIRY routine.

NOTES button.

FUNCTION: This will access the JOB NOTES related to this specific JOB NUMBER. The JOB NOTES is one text file per JOB NUMBER used to record job information. JOB NOTES will not print on the ESTIMATES, QUOTES, DELIVERY TICKET, or INVOICE. The JOB NOTES may be printed on the JOB COST DETAIL REPORT and are accessible via JOB INQUIRY.

The system will open the text file if one exists and allow editing. If this is the first time JOB NOTES has been accessed, the system will prompt with the following:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

      YES: Use the Yes option to open a new text file to record JOB NOTES for this specific JOB NUMBER.

      NO: Use the No option to CANCEL this process and return to the previous screen.

  CANCEL: The CANCEL button has the same result as the NO button.

STATUS button.

FUNCTION: Display STATUS history in a grid table format.

User	Status	Date	Time
ACS	JOB ESTIMATE PRINTED	11/24/09	10:44
ACS	JOB ESTIMATE PRINTED	11/24/09	17:08
ACS	JOB INVOICED. INVOICE# 0005263	12/08/09	09:57
ACS	EXCEL JOB CARD CREATED	01/26/10	09:48
ACS	JOB CARD PRINTED	01/26/10	09:48
ACS	JOB CARD PRINTED	01/26/10	10:35
ACS	JOB CARD PRINTED	01/26/10	10:37
ACS	EXCEL JOB CARD ACCESSED	01/26/10	10:38
ACS	DELIVERY TICKET PRINTED	02/08/10	11:17
ACS	JOB ENTERED. FROM QUOTE 000200	05/13/10	12:17
ACS	JOB ENTERED. FROM QUOTE 000119	05/13/10	12:18
ACS	JOB ENTERED. FROM QUOTE MFTEST	05/13/10	12:18
ACS	JOB ENTERED. FROM QUOTE 000200	05/13/10	12:18
ACS	JOB ENTERED. FROM QUOTE 000105	05/13/10	12:19
ACS	EXCEL JOB CARD ACCESSED	05/26/10	08:58
ACS	EXCEL JOB CARD ACCESSED	05/26/10	09:06
ACS	EXCEL JOB CARD ACCESSED	05/26/10	09:06
ACS	EXCEL JOB CARD ACCESSED	05/26/10	11:20
ACS	EXCEL JOB CARD ACCESSED	05/26/10	11:21
ACS	EXCEL JOB CARD ACCESSED	05/26/10	11:23
ACS	JOB INVOICED. INVOICE# 0005277	06/01/10	17:12

The STATUS FIELD is used to enter various information, which may be any eighteen (18) character alphanumeric entry. The information entered in the STATUS FIELD is DATE/TIME STAMPED for future reference. Each entry adds to the STATUS TABLE with a unique DATE/TIME STAMP, except when identical entries are in succession (identical entries may be on the same STATUS TABLE, but not one after the other). The STATUS TABLE cannot be edited.

RECOMMENDED PRACTICE: This is a FREEFORM entry field. Consider using this field in a consistent manner for every job so that each user reviewing this field will interpret the information accurately.

Enter the STATUS assigned by the user's company parameters, or <CR> or TAB to accept the current value, including a blank value.
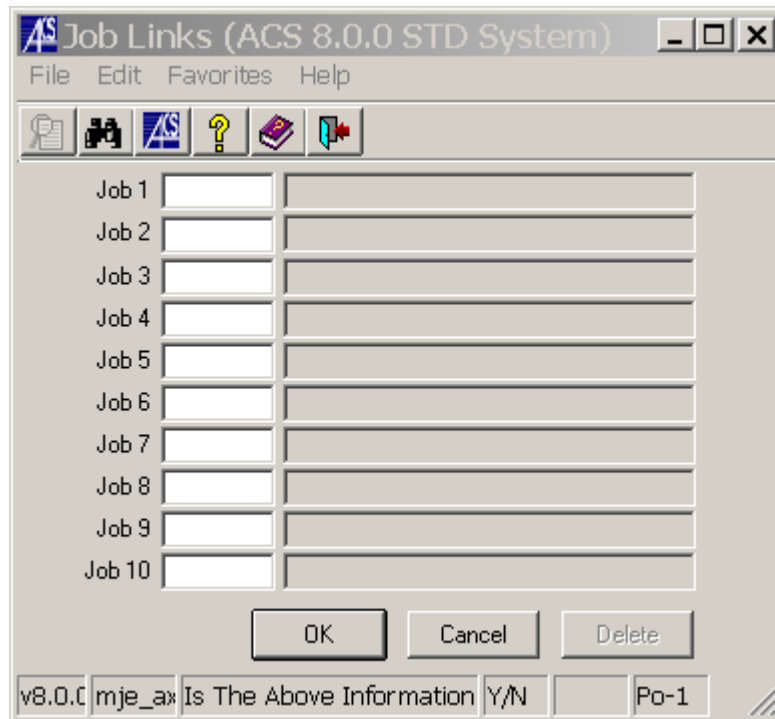
Press F3 or click on the Magnifying Glass 🔎 to display the STATUS TABLE.

EQUIPMENT ID button.

FUNCTION: This button is used as part of the optional EQUIPMENT STORAGE SYSTEM. See the APPLICATION MANUAL: EQUIPMENT STORAGE SYSTEM for further information.

LINK button.

FUNCTION: This button is used to link sub-ordinate or secondary jobs to a primary job for the purpose of combining the jobs on one invoice. The jobs will appear on the job invoice starting with the primary job and following in the order the jobs are listed in the link fields accessible by this button.

See JOB INVOICING for additional information on LINKED JOB billing.

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JOBS FOLDER button.

FUNCTION: Quick and easy access to the JOB ATTACHMENT FOLDER or DIRECTORY. Clicking on this button will open a Windows Explorer session displaying the contents of the related job folder/directory.

Name ▲	Size	Type	Date Modified
custinst.txt	2 KB	Text Document	6/7/2010 4:…
qatemplate.txt	1 KB	Text Document	6/7/2010 4:…
qatemplate.xls	666 KB	Microsoft Exc…	5/26/2010 9…

Address: C:\800std\firms\firm01\images\jobs\001001
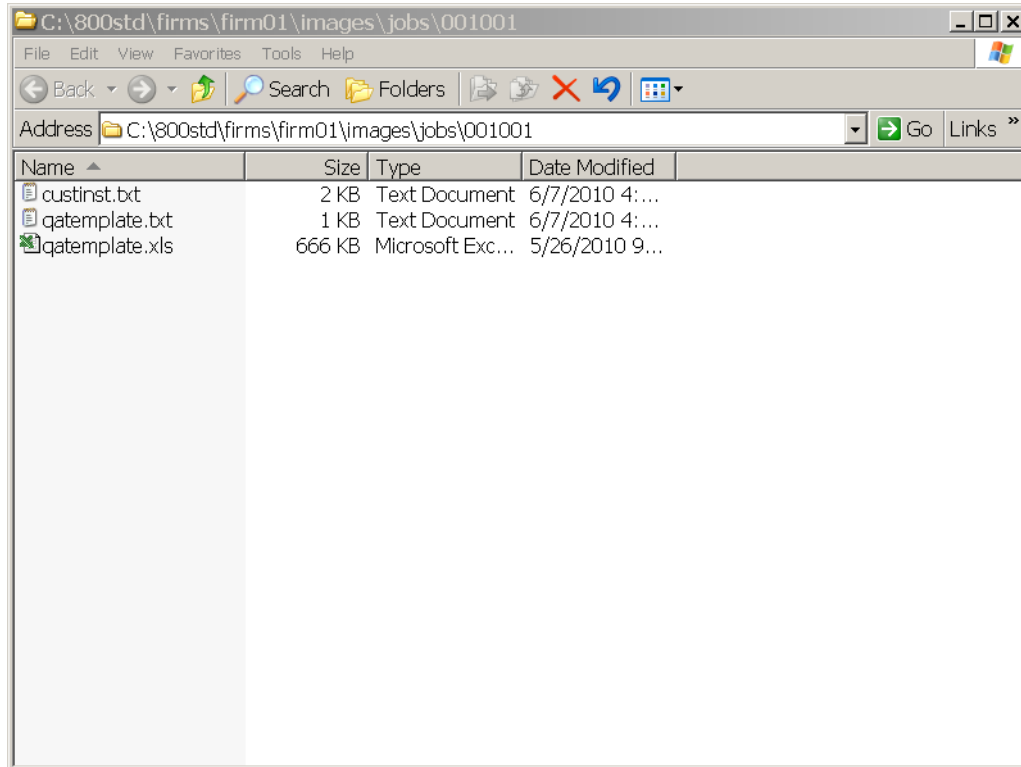
JOB INQUIRY – HEADER DISPLAY - OK Button.

FUNCTION: Closes the HEADER DISPLAY and accesses the additional inquiry features in JOB INQUIRY, as shown here:
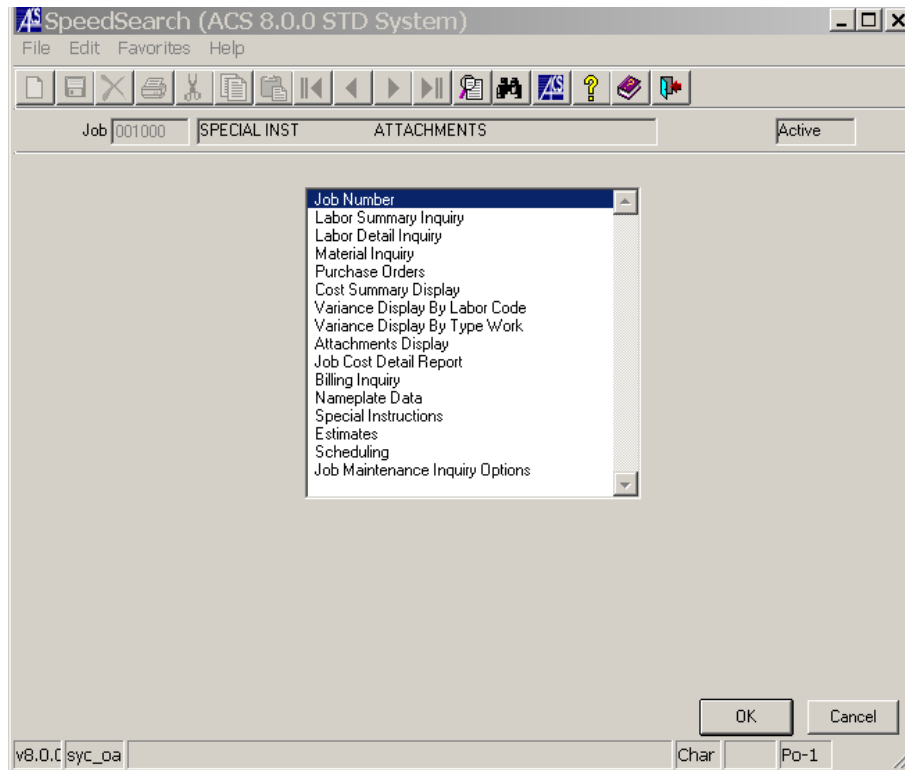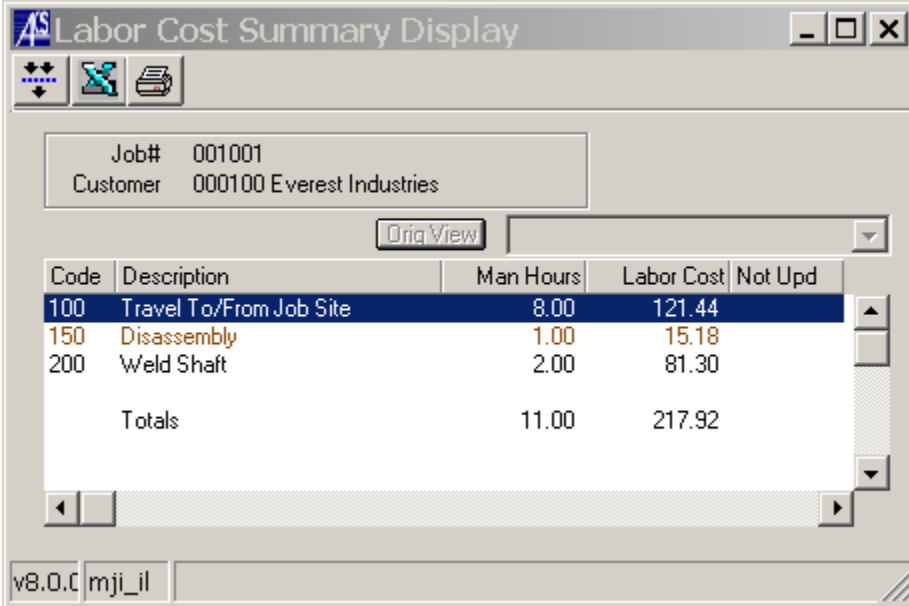
JOB INQUIRY – JOB NUMBER.

FUNCTION: Returns user to JOB NUMBER selection process for inquiry on additional jobs.

JOB INQUIRY – LABOR SUMMARY INQUIRY.

FUNCTION: Provides summarized review of all labor posted to job, displaying labor codes, man hours, and labor cost.

This summarized information is the *actual labor hours* and *actual labor costs* for each LABOR CODE. It will give the user an idea of where the job is in processing, what has been done, and what needs to be accomplished.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered, exported to Excel, or printed.
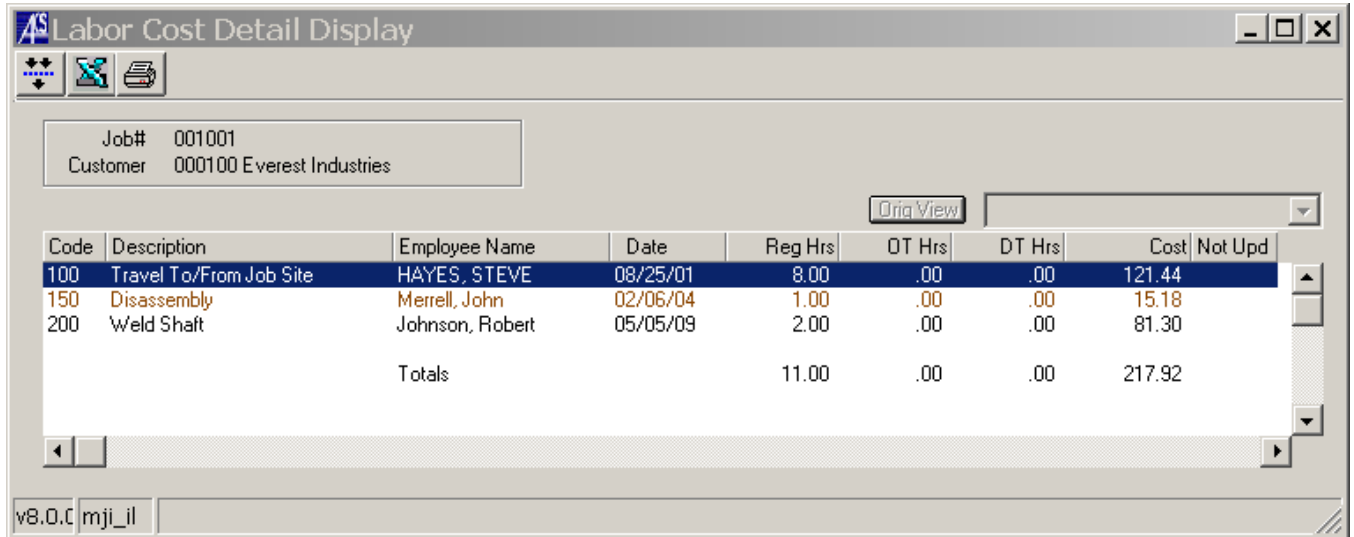
This inquiry is only as accurate as the last time that ACTUAL LABOR was entered and captured into JOB COST.

An "*" shown in the NOT UPD column indicates the time has been entered in the TIME CLOCK or TIME CARD SYSTEM, but has not yet been updated to the Job. This time is subject to edit and change.

JOB INQUIRY – LABOR DETAIL INQUIRY.

FUNCTION: Provides detailed review of all labor posted to job, displaying labor codes; employees; dates of each labor posting; man hours broken down in regular hours, overtime hours, and double time hours; and total labor cost.

This detailed information is the *actual labor hours* and *actual labor costs* for each LABOR CODE. It will give the user an idea of where the job is in processing, what has been done, and what needs to be accomplished.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered, exported to Excel, or printed.

This inquiry is only as accurate as the last time that ACTUAL LABOR was entered and captured into JOB COST.

An "*" shown in the NOT UPD column indicates the time has been entered in the TIME CLOCK or TIME CARD SYSTEM, but has not yet been updated to the Job. This time is subject to edit and change.

JOB INQUIRY – MATERIAL DETAIL INQUIRY.

FUNCTION: Provides detailed review of all material posted to job, displaying non-stock designation (first column, non-stock designated as "**"), item number, item description, quantity posted to the job, total cost, date of posting, purchase order number (if posted from a purchase receipt), and related vendor information.

N/S	Item	Description	Quantity	Cost	Date	PO#	Vendor	Name
	100	TEST	2	404.40	06/22/01	0002105-010	000100	E.I.S.
**	NON STOCK	STUFF	2	20.22	08/28/01			
		Total		424.62				

Job# 001001
Customer 000100 Everest Industries

v8.0.0 mji_il

This detailed information is the *actual material posting* and *actual material costs* for each material item. It will give the user an idea of where the job is in processing, what has been done, and what needs to be accomplished, purchased, or installed.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered or exported to Excel.

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JOB INQUIRY – PURCHASE ORDER INQUIRY.

FUNCTION: Provides detailed review of all open purchase orders linked to job, but not received yet. The displayed information includes the vendor number and name, purchase order number, sequence line number on the purchase order, non-stock designation, item number and description, quantity ordered, quantity received (in the event of partial receipts), balance outstanding, unit cost, and extended cost.

This detailed information is not posted material or reflected in the cost of the job. This is outstanding material yet to be received and posted. When the material is received and the purchase order receipt register is updated, this material will automatically be updated to the job and updated as posted material.

Additional inquiry options are available via the drilldown inquiry option.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered or exported to Excel.

JOB INQUIRY – COST SUMMARY DISPLAY INQUIRY.

FUNCTION: Provides summary display of costs posted to the job, display an overview and analysis of costs and pricing.

ACTUAL COSTS and ESTIMATED COSTS are broken down into three detail areas: *direct labor, materials* and *open purchase orders*. ACTUAL COSTS displayed in DETAIL areas are ACTUAL costs that have been posted to the job at the present time. ESTIMATED COSTS displayed in DETAIL areas are the ESTIMATED costs brought in from the ESTIMATE DETAIL and presented in TOTAL form.

The OVER/UNDER amount is a calculation of ESTIMATED COSTS subtracted from the ACTUAL COSTS figures. The OVER/UNDER presents the relationship from what has been done in cost vs. what was estimated. The percentage is a percent complete calculation of what has been done in costs vs. what was estimated.

The lower section of the display presents a breakdown by ACTUAL and ESTIMATED by ACTUAL COSTS, ESTIMATED PRICE, GROSS MARGIN, and a PERCENTAGE. ACTUAL COST is the actual cost posted to the job at the present time. ESTIMATED PRICE is the estimated price based on the estimated prices from the JOB ESTIMATE PRICE. GROSS MARGIN is a calculation of the gross margin for the job at the present time. The PERCENT is a calculation of gross margin percent for the job at the present time.

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JOB INQUIRY – VARIANCE DISPLAY BY LABOR CODE INQUIRY.

FUNCTION: Provides variance or comparison of estimated hours to actual hours posted to the job, displaying labor code/description, estimated hours, actual hours, variance, estimated cost, actual cost, and variance in costs.

Variance Display By Labor Code

Job# 001001
Customer 000100 Everest Industries

Code	Description	Estimate Hours	Actual Hours	Variance	Estimate Cost	Actual Cost	Variance
100	Travel To/From Job Site	2.0	8.0	6.0	31.20	121.44	90.24
150	Disassembly	3.0	1.0	2.0-	46.80	15.18	31.62-
164	Addl. Cleaning Parts	2.0	.0	2.0-	31.20	.00	31.20-
200	Weld Shaft	.0	2.0	2.0	.00	81.30	81.30
365	Assemble Complete motor	2.0	.0	2.0-	31.20	.00	31.20-
440	Shaft Repair	4.0	.0	4.0-	62.40	.00	62.40-
456	Machine Other	2.0	.0	2.0-	31.20	.00	31.20-
	Totals	15.0	11.0	4.0-	234.00	217.92	16.08-

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The estimated hours are reflecting the labor codes, hours, and costs posted in the estimate detail in job entry. This actual detailed information is the *actual labor hours* and *actual labor costs* for each LABOR CODE.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered, exported to Excel, or printed.

This inquiry is only as accurate as the last time that ACTUAL LABOR was entered and captured into JOB COST.

JOB INQUIRY – VARIANCE DISPLAY BY TYPE WORK INQUIRY.

FUNCTION: Provides variance or comparison of estimated hours to actual hours posted to the job, displaying type work code/description, estimated hours, actual hours, variance, estimated cost, actual cost, and variance in costs.

Variance Display By Type Work

Job#   001001
Customer   000100 Everest Industries

Type	Description	Estimate Hours	Actual Hours	Variance	Estimate Cost	Actual Cost	Variance
10	In-Coming Equipment	7.0	9.0	2.0	109.20	136.62	27.42
20	Mechanical	.0	2.0	2.0	.00	81.30	81.30
30	Winding	2.0	.0	2.0-	31.20	.00	31.20-
40	Machining	6.0	.0	6.0-	93.60	.00	93.60-
	Totals	15.0	11.0	4.0-	234.00	217.92	16.08-

v8.0.0 mji_il

The estimated hours are reflecting the labor codes, hours, and costs posted in the estimate detail in job entry. This actual detailed information is the *actual labor hours* and *actual labor costs* for each LABOR CODE. These are summarized by TYPE WORK codes where the TYPE WORK is designated for each LABOR CODE.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered, exported to Excel, or printed.

This inquiry is only as accurate as the last time that ACTUAL LABOR was entered and captured into JOB COST.

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JOB INQUIRY – ATTACHMENTS DISPLAY INQUIRY
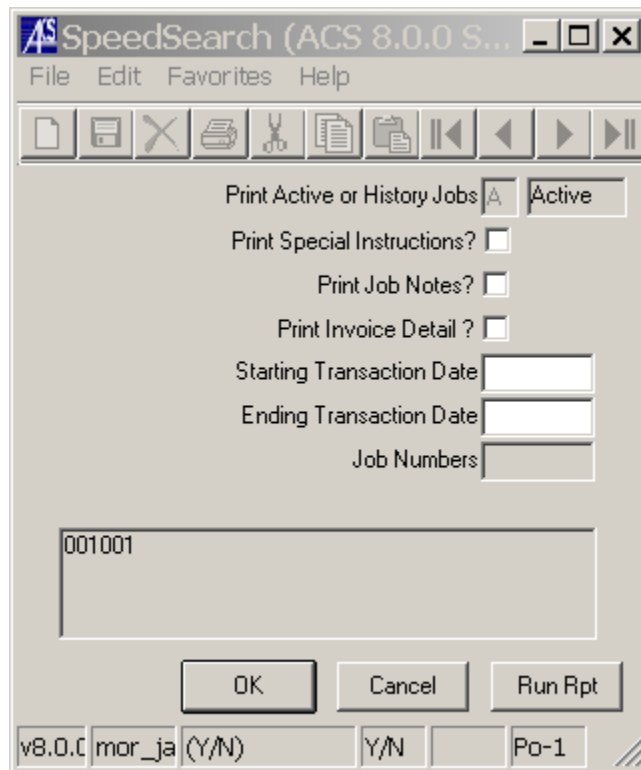
FUNCTION: Provides inquiry listing on all files saved in the JOB FOLDER/DIRECTORY as a JOB ATTACHMENT. Provides display of files if the associated program for the file type is installed and running on the workstation or server.
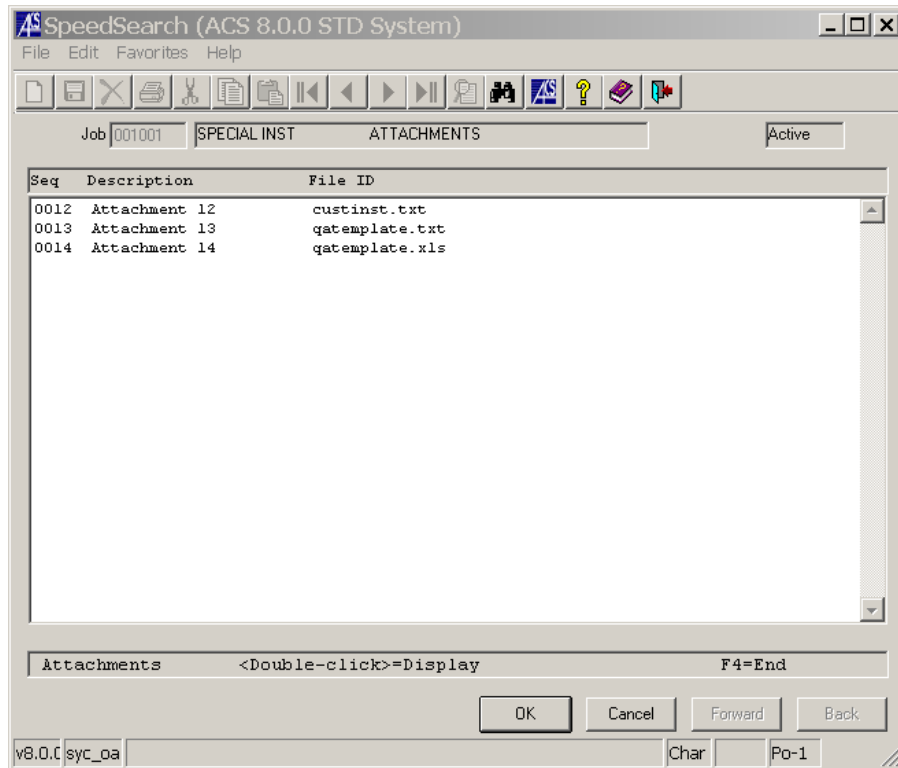
JOB INQUIRY – JOB COST DETAIL REPORT

FUNCTION: Provides quick and easy access to generating a JOB COST DETAIL REPORT for the purpose of further job analysis and review. The specific job number under inquiry will default as the job loaded for the report criteria.

The Job Cost Detail Report criteria allows for inclusion of SPECIAL INSTRUCTIONS, JOB NOTES, and INVOICE DETAIL. The report may also be limited to transaction date criteria for specific date range analysis, progressive invoicing date range, or other purposes.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK or RUN RPT: Runs report.

CANCEL: Closes criteria entry and returns to the inquiry.

JOB INQUIRY – BILLING INQUIRY.

FUNCTION: Provides a listing inquiry of all invoices processed for the job, displaying the invoice number, invoice date, invoice sales price, invoice freight, invoice discount, and total sale price.

Additional inquiry options are available via the drilldown inquiry option.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered, exported to Excel, or printed.

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JOB INQUIRY – NAMEPLATE DATA INQUIRY.

FUNCTION: Provides a display of the nameplate data entered in JOB ENTRY/MAINTENANCE.

The data displayed may not be edited or maintained in this inquiry option.

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JOB INQUIRY – SPECIAL INSTRUCTIONS INQUIRY.

FUNCTION: Provides a display of the special instructions data entered in JOB ENTRY/MAINTENANCE.

The data displayed may not be edited or maintained in this inquiry option.

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JOB INQUIRY – ESTIMATE INQUIRY.

FUNCTION: Provides a display of the estimate data entered in JOB ENTRY/MAINTENANCE.

Seq	Cd	Wh	Lbr Code/Item#	Description	Hours/Qty	Unit Cost	Ext Cost	Unit Price	Ext Price	Vendor#	Vendor Name
010	L		100	Travel To/From Job Site	2.0	15.60	31.20	30.00	60.00		
050	L		150	Disassembly	3.0	15.60	46.80	30.00	90.00		
060	L		164	Addl. Cleaning Parts	2.0	15.60	31.20	30.00	60.00		
070	L		440	Shaft Repair	4.0	15.60	62.40	30.00	120.00		
080	L		456	Machine Other	2.0	15.60	31.20	30.00	60.00		
090	L		365	Assemble Complete motor	2.0	15.60	31.20	30.00	60.00		
				Totals	15.0		234.00		450.00		

Job# 001001
Customer 000100 Everest Industries

v8.0.0 mji_il

The data displayed may not be edited or maintained in this inquiry option.

This grid may be sorted/resorted by clicking on the header of each column. This grid may be filtered or exported to Excel.

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JOB INQUIRY – SCHEDULING INQUIRY.

FUNCTION: Provides a display of the scheduling data if the scheduling option is enabled.

Comments Tab

	Comments		Sched	Act
DISASSEMBLY & I			12/08	
WINDING			12/07	
MACHINE WORK			12/09	
ASSEMBLE			12/10	
PARTS			12/08	
DELIVERY			12/12	

Job 001001 Department MR N/P Desc 50|326T|TEFC|1800|GE|575|
Motor Repair Type AS AC MOTOR, SMALL
Cust # 000100 Ship To # 000002 Job
Everest Industries Everest Industries 09/20/00

v8.0.0 mhe_a 'CR'=Continue, 'S'=Scheduling Dates Char Po-1

Schedule Tab

	Sched	Hours	Est-Hours	Sched-Date	Actual-Date
DISASSEMBLY & I	☑	.00	.00	12/08/10	
WINDING	☑	.00	.00	12/07/10	
MACHINE WORK	☑	.00	.00	12/09/10	
ASSEMBLE	☑	.00	.00	12/10/10	
PARTS	☑	.00	.00	12/08/10	
DELIVERY	☑	.00	.00	12/12/10	
	☐				
	☐				
	☐				
	☐				

Job 001001 Department MR N/P Desc 50|326T|TEFC|1800|GE|575|
Motor Repair Type AS AC MOTOR, SMALL
Cust # 000100 Ship To # 000002 Job
Everest Industries Everest Industries 09/20/00

v8.0.0 mhe_a 'CR'=Continue, 'C'=Comments Char Po-1

The data displayed may not be edited or maintained in this inquiry option.

JOB INQUIRY – JOB MAINTENANCE INQUIRY OPTIONS.

FUNCTION: Provides a display of JOB MAINTENANCE options, as shown.
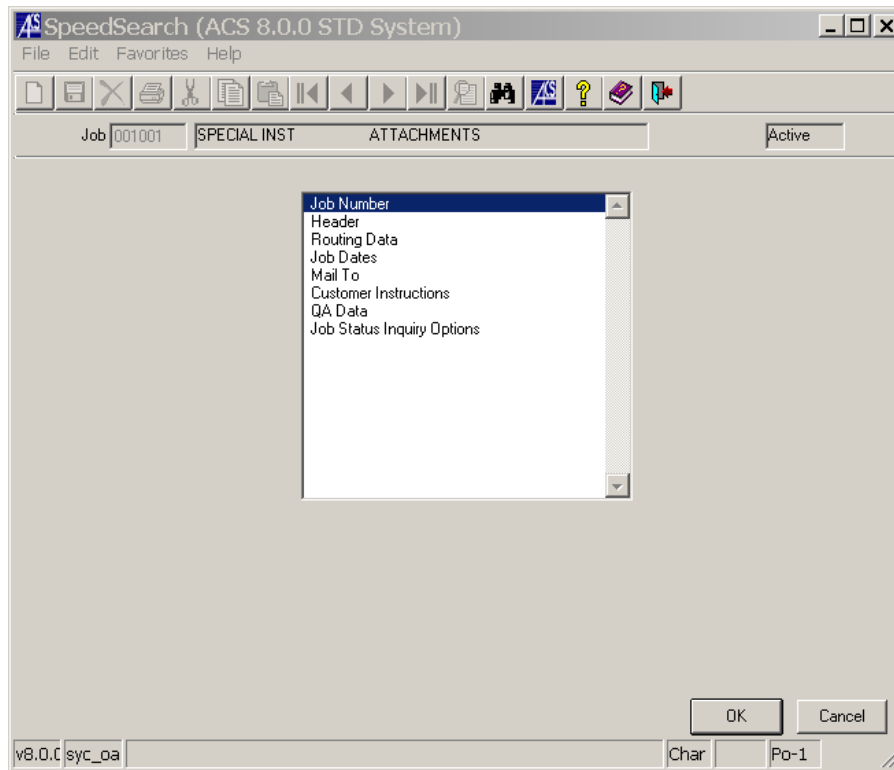
JOB INQUIRY – HEADER INQUIRY.

FUNCTION: Provides a display of HEADER INQUIRY, reviewed at the beginning of this section.

JOB INQUIRY – ROUTING DATA INQUIRY.

FUNCTION: Provides a display of ROUTING DATA INQUIRY.

The data displayed may not be edited or maintained in this inquiry option.

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JOB INQUIRY – JOB DATES INQUIRY.

FUNCTION: Provides a display of JOB DATES INQUIRY.

The data displayed may not be edited or maintained in this inquiry option.

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JOB INQUIRY – MAIL TO INQUIRY.

FUNCTION: Provides a display of MAIL TO INQUIRY.

The data displayed may not be edited or maintained in this inquiry option.

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JOB INQUIRY – CUSTOMER INSTRUCTIONS INQUIRY.

FUNCTION: Provides a display of CUSTOMER INSTRUCTIONS INQUIRY.

The data displayed may not be edited or maintained in this inquiry option.

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JOB INQUIRY – JOB STATUS INQUIRY OPTIONS.

FUNCTION: Provides a display of JOB STATUS options, as shown.
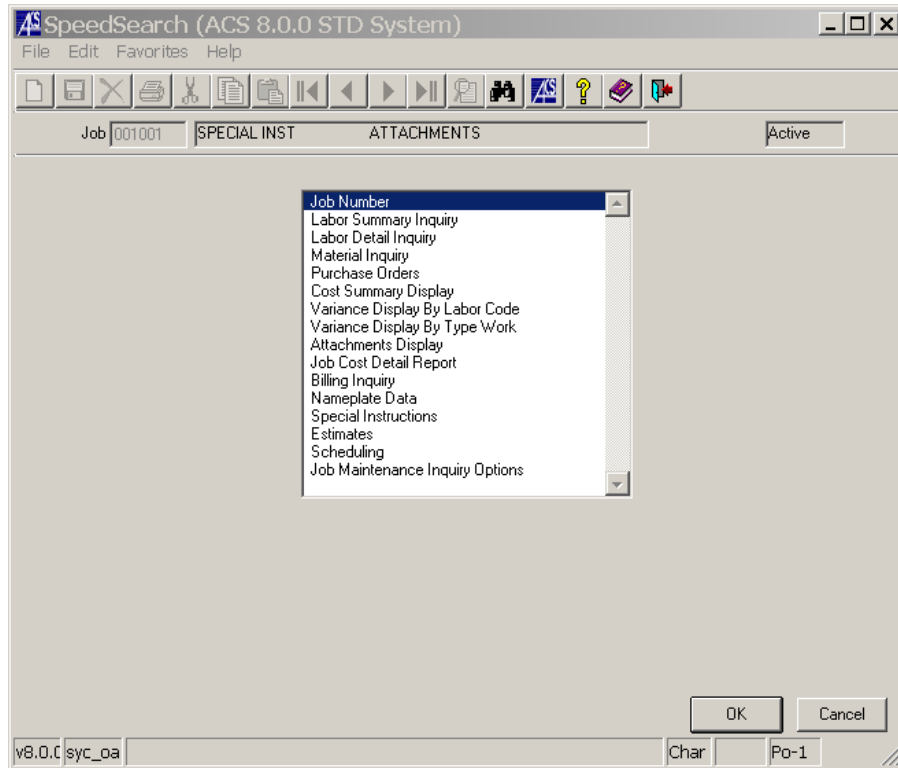
This is the original inquiry menu following the JOB HEADER INQUIRY. The last selection in both menus will toggle the user between the inquiry options.

JOB CARD PRINT

JOB CARD PRINT

FUNCTION: The JOB CARD PRINT program provides a means of printing a JOB CARD on all entered JOBS. The information printed on the Job Card is created and maintained in Job Card QA Data that is entered by Job Type and Type Work. The JOB CARD PRINT will not print for jobs ON HOLD.

BEGINNING JOB NUMBER: Enter the BEGINNING JOB NUMBER or press F1 for FIRST.

ENDING JOB NUMBER: Enter the ENDING JOB NUMBER or press F1 for LAST.

MESSAGE: Type a short MESSAGE, if needed. This MESSAGE will print on the JOB CARD below the Work Estimated Total.

NUMBER OF COPIES: Enter the NUMBER OF COPIES that are needed.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Prints report.

CANCEL: Closes criteria entry and returns to the menu.

SAMPLES:

The following two pages are a JOB CARD sample. Additional print options and formats are available depending on configuration and job processing options.

NOTE: What is included in the Job Card Print is dependent on the print flag set in Type Work Maintenance

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Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Job Card

Job No.:	001001
Recv'd Date:	09/20/00
Page:	1

Sold To:	Customer Number: 000100 **Everest Industries** 123 Main St. Suite 111 San Bernardino, CA 93121-0000 **CONTACT:** TOM LANDRY	Ship To:	Ship To Number: 000002 **Everest Industries** 14 Pinewood Lane Pittsburg, PA enry Baker JDP, 00 3NT

Department	Job Type	Location	Priority	N/P Description
MR: Motor Repair	AS: AC MOTOR, SMALL		RUSH FULL OVERTIME	50|326T|TEFC|1800|GE|575|

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Job Card

Nameplate Data:
```
HP1:50, FRAME:326T, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:GE, VOLTS:575, CUST
STK #:10010, CUST ID #:EI100, MACHINE ID:MI100, SERIAL #:SN100, SERVICE
F.:1.15, DESIGN:B, TEMP. RISE:40, CODE:G, MODEL #:5K326SS204A
```

Special Instructions:
```
THIS MOTOR IS TO BE DELIVERED
TO DOCK NUMBER 6.
```

Work Estimate:

	Code	Description	Man Hour
‖‖‖‖‖	100	Travel To/From Job Site	2.00
‖‖‖‖‖	150	Disassembly	3.00
‖‖‖‖‖	164	Addl. Cleaning Parts	2.00
‖‖‖‖‖	440	Shaft Repair	4.00
‖‖‖‖‖	456	Machine Other	2.00
‖‖‖‖‖	365	Assemble Complete motor	2.00
		Total:	15.00

(Shop Copy)

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Job Card

Job No.:	001001
Recv'd Date:	09/20/00
Page:	2

Sold To:	Customer Number: 000100	Ship To:	Ship To Number: 000002
	Everest Industries		Everest Industries
	123 Main St.		14 Pinewood Lane
	Suite 111		Pittsburg, PA
	San Bernardino, CA 93121-0000		enry Baker JDP, 00 3NT
	CONTACT: TOM LANDRY		

Department	Job Type	Location	Priority	N/P Description
MR: Motor Repair	AS: AC MOTOR, SMALL		RUSH FULL OVERTIME	50|326T|TEFC|1800|GE|575|

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

JOB CARD - CUSTOMER INSTRUCTIONS

```
Nameplate Data:
   HP1:50, FRAME:326T, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:GE, VOLTS:575, CUST
   STK #:10010, CUST ID #:EI100, MACHINE ID:MI100, SERIAL #:SN100, SERVICE
   F.:1.15, DESIGN:B, TEMP. RISE:40, CODE:G, MODEL #:5K326SS204A


DISASSEMBLY & INSPECTION


Customer Instructions:              Special Instructions:
   BEFORE DISASSEMBLY, TEST RUN; IF NO    THIS MOTOR IS TO BE DELIVERED
   LOAD AMPS EXCEEDS 1/4 FULL LOAD AMPS   TO DOCK NUMBER 6.
   CALL EI; USA BEARINGS ONLY; COVERS
   ON ALL MOTORS; LUG LEADS; PAINT EI
   GREEN; TAG WITH EI NO.; CHEVRON
   SR1-2 GREASE ONLY
```

(Shop Copy)

JOB LABEL PRINT

JOB LABLE PRINT

FUNCTION: THE JOB LABEL PRINT program provides a means of printing a JOB LABEL on all entered JOBS. A JOB LABEL may be printed for each Type Work.
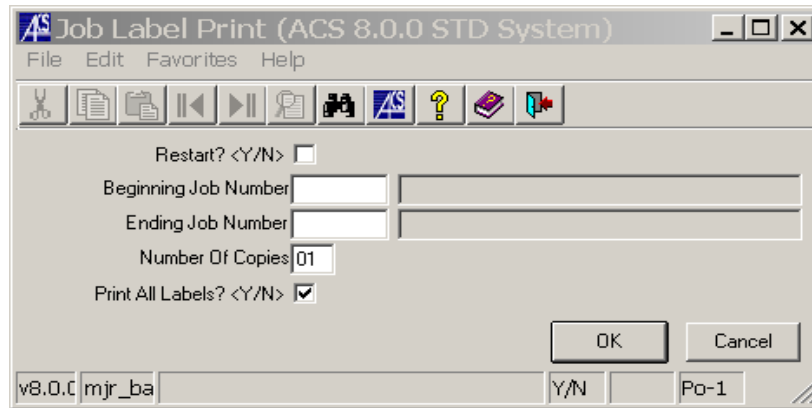
RESTART? <Y/N>: Enter N to begin the print process. Enter Y if the print process was previously stopped or if only specific jobs need labels printed. Enter the BEGINNING and ENDING JOB NUMBERS.

BEGINNING JOB NUMBER: Enter the BEGINNING JOB NUMBER or press F1 for FIRST.

ENDING JOB NUMBER: Enter the ENDING JOB NUMBER or press F1 for LAST.

NUMBER OF COPIES: Enter the NUMBER OF COPIES that are needed.

PRINT ALL LABELS? <Y/N>: Enter Y if ALL labels need to be printed for each specific job. Enter N if only certain labels need to be printed and then answer Y/N to the window prompts for the specific TYPE WORKS for the jobs.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Prints report.

CANCEL: Closes criteria entry and returns to the menu.

NOTE: Labels that print depends on the print flag set in Type Work Maintenance.

JOBS ON HOLD REPORT

JOBS ON HOLD REPORT

FUNCTION: The JOBS ON HOLD program provides a listing of all JOBS that have been placed on HOLD.
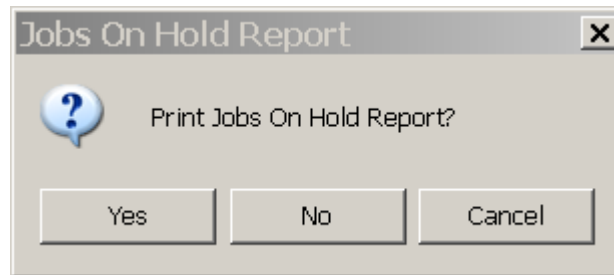
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Prints report.

NO or CANCEL: Closes criteria entry and returns to the menu.

Application Computer Systems, Inc.
Service Repair

REPORT SAMPLE:

```
06/08/10                                    ACS 8.0.0 STD System                           Page   1
04:29 PM                                    Jobs On Hold Report
DEPARTMENT: ER  Electronic Repair
-----------------------------------------------------------------------------------------------------
   JOB #    JOB DESCRIPTION          CUST #   CUSTOMER NAME              DATE REC   CUSTOMER P/O #      QUOTE AMT
-----------------------------------------------------------------------------------------------------
   031100   | | | | | | | | | | | |  001000   Mile High Brewery          10/20/00
                                               Total Jobs For Department   1


06/08/10                                    ACS 8.0.0 STD System                           Page   2
04:29 PM                                    Jobs On Hold Report
DEPARTMENT: MR  Motor Repair
-----------------------------------------------------------------------------------------------------
   JOB #    JOB DESCRIPTION          CUST #   CUSTOMER NAME              DATE REC   CUSTOMER P/O #      QUOTE AMT
-----------------------------------------------------------------------------------------------------
   000888   50|||1800|||||||||||||||  001000   Mile High Brewery          08/28/01                          13
   001000   50||TEFC|1800|BALDOR||556 000100   Everest Industries         08/10/01   POPOPOPOPOPOPOPOPOPO  2,470
   001025   200|1750|1900|DPBV|409AT| 000400   Santa Monica Water Department 03/06/00 0987-213               997
   001111   ||||1800||||||||||||||||  000100   Everest Industries         09/01/09
   002090   50|||||||||||||||||||||||  000100   Everest Industries         11/21/08                         450
   002093   50||TEFC|1800|GE||||||||||  000100   Everest Industries         05/05/09   po NUMBER
   002098                             000100   Everest Industries         08/18/09
   002099   50|||1800||||||||||||||||  000100   Everest Industries         08/18/09                         563
   002100   50|||1800||||||||||||||||  000300   Taylor Manufacturing       08/21/09
   002101   50||TEFC|1800|GE||||||||||  000100   Everest Industries         09/01/09   VERBAL                 60
   002122                             000100   Everest Industries         09/23/09
   002126   ||||||||||||||||||||||||  000100   Everest Industries         09/23/09
   002134   ||||||||||||||||||||||||  000100   Everest Industries         09/24/09
   002144   ||||||||||||||||||||||||  000100   Everest Industries         10/29/09
   002145   ||||||||||||||||||||||||  000100   Everest Industries         10/29/09
   002146   ||||||||||||||||||||||||  000100   Everest Industries         10/29/09
   002147   50||TEFC|1800|GE||||||||||  000100   Everest Industries         10/29/09
   002148   50||TEFC|1800|GE||||||||||  000100   Everest Industries         10/29/09
   002150   50|215T|TEFC|1800|GE|||||  001000   Mile High Brewery          11/17/09   PO NUMBER
   002153   50||TEFC|1800|GE||||||||||  000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 12/08/09
   002154   100||TEFC||WH||||||||||||  000400   Santa Monica Water Department 12/08/09
   002155   150||TEFC||LEASON||||||||  000600   Valley Irrigation Systems  12/08/09
   002156   300||||TOSHIBA|||||||||||  000700   Douglas Erickson & Company 12/08/09
   002163                             000100   Everest Industries         01/27/10
   002165   FIRST|SECOND|THIRD|FOURTH 000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 02/03/10   PURCHASE ORDER
   002166   FIRST|SECOND|THIRD|FOURTH 000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 02/03/10   PURCHASE
   002167   FIRST|SECOND|THIRD|FOURTH 000100   Everest Industries         02/03/10   PURCHASE
   002168   FIRST|SECOND|THIRD|FOURTH 000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 02/03/10   PURCHASE ORDER
   002169   ||||||||||||||||||||||||  000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 02/03/10
   002170   FIRST|SECOND|THIRD|FOURTH 000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 02/03/10   PURCHASE ORDER
   002173   50||||||||||||||||||||||||  000100   Everest Industries         02/10/10
   002174   50|215T|TEFC|1800||||||||  000100   Everest Industries         02/10/10
   002175   TEST1|TEST2|TEST3|TEST4|T 000100   Everest Industries         02/10/10
   002176   50|215T|TEFC|1800|GE|||||  000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 02/10/10                   1,653
   002178   150||TEFC|1800||||||||||||  000100   Everest Industries         04/28/10   12-788-6544          1,772
   TAEJOB   FIRST XXXXXXXXXXXXZ|SECOND 000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 02/19/10   CUSTOMER PO XXXXXXXZ  1,324
   new      ||||||||||||||||||||||||  000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXXC1 03/09/10
                                               Total Jobs For Department  37


06/08/10                                    ACS 8.0.0 STD System                           Page   3
04:29 PM                                    Jobs On Hold Report
DEPARTMENT: PR  PUMP REPAIR
-----------------------------------------------------------------------------------------------------
   JOB #    JOB DESCRIPTION          CUST #   CUSTOMER NAME              DATE REC   CUSTOMER P/O #      QUOTE AMT
-----------------------------------------------------------------------------------------------------
   002084   EBARA||||||||||           000100   Everest Industries         11/18/08
   002086   NAMEPLATE 1|2|3|4|56||||||  000100   Everest Industries         11/18/08
   002087   ||||||||||               000100   Everest Industries         11/18/08
                                               Total Jobs For Department   3
```

Report sorts jobs on hold by department, listing job number, job description, customer number and name, receipt date, customer purchase order number, and the job quote amount.

Application Computer Systems, Inc.
Service Repair

JOBS ON HOLD/RELEASE ENTRY

JOBS ON HOLD/RELEASE ENTRY

FUNCTION: The JOBS ON HOLD RELEASE ENTRY program is used to put jobs ON HOLD and RELEASE jobs from the ON HOLD status.

JOB #:

Enter a valid JOB #, or press F3 for the JOB NUMBER LOOKUP. Press F4 to END and return to the selector.

Once the JOB # has been entered, the HEADER information will automatically display and the user will be prompted to place the job on hold or release the job from hold, depending on the hold state of the job..
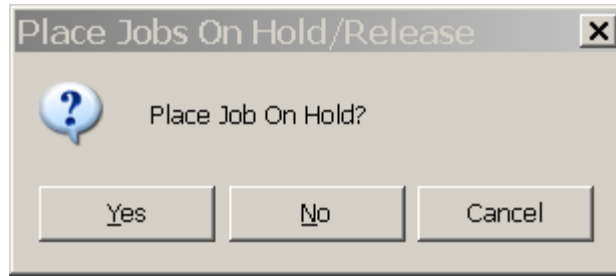
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Places job on hold or releases job from hold.

NO: Closes entry and returns to the job number entry.

CANCEL: Closes entry and returns to the menu.

If the job was placed ON HOLD, the following message will display on the screen:
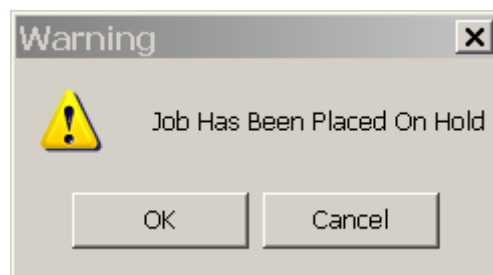
If the job was RELEASED, the following message will display on the screen:
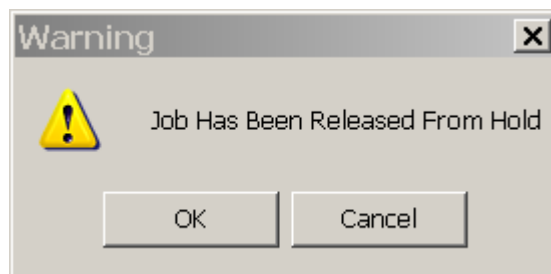
Response options: Selecting OK or CANCEL on either of these screens will have the same result.

JOB COMPLETE ENTRY

JOB COMPLETE ENTRY

FUNCTION: The JOB COMPLETE ENTRY allows the entry of the completion date by job number in one screen. Job Complete date is used in the Active Job Report. This function can be used to keep track of jobs complete but not shipped.

JOB NUMBER:

Enter the job number, press F3, or .

COMPLETE DATE:

The current date will default as the completion date, although any correctly formatted date may be entered.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Functions the same as the ENTER key to complete entry.

CANCEL: Closes entry and returns to the menu.

JOB SHIP ENTRY

JOB SHIP ENTRY

FUNCTION: The JOB SHIP ENTRY allows the entry of the ship date by job number in one screen. **NOTE:** Ship date can be automatically updated during Delivery Ticket and the Invoice updated function. Use ship date entry to track jobs that have been shipped and not invoiced if you do not use the Delivery Ticket automatic update. See active job report.

JOB NUMBER:

Enter the job number, press F3, or [icon].

SHIP DATE:

The current date will default as the ship date, although any correctly formatted date may be entered.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Functions the same as the ENTER key to complete entry.

CANCEL: Closes entry and returns to the menu.

Application Computer Systems, Inc.
Service Repair

MATERIAL CHARGES MENU

FUNCTION: The MATERIAL CHARGES program provides a means of charging materials to a specific job, reviewing the charges, and then updating those charges.

MATERIAL CHARGES ENTRY

MATERIAL CHARGES ENTRY

> FUNCTION: The MATERIAL CHARGES ENTRY selection provides a means of charging materials to a specific job.

JOB #:

> Enter a valid JOB # or press F3 ⌧ for JOB # LOOKUP. Customer Name and Nameplate Data will display.

WHSE #:

> Enter the warehouse from where the material will be posted.

REFERENCE:

> Enter the REFERENCE for this job.

RECOMMENDED PRACTICE: Enter the initials or identifier for the employee installing the physical material on the job or pulling the materials from inventory.

ITEM #:

Enter the ITEM #, 'NS' FOR NON-STOCK, <F3> 📋 = LOOKUP.

Item lookup inquiry will provide the following display choices when each of these choices are available for inquiry:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

CATALOG: Begins inquiry on catalog inventory.

NS ITEM: Begins inquiry on non-stock item history.

STOCK ITEM: Begins inquiry on stock item.

CANCEL: Closes entry and returns to the program.

For freeform non-stock items, enter the ITEM DESCRIPTION.

QTY:

Enter the QUANTITY ordered.

UM:

Enter UNIT OF MEASURE. This will automatically display in EA. For NON-STOCK ITEMS the user has the option to override UNIT OF MEASURE. Stock items will display the UNIT OF MEASURE configured in inventory.

COST:

COST will automatically display for STOCK ITEMS, properly configured CATALOG ITEMS, and NON-STOCK ITEMS with cost history.

Enter the COST for new NON STOCK ITEMS. At this point an Ext-Cost is displayed.

MATERIAL CHARGES BUTTONS

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Posts entered material to specified job and prepares for next item entry. Once the OK button is clicked on, the material is charge to the job. See reversal below to make corrections.

CANCEL: Cancels entry and returns to menu.

DELETE: Deletes material charges to last job entered.

MATERIAL CHARGES REVERSAL NOTE: To make a MATERIAL CHARGES REVERSAL ENTRY enter the same as Material Charges EXCEPT use a *minus sign* in front of the *quantity*. The Unit Cost will display as a positive (Do Not put the Unit Cost in as a negative). After the user returns at the end of the line the Ext-Cost will show as a negative figure. When the Material Charges Register is printed, the user will see that the Reversal Entry updated as a negative.

EXTENDED MATERIAL CHARGES ENTRY

EXTENDED MATERIAL CHARGES ENTRY

> FUNCTION: The EXTENDED MATERIAL CHARGES ENTRY selection provides a means of charging materials to a specific job AND specifying a UNIT PRICE and/or WIP OFFSET GL ACCOUNT (for non-stock items or catalog items).

JOB #:

> Enter a valid JOB # or press F3 for JOB # LOOKUP. Customer Name and Nameplate Data will display.

WHSE #:

> Enter the warehouse from where the material will be posted.

REFERENCE:

> Enter the REFERENCE for this job.

RECOMMENDED PRACTICE: Enter the initials or identifier for the employee installing the physical material on the job or pulling the materials from inventory.

ITEM #:

Enter the ITEM #, 'NS' FOR NON-STOCK, <F3> 📖 = LOOKUP.

Item lookup inquiry will provide the following display choices when each of these choices are available for inquiry:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

      CATALOG: Begins inquiry on catalog inventory.

      NS ITEM: Begins inquiry on non-stock item history.

    STOCK ITEM: Begins inquiry on stock item.

       CANCEL: Closes entry and returns to the program.

For freeform non-stock items, enter the ITEM DESCRIPTION.

QTY:

Enter the QUANTITY ordered.

UM:

Enter UNIT OF MEASURE. This will automatically display in EA. For NON-STOCK ITEMS the user has the option to override UNIT OF MEASURE. Stock items will display the UNIT OF MEASURE configured in inventory.

COST:

COST will automatically display for STOCK ITEMS, properly configured CATALOG ITEMS, and NON-STOCK ITEMS with cost history.

Enter the COST for new NON STOCK ITEMS. At this point an Ext-Cost is displayed.

UNIT PRICE:

Enter the UNIT PRICE for any material item posting to the job. The price entered will override all item pricing strategies configured in the system.

WIP OFFSET GL ACCOUNT:

Enter the WIP OFFSET GL ACCOUNT number for non-stock items. The GL account will override any GL accounts configured in the distribution codes.

EXTENDED MATERIAL CHARGES BUTTONS

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Posts entered material to specified job and prepares for next item entry. Once the OK is clicked the material is charged to the job. See reversal below to make corrections.

CANCEL: Cancels entry and returns to menu.

DELETE: Deletes material charges to last job entered.

EXTENDED MATERIAL CHARGES REVERSAL NOTE: To make a MATERIAL CHARGES REVERSAL ENTRY enter the same as Material Charges EXCEPT use a *minus sign* in front of the *quantity*. The Unit Cost will display as a positive (Do Not put the Unit Cost in as a negative). Enter the original price as a positive. When the Material Charges Register is printed, the user will see that the Reversal Entry updated as a negative.

MATERIAL CHARGES REGISTER AND UPDATE

MATERIAL CHARGES REGISTER AND UPDATE

> FUNCTION: The MATERIAL CHARGES REGISTER provides a listing of all materials charged and updated to jobs.
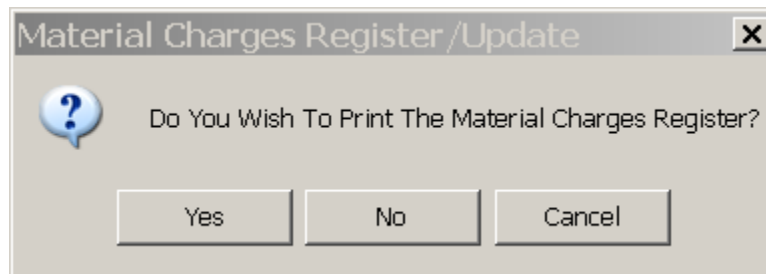
RECOMMENDED PRACTICE: Verify system printer prior to running the register. If paper registers are not required, printing to a source to be reviewed and electronically archived is recommended.

> Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

> Selection Results:

> YES: Prints the register report and prompts for a register update.

> NO or CANCEL: Cancels the printing process and returns to a menu.

Once the report finishes printing the user will be asked:
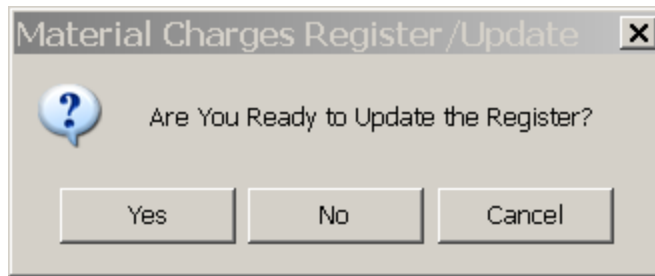
Material Charges Register/Update ✕

? Are You Ready to Update the Register?

Yes   No   Cancel

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Updates the register report and posts to the general ledger.

NO or CANCEL: Cancels the printing process and returns to a menu.

SAMPLE: The following page is a sample of a MATERIAL CHARGES REGISTER.

Application Computer Systems, Inc.
Service Repair

```
06/09/10                                    ACS 8.0.0 STD System                                    Page   1
02:48 PM                             Material Charges Register/Update                          Audit # 0000092
                                          DEPT: MR Motor Repair
JOB #: 001000 50||TEFC|1800|BALDOR||556 Taylor Manufacturing
                                ITEM NUMBER                          UNIT
REFERENCE    DATE    M/P WHSE   ITEM DESCRIPTION                     COST     QTY      TOTAL              UM
             05/19/10  M   01   100                                183.50    1.00     183.50             EA
                                3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
                                                                           ------------
             JOB TOTAL:                                                       183.50
JOB #: 001001 50|326T|TEFC|1800|GE|575| Everest Industries
             06/09/10  M   01   1108                                32.50    1.00      32.50             EA
                                BEARING - SPECIAL
             06/09/10  M   01   110                                 10.00    1.00-     10.00-            EA
                                111111
                                                                           ------------
             JOB TOTAL:                                                        22.50
                                                                           ------------
             DEPARTMENT TOTAL:                                                206.00
```

```
06/09/10                                    ACS 8.0.0 STD System                                    Page   1
02:48 PM                             Material Charges Register/Update                          Audit # 0000092
                             General Ledger Summary - Journal JM (Not On File)
Account         Description              Memo/Reference                        Debits      Credits
Date 05/19/10
1200-03         Inventory - Non Stock    Job Material Credit                                 183.50
                                         000100    001000
1250-02         WIP - Material - Mechanical Repair  Job WIP Material            183.50
                                         000100    001000
1250-02         WIP - Material - Mechanical Repair  Job WIP Material Burden      18.35
                                         000100    001000
                                           Subtotal for Account 1250-02        201.85        0.00
5170-02         Overhead Mat. Bur App. to Mech. Rpr  Job Material Burden Credit               18.35
                                         000100    001000
                                              Totals For 05/19/10              201.85       201.85
```

```
06/09/10                                    ACS 8.0.0 STD System                                    Page   2
02:48 PM                             Material Charges Register/Update                          Audit # 0000092
                             General Ledger Summary - Journal JM (Not On File)
Account         Description              Memo/Reference                        Debits      Credits
Date 06/09/10
1200-03         Inventory - Non Stock    Job Material Credit                                  32.50
                                         000100    001001
1200-03         Inventory - Non Stock    Job Material Credit                     10.00
                                         000100    001001
                                           Subtotal for Account 1200-03          10.00       32.50
1250-02         WIP - Material - Mechanical Repair  Job WIP Material             32.50
                                         000100    001001
1250-02         WIP - Material - Mechanical Repair  Job WIP Material Burden       3.25
                                         000100    001001
1250-02         WIP - Material - Mechanical Repair  Job WIP Material                          10.00
                                         000100    001001
1250-02         WIP - Material - Mechanical Repair  Job WIP Material Burden                    1.00
                                         000100    001001
                                           Subtotal for Account 1250-02          35.75       11.00
5170-02         Overhead Mat. Bur App. to Mech. Rpr  Job Material Burden Credit                3.25
                                         000100    001001
5170-02         Overhead Mat. Bur App. to Mech. Rpr  Job Material Burden Credit   1.00
                                         000100    001001
                                           Subtotal for Account 5170-02           1.00        3.25
                                              Totals For 06/09/10               46.75        46.75
                                              Total For Report                 248.60       248.60
```

TIME CLOCK SYSTEM MENU

FUNCTION: The LABOR ENTRY SYSTEM Menu provides access to all TIME CLOCK programs.
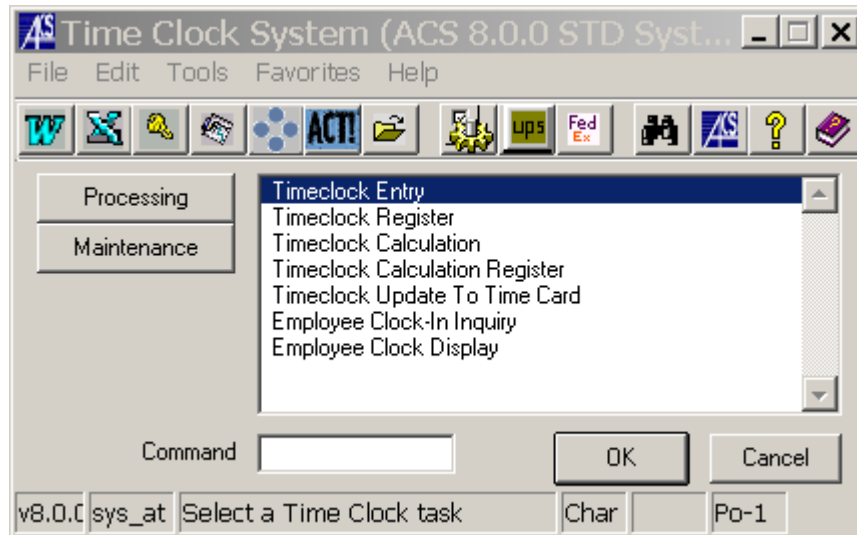
Application Computer Systems, Inc.
Service Repair

TIMECLOCK ENTRY

TIMECLOCK ENTRY

> FUNCTION: The TIMECLOCK ENTRY program provides a means of entering LABOR CHARGES to a Job including, Employee, Labor Code, and Actual Start and Stop times.

EMPLOYEE #:

> Enter the EMPLOYEE #, press F3 to see EMPLOYEE STATUS, or press F4 to return to the selector.

> When the EMPLOYEE # is entered, the employee NAME is automatically supplied along with the CURRENT TIME.

> If the employee is clocking in, the message 'CLOCK-IN' will display.

Note

YOU HAVE SUCCESSFULLY CLOCKED IN.

OK   Cancel
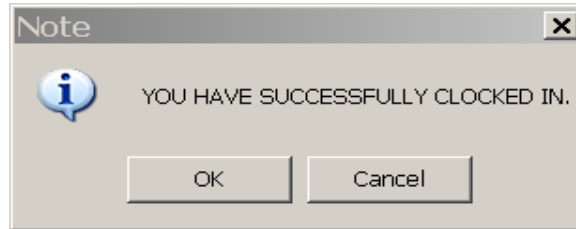
NOTE: TIME that appears after the EMPLOYEE NAME is the current time and automatically changes.

JOB #:

Enter the JOB # on which the employee completed a task or number of tasks, or press F3 for the JOB # LOOKUP. Press F4 to END and return to employee # or press F1 if the employee wants to CLOCK OUT of this job.

NOTE: If F1 was selected, the JOB # will now need to be entered.

LABOR CD:

Enter the LABOR CODE for this job. Press F3 for LABOR CODE LOOKUP or press F2 to go back one field. Press F4 to END and return to Job Number.

DESCRIPTION:

The DESCRIPTION is automatically displayed when the LABOR CODE is selected.

PROCESSING NOTE #1:

The employee clocks-in at the beginning of their shift to "start" the TIME CLOCK file. As the employee records time, the total elapsed time from the last TIME CLOCK entry will be applied to the labor code for the job. For this purpose, the employee only clocks "OFF" of jobs, always recording what was completed. The employee does not record what is next, does not clock "ONTO" a job, or sign into any job as part of this process.

PROCESSING NOTE #2:

Multiple labor codes may be entered may be entered at the same time. Press F4 when finished entering labor codes and to return to job number entry. Multiple jobs may be entered at the same time. Total elapsed time from last entry will be divided evening across the labor codes entered for each job.

PROCESSING NOTE #3:

The employee closes the TIME CLOCK file at the end of shift by clocking off, which is done by pressing the F1 key when clocking off the last job of the day. A JOB MUST BE ENTERED AS PART OF CLOCKING OUT AT THE END OF THE SHIFT.

CLOCKING OUT:

Press F1 at the job number field when entering the last job of the shift to clock out. The system will confirm the clock out.

Note

YOU HAVE SUCCESSFULLY CLOCKED OUT.

OK   Cancel
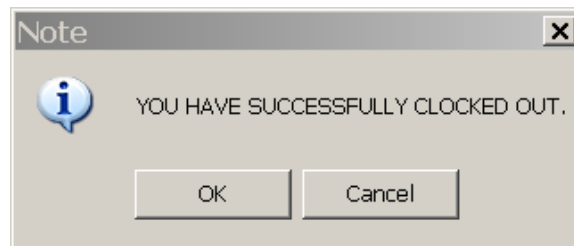
Application Computer Systems, Inc.
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LABOR PROCESSING INSTRUCTIONS

PROCESSING INSTRUCTIONS

> FUNCTION: Instructions to the overall processing steps to update and post labor tasks to the jobs. These instructions will apply to 99% of all customers processing using Time Clock.
>
> TIME CARD ONLY: If TIME CLOCK is not used, skip to instruction #7 to post labor entries through TIME CARD ENTRY.

1. View EMPLOYEE CLOCKED-IN INQUIRY and verify all employees from previous shift have clocked-out of the time clock system. If an employee is not clocked out and should be clocked out, stop this process and get the employee clocked out. **NOTE:** NO TIME FOR A CLOCKED IN EMPLOYEE WILL BE PROCESSED.
2. Change system printer to an archiving/review printer to view documents and save an archive copy.
3. Run the TIME CLOCK REGISTER (save as archive but no need to review). Not required.
4. Run the TIME CLOCK CALCULATION.
5. Run the TIME CLOCK CALCULATION REGISTER (save as archive and use this register to review/verify accuracy of recorded time).
6. Run and UPDATE TIME CLOCK TO TIME CARD.
7. Run TIME CARD ENTRY to add, edit, or delete time entered.
8. Run TIME CARD EDIT REPORT, if necessary to review TIME CARD EDITS.
9. Run LABOR UPDATE.
10. Run EMPLOYEE HOURS REPORT and PURGE at the end of each work week (purge is necessary for the correct calculation of overtime hours).

Application Computer Systems, Inc.
Service Repair

EMPLOYEE CLOCKED-IN INQUIRY

EMPLOYEE CLOCKED-IN INQUIRY

FUNCTION: The EMPLOYEE CLOCKED-IN INQUIRY function allows the user to quickly view the time the employees clocked-in for the day. When this option is accessed, the user will get a summary screen containing the employee number, employee name, date and their clock-in time.
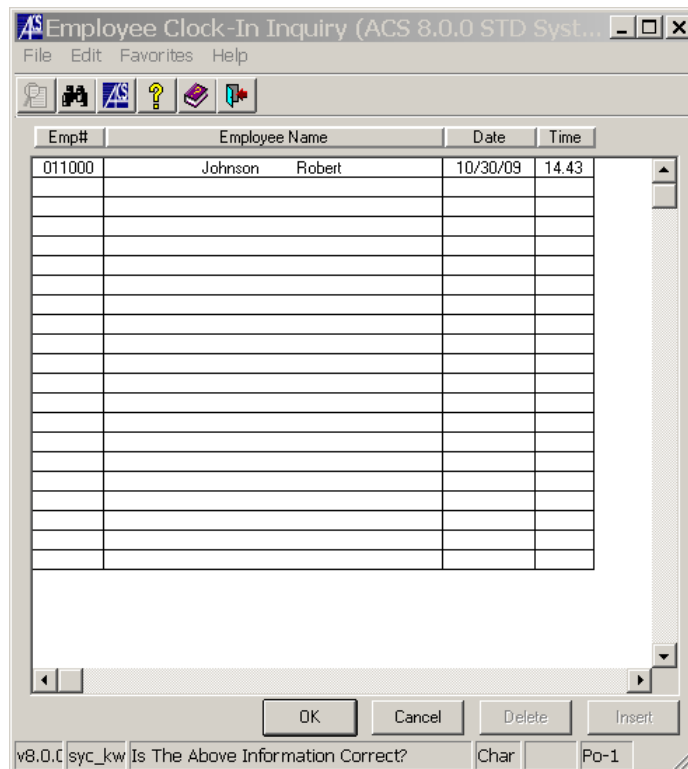
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

   OK or CANCEL: Cancels the process and returns to a menu.

TIMECLOCK REGISTER

TIMECLOCK REGISTER

FUNCTION: The TIMECLOCK REGISTER provides a listing of all TIMECLOCK information entered for an employee by DEPARTMENT. Not required. For maintenance purpose only.

ENTER DEPT TO PRINT:

Enter the DEPARTMENT code to be printed or press RETURN to print all DEPARTMENTS. The register will automatically print and return to the selector.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Calculates time register and prints.

CANCEL: Cancels the process and returns to a menu.

SAMPLE: The following page is a sample of the TIME CLOCK REGISTER.

Application Computer Systems, Inc.
Service Repair

```
----------------------------------------------------------------------------------------------------
     DEPARTMENT: ALL
                           DATE       JOB # CUSTOMER NAME        CHARGE IN CHARGE OUT ***** HOURS *************  OT
EMP#       NAME            SEQ#  SHIFT PROD. CODE & DESCR.       ACTUAL IN ACTUAL OUT   REG       OT       DT CODE
----------------------------------------------------------------------------------------------------
01-1000    Robert Johnson  10/30/09  01 CLKIN  CLOCK-IN          2:43 PM   2:43 PM
                           Fri 0000002                           2:43 PM   2:43 PM
                           10/30/09  01 002149 Taylor Manufacturing 2:43 PM 2:43 PM
                           Fri 0000004    328  METALIZE SHAFT BEARING 2:43 PM 2:43 PM
                                                                                    -------- -------- --------
                                                             EMPLOYEE TOTALS    .00      .00      .00
10-0000    STEVE HAYES     04/12/10  01 CLKIN  CLOCK-IN          2:34 PM   2:34 PM
                           Mon 0000023                           2:34 PM   2:34 PM
                           04/12/10  01 001000 Everest Industries 2:34 PM   2:34 PM
                           Mon 0000025    100  Travel To/From Job Sit 2:34 PM 2:34 PM
                           04/12/10  01 001000 Everest Industries 2:34 PM   3:45 PM
                           Mon 0000027    200  Weld Shaft         2:34 PM   3:45 PM
                           04/12/10  01 CLKOUT CLOCK-OUT          3:45 PM   4:54 PM
                           Mon 0000028                           3:45 PM   4:54 PM
                           06/09/10  01 CLKIN  CLOCK-IN          2:21 PM   2:21 PM
                           Wed 0000029                           2:21 PM   2:21 PM
                           06/09/10  01 001001 Everest Industries 2:21 PM   2:34 PM
                           Wed 0000031    010  Purchase Acquision 2:21 PM   2:34 PM
                           06/09/10  01 CLKOUT CLOCK-OUT          2:34 PM   2:34 PM
                           Wed 0000032                           2:34 PM   2:34 PM
                                                                                    -------- -------- --------
                                                             EMPLOYEE TOTALS    .00      .00      .00
                                                                                    ======== ======== ========
DEPARTMENT TOTALS                                                               .00      .00      .00
```

```
----------------------------------------------------------------------------------------------------
       EMPLOYEES CURRENTLY CLOCKED IN
EMP#       NAME               DATE      CLOCK IN   SHIFT
--------------------------------------------------------
011000000  Robert Johnson   10/30/09    2:43 PM     01
```

Application Computer Systems, Inc.
Service Repair

TIMECLOCK CALCULATION

TIMECLOCK CALCULATION

FUNCTION: The TIMECLOCK CALCULATION program calculates the time (hours in tenths) that has been entered through the TIMECLOCK ENTRY process.
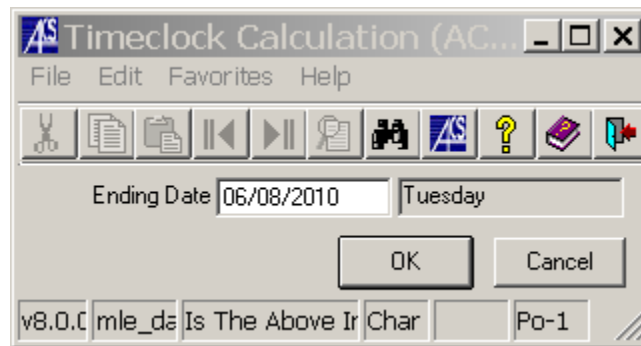
The system automatically defaults to yesterday's ENDING DATE for TIMECLOCK CALCULATION. The user has the option to change to a specific date. **NOTE:** Only time from clock in to clock out will be calculated for each employee.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Calculates time. Nothing prints as part of this process.

CANCEL: Cancels the process and returns to a menu.

TIMECLOCK CALCULATION REGISTER

TIMECLOCK CALCULATION REGISTER

> FUNCTION: The TIMECLOCK CALCULATION REGISTER provides a printed accounting of the TIMECLOCK CALCULATION that has taken place per a specific ending date.
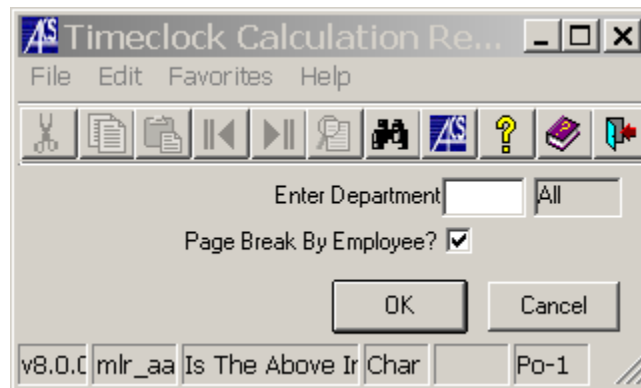
ENTER DEPARTMENT:

> Enter a specific DEPARTMENT code to print or press <CR> RETURN to print all DEPARTMENTS. The register will automatically print and return to the selector.

> Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

> Selection Results:

> > OK: Prints register based on criteria.

> > CANCEL: Cancels the process and returns to a menu.

SAMPLE: The following page is a sample of the TIME CLOCK REGISTER.

Application Computer Systems, Inc.
Service Repair

```
--------------------------------------------------------------------------------------------------
     DEPARTMENT: ALL
                               DATE      JOB # CUSTOMER NAME      CHARGE IN CHARGE OUT  ***** HOURS ************* OT
EMP#       NAME                SEQ#  SHIFT PROD. CODE & DESCR.    ACTUAL IN ACTUAL OUT    REG      OT      DT CODE
--------------------------------------------------------------------------------------------------
10-0000    STEVE HAYES         04/12/10 01 CLKIN  CLOCK-IN         2:34 PM   2:34 PM      .00      .00      .00
                               00086                               2:34 PM   2:34 PM
                               04/12/10 01 001000 Everest Industries 2:34 PM 2:34 PM      .00      .00      .00
                               00087      100   Travel To/From Job Sit
                               04/12/10 01 001000 Everest Industries 2:34 PM 3:45 PM      .00      .00     1.17
                               00088      200   Weld Shaft
                               04/12/10 01 CLKOUT CLOCK-OUT         3:45 PM   4:54 PM      .00      .00     1.16
                               00089                               3:45 PM   4:54 PM
                               06/09/10 01 CLKIN  CLOCK-IN         2:21 PM   2:21 PM      .00      .00      .00
                               00090                               2:21 PM   2:21 PM
                               06/09/10 01 001001 Everest Industries 2:21 PM 2:34 PM      .00      .00      .21
                               00091      010   Purchase Acquisition
                               06/09/10 01 CLKOUT CLOCK-OUT         2:34 PM   2:34 PM      .00      .00      .00
                               00092                               2:34 PM   2:34 PM
                                                                           -------- -------- --------
                                                             EMPLOYEE TOTALS    .00      .00     2.54
     Employee Signature:_____   Date: _____
```

```
--------------------------------------------------------------------------------------------------
     DEPARTMENT: ALL
                               DATE      JOB # CUSTOMER NAME      CHARGE IN CHARGE OUT  ***** HOURS ************* OT
EMP#       NAME                SEQ#  SHIFT PROD. CODE & DESCR.    ACTUAL IN ACTUAL OUT    REG      OT      DT CODE
--------------------------------------------------------------------------------------------------
                                                             ======== ======== ========
DEPARTMENT TOTALS                                                           .00      .00     2.54
```

TIMECLOCK UPDATE TO TIME CARD

TIMECLOCK UPDATE TO TIME CARD

FUNCTION: The TIMECLOCK UPDATE TO TIMECARD program provides the means of updating the TIMECLOCK CALCULATION DATA to the Timecard File.
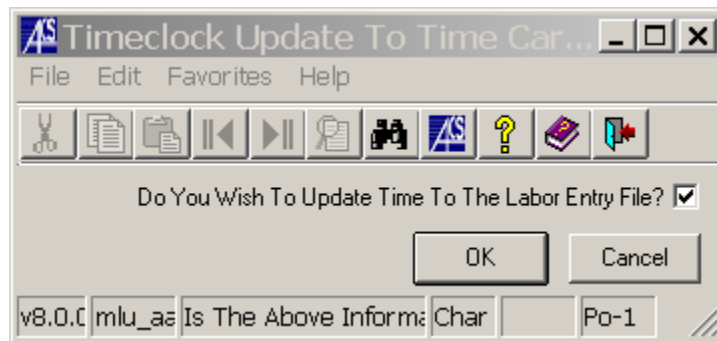
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Transfers Time Clock data to the Time Card.

CANCEL: Cancels the process and returns to a menu.

If this is done correctly, the system will confirm the transfer.
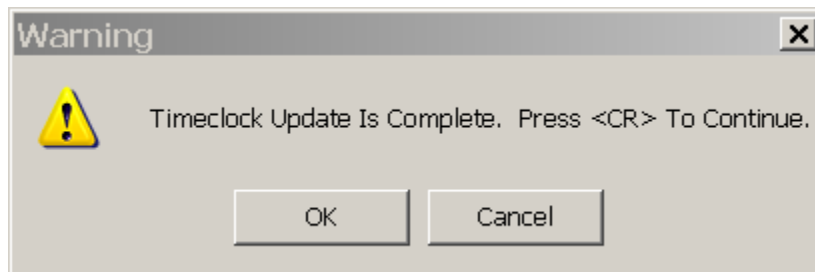
TIME CARD MENU

FUNCTION: The TIME CARD Menu program provides access to all TIME CARD programs.
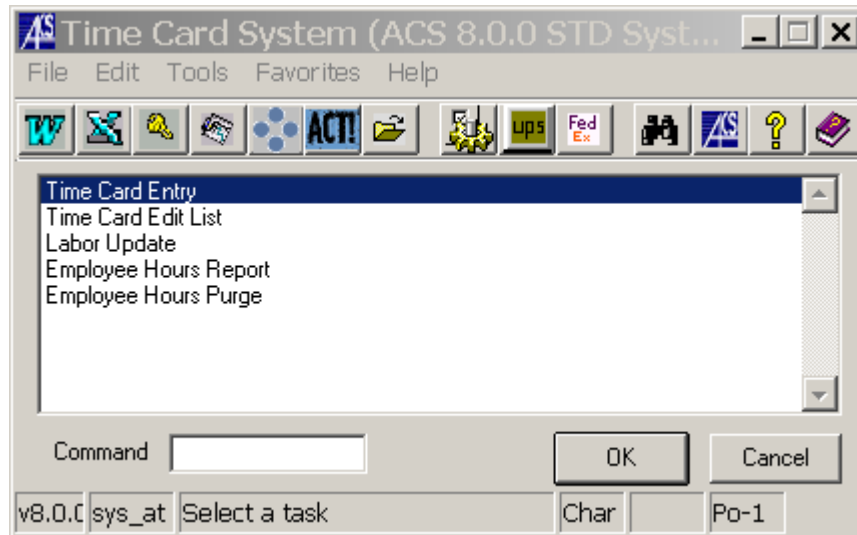
Application Computer Systems, Inc.
Service Repair

TIME CARD ENTRY

TIME CARD ENTRY

FUNCTION: The TIME CARD ENTRY program provides a means of CHARGING LABOR to each job.

DATE:

Enter the appropriate DATE or press RETURN for today's date. Press F4 to return to the selector. When the date appears, the day also appears.

EMPLOYEE #:

Enter a valid EMPLOYEE # or press F3 [icon] for the EMPLOYEE LOOKUP. Press F4 to END. When the EMPLOYEE # has been entered, the name is automatically displayed.

CONFIRMATION:

The system will require a confirmation for the DATE and EMPLOYEE #.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues to Time Card detail entry.

CANCEL: Cancels the process and returns to a menu.

PROCESSING NOTE #1:

If the employee has time processed in TIME CLOCK for the same day, the time will be shown automatically. Time may be added, edited, or deleted as necessary for processing.

SEQ #:

Press the enter key to allow the system to assign and continue with the default line sequencing for the detail processing lines.

JOB #:

Enter a valid JOB #. Press F3 for the JOB LOOKUP.

When a valid JOB # is entered, the NAMEPLATE DESCRIPTION AND SHIP TO: CUSTOMER NAME will automatically display.

REG HOURS:

Enter the number of REGULAR HOURS worked on this job.

OT:

Enter the number of OVERTIME HOURS worked on this job.

DT:

Enter the number of DOUBLETIME HOURS worked on this job.

LBR CODE:

Enter the LABOR CODE or press F3 for LOOKUP.

The LABOR CODE DESCRIPTION will automatically display when the LABOR CODE is entered.

REPEAT OR COMPLETE:

Repeat detail entry for additional labor tasks completed. When complete, click OK at a sequence number.

The regular, overtime, double time, and total times will be calculated and totaled at the bottom of the window.

Reg Hrs: 8.00 OT Hrs: 2.00 DT Hrs: 1.00 Total Hours: 11.00

OK   Cancel   Delete   Inser

DETAIL ENTRY COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Conclude time entry for current employee and return to date field for next entry.

CANCEL: Cancels the process and returns to a menu.

DELETE: Attempts to delete the record and all lines. Delete key also works in detail entry to delete individual lines.

INSERT: Returns to detail entry at the next system assigned sequence number.

PRO-RATE: Allows pro-rating of hours. User will be prompted with the following window:

User may enter regular, overtime, and double time hours to be pro-rated (distributed evenly) across the detail lines previously entered.

RECOMMENDED PRACTICE: Use PRO-RATE hours to distribute a portion of a working supervisor's time across all jobs currently active on the shop floor (add specific jobs after PRO-RATED jobs and assign specific time for those jobs). Use PRO-RATE hours to distribute a truck driver's time across all jobs picked up or delivered in one day.

Application Computer Systems, Inc.
Service Repair

TIME CARD EDIT LIST

TIME CARD EDIT LIST

> FUNCTION: The TIME CARD EDIT LIST provides a listing of all LABOR entered in Time Card Entry.
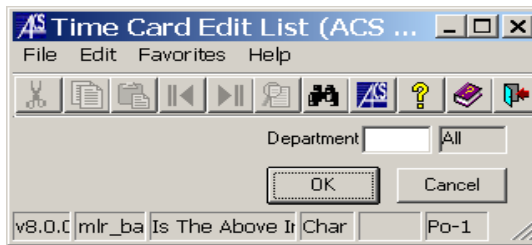
DEPARTMENT:

> Enter the DEPARTMENT number to be printed or press ENTER to print all DEPARTMENTS. The report will automatically print and return to the selector.

SAMPLE: The following is a sample of the TIME CARD EDIT LIST.

```
06/10/10                                    ACS 8.0.0 STD System                                        Page   1
09:27 AM                                    Time Card Edit List
----------------------------------------------------------------------------------------------------------------
     DEPARTMENT: ALL
                                                                       ********* HOURS **********
EMP#      NAME                      DATE  SHIFT JOB # JOB DESCRIPTION      REG       OT       DT  LABOR CODE
----------------------------------------------------------------------------------------------------------------
10-0000   HAYES STEVE              04/12/10 01 001000 50||TEFC|1800|BALDOR||556       .00      .00      .00  100 Travel To/From
                                   04/12/10 01 001000 50||TEFC|1800|BALDOR||556       .00      .00     1.17  200 Weld Shaft
                                   06/09/10    001001 50|326T|TEFC|1800|GE|575|       .00      .00      .00  100 Travel To/From
                                   06/10/10    001001 50|326T|TEFC|1800|GE|575|      2.00      .50      .25  100 Travel To/From
                                   06/10/10    001056 50|326T|TEFC|1775|GE|575|      2.00      .50      .25  110 Truck Driver -
                                   06/10/10    002000 PARKER|1:1AA|PAV63R08KR-2      2.00      .50      .25  110 Truck Driver -
                                   06/10/10    002003 50|326T|TEFC|1755|GE| | |      2.00      .50      .25  110 Truck Driver -
                                                                                 -------- -------- --------
EMPLOYEE TOTALS                                                                      8.00     2.00     2.17
                                                                                 ======== ======== ========
DEPARTMENT 02   TOTALS                                                               8.00     2.00     2.17
                                                                                 ======== ======== ========
REPORT TOTALS                                                                        8.00     2.00     2.17
```

LABOR UPDATE

LABOR UPDATE

> FUNCTION: The LABOR UPDATE program provides a means of updating the TIME CARD ENTRY after they have been entered, printed, and checked for accuracy.
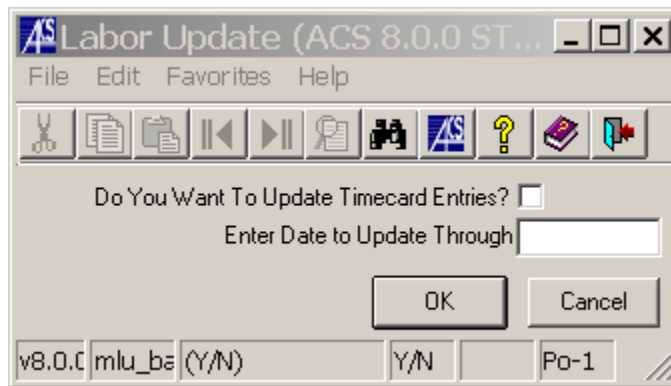
DO YOU WANT TO UPDATE TIMECARD ENTRIES?

> Check this box to continue with the update.

ENTER DATE TO UPDATE THROUGH:

> Enter the date for updating and return. After update the user will be returned to selector.

> **NOTE:** This function updates Labor Hours and Dollars to the Job and to the General Ledger.

SAMPLE: The following page is a sample of the LABOR UPDATE REGISTER.

Application Computer Systems, Inc.
Service Repair

```
06/10/10                                    ACS 8.0.0 STD System                              Page    1
09:37 AM                                      Labor Update                                Audit # 0000037
                                 General Ledger Summary - Journal JL (Not On File)
Account         Description                      Memo/Reference                        Debits        Credits
Date 04/12/10
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 041210               35.10
                                                 000100     001000     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 041210               10.53
                                                 000100     001000     Job Labor
                                                 Subtotal for Account 1260-02           45.63          0.00
5000-02         Saaries & Wages - Repairs        JOB LABOR P/R FOR 041210                             35.10
                                                 000100     001000     Job Labor
5150-02         Overhead Labor Applied to Mech. Rpr  JOB LABOR P/R FOR 041210                         10.53
                                                 000100     001000     Job Labor
                                                      Totals For 04/12/10               45.63         45.63


06/10/10                                    ACS 8.0.0 STD System                              Page    2
09:37 AM                                      Labor Update                                Audit # 0000037
                                 General Ledger Summary - Journal JL (Not On File)
Account         Description                      Memo/Reference                        Debits        Credits
Date 06/10/10
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010               48.75
                                                 000100     002000     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010                4.88
                                                 000100     002000     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010               48.75
                                                 000100     001001     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010               14.63
                                                 000100     001001     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010               48.75
                                                 000100     001056     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010               14.63
                                                 000100     001056     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010               48.75
                                                 000100     002003     Job Labor
1260-02         WIP - Labor - Mechanical Repair  JOB LABOR P/R FOR 061010               14.63
                                                 000100     002003     Job Labor
                                                 Subtotal for Account 1260-02          243.77          0.00
5000-02         Saaries & Wages - Repairs        JOB LABOR P/R FOR 061010                             48.75
                                                 000100     002000     Job Labor
5000-02         Saaries & Wages - Repairs        JOB LABOR P/R FOR 061010                             48.75
                                                 000100     001001     Job Labor
5000-02         Saaries & Wages - Repairs        JOB LABOR P/R FOR 061010                             48.75
                                                 000100     001056     Job Labor
5000-02         Saaries & Wages - Repairs        JOB LABOR P/R FOR 061010                             48.75
                                                 000100     002003     Job Labor
                                                 Subtotal for Account 5000-02            0.00        195.00
5150-02         Overhead Labor Applied to Mech. Rpr  JOB LABOR P/R FOR 061010                          4.88
                                                 000100     002000     Job Labor
5150-02         Overhead Labor Applied to Mech. Rpr  JOB LABOR P/R FOR 061010                         14.63
                                                 000100     001001     Job Labor
5150-02         Overhead Labor Applied to Mech. Rpr  JOB LABOR P/R FOR 061010                         14.63
                                                 000100     001056     Job Labor
5150-02         Overhead Labor Applied to Mech. Rpr  JOB LABOR P/R FOR 061010                         14.63
                                                 000100     002003     Job Labor
                                                 Subtotal for Account 5150-02            0.00         48.77
                                                      Totals For 06/10/10              243.77        243.77
                                                      Total For Report                 289.40        289.40
```

EMPLOYEE HOURS REPORT

EMPLOYEE HOURS REPORT

> FUNCTION: The EMPLOYEE HOURS REPORT provides a listing of all REGULAR, OVERTIME, and DOUBLETIME hours that have been worked by an employee on Jobs.

DEPARTMENT:

> Enter specific DEPARTMENT to print or press ENTER to select all departments.

START DATE:

> Enter a specific START DATE to print or press F1 to select FIRST.

THRU DATE:

> Enter a specific END DATE to print or press F1 to select LAST.

JOB NUMBER:

> Enter a specific JOB NUMBER to print or press ENTER to select all Jobs.

EMPLOYEE NUMBER:

> Enter a specific EMPLOYEE NUMBER or press ENTER to select all employee numbers.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Print report based on criteria entered.

CANCEL: Cancels the process and returns to a menu.

NOTE: The report will only process time updated since the last purge. The purge should be completed at the end of each weekly overtime calculation period, as the report totals are used as part of the weekly overtime calculation (failure to purge the report will result in inaccurate overtime hour calculations). To clear the EMPLOYEE HOURS REPORT file, the user will need to run EMPLOYEE HOURS PURGE.

SAMPLE: The following page is a sample of the EMPLOYEE HOURS REPORT.

Application Computer Systems, Inc.
Service Repair

```
================================================================================
--------------------------------------------------------------------------------
Employee #  000000       ANN SMITH
Dpt  Job       Cde          Reg Hrs     OT Hrs     DT Hrs   Total Hrs
02   002000    165  08/01/04    1.00       0.00       0.00       1.00
                               ========= ========= ========= =========
               Employee Totals:    1.00       0.00       0.00       1.00
--------------------------------------------------------------------------------
Employee #  021000       Victor Jacobs
Dpt  Job       Cde          Reg Hrs     OT Hrs     DT Hrs   Total Hrs
02   001000    100  12/12/08    1.00       0.00       0.00       1.00
                               ========= ========= ========= =========
               Employee Totals:    1.00       0.00       0.00       1.00
--------------------------------------------------------------------------------
Employee #  022000       Elise Belvins
Dpt  Job       Cde          Reg Hrs     OT Hrs     DT Hrs   Total Hrs
02   001000    005  04/27/06    1.00       2.00       0.00       3.00
     001000    132  04/27/06    2.00       0.00       0.00       2.00
                               ========= ========= ========= =========
               Employee Totals:    3.00       2.00       0.00       5.00
--------------------------------------------------------------------------------
Employee #  025000       Judy Danvers
Dpt  Job       Cde          Reg Hrs     OT Hrs     DT Hrs   Total Hrs
02   003000    100  03/09/04    1.50       0.00       0.00       1.50
     003000    100  03/09/04    2.00       0.00       0.00       2.00
     003000    120  03/09/04    0.00       1.00       0.00       1.00
     003000    120  03/09/04    0.00       0.50       0.00       0.50
                               ========= ========= ========= =========
               Employee Totals:    3.50       1.50       0.00       5.00
--------------------------------------------------------------------------------
```

```
================================================================================
--------------------------------------------------------------------------------
Employee #  026000       Irma Bently
Dpt  Job       Cde          Reg Hrs     OT Hrs     DT Hrs   Total Hrs
02   001025    100  11/14/08    8.00       0.00       0.00       8.00
                               ========= ========= ========= =========
               Employee Totals:    8.00       0.00       0.00       8.00
--------------------------------------------------------------------------------
Employee #  100000       STEVE HAYES
Dpt  Job       Cde          Reg Hrs     OT Hrs     DT Hrs   Total Hrs
02   001001    100  08/25/01    8.00       0.00       0.00       8.00
     003000    150  03/10/04    2.00       0.00       0.00       2.00
     002000    100  07/30/04    2.00       0.00       0.00       2.00
     002000    120  07/30/04    1.50       0.00       0.00       1.50
     002000    165  07/30/04    1.00       0.00       0.00       1.00
     002161    319  12/08/09    0.00       0.00       0.00       0.00
     001000    999  12/08/09    0.00       0.00   2,211.07   2,211.07
     001000    100  04/12/10    0.00       0.00       0.00       0.00
     001000    100  04/12/10    0.00       0.00       0.03       0.03
     001000    100  04/12/10    0.00       0.00       0.01       0.01
     001000    200  04/12/10    0.00       0.00       1.68       1.68
     001000    100  04/12/10    0.00       0.00       0.00       0.00
     001000    200  04/12/10    0.00       0.00       1.17       1.17
     001001    100  06/09/10    0.00       0.00       0.00       0.00
     001001    100  06/10/10    2.00       0.50       0.25       2.75
     001056    110  06/10/10    2.00       0.50       0.25       2.75
     002000    110  06/10/10    2.00       0.50       0.25       2.75
     002003    110  06/10/10    2.00       0.50       0.25       2.75
                               ========= ========= ========= =========
               Employee Totals:   22.50       2.00   2,214.96   2,239.46
                               ========= ========= ========= =========
             Department Totals:   39.00       5.50   2,214.96   2,259.46
                               ========= ========= ========= =========
                Report Totals:   154.50      19.50   7,861.84   8,035.84
```

EMPLOYEE HOURS PURGE

EMPLOYEE HOURS PURGE

FUNCTION: The EMPLOYEE HOURS PURGE report purges all regular, overtime, and double time hours that have been worked by an employee on Jobs through a specific Purge Date.
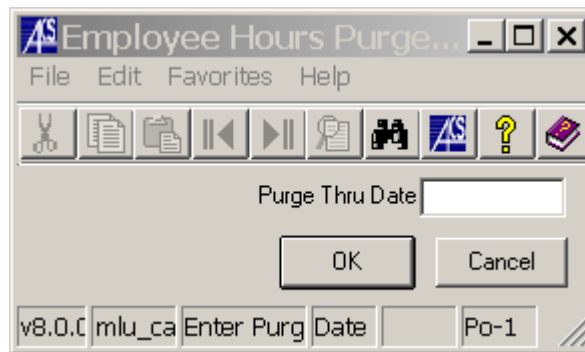
PURGE THRU DATE:

Enter date through to purge data. All data prior to the date entered will be purged.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Purges data based on criteria entered.

CANCEL: Cancels the process and returns to a menu.

JOB BILLING SYSTEM

FUNCTION: The JOB BILLING SYSTEM provides the means for billing a Job.
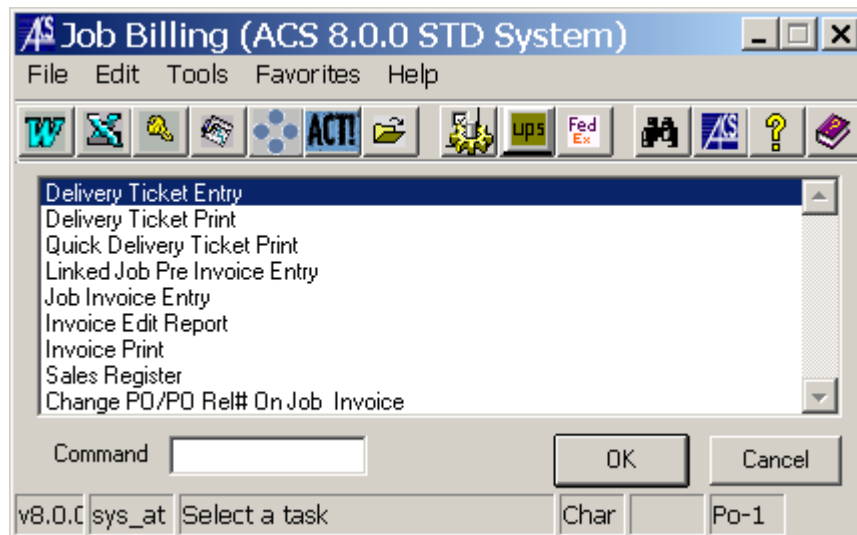
DELIVERY TICKET ENTRY

DELIVERY TICKET ENTRY

FUNCTION: The DELIVERY TICKET ENTRY program is used to prepare delivery documentation for JOBS that are ready to be shipped. Unless you need pricing or special notes on the delivery ticket it is recommended that you use the Quick Delivery Ticket Print.

JOB #:

Enter a valid JOB #, or press F3   for the JOB # LOOKUP. Press F4 to return to the Job Billing Menu.

PROCESSING NOTE: When the JOB # has been entered, other pertinent information will be displayed. Customer credit status, aging, and customer comments may display depending on system configuration.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with delivery ticket processing.

NO: Returns to job number entry.

CANCEL: Cancels the process and returns to a menu.

The cursor will move to SHIP-TO-NO.

SHIP-TO:

The ship-to number and address will default from the job entry process. The user may add to, edit, or delete information as necessary.

TAKEN BY:

The taken by ID will default from the job entry process. The user may add to, edit, or delete information as necessary.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with delivery ticket processing.

CANCEL: Cancels the process and returns to a menu. Does not delete the delivery ticket.

DELETE: Deletes the delivery ticket and returns to a menu.

The cursor will move to the RIBBON TAB, displaying default values from the JOB ENTRY process.

DELIVERY TICKET – RIBBON ENTRY

FUNCTION: The RIBBON ENTRY option is used to confirm, edit, delete, or enter RIBBON DETAIL information related to the processing of the job.

Ribbon	Detail	Footer			*Credit Limit*

Type A | Dealer | Pricing DLR | Dealer

Order Type S | (Order) | Salesperson JDP | Judy D. Peterson
Order Date 09/20/00 | Std Message 03 | Return Policy
Ship Date 03/18/09 | Territory 001 | Western U.S.
Expires | Sales Tax CA | California State
PO Number 23445R544 | List Price | Current List Price
PO Rel Number 234-56
Misc Number 233332
Ship Via
Sales Disc A | Class A Dealer
Terms 4 | 2% 10 Days - Net 30
Distribution A1 | Product A/Location 1

OK | Cance

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Accepts default information and continues with delivery ticket processing.

CANCEL: Returns to job number entry.

ORD DATE:

Enter/edit the ORDER DATE or press RETURN for JOB'S RECEIVED DATE.

SHIP DATE:

Enter/edit the SHIP DATE or press RETURN for today's date.

PO NUMBER:

Enter/edit the customer's PURCHASE ORDER NUMBER.

PO RELEASE NUMBER:

Enter/edit the customer's PURCHASE ORDER RELEASE NUMBER.

MISC NUMBER:

Enter/edit the MISC NUMBER.

SHIP VIA:

Enter/edit the SHIP VIA information.

SALES DISCOUNT:

Enter/edit a valid SALES DISCOUNT CODE.

The SALES DISCOUNT CODE is used to calculate an overall discount to be applied to the invoice (see Sales Discount Code Maintenance).

TERMS CODE:

Enter/edit a valid TERMS CODE.

The TERMS CODE entered will be used to automatically calculate the invoice *due date, discount date*, and the *discount amount* (if applicable) for the invoice during the SALES REGISTER process.

DISTRIBUTION CODE:

Enter/edit a valid DISTRIBUTION CODE.

This code is used to specify the Accounts Receivable account, Freight and any other General Ledger accounts to be posted when the invoice is updated.

SALESPERSON CODE:

Enter a valid SALESPERSON CODE.

This code is used for updating the Sales Analysis system (the *By Salesperson* report) and Commission information for each salesperson (see Accounts Receivable Salesperson Maintenance).

STANDARD MESSAGE CODE:

Enter a valid STANDARD MESSAGE CODE.

NOTE: See Accounts Receivable Standard Message Code Maintenance for examples of how this field can be used.

TERRITORY CODE:

Enter a valid TERRITORY CODE.

This code is used for updating the Sales Analysis module (see Accounts Receivable Territory Code Maintenance).

TAX CODE:

Enter a valid TAX CODE.

The code entered will be used to perform automatic SALES TAX calculation during the invoice update process.

LIST PRICE CODE:

Enter a valid LIST PRICE CODE or LEAVE BLANK FOR CURRENT LIST PRICE.

RIBBON INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Accepts default information and continues with delivery ticket processing.

CANCEL: Returns to job number entry.

The cursor will move to the DETAIL TAB, displaying default values from the JOB ENTRY process.

DELIVERY TICKET - DETAIL ENTRY

FUNCTION: The DETAIL ENTRY option is used to confirm, edit, delete, or enter DETAIL information related to the processing of the job. The default information shown, if any, is dependant on the department and customer configuration – the default information may be based on estimate information, actual postings, or may be blank.

While the default information may be edited, users are discouraged from adding labor or material at this point in the process, as this information will not be retroactive to the job and not included in job history. To add labor or material cost/postings, user are encouraged to delete the delivery ticket and make the additions as part of job entry processing.

PROCESSING NOTE: The delivery ticket is generated based on current information. With the exception of the customer purchase order and purchase release number, information changed in the delivery ticket is not retroactive to the job. Additionally, any changes to the job are not updated to the delivery ticket automatically – these must be manually changed or the delivery ticket recreated.

DETAIL INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with delivery ticket processing.

CANCEL: Cancels the process and delivery ticket job number entry.

DELETE: Attempts to delete the record and all lines. Delete key also works in detail entry to delete individual lines.

INSERT: Returns to detail entry at the next system assigned sequence number.

The cursor will move to the FOOTER TAB, displaying default values from the JOB ENTRY process.

DELIVERY TICKET - FOOTER ENTRY

FUNCTION: The DETAIL ENTRY option is used to confirm, edit, delete, or enter DETAIL information related to the processing of the job. The default information shown, if any, is dependant on the department and customer configuration – the default information may be based on estimate information, actual postings, or may be blank.

GROSS SALES:

Displays GROSS SALES. Entry is not editable.

DISCOUNT:

Enter/edit the SALES DISCOUNT information.

SUBTOTAL:

Displays SUBTOTAL. Entry is not editable.

TAX:

Displays TAX based on job information, tax code, and system configuration.

FREIGHT:

Enter FREIGHT AMOUNT if applicable.

NET SALES:

Displays NET SALES. Entry is not editable.

FOOTER INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
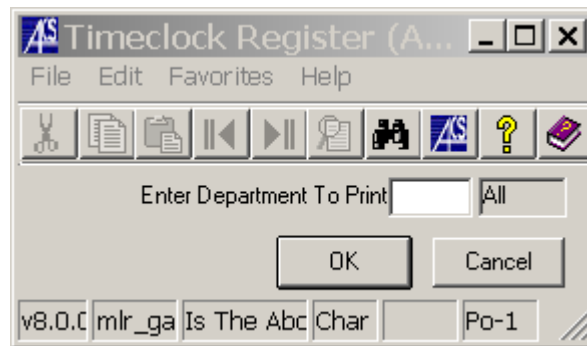3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with delivery ticket processing. The delivery ticket is not printed here, but included as part of the next batch print.

CANCEL: Cancels the process and delivery ticket job number entry.

DELETE: Attempts to delete the record and all lines. Delete key also works in detail entry to delete individual lines.

SELECT: Select a printer for "ON-DEMAND" Delivery Ticket Print. A PRINTER WINDOW will display with a list of printer choices.

PRINT: Prints an "ON-DEMAND" Delivery Ticket.

PRINTING:

The system will prompt if prices should be printed on delivery ticket.

Delivery Ticket Entry

Do You Wish To Print Prices On The Delivery Ticket?

Yes   No   Cancel

SAMPLES: The following pages show different formats for Delivery Ticket printing.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Delivery Ticket

Job No.:	001001
Received Date:	09/20/00
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Blg#3
Pittsburgh, PA 15358

Job No.	Rec'vd Date	Sales Code	Ship Date	Ship Via	Terms
001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
			Travel To/From Job Site		
			Disassembly		
			Addl. Cleaning Parts		
			Shaft Repair		
			Machine Other		
			Assemble Complete motor		
1.0	1.0	0.0	Job Completion	450.00	450.00
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		

Sub Total		450.00
Discount		-45.00
Tax		.00
Freight		.00
Total		405.00

Received By: _____ Date: _____

(Customer Copy)

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Delivery Ticket

Job No.:	001001
Received Date:	09/20/00
Page:	1

Sold To:	Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number: 000002 Everest Industries 14 Pinewood Lane Blg#3 Pittsburgh, PA 15358

Job No.	Rec'vd Date	Sales Code	Ship Date	Ship Via	Terms
001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item # /Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
			Travel To/From Job Site		
			Disassembly		
			Addl. Cleaning Parts		
			Shaft Repair		
			Machine Other		
			Assemble Complete motor		
1.0	1.0	0.0	Job Completion		
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		

Sub Total		450.00
Discount		-0.00
Tax		.00
Freight		.00
Total		405.00

Received By: _____ Date: _____

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Delivery Ticket

Job No.:	001001
Received Date:	09/20/00
Page:	1

Sold To:	Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	**Ship To:**	Ship To Number: 000002 Everest Industries 14 Pinewood Lane Blg#3 Pittsburgh, PA 15358

Job No.	Rec'vd Date	Sales Code	Ship Date	Ship Via	Terms
001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
2.0	2.0	0.0	Travel To/From Job Site	30.00	60.00
3.0	3.0	0.0	Disassembly	30.00	90.00
2.0	2.0	0.0	Addl. Cleaning Parts	30.00	60.00
4.0	4.0	0.0	Shaft Repair	30.00	120.00
2.0	2.0	0.0	Machine Other	30.00	60.00
2.0	2.0	0.0	Assemble Complete motor	30.00	60.00
2.0	2.0	0.0	Travel To/From Job Site	30.00	60.00
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		

Sub Total		450.00
Discount		-0.00
Tax		.00
Freight		.00
Total		405.00

Received By: _____ Date: _____

(Customer Copy)

236

DELIVERY TICKET PRINT

DELIVERY TICKET PRINT

FUNCTION: The DELIVERY TICKET PRINT allows the user to print the Delivery Ticket. All Delivery Tickets that have been entered, but not printed through "ON-DEMAND", will print.

MESSAGE:

Type a MESSAGE if one is required. This message will print on each Delivery Ticket in this Batch.

RESTART? <Y/N>:

Check to print DELIVERY TICKETS for a specific customer or if the user had to restart the print process.

CUSTOMER NUMBER:

Enter customer number to restart printing.

This option defaults to N (unchecked). Leave unchecked to display the following:

BEGINNING JOB NUMBER:

Enter the BEGINNING JOB NUMBER to start printing specific Job # or press F1 for FIRST.

ENDING JOB NUMBER:

Enter the ENDING JOB NUMBER to stop printing at a specific Job # or press F1 for LAST.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with delivery ticket printing.

CANCEL: Cancels the process and returns to the menu.

PRINTING MESSAGES:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with delivery ticket printing.

CANCEL: Cancels the process and returns to the menu.

PRINTING:

The system will prompt if prices should be printed on delivery ticket.

Delivery Ticket Entry

? Do You Wish To Print Prices On The Delivery Ticket?

[Yes]　[No]　[Cancel]

SAMPLES: The following pages show different formats for Delivery Ticket printing.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Delivery Ticket

Job No.:	001001
Received Date:	09/20/00
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Blg#3
Pittsburgh, PA 15358

Job No.	Rec'vd Date	Sales Code	Ship Date	Ship Via	Terms
001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item # /Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
			Travel To/From Job Site		
			Disassembly		
			Addl. Cleaning Parts		
			Shaft Repair		
			Machine Other		
			Assemble Complete motor		
1.0	1.0	0.0	Job Completion	450.00	450.00
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		

Sub Total	450.00
Discount	-45.00
Tax	.00
Freight	.00
Total	405.00

Received By: _____ Date: _____

(Customer Copy)

240

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Delivery Ticket

Job No.:	001001
Received Date:	09/20/00
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Blg#3
Pittsburgh, PA 15358

Job No.	Rec'vd Date	Sales Code	Ship Date	Ship Via	Terms
001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item # /Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
			Travel To/From Job Site		
			Disassembly		
			Addl. Cleaning Parts		
			Shaft Repair		
			Machine Other		
			Assemble Complete motor		
1.0	1.0	0.0	Job Completion		
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		

Sub Total		450.00
Discount		-0.00
Tax		.00
Freight		.00
Total		405.00

Received By: _____ Date: _____

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Delivery Ticket

Job No.:	001001
Received Date:	09/20/00
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Blg#3
Pittsburgh, PA 15358

Job No.	Rec'vd Date	Sales Code	Ship Date	Ship Via	Terms
001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item # /Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
2.0	2.0	0.0	Travel To/From Job Site	30.00	60.00
3.0	3.0	0.0	Disassembly	30.00	90.00
2.0	2.0	0.0	Addl. Cleaning Parts	30.00	60.00
4.0	4.0	0.0	Shaft Repair	30.00	120.00
2.0	2.0	0.0	Machine Other	30.00	60.00
2.0	2.0	0.0	Assemble Complete motor	30.00	60.00
2.0	2.0	0.0	Travel To/From Job Site	30.00	60.00
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		

Sub Total	450.00
Discount	-0.00
Tax	.00
Freight	.00
Total	405.00

Received By: _____ Date: _____

AFTER PRINTING DELIVERY TICKETS:
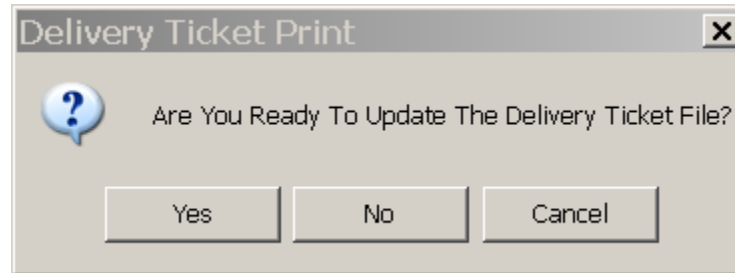
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

YES: Answer YES to update the print file.

NO or CANCEL: Answer NO to skip updating the print file and return to the menu.

QUICK DELIVERY TICKET ENTRY

QUCIK DELIVERY TICKET ENTRY

> FUNCTION: The QUICK DELIVERY TICKET ENTRY program is used to print delivery tickets without options for editing or printer slection.

JOB NUMBER:

> Enter job number to print QUICK DELIVERY TICKET to default printer.

PRINT FORMAT:

> The QUICK DELIVERY TICKET PRINT skips scope of work and pricing information, printing only the header, ribbon, nameplate, and special instruction information.

SAMPLE: The following page shows the QUICK DELIVERY TICKET format.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Delivery Ticket

Job No.:	001001
Received Date:	09/20/00
Page:	1

Sold To:	Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number: 000002 Everest Industries 14 Pinewood Lane Blg#3 Pittsburgh, PA 15358

Job No.	Rec'vd Date	Sales Code	Ship Date	Ship Via	Terms
001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item # /Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		

Received By: _____   Date: _____

LINKED JOB PRE-INVOICE ENTRY

LINKED JOB PRE-INVOICE ENTRY

FUNCTION: The LINKED JOB PRE-INVOICE ENTRY program is used to "pre-invoice" jobs linked to a primary job, including the primary job, as a way of preparing each invoice for the final invoice. Pre-invoices can only be edited at the time of pre-invoice entry – they cannot be edited at the time of generating the mail to invoice via invoicing of the primary job.

All linked jobs must be invoiced through LINKED JOB PRE-INVOICE ENTRY before the primary job is invoiced through JOB INVOICE ENTRY.

JOB #:

Enter a valid JOB #, or press F3 for the JOB # LOOKUP. Press F4 to return to the Job Billing Menu.

PROCESSING NOTE: When the JOB # has been entered, other pertinent information will be displayed. Customer credit status, aging, and customer comments may display depending on system configuration.

Linked Job Pre Invoice Entry ✕

？ Is this the correct Job to Pre Invoice?

Yes   No   Cancel

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with pre-invoice processing.

NO: Returns to job number entry.

CANCEL: Cancels the process and returns to a menu.

The cursor will move to SHIP-TO-NO.

Ship-To 000002   By JDP   Del Tkt 0001016

Name Everest Industries

14 Pinewood Lane

Blg#3

33121-0000   Pittsburgh   PA   15358

Credit Limit   Total

Pricing DLR   Dealer

SHIP-TO:

The ship-to number and address will default from the job entry process. The user may add to, edit, or delete information as necessary.

TAKEN BY:

The taken by ID will default from the job entry process. The user may add to, edit, or delete information as necessary.

Response options (Selection results shown below):

4. Click on the appropriate selection button.
5. Use the keyboard arrow keys to select the appropriate button and <CR>.
6. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with linked job pre-invoice entry processing.

CANCEL: Cancels the process and returns to a menu. Does not delete the linked job pre-invoice entry.

DELETE: Deletes the linked job pre-invoice entry and returns to a menu.

The cursor will move to the RIBBON TAB, displaying default values from the JOB ENTRY process.

LINKED JOB PRE-INVOICE ENTRY – RIBBON ENTRY

FUNCTION: The RIBBON ENTRY option is used to confirm, edit, delete, or enter RIBBON DETAIL information related to the processing of the job.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Accepts default information and continues with linked job pre-invoice entry processing.

CANCEL: Returns to job number entry.

Application Computer Systems, Inc.
Service Repair

ORD DATE:

Enter/edit the ORDER DATE or press RETURN for JOB'S RECEIVED DATE.

SHIP DATE:

Enter/edit the SHIP DATE or press RETURN for today's date.

PO NUMBER:

Enter/edit the customer's PURCHASE ORDER NUMBER.

PO RELEASE NUMBER:

Enter/edit the customer's PURCHASE ORDER RELEASE NUMBER.

MISC NUMBER:

Enter/edit the MISC NUMBER.

SHIP VIA:

Enter/edit the SHIP VIA information.

SALES DISCOUNT:

Enter/edit a valid SALES DISCOUNT CODE.

The SALES DISCOUNT CODE is used to calculate an overall discount to be applied to the invoice (see Sales Discount Code Maintenance).

TERMS CODE:

Enter/edit a valid TERMS CODE.

The TERMS CODE entered will be used to automatically calculate the invoice *due date, discount date*, and the *discount amount* (if applicable) for the invoice during the SALES REGISTER process.

DISTRIBUTION CODE:

Enter/edit a valid DISTRIBUTION CODE.

This code is used to specify the Accounts Receivable account, Freight and any other General Ledger accounts to be posted when the invoice is updated.

SALESPERSON CODE:

Enter a valid SALESPERSON CODE.

This code is used for updating the Sales Analysis system (the *By Salesperson* report) and Commission information for each salesperson (see Accounts Receivable Salesperson Maintenance).

STANDARD MESSAGE CODE:

Enter a valid STANDARD MESSAGE CODE.

NOTE: See Accounts Receivable Standard Message Code Maintenance for examples of how this field can be used.

TERRITORY CODE:

Enter a valid TERRITORY CODE.

This code is used for updating the Sales Analysis module (see Accounts Receivable Territory Code Maintenance).

TAX CODE:

Enter a valid TAX CODE.

The code entered will be used to perform automatic SALES TAX calculation during the invoice update process.

LIST PRICE CODE:

Enter a valid LIST PRICE CODE or LEAVE BLANK FOR CURRENT LIST PRICE.

RIBBON INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Accepts default information and continues with linked job pre-invoice entry processing.

CANCEL: Returns to job number entry.

The cursor will move to the DETAIL TAB, displaying default values from the JOB ENTRY process.

LINKED JOB PRE-INVOICE ENTRY - DETAIL ENTRY

FUNCTION: The DETAIL ENTRY option is used to confirm, edit, delete, or enter DETAIL information related to the processing of the job. The default information shown, if any, is dependant on the department and customer configuration – the default information may be based on estimate information, actual postings, or may be blank.

While the default information may be edited, users are discouraged from adding labor or material at this point in the process, as this information will not be retroactive to the job and not included in job history. To add labor or material cost/postings, user are encouraged to delete the linked job pre-invoice entry and make the additions as part of job entry processing.

PROCESSING NOTE: The linked job pre-invoice entry is generated based on current information. With the exception of the customer purchase order and purchase release number, information changed in the linked job pre-invoice entry is not retroactive to the job. Additionally, any changes to the job are not updated to the linked job pre-invoice entry automatically – these must be manually changed or the linked job pre-invoice entry recreated.

DETAIL INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with linked job pre-invoice entry processing.

CANCEL: Cancels the process and linked job pre-invoice entry job number entry.

DELETE: Attempts to delete the record and all lines. Delete key also works in detail entry to delete individual lines.

INSERT: Returns to detail entry at the next system assigned sequence number.

The cursor will move to the FOOTER TAB, displaying default values from the JOB ENTRY process.

LINKED JOB PRE-INVOICE ENTRY - FOOTER ENTRY

FUNCTION: The DETAIL ENTRY option is used to confirm, edit, delete, or enter DETAIL information related to the processing of the job. The default information shown, if any, is dependant on the department and customer configuration – the default information may be based on estimate information, actual postings, or may be blank.

GROSS SALES:

Displays GROSS SALES. Entry is not editable.

DISCOUNT:

Enter/edit the SALES DISCOUNT information.

SUBTOTAL:

Displays SUBTOTAL. Entry is not editable.

TAX:

Displays TAX based on job information, tax code, and system configuration.

FREIGHT:

Enter FREIGHT AMOUNT if applicable.

NET SALES:

Displays NET SALES. Entry is not editable.

FOOTER INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
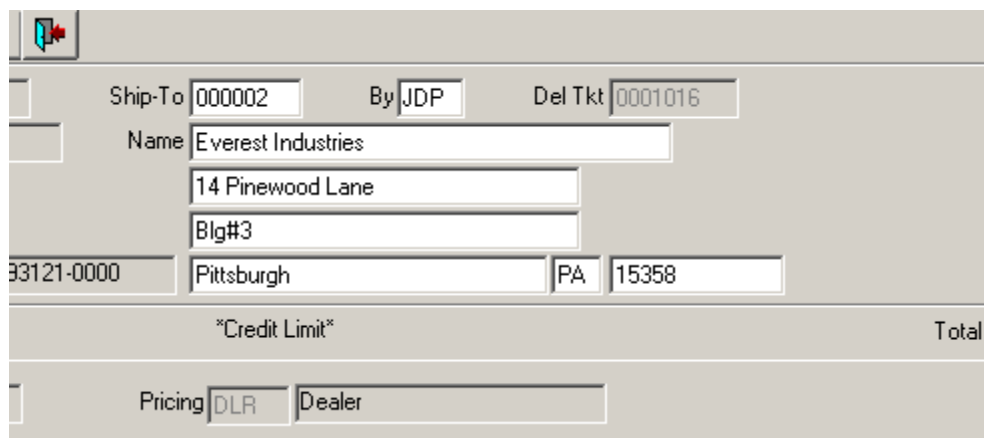3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with linked job pre-invoice entry processing. The linked job pre-invoice entry is not printed here, but included as part of the next batch print.

CANCEL: Cancels the process and linked job pre-invoice entry job number entry.

DELETE: Attempts to delete the record and all lines. Delete key also works in detail entry to delete individual lines.

SELECT: Select a printer for "ON-DEMAND" Linked job pre-invoice entry Print. A PRINTER WINDOW will display with a list of printer choices.

PRINT: Prints an "ON-DEMAND" Linked job pre-invoice entry.

PRINTING:

Printing of a pre-invoice is generally not required except in cases where hardcopy audits trails or documentation is necessary. Pre-invoice copies must be printed on-demand – there are no methods for printing pre-invoices in batch prints.

The LINKED JOB PRE-INVOICE format follows the same configuration format as DELIVERY TICKETS.

SAMPLE: The following page shows the PRE-INVOICE format.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: www.acsmaster.com

Pre-Invoice

Pre-Invc No.:	002135
Invoice Date:	06/10/10
Page:	1

Sold To:	Customer Number: 000300 **Taylor Manufacturing** 1817 Augusta Circle Unit 412 San Juan Capistrano, CA 92481	Ship To:	Ship To Number: 000099 **Taylor Manufacturing** 1817 Augusta Circle Unit 412 San Juan Capistrano, CA 92481

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
002135	10/06/09	JDP	06/10/10		Net 30

Customer PO: PO Release: Misc Number:

Order	Ship	B/O	Item # / Description / Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, RPM:1800		
			Special Instructions:		
			THESE ARE SPECIAL ISNTRUCTIONS		
			FOR JOB #2135.		
			PICK UP MOTOR		
			INSPECT		
			BEAD BLAST PARTS		
			INSPECT		
			BORE & BRUSH O.D.E. ENDBELL		
			TAKE WINDING DATA		
			ASSEMBLE		
			REWORK - DISSASSEMBLE INSPECT		
			DELIVER MOTOR		
			REWORK - ASSEMBLE		
			REWORK - CONNECT AND INSULATE		
			REWORK - TESTING		
			BEARING - SPECIAL		130.00
			SPECIAL COOLING FAN		225.00
			EPOM LEAD WIRE 600V NO.6		10.00
1.0	1.0	0.0	Design Labor	1,424.00	1,424.00

Sub Total	1,789.00
Discount	-178.90
Tax	21.90
Freight	.00
Total	1,632.00

(Pre-Invoice)

JOB INVOICE ENTRY

JOB INVOICE ENTRY

> FUNCTION: The JOB INVOICE ENTRY program is used to invoice jobs. All current WIP costs will be applied toward the invoice and processed in accordance to the DISTRIBUTION CODE established for the job and invoice.

JOB #:

> Enter a valid JOB #, or press F3 for the JOB # LOOKUP. Press F4 to return to the Job Billing Menu.

> **PROCESSING NOTE:** When the JOB # has been entered, other pertinent information will be displayed. Customer credit status, aging, and customer comments may display depending on system configuration. Warnings regarding open purchase orders or other open files may appear – answering the queries in accordance to your requirements for the invoice process.

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```
┌─────────────────────────────────────────────┐
│ A⁵ Query                          _ □ X       │
├─────────────────────────────────────────────┤
│     Correct Delivery Ticket to create an     │
│              invoice from?                    │
│                                               │
│   ┌────────┐   ┌────────┐   ┌──────────┐     │
│   │  Yes   │   │   No   │   │ Override │     │
│   └────────┘   └────────┘   └──────────┘     │
├─────────────────────────────────────────────┤
│ v8.0.0 syc_xo                                 │
└─────────────────────────────────────────────┘
```
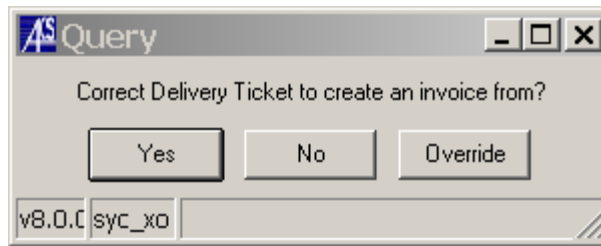
CORRECT DELIVERY TICKET TO CREATE INVOICE FROM?

The system will attempt to create the invoice from the current copy or format of the delivery ticket, if one exists.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

     YES: Create job invoice from delivery copy/format.

     NO: Returns to job number entry.

  OVERRIDE: Create job invoice directly from job information (skips delivery ticket and any edits or changes made to the delivery ticket).

If a delivery ticket does not exist, the system will prompt:
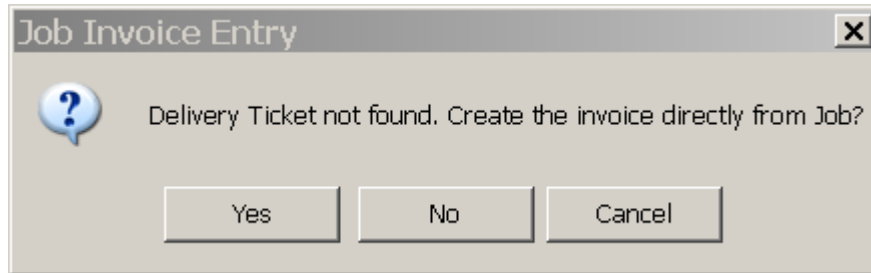
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

       YES: Create job invoice direction from the job information.

  NO or CANCEL: Returns to job number entry.

When answering YES to the above query, the system will prompt:
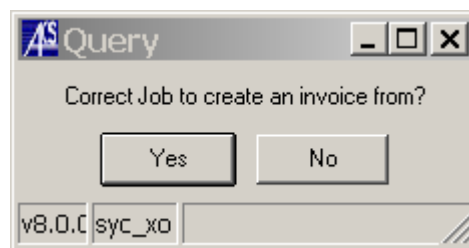
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

       YES: Create job invoice direction from the job information.

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Service Repair

NO or CANCEL: Returns to job number entry.

The cursor will move to SHIP-TO-NO.

SHIP-TO:

The ship-to number and address will default from the job entry process. The user may add to, edit, or delete information as necessary.

TAKEN BY:

The taken by ID will default from the job entry process. The user may add to, edit, or delete information as necessary.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

   OK: Continues with job invoice entry processing.

   CANCEL: Cancels the process and returns to a menu. Does not delete the job invoice entry.

   DELETE: Deletes the job invoice entry and returns to a menu.

The cursor will move to the RIBBON TAB, displaying default values from the JOB ENTRY process.

JOB INVOICE ENTRY – RIBBON ENTRY

FUNCTION: The RIBBON ENTRY option is used to confirm, edit, delete, or enter RIBBON DETAIL information related to the processing of the job.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Accepts default information and continues with job invoice entry processing.

CANCEL: Returns to job number entry.

Application Computer Systems, Inc.
Service Repair

ORD DATE:

Enter/edit the ORDER DATE or press RETURN for JOB'S RECEIVED DATE.

SHIP DATE:

Enter/edit the SHIP DATE or press RETURN for today's date.

PO NUMBER:

Enter/edit the customer's PURCHASE ORDER NUMBER.

PO RELEASE NUMBER:

Enter/edit the customer's PURCHASE ORDER RELEASE NUMBER.

MISC NUMBER:

Enter/edit the MISC NUMBER.

SHIP VIA:

Enter/edit the SHIP VIA information.

SALES DISCOUNT:

Enter/edit a valid SALES DISCOUNT CODE.

The SALES DISCOUNT CODE is used to calculate an overall discount to be applied to the invoice (see Sales Discount Code Maintenance).

TERMS CODE:

Enter/edit a valid TERMS CODE.

The TERMS CODE entered will be used to automatically calculate the invoice *due date, discount date*, and the *discount amount* (if applicable) for the invoice during the SALES REGISTER process.

DISTRIBUTION CODE:

Enter/edit a valid DISTRIBUTION CODE.

This code is used to specify the Accounts Receivable account, Freight and any other General Ledger accounts to be posted when the invoice is updated.

SALESPERSON CODE:

Enter a valid SALESPERSON CODE.

This code is used for updating the Sales Analysis system (the *By Salesperson* report) and Commission information for each salesperson (see Accounts Receivable Salesperson Maintenance).

STANDARD MESSAGE CODE:

Enter a valid STANDARD MESSAGE CODE.

NOTE: See Accounts Receivable Standard Message Code Maintenance for examples of how this field can be used.

TERRITORY CODE:

Enter a valid TERRITORY CODE.

This code is used for updating the Sales Analysis module (see Accounts Receivable Territory Code Maintenance).

TAX CODE:

Enter a valid TAX CODE.

The code entered will be used to perform automatic SALES TAX calculation during the invoice update process.

LIST PRICE CODE:

Enter a valid LIST PRICE CODE or LEAVE BLANK FOR CURRENT LIST PRICE.

RIBBON INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Accepts default information and continues with job invoice entry processing.

CANCEL: Returns to job number entry.

The cursor will move to the DETAIL TAB, displaying default values from the JOB ENTRY process.

JOB INVOICE ENTRY - DETAIL ENTRY

FUNCTION: The DETAIL ENTRY option is used to confirm, edit, delete, or enter DETAIL information related to the processing of the job. The default information shown, if any, is dependant on the department and customer configuration – the default information may be based on estimate information, actual postings, or may be blank.

While the default information may be edited, users are discouraged from adding labor or material at this point in the process, as this information will not be retroactive to the job and not included in job history. To add labor or material cost/postings, user are encouraged to delete the job invoice entry and make the additions as part of job entry processing.

PROCESSING NOTE: The job invoice entry is generated based on current information. With the exception of the customer purchase order and purchase release number, information changed in the job invoice entry is not retroactive to the job. Additionally, any changes to the job are not updated to the job invoice entry automatically – these must be manually changed or the job invoice entry recreated.

DETAIL INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with job invoice entry processing.

CANCEL: Cancels the process and job invoice entry job number entry.

DELETE: Attempts to delete the record and all lines. Delete key also works in detail entry to delete individual lines.

INSERT: Returns to detail entry at the next system assigned sequence number.

The cursor will move to the FOOTER TAB, displaying default values from the JOB ENTRY process.

JOB INVOICE ENTRY - FOOTER ENTRY

FUNCTION: The DETAIL ENTRY option is used to confirm, edit, delete, or enter DETAIL information related to the processing of the job. The default information shown, if any, is dependant on the department and customer configuration – the default information may be based on estimate information, actual postings, or may be blank.

GROSS SALES:

Displays GROSS SALES. Entry is not editable.

DISCOUNT:

Enter/edit the SALES DISCOUNT information.

SUBTOTAL:

Displays SUBTOTAL. Entry is not editable.

TAX:

Displays TAX based on job information, tax code, and system configuration.

FREIGHT:

Enter FREIGHT AMOUNT if applicable.

NET SALES:

Displays NET SALES. Entry is not editable.

FOOTER INFORMATION COMPLETE:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with job invoice entry processing. The job invoice entry is not printed here, but included as part of the next batch print.

CANCEL: Cancels the process and job invoice entry job number entry.

DELETE: Attempts to delete the record and all lines. Delete key also works in detail entry to delete individual lines.

SELECT: Select a printer for "ON-DEMAND" Job invoice entry Print. A PRINTER WINDOW will display with a list of printer choices.

PRINT: Prints an "ON-DEMAND" Job invoice entry.

CASH: Allows entry of a cash receipt for the job invoice. See JOB INVOICE CASH RECEIPT ENTRY below.

PRINTING:

SAMPLE: The following page shows the INVOICE format.

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Invoice

Invoice No.:	0005282
Invoice Date:	06/10/10
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Blg#3
Pittsburgh, PA 15358

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
J001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item # /Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
			Travel To/From Job Site		
			Disassembly		
			Addl. Cleaning Parts		
			Shaft Repair		
			Machine Other		
			Assemble Complete motor		
1	1	0	Job Completion	450.00	$450.00
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		
			Please Phone Our Customer Service Dept.		
			For Details.		

Sub Total		$450.00
Discount		$.00
Tax		$.00
Freight		$.00
Total		$450.00

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Invoice

Invoice No.:	0005282
Invoice Date:	06/10/10
Page:	1

Sold To:	Customer Number: 000100 **Everest Industries** 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number: 000002 **Everest Industries** 14 Pinewood Lane Blg#3 Pittsburgh, PA 15358

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
J001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
2	2	0	Travel To/From Job Site	30.00	$60.00
3	3	0	Disassembly	30.00	$90.00
2	2	0	Addl. Cleaning Parts	30.00	$60.00
4	4	0	Shaft Repair	30.00	$120.00
2	2	0	Machine Other	30.00	$60.00
2	2	0	Assemble Complete motor	30.00	$60.00
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		
			Please Phone Our Customer Service Dept.		
			For Details.		

Sub Total	$450.00
Discount	$.00
Tax	$.00
Freight	$.00
Total	$450.00

(Customer Copy)

270

Application Computer Systems, Inc.
Service Repair

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Invoice

Invoice No.:	0005282
Invoice Date:	06/10/10
Page:	1

Sold To:
Customer Number: 000100
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121

Ship To:
Ship To Number: 000002
Everest Industries
14 Pinewood Lane
Blg#3
Pittsburgh, PA 15358

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
J001001	09/20/00	JDP	06/10/10		2% 10 Days - Ne

Customer PO:	23445R544	PO Release:	234-56	Misc Number:	233332

Order	Ship	B/O	Item # /Description/Notes	Unit Price	Extension
			Nameplate Data:		
			HP1:50, FRAME:326T,		
			ENCLOSURE:TEFC, RPM:1800,		
			MANUFACTUR:GE, VOLTS:575, CUST STK		
			#:10010, CUST ID #:EI100, MACHINE		
			ID:MI100, SERIAL #:SN100, SERVICE		
			F.:1.15, DESIGN:B, TEMP. RISE:40,		
			CODE:G, MODEL #:5K326SS204A		
			Special Instructions:		
			THIS MOTOR IS TO BE DELIVERED		
			TO DOCK NUMBER 6.		
			Travel To/From Job Site		$60.00
			Disassembly		$90.00
			Addl. Cleaning Parts		$60.00
			Shaft Repair		$120.00
			Machine Other		$60.00
			Assemble Complete motor		$60.00
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		
			Please Phone Our Customer Service Dept.		
			For Details.		

Sub Total		$450.00
Discount		$.00
Tax		$.00
Freight		$.00
Total		$450.00

JOB INVOICE CASH RECEIPT ENTRY:

FUNCTION: Allows immediate entry of cash receipt at time of job invoicing.

CASH RECEIPT CODE:

Enter CASH RECEIPT CODE or F3 for inquiry.

Depending on the CASH RECEIPT CODE entered, the user will have access to various fields.

CHECK NUMBER:

Enter CHECK NUMBER. Entry will be referenced on invoice when it prints.

MEMO:

Enter MEMO. Entry will be referenced on invoice when it prints.

CC NUMBER:

Available for credit card entry, however company practices may preclude the entry of the credit card in the system.

EXPIRY DATE:

Enter EXPIRY DATE. Entry must be after current date.

CUSTOMER NAME:

Enter CUSTOMER NAME.

AMOUNT TENDERED:

The amount of the invoice will default, although this amount may be edited.

CHANGE:

The difference between the amount of the invoice and the AMOUNT TENDERED will be displayed.

INVOICE EDIT REPORT

INVOICE EDIT REPORT

FUNCTION: The INVOICE EDIT REPORT program provides the means for printing INVOICE SUMMARY INFORMATION for the purpose of review prior to the actual printing of the INVOICES.

BEGINNING CUSTOMER:

Enter a valid CUSTOMER NUMBER. Enter a valid CUSTOMER NUMBER identifying the BEGINNING customer to start printing or press F1 for FIRST.

ENDING CUSTOMER:

Enter a valid CUSTOMER NUMBER. Enter a valid CUSTOMER NUMBER identifying the ENDING customer to stop printing or press F1 for LAST.

BEGINNING ORDER/JOB #:

Enter BEGINNING ORDER/JOB # if a specific CUSTOMER # was entered. Press F1 and the report will begin with the FIRST Job.

ENDING ORDER/JOB #:

Enter ENDING ORDER/JOB # if a specific CUSTOMER # was entered. Press F1 and report will end with LAST Job.

INVOICED BY:

<F1>=ALL or enter INVOICED BY code. Press F1 to print ALL or enter a specific BY code.

PRINTED/UNPRINTED/ALL?

Enter P to report invoices that have already been printed. This option defaults to U. Press ENTER to report only UNPRINTED invoices. Enter A to report both the PREVIOUSLY PRINTED and UNPRINTED invoices.

PAGE BREAK BETWEEN INVOICES:

Enter Y to print with a *page break* after each invoice is listed. Enter N if a *page break* is not necessary.

NOTE: Remember that this is the INVOICE EDIT REGISTER for internal purposes.

SAMPLE: The following pages are samples of the INVOICE EDIT REGISTER.

```
06/10/10                                    ACS 8.0.0 STD System                                      Page   1
04:41 PM                                    Invoice Edit Report
Beginning Customer: First                   Unprinted Invoices                        Beginning Order #: First
   Ending Customer: Last                        Invoiced By:                            Ending Order #: Last
   -- Customer --                  Order  Invoice  Invoice        P.O.            Dist          Tax
Number  Name                       Number Number   Date   By Sls Number   Ship Via Code Terms        Code  Prntd?
000100  Everest Industries         J001000 0005281 06/01/10 JDP JDP POPOPOPOPO SHIPVIASHI A1 2% 10 Days - Ne CA   N
                                                                              Gross              Extended
Ln Cd Prd Whs Item                 Ord    B/O     Ship  Disc   Price       Sales     Cost    Cost      Profit   GP %
 100 M        Nameplate Data:
 110 M            HP1:50, FRAME:2 222222222222222,
 120 M            ENCLOSURE:TEFC, RPM:1800,
 130 M            MANUFACTUR:555555555555555555,
 140 M            VOLTS:6666666666, CUST STK
 150 M            #:77777777777777777777777, CUST ID
 160 M            #:8888888888888888888888, MACHINE
 170 M            ID:9999999999999999999999, SERIAL
 180 M            #:10 101010101010101010, HP2:11
 190 M            111111, RPM2:12 121212, POLES1:13,
 200 M            POLES2:14, AMPS2:1515151515,
 210 M            STYLE:161616161616161, SERVICE
 220 M            F.:1717, DESIGN:1, TEMP.
 230 M            RISE:1919191919, EXP. GROUP:21
 240 M            212121, EXP. CLASS:22 222222,
 250 M            I.D.#:23232323232323232323,
 260 M            MODEL #:2424242424242424242424
 270 M        Special Instructions:
 280 M            SPECIALINSTRUCTIONSLINEONESPEA
 290 M            SPECIALINSTRUCTIONSLINETWOSPEC
 300 M            SPECIALISNTRUCTIONSLINETHREESP
 310 M            SPECIALINSTRUCTIONSLINEFOURSPE
 320 M            SPECIALINSTRUCTIONSLINEFIVESPE
 330 M            SPECIALISNTRUCTIONSLINESIXSPEC
 340 M        TEAR DOWN & INSPECT
 350 M        TEAR DOWN & INSPECT   OT
 360 M        DISASSEMBLE
 370 M        DISASSEMBLE   OT
 380 M        DISASSEMBLE   DT
 390 M        PICK UP MOTOR
 400 M        CLEAN VARNISHED ARMATURE
 410 M        INSPECT
 420 M        BLAST CLEAN PARTS
 430 M        BEAD BLAST PARTS
 440 M        INSPECT
 450 M        INSPECT   OT
 460 M        BORE & BRUSH O.D.E. ENDBELL
 470 M        TAKE WINDING DATA
```

```
06/10/10                                    ACS 8.0.0 STD System                                      Page   2
04:41 PM                                    Invoice Edit Report
Beginning Customer: First                   Unprinted Invoices                        Beginning Order #: First
   Ending Customer: Last                        Invoiced By:                            Ending Order #: Last
   -- Customer --                  Order  Invoice  Invoice        P.O.            Dist          Tax
Number  Name                       Number Number   Date   By Sls Number   Ship Via Code Terms        Code  Prntd?
000100  Everest Industries         J001000 0005281 06/01/10 JDP JDP POPOPOPOPO SHIPVIASHI A1 2% 10 Days - Ne CA   N
                                                                              Gross              Extended
Ln Cd Prd Whs Item                 Ord    B/O     Ship  Disc   Price       Sales     Cost    Cost      Profit   GP %
 480 M        CUT WINDING
 490 B        Parts Total                          .0% 1,761.15  1,761.15-   0.00     0.00  1,761.15-100.00-
 500 1                            1.00-  0.00     1.00-  .0%93,527.55 93,527.55- 0.00    0.00 93,527.55-100.00-
              Design Labor
 980 X        SUMMARY OF LABOR COST                .0%    0.00      0.00     0.00     0.00      0.00   0.00
 981 X        SUMMARY OF LABOR BURDEN COST         .0%    0.00      0.00     0.00     0.00      0.00   0.00
 990 X        SUMMARY OF MATERIAL COST             .0%    0.00      0.00     0.00     0.00      0.00   0.00
 991 X        SUMMARY OF MATERIAL BURDEN COST      .0%    0.00      0.00     0.00     0.00      0.00   0.00
              -----------------------------------------------------------------------------------------------
                                  6.00-  0.00     4.00  Sales Total  95,288.70-                0.00 95,288.70-100.00-
                                                        Sales Discount 9,528.87
                                                        Freight         0.00
                                                        Sales Tax     105.67-
                                                                   ------------
                                                        Invoice Total 85,865.50-
```

Application Computer Systems, Inc.
Service Repair

000100 Everest Industries			J001001 0005282	06/10/10 JDP JDP 23445R544			A1	2% 10 Days - Ne	CA	N

						Gross		Extended		
Ln Cd Prd Whs Item	Ord	B/O	Ship	Disc	Price	Sales	Cost	Cost	Profit	GP %
100 M Nameplate Data:										
110 M HP1:50, FRAME:326T,										
120 M ENCLOSURE:TEFC, RPM:1800,										
130 M MANUFACTUR:GE, VOLTS:575, CUST STK										
140 M #:10010, CUST ID #:EI100, MACHINE										
150 M ID:MI100, SERIAL #:SN100, SERVICE										
160 M F.:1.15, DESIGN:B, TEMP. RISE:40,										
170 M CODE:G, MODEL #:5K326SS204A										
180 M Special Instructions:										
190 M THIS MOTOR IS TO BE DELIVERED										
200 M TO DOCK NUMBER 6.										
210 A Travel To/From Job Site				.0%	30.00	60.00	0.00	0.00	60.00	100.00
220 A Disassembly				.0%	30.00	90.00	0.00	0.00	90.00	100.00
230 A Addl. Cleaning Parts				.0%	30.00	60.00	0.00	0.00	60.00	100.00
240 A Shaft Repair				.0%	30.00	120.00	0.00	0.00	120.00	100.00
250 A Machine Other				.0%	30.00	60.00	0.00	0.00	60.00	100.00
260 A Assemble Complete motor				.0%	30.00	60.00	0.00	0.00	60.00	100.00
980 X SUMMARY OF LABOR COST				.0%	0.00	0.00	111.29	111.29	111.29-	0.00

-- Customer --		Order	Invoice	Invoice			P.O.		Dist		Tax	
Number Name		Number	Number	Date	By	Sls	Number	Ship Via	Code	Terms	Code	Prntd?
000100 Everest Industries		J001001	0005282	06/10/10	JDP	JDP	23445R544		A1	2% 10 Days - Ne	CA	N

						Gross		Extended		
Ln Cd Prd Whs Item	Ord	B/O	Ship	Disc	Price	Sales	Cost	Cost	Profit	GP %
981 X SUMMARY OF LABOR BURDEN COST				.0%	0.00	0.00	33.39	33.39	33.39-	0.00
990 X SUMMARY OF MATERIAL COST				.0%	0.00	0.00	22.50	22.50	22.50-	0.00
991 X SUMMARY OF MATERIAL BURDEN COST				.0%	0.00	0.00	2.25	2.25	2.25-	0.00

	19.00	0.00	19.00	Sales Total	450.00		169.43	280.57	62.35
				Sales Discount	45.00-				
				Freight	0.00				
				Sales Tax	0.00				

				Invoice Total	405.00				

000100 Everest Industries			J267155 0005219	03/15/04 JDP JDP TEST PO FI			A1	Net (Due On Rec	CA	N
			Lock Flag = Y							

						Gross		Extended		
Ln Cd Prd Whs Item	Ord	B/O	Ship	Disc	Price	Sales	Cost	Cost	Profit	GP %
100 M Nameplate Data:										
110 M HP1:HP1, FRAME:FRAME,										
120 M ENCLOSURE:ENCLOCURE, RPM:RPM,										
130 M MANUFACTUR:MANUFACTURE,										
140 M VOLTS:VOLTS, CUST STK #:CUST STK#,										
150 M CUST ID #:CUST ID#, MACHINE										
160 M ID:MACHINE ID, SERIAL #:SERAIL#,										
170 M HP2:HP2, RPM2:RPM2, POLES1:P1,										
180 M POLES2:P2, AMPS2:AMPS2,										
190 M STYLE:STYLE, SERVICE F.:SERV,										
200 M DESIGN:D, TEMP. RISE:TEMP RISE,										
210 M CODE:C, EXP. GROUP:EXP GROUP, EXP.										
220 M CLASS:EXP CLASS, I.D.#:ID#, MODEL										
230 M #:MODEL#										
240 M Special Instructions:										
250 M SPEC 1 XXXXXXXXXXXXXXXXXXXXXXXZ										
260 M SPEC 2 XXXXXXXXXXXXXXXXXXXXXXXZ										
270 M SPEC 4 XXXXXXXXXXXXXXX										
280 M SPEC6										
980 X SUMMARY OF LABOR COST				.0%	0.00	0.00	0.00	0.00	0.00	0.00
981 X SUMMARY OF LABOR BURDEN COST				.0%	0.00	0.00	0.00	0.00	0.00	0.00
990 X SUMMARY OF MATERIAL COST				.0%	0.00	0.00	0.00	0.00	0.00	0.00

Application Computer Systems, Inc.
Service Repair

```
   -- Customer --              Order   Invoice  Invoice            P.O.               Dist              Tax
Number  Name                   Number  Number    Date   By Sls Number   Ship Via     Code  Terms        Code  Prntd?
000100  Everest Industries     J267155 0005219  03/15/04 JDP JDP TEST PO FI           A1    Net (Due On Rec  CA    N
                               Lock Flag = Y
                                                                       Gross             Extended
 Ln Cd Prd Whs Item             Ord      B/O     Ship  Disc   Price     Sales    Cost      Cost      Profit   GP %
 991 X       SUMMARY OF MATERIAL BURDEN COST            .0%    0.00      0.00     0.00      0.00       0.00    0.00
                               -------------------------------------------------------------------------------------
                                4.00     0.00    4.00  Sales Total      0.00               0.00       0.00    0.00
                                                     Sales Discount     0.00
                                                          Freight       0.00
                                                         Sales Tax      0.00
                                                                    ------------
                                                     Invoice Total      0.00
999999  Cash Sale              0002070 0005176  07/20/05 ACS CSH        Will Call   AR    C.O.D.        CA    N
                               Lock Flag = Y
                                                                       Gross             Extended
 Ln Cd Prd Whs Item             Ord      B/O     Ship  Disc   Price     Sales    Cost      Cost      Profit   GP %
                               -------------------------------------------------------------------------------------
                                0.00     0.00    0.00  Sales Total      0.00               0.00       0.00    0.00
                                                     Sales Discount     0.00
                                                          Freight       0.00
                                                         Sales Tax      0.00
                                                                    ------------
                                                     Invoice Total      0.00
                               ======================================================================================
Report Totals                  17.00     0.00   27.00  Sales Total:    94,838.70-        169.43   95,008.13-100.18-
                                                     Sales Discount   9,483.87
                                                          Freight       0.00
                                                         Sales Tax    105.67-
                                                                    ------------
    4 Total Invoices                                   Report Totals  85,460.50-
```

```
Product Type Totals
Product                   Units      Sales      Cost      G.P.      GP %
                        -------------------------------------------------
Report Totals             0.00       0.00       0.00      0.00      0.00
Line Type Total
Description            Ord      B/O     Ship     Sales       Cost
Non-Stock Items       1.00-    0.00    1.00-   93,527.55-    0.00
Other Charges                                   1,311.15-
                                              ----------  ----------
Report Totals                                  94,838.70-    0.00
```

INVOICE PRINT

INVOICE PRINT

> FUNCTION: The INVOICE PRINT program allows the user to print INVOICES that have been batched.
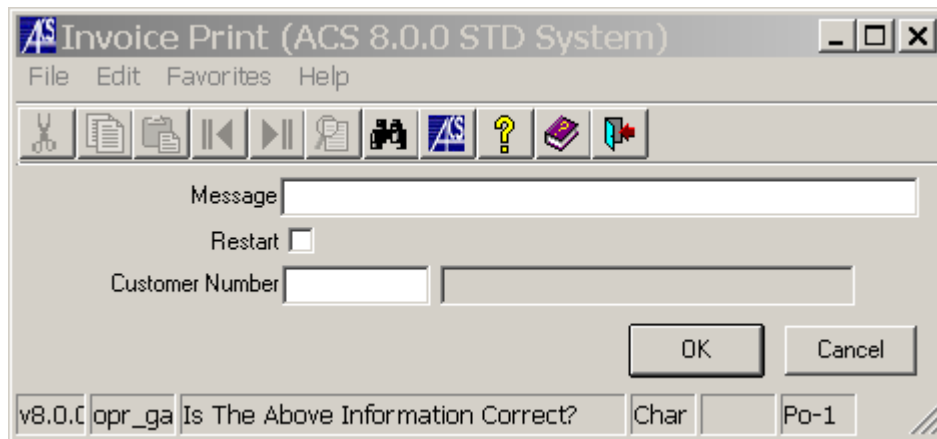
MESSAGE:

> Type a MESSAGE if one is required.

RESTART:

> The system defaults to unchecked. Leave unchecked if this is not a Restart of the print. Check the box to print an INVOICE beginning with a specific customer or to restart the print process. The user will be asked to:

ENTER A VALID CUSTOMER NUMBER:

> Enter VALID CUSTOMER NUMBER or press F3 for CUSTOMER LOOKUP.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with printing processing. Depending on your system configuration, the user may be prompted for form alignment or test patterns.

CANCEL: Cancels the printing process.

After printing the INVOICES, check for accuracy.
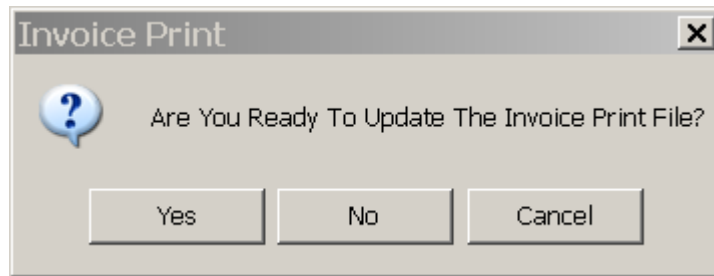
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Updates the invoice print file. Only printed invoices will be updated by the SALES REGISTER. Any invoices not shown as printed in the system, or any invoices printed and edited afterward, will not be part of the update.

Check the invoices for accuracy before updating the file.

NO or CANCEL: Cancels the printing process.

SALES REGISTER

SALES REGISTER

> FUNCTION: The SALES REGISTER provides a listing of all invoices that have been printed and updated since the last SALES REGISTER was printed. The Sales Register Update follows the printing of the invoices and will only update printed invoices. Any invoice edited after printing will not be updated until it is printed again.
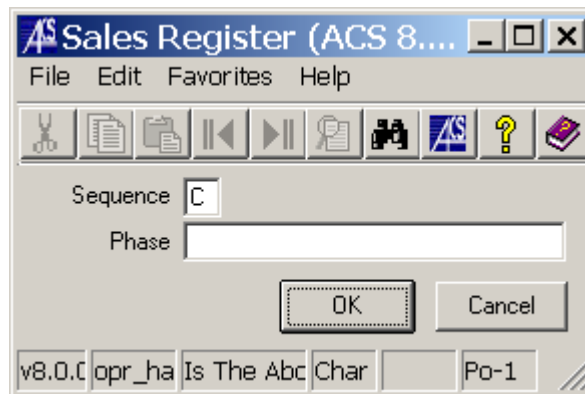
SEQUENCE:

> Once SALES REGISTER is selected, the user has the option to run the report by C=CUSTOMER NUMBER or I=INVOICE NUMBER.

> Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

> Selection Results:

> OK: Continues with the Sales Register update.

> CANCEL: Cancels the printing process.

> Continuing with the Sales Register update will generate a register and prompt for the register update.
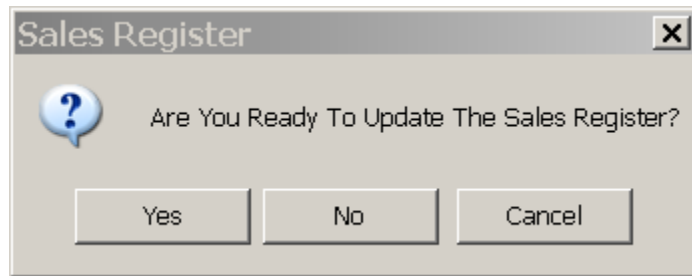
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with the Sales Register update.

NO or CANCEL: Cancels the printing process.

SAMPLE: The following pages show a sample of the SALES REGISTER.

Application Computer Systems, Inc.
Service Repair

```
Customer   Order    Invoice          Gross                                        Net      Gross      Gross
No. & Name Number   Number   Date    Sales    Returns    Discount      Tax   Freight    Sales      Cost    Profit
000100     J001000  0005281  06/01/10  0.00  95288.70-   9528.87-   105.67-    0.00   85865.50-    0.00  100.00%
Everest Industries
---> WARNING: The 06/01/10 Transaction Date Occurs After The Next Period
000100     J001001  0005282  06/10/10 450.00     0.00      45.00      0.00     0.00     405.00   169.43   62.35%
Everest Industries
---> WARNING: The 06/10/10 Transaction Date Occurs After The Next Period
                                     ------------------------------------------------------------------------------
           Register Totals:         450.00   95288.70-   9483.87-   105.67-    0.00   85460.50-   169.43  100.18%
                                     ------------------------------------------------------------------------------
           M-T-D Totals:        293773.14      760.64-  20716.19  14237.68 10600.00  297133.99  52303.29   82.15%
                                     ------------------------------------------------------------------------------
        Next M-T-D Totals:     266514.01   95288.70-   4219.57   9772.59  1275.00  178053.33 142349.47   16.86%
```

```
06/11/10                               ACS 8.0.0 STD System                              Page   2
10:20 AM                                  Sales Register                             Audit # 0000258
                                        By Customer Number
                                       Cash Receipts Summary
```

```
Customer                      Invoice  Invoice  Pay   *** Credit Card Deposit ***      *** Cash Deposit ***
No.     Name                  Number   Date     Type  Number            Exp   Amount  Memo            Amount
000100  Everest Industries    0005282  06/10/10  B                               123             405.00
                                                                      -----------             -----------
                       Total For 06/10/10        Credit Cards:           0.00  Cash:             0.00
                                                                                Checks:         405.00
                                                                      -----------             -----------
                       Total All Cash Receipts   Credit Cards:           0.00  Cash:             0.00
                                                                                Checks:         405.00
```

```
Territory Summary            Amount
    001 Western U.S.        94838.70-
Transaction Summary          Amount
    1 Design Labor          93527.55-
    A Labor                   450.00
    B Parts Total            1761.15-
    X Priced Message           0.00
    Tax                       105.67-
    Freight                     0.00
    Discount                 9483.87-
Salesperson Summary          Amount
    JDP Judy D. Peterson    94838.70-
```

```
Account      Description                 Memo/Reference                        Debits       Credits
Date 06/01/10
1040-00      Accounts Receivable         Everest Industries                                 1,761.15
                                         000100    0005281    490    J001000
1040-00      Accounts Receivable         Everest Industries                                93,527.55
                                         000100    0005281    500    J001000
1040-00      Accounts Receivable         Everest Industries                     9,423.20
                                         000100    0005281           J001000
                                              Subtotal for Account 1040-00      9,423.20    95,288.70
2010-00      Accounts Payable - CA Sales Tax  Everest Industries                 105.67
                                         000100    0005281           J001000
4000-01      Sales - Product A/Location 1  Everest Industries                               9,528.87
                                         000100    0005281           J001000
4030-01      Sales - Materials - Mechanical Rpr  Everest Industries             1,761.15
                                         000100    0005281    490    J001000
6000-01      Accounting Fees - Location 1  Everest Industries                   93,527.55
                                         000100    0005281    500    J001000
                                              Totals For 06/01/10   104,817.57  104,817.57
```

Application Computer Systems, Inc.
Service Repair

Account	Description	Memo/Reference			Debits	Credits
Date 06/10/10						
1010-00	Cash In Bank - First National	Everest Industries			60.00	
		000100	0005282	210 (Cash) J001001		
1010-00	Cash In Bank - First National	Everest Industries			90.00	
		000100	0005282	220 (Cash) J001001		
1010-00	Cash In Bank - First National	Everest Industries			60.00	
		000100	0005282	230 (Cash) J001001		
1010-00	Cash In Bank - First National	Everest Industries			120.00	
		000100	0005282	240 (Cash) J001001		
1010-00	Cash In Bank - First National	Everest Industries			60.00	
		000100	0005282	250 (Cash) J001001		
1010-00	Cash In Bank - First National	Everest Industries			60.00	
		000100	0005282	260 (Cash) J001001		
1010-00	Cash In Bank - First National	Everest Industries				45.00
		000100	0005282	Cash Sale J001001		
		Subtotal for Account 1010-00			450.00	45.00
1250-02	WIP - Material - Mechanical Repair	Everest Industries				22.50
		000100	0005282	JOB MATERI J001001		
1250-02	WIP - Material - Mechanical Repair	Everest Industries				2.25
		000100	0005282	JOB MATERI J001001		
		Subtotal for Account 1250-02			0.00	24.75
1260-02	WIP - Labor - Mechanical Repair	Everest Industries				111.29
		000100	0005282	JOB LABOR J001001		
1260-02	WIP - Labor - Mechanical Repair	Everest Industries				33.39
		000100	0005282	JOB LABOR J001001		
		Subtotal for Account 1260-02			0.00	144.68
4000-01	Sales - Product A/Location 1	Everest Industries			45.00	
		000100	0005282	Cash Sale J001001		
4030-01	Sales - Materials - Mechanical Rpr	Everest Industries				60.00
		000100	0005282	210 (Cash) J001001		
4030-01	Sales - Materials - Mechanical Rpr	Everest Industries				90.00
		000100	0005282	220 (Cash) J001001		
4030-01	Sales - Materials - Mechanical Rpr	Everest Industries				60.00
		000100	0005282	230 (Cash) J001001		
4030-01	Sales - Materials - Mechanical Rpr	Everest Industries				120.00
		000100	0005282	240 (Cash) J001001		
4030-01	Sales - Materials - Mechanical Rpr	Everest Industries				60.00
		000100	0005282	250 (Cash) J001001		
4030-01	Sales - Materials - Mechanical Rpr	Everest Industries				60.00
		000100	0005282	260 (Cash) J001001		
		Subtotal for Account 4030-01			0.00	450.00
4750-01	COGS - material - Mechanica Repair	Everest Industries			111.29	
		000100	0005282	JOB LABOR J001001		

Account	Description	Memo/Reference			Debits	Credits
4750-01	COGS - material - Mechanica Repair	Everest Industries			33.39	
		000100	0005282	JOB LABOR J001001		
4750-01	COGS - material - Mechanica Repair	Everest Industries			22.50	
		000100	0005282	JOB MATERI J001001		
4750-01	COGS - material - Mechanica Repair	Everest Industries			2.25	
		000100	0005282	JOB MATERI J001001		
		Subtotal for Account 4750-01			169.43	0.00
		Totals For 06/10/10			664.43	664.43
		Total For Report			105,482.00	105,482.00

CHANGE PO/PO RELEASE NUMBER ON JOB INVOICE

CHANGE PO/PO RELEASE NUMBER ON JOB INVOICE

> FUNCTION: The CHANGE PO/PO RELEASE NUMBER ON JOBS AND INVOICES provides a method to add, edit, and remove a purchase order number or purchase order release number from an updated invoice (that is, an invoice printed and updated through the SALES REGISTER).

CUSTOMER NUMBER:

Enter the customer number associated with the invoice, or F3 to inquire.

INVOICE NUMBER:

Enter the invoice number associated with the invoice, or F3 to inquire.

JOB NUMBER:

In the invoice is associated with a job, the job number will be shown in this field.

P.O. NUMBER:

Enter, edit, or delete (space bar) the appropriate entry.

P.O. RELEASE NUMBER:

Enter, edit, or delete (space bar) the appropriate entry.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with the new value update.

CANCEL: Cancels the process.

Application Computer Systems, Inc.
Service Repair

JOB REPORTING SYSTEM

FUNCTION: The JOB REPORTING SYSTEM provides a means of obtaining various detail reporting information on Jobs.

REPORTS 1
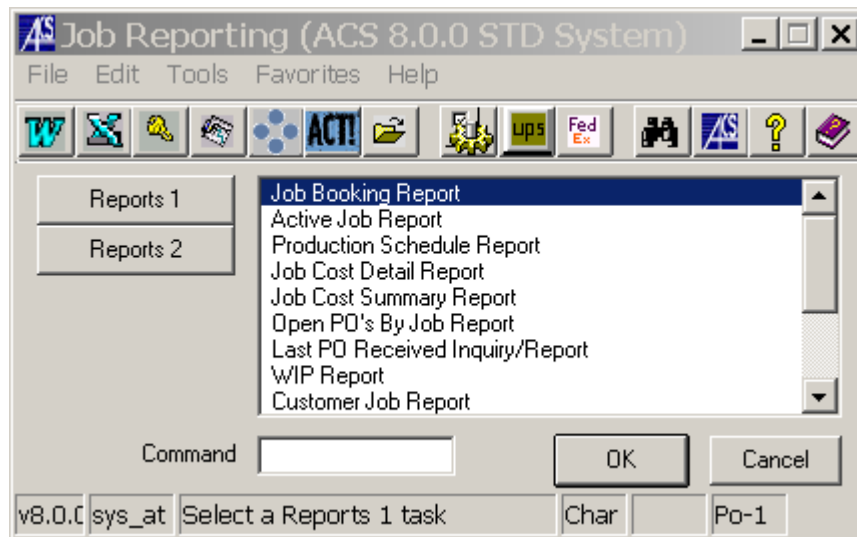
JOB BOOKING REPORT

JOB BOOKING REPORT

FUNCTION: The JOB BOOKING REPORT provides a listing of all JOBS entered since the last time this report was cleared.
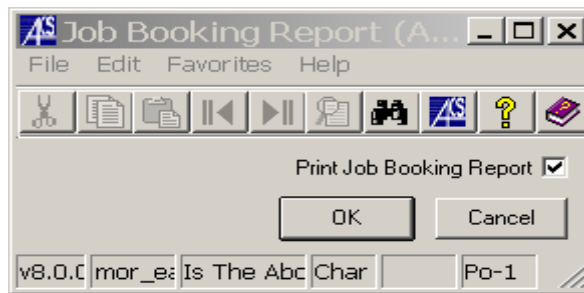
PRINT JOB BOOKING REPORT:

Check the box to print the report or leave it unchecked to return to the selector. Once the report prints the user will be asked:
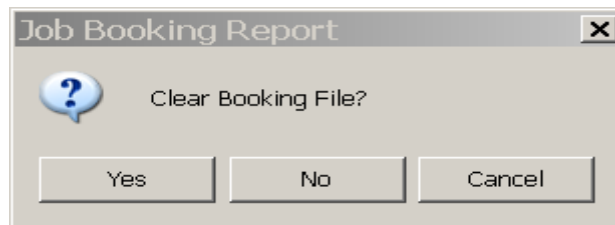
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

　　　　　YES: Clears the list of jobs opened since last clearing.

　　NO or CANCEL: Leaves the list available for future reporting without clearing it.

Application Computer Systems, Inc.
Service Repair

NOTE: To get a listing of Jobs entered for any given day, update at the end of each day. By updating each day the user will have a listing of Jobs entered for that day.

SAMPLE:

The following is a sample of the report.

```
06/22/10                                ACS 8.0.0 STD System                           Page   1
02:16 PM                                 Job Booking Report
                                                                              Quote
Job #     Customer                Date Rec  Description                      $ Amount
----------------------------------------------------------------------------------------
 000009   C1-CUSTOMER-NAMEXXXXX   02/02/10  ||||||||||||||||||||||||||          $.00
 001111   Everest Industries      09/01/09  ||||1800||||||||||||||||||          $.00
 002094   Cash Sale               05/29/09  50||TEFC|1800||||||123456       $1,815.08
 002096   Everest Industries      05/29/09  1 1111111| 2 222222222222       $1,767.60
 002097   Everest Industries      05/29/09  1 1111111| 2 222222222222       $1,767.60
 002098   Everest Industries      08/18/09                                      $.00
 002099   Everest Industries      08/18/09  50||||1800||||||||||||||||        $562.50
 002100   Taylor Manufacturing    08/21/09  50||||1800||||||||||||||||          $.00
 002101   Everest Industries      09/01/09  50||TEFC|1800|GE||||||||||         $60.00
 002122   Everest Industries      09/23/09                                      $.00
 002126   Everest Industries      09/23/09  ||||||||||||||||||||||||||          $.00
 002134   Everest Industries      09/24/09  ||||||||||||||||||||||||||          $.00
 002135   Taylor Manufacturing    10/06/09  50||||1800||||||||||||||||       $1,789.00
 002137   Taylor Manufacturing    10/06/09  50||||1800||||||||||||||||       $2,434.00
 002139   C1-CUSTOMER-NAMEXXXXXX  10/19/09  50||||||||||||||||||||||||       $1,516.40
 002144   Everest Industries      10/29/09  ||||||||||||||||||||||||||          $.00
 002145   Everest Industries      10/29/09  ||||||||||||||||||||||||||          $.00
 002146   Everest Industries      10/29/09  ||||||||||||||||||||||||||          $.00
 002147   Everest Industries      10/29/09  50||TEFC|1800|GE||||||||||          $.00
 002148   Everest Industries      10/29/09  50||TEFC|1800|GE||||||||||          $.00
 002149   Taylor Manufacturing    10/30/09  FIRST|SECOND||||||||||||||       $2,183.53
 002150   Mile High Brewery       11/17/09  50|215T|TEFC|1800|GE|||||          $.00
 002151   Taylor Manufacturing    12/08/09  50||TEFC|1800|GE||1234567          $.00
 002153   C1-CUSTOMER-NAMEXXXXXX  12/08/09  50||TEFC|1800|GE||||||||||          $.00
 002154   Santa Monica Water Dep  12/08/09  100|||TEFC||WH|||||||||||||         $.00
 002155   Valley Irrigation Syst  12/08/09  150||TEFC||LEASON|||||||||          $.00
 002156   Douglas Erickson & Com  12/08/09  300||||TOSHIBA|||||||||||||         $.00
 002157   Douglas Erickson & Com  12/08/09  300||||TOSHIBA|||||||||||||         $.00
 002158   Valley Irrigation Syst  12/08/09  150||TEFC||LEASON|||||||||          $.00
 002159   Santa Monica Water Dep  12/08/09  100||TEFC||WH|||||||||||||          $.00
 002160   C1-CUSTOMER-NAMEXXXXXX  12/08/09  50||TEFC|1800|GE||||||||||          $.00
 002161   Taylor Manufacturing    12/08/09  50||TEFC|1800|GE||55-1234       $1,420.00
 002162   Taylor Manufacturing    12/17/09  50|||||||||||||||||||||||||      $1,978.40
 002163   Everest Industries      01/27/10                                      $.00
 002165   C1-CUSTOMER-NAMEXXXXXX  02/03/10  FIRST|SECOND|THIRD|FOURTH           $.00
 002166   C1-CUSTOMER-NAMEXXXXXX  02/03/10  FIRST|SECOND|THIRD|FOURTH           $.00
 002167   Everest Industries      02/03/10  FIRST|SECOND|THIRD|FOURTH           $.00
 002168   C1-CUSTOMER-NAMEXXXXXX  02/03/10  FIRST|SECOND|THIRD|FOURTH           $.00
 002169   C1-CUSTOMER-NAMEXXXXXX  02/03/10  ||||||||||||||||||||||||||          $.00
 002170   C1-CUSTOMER-NAMEXXXXXX  02/03/10  FIRST|SECOND|THIRD|FOURTH           $.00
 002171   Taylor Manufacturing    02/08/10  50|||||||||||||||||||||||||       $459.58
 002173   Everest Industries      02/10/10  50|||||||||||||||||||||||||         $.00
 002174   Everest Industries      02/10/10  50|215T|TEFC|1800|||||||||          $.00
 002175   Everest Industries      02/10/10  TEST1|TEST2|TEST3|TEST4|T           $.00
 002176   C1-CUSTOMER-NAMEXXXXXX  02/10/10  50|215T|TEFC|1800|GE|||||        $1,652.89
 002177   Taylor Manufacturing    02/10/10  50|215T|TEFC|1800|GE|||||        $1,516.40
 002178   Everest Industries      04/28/10  150||TEFC|1800||||||||||||       $1,772.00
 002180   Everest Industries      05/13/10  50| 2 222222222222222|TEF         $200.00
 005000   Taylor Manufacturing    12/15/09  50||TEFC|1800|GE||||||||||          $.00
 007000   Taylor Manufacturing    12/17/09                                      $.00
 A$#"/"   C1-CUSTOMER-NAMEXXXXXX  06/25/09  NP1XXXXXXXXXXXXXXN|MP2XXX        100008510
 SCH001   C1-CUSTOMER-NAMEXXXXXX  06/22/10  50|||||||||||||||||||||||||         $.00
 TAEJOB   C1-CUSTOMER-NAMEXXXXXX  02/19/10  FIRST XXXXXXXXXXXZ|SECOND        $1,324.25


06/22/10                                ACS 8.0.0 STD System                           Page   2
02:16 PM                                 Job Booking Report
                                                                              Quote
Job #     Customer                Date Rec  Description                      $ Amount
----------------------------------------------------------------------------------------
 new      C1-CUSTOMER-NAMEXXXXXX  03/09/10  ||||||||||||||||||||||||||          $.00
                                                                            -------------
                                                         TOTAL             100032729.23
```

ACTIVE JOBS REPORT

ACTIVE JOBS REPORT

FUNCTION: The ACTIVE JOBS REPORT provides a listing of the ACTIVE JOBS (Jobs that have not been closed) by those that are UNDER WARRANTY, to be PRICED FIRST, OVERHEAD JOBS, those IN PROCESS, by DEPARTMENT, those to be CLOSED, those NOT INVOICED, or those ON HOLD.
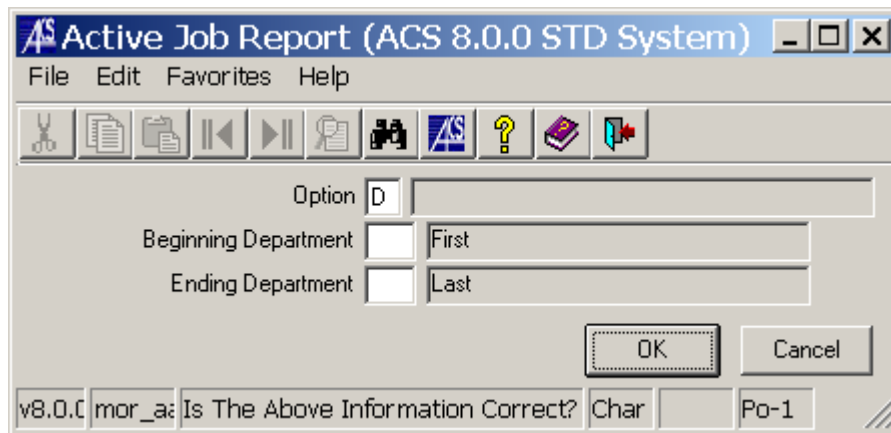
OPTION:

Enter an option:
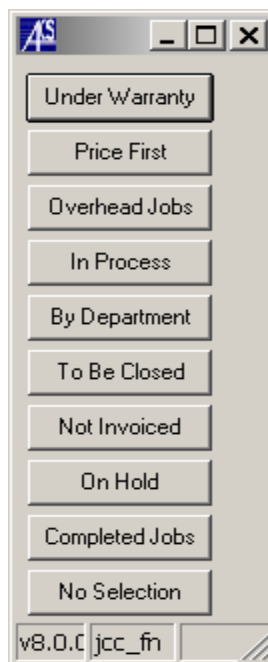
If printing by:

UNDER WARRANTY:

The report will look for and only print those jobs that are UNDER WARRANTY. WARR: flag in Job Entry has to be checked for the Job to print on this report.

PRICED FIRST:

The report will look for and only print those jobs that have been PRICED prior to start of the job. 1st: flag in Job has to be checked for the Job to print on this report.

OVERHEAD JOBS:

The report will look for and only print those jobs that will be billed as OVERHEAD. OH JOB: field on the Job has to be checked for the Job to print on this report.

JOBS IN PROCESS:

The report will look for and only print open jobs that have no SHIP DATE or an INVOICE DATE. This will typically be Jobs that have LABOR or MATERIAL entered, prior to any Delivery Tickets or Invoices being created.

BY DEPARTMENTS:

The report will look for and only print all jobs by DEPARTMENT.

TO BE CLOSED:

The report will look for and only print open jobs with an invoice date. The invoice date is populated when the Sales Register is updated.

NOT INVOICED:

The report will look for and only print open jobs that have not been INVOICED by looking for a ship date but no invoice date. The ship date is populated when a Delivery Ticket is printed (if configured for automatic updating of ship date).

ON HOLD:

The report will look for and only print open jobs that have been flagged on HOLD.

COMPLETED JOBS:

The report will look for and only print open jobs with a completed date.

BEGINNING DEPARTMENT:

Enter the beginning DEPARTMENT range for the report criteria.

ENDING DEPARTMENT:

Enter the ending DEPARTMENT range for the report criteria.

SAMPLE:

The following is a sample of the report.

```
06/22/10                                    ACS 8.0.0 STD System                                      Page   1
02:38 PM                                     Active Job Report
                                               By Department
                                          Departments First thru Last
------------------------------------------------------------------------------------------------------------
DEPARTMENT: CE  CEM
------------------------------------------------------------------------------------------------------------
                                                                      P.O. #                 Job Date  Shp Date
Job # Description              Customer           ShpTo  JT Job Price  Rel. #                 Prm Date
------------------------------------------------------------------------------------------------------------
000999 2000|||1800|||||||||||||| 001001 Baker And Harrison   000099 AC    $1,944                            05/25/01 01/19/09
                                                                                               /  /
001201 | | | | | | | | | | | | | 000100 Everest Industries   000099 AL    $1,990                            05/25/01
                                                                                               /  /
     Total Jobs:     2



06/22/10                                    ACS 8.0.0 STD System                                      Page   2
02:38 PM                                     Active Job Report
                                               By Department
                                          Departments First thru Last
------------------------------------------------------------------------------------------------------------
DEPARTMENT: ER  Electronic Repair
------------------------------------------------------------------------------------------------------------
                                                                      P.O. #                 Job Date  Shp Date
Job # Description              Customer           ShpTo  JT Job Price  Rel. #                 Prm Date
------------------------------------------------------------------------------------------------------------
002009 | | | | | | | | | | | | | 000100 Everest Industries   000099 DC       $0                            07/06/05
                                                                                               07/06/05
031100 | | | | | | | | | | | | | 001000 Mile High Brewery    000099 AL       $0                            10/20/00
                                                                                               /  /
     Total Jobs:     2



06/22/10                                    ACS 8.0.0 STD System                                      Page   3
02:38 PM                                     Active Job Report
                                               By Department
                                          Departments First thru Last
------------------------------------------------------------------------------------------------------------
DEPARTMENT: FP  FLUID POWER
------------------------------------------------------------------------------------------------------------
                                                                      P.O. #                 Job Date  Shp Date
Job # Description              Customer           ShpTo  JT Job Price  Rel. #                 Prm Date
------------------------------------------------------------------------------------------------------------
002000 PARKER|1:1AA|PAV63R08KR-2 000100 Everest Industries   000001 FP      $40  1234AAREE                  07/30/04 10/01/08
                                                                                 SDF2837                    08/14/04
002025 PARKER|1:1AA|PAV63R08KR-2 000100 Everest Industries   000001 FP       $0  1234AAREE                  07/30/04
                                                                                 SDF2837                    08/14/04
002061 |||||||||                 000100 Everest Industries   000002 PR      $40  1234                       03/15/05
                                                                                               /  /
     Total Jobs:     3
```

JOB PRODUCTION SCHEDULE REPORT

JOB PRODUCTION SCHEDULE REPORT

> FUNCTION: THE JOB PRODUCTION SCHEDULE REPORT allows a printed report by DEPARTMENT NUMBER on Jobs that are "PROMISED" by Date.
>
> **NOTE:** This report uses the PROMISE DATE in each active job as the criteria for reporting.

DEPARTMENT NUMBER:

Enter the DEPARTMENT NUMBER to print, or press F3 ![icon] for LOOKUP. Press F4 to return to the selector.

PRODUCTION PAST DUE DATE:

Enter the DATE that is to be used to consider PRODUCTION PAST DUE.

STARTING PRODUCTION FORECAST DATE:

Enter the DATE that is to be used for the STARTING PRODUCTION FORECAST DATE.

ENDING PRODUCTION FORECAST DATE:

Enter the DATE that is to be used for the ENDING PRODUCTION FORECAST DATE.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the report.

```
06/22/10                      ACS 8.0.0 STD System                    Page   1
02:46 PM                   Production Schedule Report
                              Pending Production
Dept: MR Motor Repair
        Description                      *---D a t e s---*
Job #   /Cust Name                       Recv     Prom      Type
-------------------------------------------------------------------------------
001077  50|326T|TEFC|1775|GE|575|       03/06/04  /  /      AS
        Everest Industries
001083  50|326T|TEFC|1775|GE|575|       03/06/04  /  /      AS
        Everest Industries
001087  200|1750|1900|DPBV|409AT|       03/06/04  /  /      DC
        C1-CUSTOMER-NAMEXXXXXXXXXXXXXC1
001111  ||||1800||||||||||||||||||||    09/01/09  /  /      AS
        Everest Industries
002010  50|326T|TEFC|1775|GE|575|       03/06/04  /  /      AS
        Everest Industries
002016  50|326T|TEFC|1775|GE|575|       03/06/04  /  /      AS
        Everest Industries
002017  | | | | | | | | | | | | | |     09/01/05  /  /      AS
        Everest Industries
002019  50|326T|TEFC|1775|GE|575|       03/06/04  /  /      AS
        Everest Industries


06/22/10                      ACS 8.0.0 STD System                    Page   6
02:46 PM                   Production Schedule Report
                        Production Pastdue as of 06/01/10
Dept: MR Motor Repair
        Description                      *---D a t e s---*
Job #   /Cust Name                       Recv     Prom      Type
-------------------------------------------------------------------------------
002161  50||TEFC|1800|GE||55-1234       12/08/09 12/20/09   AS
        Taylor Manufacturing
012539  SQUARE D|LVACB E/O D/O|DS        12/13/04 12/30/04   BR
        TRINITY RIVER AUTHORITY
TAEJOB  FIRST XXXXXXXXXXZ|SECOND         02/19/10 03/19/10   A1
        C1-CUSTOMER-NAMEXXXXXXXXXXXXXC1
                Total # of jobs:  18


06/22/10                      ACS 8.0.0 STD System                    Page   7
02:46 PM                   Production Schedule Report
                  Production Forecast For 06/01/10 Thru 06/22/10
Dept: MR Motor Repair
        Description                      *---D a t e s---*
Job #   /Cust Name                       Recv     Prom      Type
-------------------------------------------------------------------------------
001029  50|||||||||||||                  03/06/04 06/10/10   CA
        Everest Industries
007000                                   12/17/09 06/10/10   HC
        Taylor Manufacturing
                Total # of jobs:  2
```

JOB COST DETAIL REPORT

JOB COST DETAIL REPORT

> FUNCTION: The JOB COST DETAIL REPORT provides a listing of Direct Labor, Warehouse Items, Purchases/Open PO's, and a Total Recap by JOB.

PRINT ACTIVE OR HISTORY JOBS:

> Enter A to print ACTIVE JOBS or enter H to print HISTORY JOBS. Press F4 to return to the selector.

PRINT SPECIAL INSTRUCTIONS?:

> Check this box if the SPECIAL INSTRUCTIONS are to be printed on the Job Summary page.

PRINT JOB NOTES?:

> Check this box if the JOB NOTES are to be printed on the Job Summary Page.

PRINT INVOICE DETAIL?:

Check this box if the INVOICE DETAIL is to be printed after the Job Summary page.

STARTING TRANSACTION DATE:

Enter the date criteria to be selective in the transaction detail shown on the report.

ENDING TRANSACTION DATE:

Enter the date criteria to be selective in the transaction detail shown on the report.

ENTER JOB NUMBER:

Enter a valid JOB NUMBER or press F3 for the JOB SEARCH LOOKUP. Once the JOB # has been entered, it will be displayed. **NOTE:** The user may list all jobs that need to be printed prior to pressing F1 and the computer will print each one consecutively.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Functions as ENTER key.

CANCEL: Cancels report criteria entry.

RUN RPT: Runs report.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the report.

```
06/22/10                              ACS 8.0.0 STD System                           Page   1
03:05 PM                       Job Cost Detail Report From First to Last
DEPARTMENT: MR  JOB: 001025               CUSTOMER: 000400  Santa Monica Water Department
  JOB TYPE: DC                            SHIPTO: 000099  Everest Industries
          NAMEPLATE DATA:  HP:200, BASE SPEED:1750, MAX SPEED:1900, ENCLOSURE:DPBV, NEMA FRAME:409AT, ARM. VOLT:500, CUST STK
                           #:55667, CUST ID #:DC508, MACHINE ID:CHOPPER1, SERIAL #:5566500, FIELD VOLT:150/300, FIELD
                           AMP:7.54-6.41-377-3.2, D.E. BEAR:6214, O.D.E BEAR:6213, MOUNTING:F1, BASE:RG, CATALOG #:D50200P-BV
-----------------------------------------------------------------------------------------------
1. DIRECT LABOR
   NAME                     DATE   CDE TYPE WORK          REG HRS   OVT HRS   DT HRS        TOTAL COST  TOT PRICE
-----------------------------------------------------------------------------------------------
   Bently, Irma          11/14/08 100 Travel To/From Job Site  8.00    .00      .00           98.80     320.00
                                                        -----------Actual Hrs-----------  Est Hrs   Variance
            **** LABOR SUMMARY       10 In-Coming Equipment      8.00    .00      .00       1.00     7.00
                                     20 Mechanical               .00    .00      .00        .97      .97-
                                     40 Machining                .00    .00      .00       1.00     1.00-
                                     60 Outgoing Equipment       .00    .00      .00        .02      .02-
                                     70 On-Site Field Servic     .00    .00      .00       1.00     1.00-
                                     AS ASSEMBLE                 .00    .00      .00       7.50     7.50-
                                     DL DELIVERY                 .00    .00      .00       2.00     2.00-
                                     DS DISASSEMBLY & INSPEC     .00    .00      .00        .48      .48-
                                     MW MACHINE WORK             .00    .00      .00       3.50     3.50-
                                     RE RECEIVING                .00    .00      .00       3.00     3.00-
                                     TE QA TESTING               .00    .00      .00        .06      .06-
                                     WI WINDING                  .00    .00      .00      12.70    12.70-
                                                        -------------------------------------------------
                                                                 8.00    .00      .00      33.23    25.23-
================================================================================================
2. WAREHOUSE ITEMS
   ITEM NO            DATE   REFERENCE#  VENDOR/DESCRIPTION       QTY  UM    COST   BURDEN $ TOTAL COST  TOT PRICE
-----------------------------------------------------------------------------------------------
         **** MATERIALS TOTAL                                            .000    .000       .00       .00
         **** ESTIMATES TOTAL                                                            461.21       .00
================================================================================================
3. OPEN PURCHASE ORDERS
   ITEM NO            DATE   P/O NO.    DESCRIPTION/VENDOR        QTY  UM    COST   BURDEN $ TOTAL COST  TOT PRICE
-----------------------------------------------------------------------------------------------
   *40230         11/14/08 0002135-010 ACRYLIC SLEEVING #8 GRADE C-1 A  30 SEA  3.300    .330     3.63     300.00
                                       EBARA INTERNATION CORP
   *3X            09/06/08 0002144-010 DSDSSF                    1  EA   2.730    .273     3.00       4.05
                                       E.I.S.
   *4X            09/06/08 0002144-020 SFSFDFSFSD                2  EA   3.640    .364     4.00       5.41
                                       E.I.S.
                                                        ---------- ---------- ---------- ----------
         **** OPEN PURCHASES ORDER TOTAL                                9.670    .967    10.64     309.46


06/22/10                              ACS 8.0.0 STD System                           Page   2
03:05 PM                       Job Cost Detail Report From First to Last
-----------------------------------------------------------------------------------------------
JOB SUMMARY:
DEPARTMENT: MR  JOB: 001025               CUSTOMER: 000400  Santa Monica Water Department
  JOB TYPE: DC                            SHIPTO: 000099  Everest Industries
          NAMEPLATE DATA:  HP:200, BASE SPEED:1750, MAX SPEED:1900, ENCLOSURE:DPBV, NEMA FRAME:409AT, ARM. VOLT:500, CUST STK
                           #:55667, CUST ID #:DC508, MACHINE ID:CHOPPER1, SERIAL #:5566500, FIELD VOLT:150/300, FIELD
                           AMP:7.54-6.41-377-3.2, D.E. BEAR:6214, O.D.E BEAR:6213, MOUNTING:F1, BASE:RG, CATALOG #:D50200P-BV
                                            FOR COST           FOR BILLING
1. DIRECT LABOR                              98.80               320.00
2. WAREHOUSE ITEMS                             .00                  .00
3. PURCHASES / OPEN P/O'S                    10.64               309.46
GRAND TOTALS        LABOR       MATERIAL       PURCHASES      TOTAL
COST                98.80          .00           10.64       109.44
BILLING            320.00          .00          309.46       629.46
                 GROSS MARGIN    $520.02       82.61 %
   QUOTE$:         .00
  BUDGET$:         .00
ESTIMATE$:      996.90
Billing Detail:
Invoice  Inv Date  Labor Sales  Material Sales  Other Sales  Total Sales
0005202  11/14/08        .00          .00          240.00      240.00
0005205  11/14/08        .00          .00          244.04      244.04
0005204  11/14/08        .00          .00          320.00      320.00
0005203  11/14/08        .00          .00          320.00      320.00
0005206  11/14/08        .00          .00          320.00      320.00
0005226  01/20/09        .00          .00          996.90      996.90
  Total Billing:         .00          .00        2,440.94    2,440.94
-----------------------------------------------------------------------------------------------
Special Instructions:
```

JOB COST SUMMARY REPORT

JOB COST SUMMARY REPORT

FUNCTION: This JOB COST SUMMARY REPORT provides a listing of Labor and Material summarized by Job and sorted by DEPARTMENT using a specific cut-off date. **NOTE:** This report shows the total cost for all open jobs (not closed) as of the date you entered. If you are using WIP accounting you must use the WIP Report to balance to the general ledger.
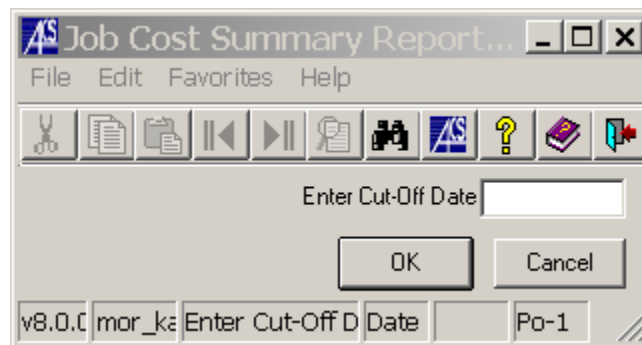
CUT-OFF DATE:

Enter the date criteria to establish a cut-off date for report.

SAMPLE:

The following is a sample of the report.

Application Computer Systems, Inc.
Service Repair

Department: CE

Job	Description	Cust	Rec-Date	Reg	OT	DT	Labor	Lbr-Brdn	Material	Mat-Brdn	Total	Invoiced
000999	2000|||1800|||||||||||||	001001	05/25/01	9	0	4009	250,962	50,226	0	0	301,188	510
*** Department Totals ***		1 Jobs		9	0	4009	250,962	50,226	0	0	301,188	510

Department: FP

Job	Description	Cust	Rec-Date	Reg	OT	DT	Labor	Lbr-Brdn	Material	Mat-Brdn	Total	Invoiced
002000	PARKER|1:1AA|PAV63R08KR-2	000100	07/30/04	27	0	0	736	74	86	0	896	349
002025	PARKER|1:1AA|PAV63R08KR-2	000100	07/30/04	6	0	0	80	8	86	0	173	0
*** Department Totals ***		2 Jobs		32	0	0	816	82	172	0	1,069	349

Department: MR

Job	Description	Cust	Rec-Date	Reg	OT	DT	Labor	Lbr-Brdn	Material	Mat-Brdn	Total	Invoiced
000009	|||||||||||||||||||||||	000200	02/02/10	0	0	0	0	0	400	40	440	594
000888	50|||1800|||||||||||||	001000	08/28/01	0	0	0	0	0	11	1	12	0
001000	50||TEFC|1800|BALDOR||556	000100	08/10/01	26	9	3748	163,231	48,926	2,451	247	214,854	213,312
001001	50|326T|TEFC|1800|GE|575|	000100	09/20/00	11	0	0	198	20	420	5	643	2,116
001015	50|326T|TEFC|1775|GE|575|	000100	03/06/04	36	0	0	469	6	302	3	780	3,160
001025	200|1750|1900|DPBV|409AT|	000400	03/06/00	8	0	0	76	23	0	0	99	2,197
001029	50||||||||||||	000100	03/06/04	2	0	0	63	19	0	0	81	0
001034	|||||||||||	000100	03/01/04	2	2	0	156	47	615	59	877	0
001056	50|326T|TEFC|1775|GE|575|	000100	03/06/04	1	0	0	15	0	0	0	15	800
001077	50|326T|TEFC|1775|GE|575|	000100	03/06/04	1	0	0	15	0	0	0	15	0
001083	50|326T|TEFC|1775|GE|575|	000100	03/06/04	1	0	0	15	0	0	0	15	0
001094	50|326T|TEFC|1775|GE|575|	000100	03/06/04	39	5	5	1,138	216	4,851	449	6,655	0
002008	60|326TC|TEFC|1755|GE| |	000100	07/06/05	0	0	0	0	0	28	0	28	0
002010	50|326T|TEFC|1775|GE|575|	000100	03/06/04	0	0	0	11	3	0	0	14	0
002021	10|215T|EXP|1760|BALDOR|2	000100	09/17/05	0	0	0	0	0	56	6	61	0
002137	50|||1800|||||||||||||	000300	10/06/09	0	0	0	0	0	136	14	149	8,075
003000	EBARA|100DLFU|350|60|1.50	000100	03/31/04	6	2	98	6,297	1,574	932	0	8,803	0
005000	50||TEFC|1800|GE||||||||	000300	12/15/09	0	0	0	0	0	20,000	2,000	22,000	0
*** Department Totals ***		18 Jobs		132	18	3852	171,683	50,834	30,201	2,824	255,543	230,253
*** Report Totals ***		21 Jobs		173	18	7861	423,461	101,142	30,372	2,824	557,799	231,112

OPEN PO'S BY JOB REPORT

OPEN PO'S BY JOB REPORT

FUNCTION: The OPEN PO's BY JOB REPORT lists the Purchase Orders that have not been received for each job either by a specific job or a range entered by the user.
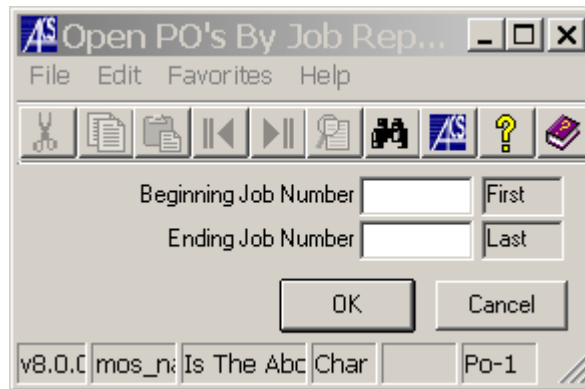
BEGINNING JOB NUMBER:

Enter beginning job number for the report criteria.

ENDING JOB NUMBER:

Enter ending job number for the report criteria.

SAMPLE:

The following is a sample of the report.

Application Computer Systems, Inc.
Service Repair

```
--------------------------------------------------------------------------------------------
         Item                                   Date        Balance
Ln/Cd  Wh Code           Description            UM Required   Due      Unit Cost    Extension
--------------------------------------------------------------------------------------------
JOB #: 000888    50|||1800||||||||||||||||||    001000     Mile High Brewery
   PO #:0002113  Vendor:00-0300 EBARA INTERNATION CORP.      PO Date:11/19/04 Ack:        Terms:Net EOM
010/N  01                  TEST                  11/19/04            1      2.000        2.00
                                                                                    --------------
                                                            **P.O. Total :               2.00
                                                                                    --------------
                                                            ***Job  Total :              2.00

JOB #: 000999    2000|||1800||||||||||||||||    001001     Baker And Harrison
   PO #:0002195  Vendor:00-0200 V1-VENDOR-NAMEXXXXXXXXXXXXXXXXV1 PO Date:04/08/10 Ack:    Terms:Net 10
010/N  01 RAW MAT'L        RAW STOCK             EA 04/08/10         1       .000        0.00
                                                                                    --------------
                                                            **P.O. Total :               0.00

   PO #:0002196  Vendor:00-0200 V1-VENDOR-NAMEXXXXXXXXXXXXXXXXV1 PO Date:04/08/10 Ack:    Terms:Net 10
010/N  01 BEARINGS         BEARINGS              EA 04/08/10         2       .000        0.00
                                                                                    --------------
                                                            **P.O. Total :               0.00

   PO #:0002197  Vendor:00-0200 V1-VENDOR-NAMEXXXXXXXXXXXXXXXXV1 PO Date:04/08/10 Ack:    Terms:Net 10
010/N  01 TEST1            TEST1                 EA 04/08/10         1      30.000       30.00
                                                                                    --------------
                                                            **P.O. Total :              30.00

   PO #:0002205  Vendor:00-0100 E.I.S.                        PO Date:04/08/10 Ack:        Terms:Net EOM
010/N  01 TEST2            TEST2                 EA 04/08/10         1      40.000       40.00
                                                                                    --------------
                                                            **P.O. Total :              40.00
                                                                                    --------------
                                                            ***Job  Total :             70.00

JOB #: 001000    50||TEFC|1800|BALDOR||556     000100     Everest Industries
   PO #:0002062  Vendor:00-0100 E.I.S.                        PO Date:03/18/04 Ack:        Terms:Net EOM
010/N  01 OUTSOURCE        Dip and Plating       EA 03/31/04         2      35.000       70.00
   030    Each part completely stripped of all oil
040/S  01 100              3PH 1HP 1755RPM 56H TEFC RBASE EA 03/31/04   2     285.890      571.78
                                                                                    --------------
                                                            **P.O. Total :             641.78

   PO #:0002118  Vendor:00-0100 E.I.S.                        PO Date:09/07/08 Ack:        Terms:Net EOM
010/N  01 410              CAD. PLATED FLAT WASHERS 1/4" EA 09/07/08     4       .020        0.08
                                                                                    --------------
                                                            **P.O. Total :               0.08
```

LAST PO RECEIVED REPORT

LAST PO RECEIVED REPORT

FUNCTION: The LAST PO RECEIVED REPORT will print or display on the screen all jobs that the last open PO has been received. The information will remain available until purged.
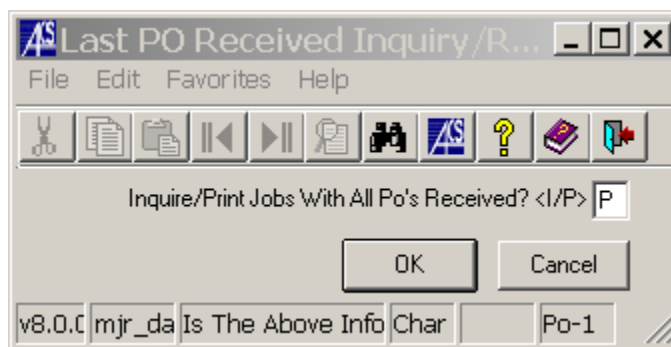
INQUIRE/PRINT JOBS WITH ALL PO'S RECEIVED?<I/P>

Enter I to inquire, or display the report information to the screen. Enter P to print the report to the selected system printer.

NOTE: If the report is printed, the system will also display the following:

If the user enters Y to print, at the end of print, the user will be given the following option:
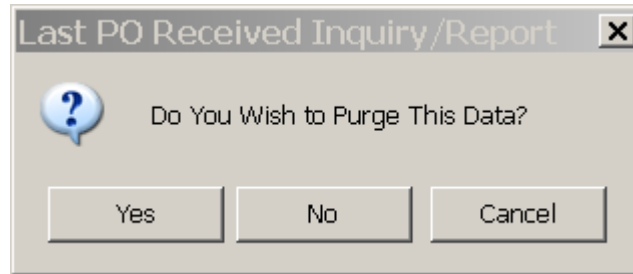
Last PO Received Inquiry/Report ☒

❓ Do You Wish to Purge This Data?

[Yes]   [No]   [Cancel]

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

      YES: Purges data and exits.

  NO or CANCEL: Does not purge data and exits.

SAMPLE:

The following is a sample of the printed report.

```
06/22/10                      ACS 8.0.0 STD System                    Page   1
03:18 PM                Last PO Received Inquiry/Report
-------------------------------------------------------------------------------
Job #  Customer           Job Description        Vendor P.O.#   Seq Received
-------------------------------------------------------------------------------
002021 Everest Industries   10|215T|EXP|1760|BALDOR| 000100 0002089 010 12/15/09
005000 Taylor Manufacturing 50||TEFC|1800|GE|||||||| 000100 0002183 010 12/15/09
Stock  Taylor Manufacturing *** JOB NOT ON FILE *** 000100 0002045 010 06/21/01
```

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the inquiry report displayed to the screen.

Job #	Customer	Job Description	Vendor	P.O.#	Seq	Received
002021	Everest Industries	10|215T|EXP|1760|BAL	000100	0002089	010	12/15/09
005000	Taylor Manufacturi	50||TEFC|1800|GE|||	000100	0002183	010	12/15/09
Stock	Taylor Manufacturi	*** JOB NOT ON FILE	000100	0002045	010	06/21/01

Last PO Received Inquiry/Report (ACS 8.0.0 STD System)

File   Edit   Favorites   Help

OK   Cancel   Delete   Insert

v8.0.0 syc_kw Is The Above Information Correct?   Char   Po-1

WIP REPORT

WIP REPORT

FUNCTION: The WORK IN PROCESS REPORT (WIP) REPORT displays all active Labor and Materials on Jobs that are currently open (jobs not closed). The report lists all LABOR and MATERIALS applied to Jobs through the current date.
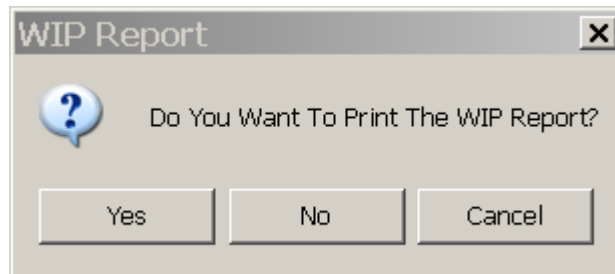
REPORT NOTE: The report date is based on when the report is generated. If a month end WIP Report is required for GL reconciliation, the report must be run at the end of the day on the last day of the month AFTER all the appropriate registers are updated. This report cannot be generated with date ranges.

NOTE: The WIP Report only shows labor and material cost that have not transferred out of WIP through job invoicing.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with the report printing.

NO or CANCEL: Cancels the process.

SAMPLE: The next page shows a sample of the WIP REPORT.

Application Computer Systems, Inc.
Service Repair

```
06/11/10                                    ACS 8.0.0 STD System                              Page    1
10:49 AM                                         WIP Report
                                             WIP Date: 06/11/10
-----------------------------------------------------------------------------------------------------------
Department: CE
-----------------------------------------------------------------------------------------------------------
Job      Description              Cust   Rec-Date Reg-Hrs  OT-Hrs  DT-Hrs      Labor  Lbr-Burden    Material  Mat-Burden      Total
-----------------------------------------------------------------------------------------------------------
000999 2000|||1800|||||||||||||| 001001 05/25/01    5.00     .00 4009.10 250,836.65  50,176.25        .00         .00 301,012.90
                                                 ---------------------------------------------------------------------
       *** Department Totals ***   1 Jobs         5.00     .00 4009.10 250,836.65  50,176.25        .00         .00 301,012.90



06/11/10                                    ACS 8.0.0 STD System                              Page    2
10:49 AM                                         WIP Report
                                             WIP Date: 06/11/10
-----------------------------------------------------------------------------------------------------------
Department: FP
-----------------------------------------------------------------------------------------------------------
Job      Description              Cust   Rec-Date Reg-Hrs  OT-Hrs  DT-Hrs      Labor  Lbr-Burden    Material  Mat-Burden      Total
-----------------------------------------------------------------------------------------------------------
002000 PARKER|1:1AA|PAV63R08KR-2 000100 07/30/04   23.00     .50     .25     705.43      70.54        .00         .00     775.97
002025 PARKER|1:1AA|PAV63R08KR-2 000100 07/30/04    5.50     .00     .00      79.50       7.95      85.75         .00     173.20
                                                 ---------------------------------------------------------------------
       *** Department Totals ***   2 Jobs        28.50     .50     .25     784.93      78.49      85.75         .00     949.17



06/11/10                                    ACS 8.0.0 STD System                              Page    3
10:49 AM                                         WIP Report
                                             WIP Date: 06/11/10
-----------------------------------------------------------------------------------------------------------
Department: MR
-----------------------------------------------------------------------------------------------------------
Job      Description              Cust   Rec-Date Reg-Hrs  OT-Hrs  DT-Hrs      Labor  Lbr-Burden    Material  Mat-Burden      Total
-----------------------------------------------------------------------------------------------------------
000888 50|||1800|||||||||||||||| 001000 08/28/01     .00     .00     .00        .00        .00      11.00        1.10      12.10
001000 50||TEFC|1800|BALDOR||556 000100 08/10/01     .00     .00 2213.96  66,418.80  19,925.64     183.50       18.35  86,546.29
001029 | | | | | | | | | | | | | 000100 03/06/04    2.00     .00     .00      62.54      18.76        .00         .00      81.30
001034 |||||||||||              000100 03/01/04    2.00    2.00     .00     156.35      46.91     614.85       59.01     877.12
001056 50|326T|TEFC|1775|GE|575| 000100 03/06/04    3.00     .50     .25      63.75      14.81        .00         .00      78.56
001077 50|326T|TEFC|1775|GE|575| 000100 03/06/04    1.00     .00     .00      15.00        .18        .00         .00      15.18
001083 50|326T|TEFC|1775|GE|575| 000100 03/06/04    1.00     .00     .00      15.00        .18        .00         .00      15.18
001094 50|326T|TEFC|1775|GE|575| 000100 03/06/04   38.64    5.00    5.00   1,138.29     216.27   4,850.94      449.33   6,654.83
002003 50|326T|TEFC|1755|GE| | | 000100 03/06/04    2.00     .50     .25      48.75      14.63        .00         .00      63.38
002008 60|326TC|TEFC|1755|GE| |  000100 07/06/05     .00     .00     .00        .00        .00      27.85         .31      28.16
002010 50|326T|TEFC|1775|GE|575| 000100 09/17/05     .00     .00     .17      10.63       3.19        .00         .00      13.82
002021 10|215T|EXP|1760|BALDOR|2 000100 09/17/05     .00     .00     .00        .00        .00      55.70        5.57      61.27
005000 50||TEFC|1800|GE|||||||||| 000300 12/15/09     .00     .00     .00        .00        .00  20,000.00    2,000.00  22,000.00
                                                 ---------------------------------------------------------------------
       *** Department Totals ***  13 Jobs        49.64    8.00 2219.63  67,929.11  20,240.57  25,743.84    2,533.67 116,447.19



06/11/10                                    ACS 8.0.0 STD System                              Page    4
10:49 AM                                         WIP Report
                                             WIP Date: 06/11/10
-----------------------------------------------------------------------------------------------------------
Department: PR
-----------------------------------------------------------------------------------------------------------
Job      Description              Cust   Rec-Date Reg-Hrs  OT-Hrs  DT-Hrs      Labor  Lbr-Burden    Material  Mat-Burden      Total
-----------------------------------------------------------------------------------------------------------
003000 EBARA|100DLFU|350|60|1.50 000100 03/31/04    5.50    1.50   98.48   6,296.76   1,574.20     931.97         .00   8,802.93
                                                 ---------------------------------------------------------------------
       *** Department Totals ***   1 Jobs         5.50    1.50   98.48   6,296.76   1,574.20     931.97         .00   8,802.93
       *** Report Totals ***      17 Jobs        88.64   10.00 6327.46 325,847.45  72,069.51  26,761.56    2,533.67 427,212.19
```

CUSTOMER JOB REPORT

CUSTOMER JOB REPORT

FUNCTION: The CUSTOMER JOB REPORT allows the user to select a customer with a specific Ship To # (or range), Ship To Date (or range) Invoice Date (or range) and list Jobs (active or history) for that customer that were shipped or invoiced.

ENTER CUSTOMER NO:

Enter a valid CUSTOMER NUMBER, <F1>=ALL, <F4>=END. Enter a valid CUSTOMER NUMBER identifying the CUSTOMER to start printing with, or press F1 for ALL. Press F4 to return to the selector.

ENTER BEGINNING SHIP TO NO:

Enter a valid BEGINNING SHIP TO NUMBER, or press ENTER to begin with FIRST SHIP TO NO.

NOTE: They system automatically defaults to a SHIP TO NUMBER of 000000. The user must enter a beginning SHIP TO NUMBER (i.e. 000001) to print this report.

ENTER ENDING SHIP TO NO:

Enter a valid ENDING SHIP TO NUMBER, or press ENTER to end with default ENDING SHIP TO NO.

ENTER BEGINNING SHIP DATE:

Enter a valid BEGINNING SHIP DATE, <F1>=ALL.

ENTER ENDING SHIP DATE:

Enter a valid ENDING SHIP DATE.

ENTER BEGINNING INVOICE DATE:

Enter a valid BEGINNING INVOICE DATE, <F1>=ALL.

ENTER ENDING INVOICE DATE:

Enter a valid ENDING INVOICE DATE.

ACTIVE OR HISTORY JOBS:

Enter A=ACTIVE, H=HISTORY, B=BOTH.

END REPORT CRITERIA ENTRY:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with the report printing.

CANCEL: Cancels the process.

SAMPLE:

The next page shows a sample of the REPORT.

Application Computer Systems, Inc.
Service Repair

```
06/11/10                                    ACS 8.0.0 STD System                                Page    1
10:53 AM                                   Customer Job Report
                                Customer Number: All         Ship To First Thru Last
                        Ship Dates:   /  /  to   /  /        Invoice Dates:   /  /  to   /  /
```

```
--------------------------------------------------------------------------------------------------------
Customer Name              Ship-To Job#   Description          Date-Rec Date-Ship Date-Inv Invoice#   Quote-Amt
PO-No                      Misc #         PO-Rel
--------------------------------------------------------------------------------------------------------
Baker And Harrison         000099 000999 2000||||1800|||||||||||||| 05/25/01 01/19/09 01/19/09 0005225    100.00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 000009 |||||||||||||||||||||||||| 02/02/10 02/02/10 02/02/10 0005275      .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002139 50|||||||||||||||||||||| 10/19/09   /  /    /  /             .00
PO NUMBER                  MISC NUMBE     RELEASE NUMBER
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002153 50|||TEFC|1800|GE||||||||| 12/08/09   /  /    /  /             .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002160 50|||TEFC|1800|GE||||||||| 12/08/09   /  /    /  /             .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002165 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /    /  /             .00
PURCHASE ORDER                            PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002166 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /    /  /             .00
PURCHASE                                  PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002168 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /    /  /             .00
PURCHASE ORDER                            PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002169 |||||||||||||||||||||||| 02/03/10   /  /    /  /             .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002170 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /    /  /             .00
PURCHASE ORDER                            PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 002176 50|215T|TEFC|1800|GE||||| 02/10/10   /  /    /  /             .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 A$#"/" NP1XXXXXXXXXXXXXXXN|MP2XXX 06/25/09   /  /    /  /             .00
CUSTPOXXXXXXXXXXXXXPO       MISCXXXXM1     CUSTPORELXXXXXXXXREL
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000001 TAEJOB FIRST XXXXXXXXXXXZ|SECOND 02/19/10   /  /    /  /       222222222222
CUSTOMER PO XXXXXXXXZ       MISC XXXXZ     PO RELEASE XXXXXXXXXZ
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099 new    |||||||||||||||||||||||| 03/09/10   /  /    /  /             .00
Cash Sale                  000099 002094 50|||TEFC|1800|||||||123456 05/29/09   /  /    /  /             .00
123456789                                 02316546843131
Douglas Erickson & Company 000099 002156 300|||||TOSHIBA|||||||||||| 12/08/09   /  /    /  /             .00
Douglas Erickson & Company 000099 002157 300|||||TOSHIBA|||||||||||| 12/08/09   /  /    /  /             .00
Everest Industries         000099 001000 50|||TEFC|1800|BALDOR||556 08/10/01 02/08/10 03/23/10 0005281   2,500.00
POPOPOPOPOPOPOPOPOPOPO      MISCMISCMI     RELEASERELEASERLEASE
Everest Industries         000002 001001 50|326T|TEFC|1800|GE|575| 09/20/00 06/10/10 06/10/10 0005282      .00
23445R544                  233332         234-56
Everest Industries         000099 001029 | | | | | | | | | | | | 03/06/04   /  /    /  /             .00
Everest Industries         000099 001034 ||||||||||||            03/01/04 06/11/09   /  /             .00
Everest Industries         000002 001056 50|326T|TEFC|1775|GE|575| 03/06/04 09/24/09   /  / 0005167      .00
Everest Industries         000002 001077 50|326T|TEFC|1775|GE|575| 03/06/04   /  /    /  /             .00
Everest Industries         000002 001083 50|326T|TEFC|1775|GE|575| 03/06/04   /  /    /  /             .00
```

```
06/11/10                                    ACS 8.0.0 STD System                                Page    2
10:53 AM                                   Customer Job Report
                                Customer Number: All         Ship To First Thru Last
                        Ship Dates:   /  /  to   /  /        Invoice Dates:   /  /  to   /  /
```

```
--------------------------------------------------------------------------------------------------------
Customer Name              Ship-To Job#   Description          Date-Rec Date-Ship Date-Inv Invoice#   Quote-Amt
PO-No                      Misc #         PO-Rel
--------------------------------------------------------------------------------------------------------
Everest Industries         000002 001094 50|326T|TEFC|1775|GE|575| 03/06/04   /  /    /  /             .00
Everest Industries         000002 001111 ||||1800|||||||||||||||| 09/01/04   /  /    /  /             .00
Everest Industries         000099 001201 | | | | | | | | | | | | | | 05/25/01   /  /    /  /             .00
Everest Industries         000001 002000 PARKER|1:1AA|PAV63R08KR-2 07/30/04 10/01/08 10/01/08 0005196      .00
1234AAREE                  TAG#76543      SDF2837
Everest Industries         000002 002002 15|CB326Y|TENV|1755|RELIA 05/02/00   /  /    /  /             .00
3645-09                                   1009-3645
Everest Industries         000001 002003 50|326T|TEFC|1755|GE| | | 03/06/04   /  /    /  /             .00
Everest Industries         000002 002004 50|1750|2100|DPBV|328AT|5 06/24/05   /  /    /  /             .00
Everest Industries         000001 002005 200|1750|1900|DPBV|409AT| 03/06/04   /  /    /  /             .00
Everest Industries         000099 002006 | | | | | |               03/06/04   /  /    /  /             .00
Everest Industries         000099 002008 60|326TC|TEFC|1755|GE| |  07/06/05   /  /    /  /             .00
Everest Industries         000099 002009 | | | | | | | | | | | | 07/06/05   /  /    /  /             .00
Everest Industries         000002 002010 50|326T|TEFC|1775|GE|575| 03/06/04   /  /    /  /             .00
Everest Industries         000099 002011 | | | | | | | | | | | | 07/13/05   /  /    /  /             .00
Everest Industries         000099 002015 10 TONS|12345|23456|20|SI 03/06/04   /  /    /  /             .00
Everest Industries         000002 002016 50|326T|TEFC|1775|GE|575| 03/06/04   /  /    /  /             .00
Everest Industries         000099 002017 | | | | | | | | | | | | 09/01/05   /  /    /  /             .00
Everest Industries         000002 002019 50|326T|TEFC|1775|GE|575| 03/06/04   /  /    /  /             .00
Everest Industries         000099 002020 | | | | | | | | | | | | 03/06/04   /  /    /  /             .00
Everest Industries         000099 002021 10|215T|EXP|1760|BALDOR|2 09/17/05   /  /    /  /             .00
3455
Everest Industries         000001 002023 50|324T|TEFC|1750|RELIANC 03/06/04   /  /    /  /             .00
Everest Industries         000002 002024 50|326T|TEFC|1775|GE|575| 03/06/00   /  /    /  /             .00
12324
Everest Industries         000001 002025 PARKER|1:1AA|PAV63R08KR-2 07/30/04   /  /    /  /             .00
1234AAREE                  TAG#76543      SDF2837
Everest Industries         000002 002027 50|326T|TEFC|1775|GE|575| 03/06/00   /  /    /  /             .00
1234
Everest Industries         000002 002030 50|326T|TEFC|1775|GE|575| 03/06/00   /  /    /  /             .00
1234
```

EMPLOYEE HISTORY REPORT

EMPLOYEE HISTORY REPORT:

FUNCTION: The EMPLOYEE HISTORY REPORT provides specific detail information of Jobs that employees have worked.

ENTER TYPE OF JOBS TO PRINT:

The user may print specific Jobs by entering the specific criteria for (O) overhead jobs, (B) billable jobs, or (A) for all jobs. Overhead jobs are determined by the overhead flag in Job Entry.

ENTER A VALID BEGINNING EMPLOYEE #:

Enter a valid BEGINNING EMPLOYEE NO., or press F1 to begin with the FIRST EMPLOYEE. Press F3 for LOOKUP.

ENTER A VALID ENDING EMPLOYEE #:

Enter a valid ENDING EMPLOYEE NO., or press F1 to print through the LAST EMPLOYEE. Press F3 for LOOKUP.

ENTER BEGINNING DATE:

Enter a valid BEGINNING DATE. This field automatically defaults to today's date.

ENTER ENDING DATE:

Enter a valid ENDING DATE. This field automatically defaults to today's date.

BEGINNING LABOR CODE:

Enter a valid BEGINNING LABOR CODE, or press F1 to begin with the first Labor Code. Press F3 for LOOKUP.

ENDING LABOR CODE:

Enter a valid ENDING LABOR CODE, press F1 to print through the last Labor Code. Press F3 for LOOKUP.

ENTER BEGINNING DEPT. CODE:

Enter a valid BEGINNING DEPT. CODE, or press F1 to begin with the FIRST DEPT. CODE. Press F3 for LOOKUP.

ENTER ENDING DEPT. CODE:

Enter a valid ENDING DEPT. CODE, or press F1 to print through the LAST DEPT. CODE. Press F3 for LOOKUP.

SAMPLE:

The next page shows a sample of the REPORT.

Application Computer Systems, Inc.
Service Repair

```
06/22/10                                ACS 8.0.0 STD System                          Page    1
04:18 PM                               Employee History Report
                                       From: 01/01/01  To: 06/22/10
                                    For: All JOBS, Lbr Cde: ALL, Dept Cde: ALL

Employee: 01-1000    Robert Johnson
                  *************** LABOR ******************  LBR
   DATE     JOB #     REG    O.T.     D.T.    TOTAL      COST   CDE   DESCRIPTION
----------------------------------------------------------------------------------------------
04/06/05   000999    4.00     .00      .00     4.00    125.08   101   PICK UP MOTOR
04/06/05 * 001000    3.50    1.00      .00     4.50    156.36   100   Travel To/From Job Site
04/06/05 * 001000     .50     .00      .00      .50     15.64   100   Travel To/From Job Site
04/06/05 * 001000     .00    1.00      .00     1.00     46.91   200   Weld Shaft
09/11/08   002010     .00     .00      .09      .09      5.63   100   Travel To/From Job Site
09/11/08   002010     .00     .00      .08      .08      5.00   200   Weld Shaft
09/11/08 * 001000     .00     .00  1529.13  1529.13  95631.79   100   Travel To/From Job Site
09/11/08   003000     .00     .00    49.24    49.24   3079.47   100   Travel To/From Job Site
09/11/08   003000     .00     .00    49.24    49.24   3079.47   100   Weld Shaft
09/11/08   000999     .00     .00  4009.1   4009.10  250729.11  100   Travel To/From Job Site
10/04/08 * 001000    5.00    5.00     5.00    15.00    703.58   100   Travel To/From Job Site
10/04/08   001094    5.00    5.00     5.00    15.00    703.58   200   Weld Shaft
11/18/08   002075    2.00     .00      .00     2.00     62.54   100   Travel To/From Job Site
11/18/08   002075    2.00     .00      .00     2.00     62.54   120   In-coming Test Run
11/18/08   002075    1.50     .00      .00     1.50     46.91   130   Electrical Inspection
11/18/08   002075     .50     .00      .00      .50     15.64   150   Disassembly
11/18/08   002075     .30     .00      .00      .30      9.38   135   PAINT MOTOR
11/18/08   002075    1.00     .00      .00     1.00     31.27   228   POLISH SHAFT
11/18/08   002075    1.00     .00      .00     1.00     31.27   765   ASSEMBLE
11/18/08   002076    1.00     .00      .00     1.00     31.27   100   Travel To/From Job Site
11/18/08   002076    2.00     .00      .00     2.00     62.54   120   In-coming Test Run
11/18/08   002076    3.00     .00      .00     3.00     93.81   130   Electrical Inspection
11/18/08   002076    4.00     .00      .00     4.00    125.08   150   Disassembly
11/18/08   002076    4.00     .00      .00     4.00    125.08   135   PAINT MOTOR


06/22/10                                ACS 8.0.0 STD System                          Page    2
04:18 PM                               Employee History Report
                                       From: 01/01/01  To: 06/22/10
                                    For: All JOBS, Lbr Cde: ALL, Dept Cde: ALL

Employee: 01-1000    Robert Johnson
                  *************** LABOR ******************  LBR
   DATE     JOB #     REG    O.T.     D.T.    TOTAL      COST   CDE   DESCRIPTION
----------------------------------------------------------------------------------------------
11/18/08   002076    5.00     .00      .00     5.00    156.35   228   POLISH SHAFT
11/18/08   002076    2.00     .00      .00     2.00     62.54   765   ASSEMBLE
11/18/08   002077    4.00     .00      .00     4.00    125.08   228   POLISH SHAFT
11/18/08   002077    3.00     .00      .00     3.00     93.81   765   ASSEMBLE
11/18/08   002077    2.00     .00      .00     2.00     62.54   130   Electrical Inspection
11/18/08   002078    2.00     .00      .00     2.00     62.54   100   Travel To/From Job Site
11/18/08   002078    3.00     .00      .00     3.00     93.81   120   In-coming Test Run
11/18/08   002078    2.00     .00      .00     2.00     62.54   150   Disassembly
11/18/08   002078    3.00     .00      .00     3.00     93.81   228   POLISH SHAFT
11/18/08   002079    2.00     .00      .00     2.00     62.54   100   Travel To/From Job Site
11/18/08   002079    2.00     .00      .00     2.00     62.54   228   POLISH SHAFT
11/18/08   002079    4.00     .00      .00     4.00    125.08   765   ASSEMBLE
11/18/08   002080    3.00     .00      .00     3.00     93.81   130   Electrical Inspection
11/18/08   002080    3.00     .00      .00     3.00     93.81   228   POLISH SHAFT
11/18/08   002080    3.00     .00      .00     3.00     93.81   765   ASSEMBLE
04/24/09   002000   10.50     .00      .00    10.50    328.34   100   Travel To/From Job Site
04/24/09   002000   10.50     .00      .00    10.50    328.34   200   Weld Shaft
05/05/09   000999    2.00     .00      .00     2.00     62.54   100   Travel To/From Job Site
05/05/09   001001    2.00     .00      .00     2.00     62.54   200   Weld Shaft
05/05/09   001029    2.00     .00      .00     2.00     62.54   300   Remove and Replace Coils as needed
05/05/09   001034    2.00    2.00      .00     4.00    156.35   400   DE Coupling fit / Key-way Repair
BILL JOB TOTALS:   103.30    7.00  4112.75  4223.05  260769.93
*OHEAD JOB TOTALS:   9.00    7.00  1534.13  1550.13   96554.28
EMPLOYEE TOTALS:   112.30   14.00  5646.88  5773.18  357324.21
```

AVERAGE HRS FOR NAMEPLATE DATA RPT

AVERAGE HRS FOR NAMEPLATE DATA REPORT:

FUNCTION: The AVERAGE HRS FOR NAMEPLATE DATA RPT provides an INQUIRY or PRINT of the Average Hrs it takes to complete a specific Labor Code or a Type Work based on historical labor data. Only closed job information appears on this report.

JOB TYPE:

Enter a valid JOB TYPE, press F3 for LOOKUP, or press F4 to return to the selector.

INQUIRE/PRINT <I/P>:

Enter I to inquire, or display the report information to the screen. Enter P to print the report to the selected system printer.

NAMEPLATE:

The user will be asked to enter up to 5 Nameplate Headings. The inquiry or print will only include items for the JOB TYPE and the Nameplate information entered. If the five Nameplate Headings are blank, all information for that JOB TYPE will be displayed or printed.

USE LABOR CDE OR TYPE WORK CDE?:

Enter A for all LABOR CODES, L for one LABOR CODE, or W for Type Work Code.

Entering A will default the inquiry or print to the detail option and ask the user for the Starting Date.

Entering L or W will prompt the user for the Labor Code or Type Work Code.

ENTER LABOR CDE:

Enter a valid LABOR CODE or press F3 for LOOKUP.

ENTER TYPE WORK CDE:

Enter a valid TYPE WORK CODE or press F3 for LOOKUP.

DETAIL OR SUMMARY HOURS?:

Enter D to display each history record or press S to display the average hours only.

Note: The DETAIL option will display or print the Actual-Hrs, Quote Hrs, Variance, Labor Code, Job Number, and Date. The SUMMARY option will display or print the Actual-Hrs, Quote-Hrs, Variance, Number-of-Jobs, and Number-of-Quotes.

STARTING DATE?:

Enter the HISTORY STARTING DATE or press ENTER for the earliest History Date.

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Service Repair

SAMPLE:

The following is a sample of the printed report.

```
06/22/10                       ACS 8.0.0 STD System                     Page   1
04:29 PM                  Average Hrs For Nameplate Data Rpt
                                All Labor Codes
                                     Detail
                             Earliest History Date
FIRST NAME:   50
SECOND NAM:
THIRD NAME:
FOURTH NAM:
FIFTH NAME:
==================================================================================
 Avg Act-Hrs  Avg Qte-Hrs  Variance   Cde    Desc
        3.00         3.00       .00   101   PICK UP MOTOR
        1.63         1.00       .63   150   Disassembly
         .01          .48       .47-  169   BLAST CLEAN PARTS
         .41          .00       .41   170   Sandblast Rotor
         .99          .97       .02   200   Weld Shaft
        3.05         3.50       .45-  297   BORE & BRUSH O.D.E. ENDBELL
        7.88         8.00       .12-  451   TAKE WINDING DATA
         .63          .70       .07-  453   CUT WINDING
        1.08         1.00       .08   460   Fabricate/Repair Slip Rings
        4.00         4.00       .00   461   CONNECT AND INSULATE
         .01          .01       .00   477   HIGH POTENTIAL TEST - 0.
         .01          .02       .01-  692   Secure Equipment for Shipping
         .01          .00       .01   701   Gather Tools & Supllies
         .57         1.00       .43-  702   Gather Materials
        8.69         7.00      1.69   765   ASSEMBLE
         .01          .00       .01   771   Final Vibration Analysis
         .02          .05       .03-  801   MEGGER TEST
         .55          .00       .55   900   REWORK - DISSASSEMBLE INSPECT
         .01          .50       .49-  901   PREPARE UNIT TO PAINT
        2.00         2.00       .00   921   DELIVER MOTOR
         .35          .00       .35   950   REWORK - ASSEMBLE
         .29          .00       .29   951   REWORK - CONNECT AND INSULATE
         .34          .00       .34   952   REWORK - TESTING
 Total Average Hours
 Actual-Hrs   Quote-Hrs    Variance      Number-of-Jobs   Number-of-Quotes
     34.76       33.23        1.53              4                 4
```

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Service Repair

SAMPLE:

The following is a sample of the inquiry report displayed to the screen.

Average Hrs For Nameplate Data Rpt (ACS 8.0.0 STD System)

File   Edit   Record   Favorites   Help

Avg Act-Hrs	Avg Qte-Hrs	Variance	Cde	Desc
3.00	3.00	.00	101	PICK UP MOTOR
1.63	1.00	.63	150	Disassembly
.01	.48	.47-	169	BLAST CLEAN PARTS
.41	.00	.41	170	Sandblast Rotor
.99	.97	.02	200	Weld Shaft
3.05	3.50	.45-	297	BORE & BRUSH O.D.E.
7.88	8.00	.12-	451	TAKE WINDING DATA
.63	.70	.07-	453	CUT WINDING
1.08	1.00	.08	460	Fabricate/Repair SI
4.00	4.00	.00	461	CONNECT AND INSULAT
.01	.01	.00	477	HIGH POTENTIAL TEST
.01	.02	.01-	692	Secure Equipment fo
.01	.00	.01	701	Gather Tools & Supl
.57	1.00	.43-	702	Gather Materials
8.69	7.00	1.69	765	ASSEMBLE
.01	.00	.01	771	Final Vibration Ana
.02	.05	.03-	801	MEGGER TEST
.55	.00	.55	900	REWORK - DISSASSEMB
.01	.50	.49-	901	PREPARE UNIT TO PAI
2.00	2.00	.00	921	DELIVER MOTOR
.35	.00	.35	950	REWORK - ASSEMBLE
.29	.00	.29	951	REWORK - CONNECT AN
.34	.00	.34	952	REWORK - TESTING
Total Average Hours				

Actual-Hrs	Quote-Hrs	Variance	No-Of-Jobs	No-Of-Quotes
34.76	33.23	1.53	4	4

OK   Cancel   Delete   Insert

v8.0.0 mhc_kv Is The Above Information Correct?   Char   Po-1

ORDER TURN AROUND TIME REPORT

ORDER TURN AROUND TIME REPORT:

FUNCTION: The ORDER TURN AROUND TIME REPORT allows an inquiry or print of the turn around days between dates specified by the user for New Sales or Jobs. Only closed jobs appear on this report.

INQUIRE OR PRINT:

Enter I to inquire, or display the report information to the screen. Enter P to print the report to the selected system printer.

NEW SALES OR JOBS:

Enter S for NEW SALES or J for JOBS.
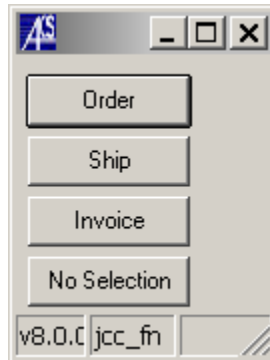
FIRST DATE TO COMPARE:

If NEW SALES option is selected enter:
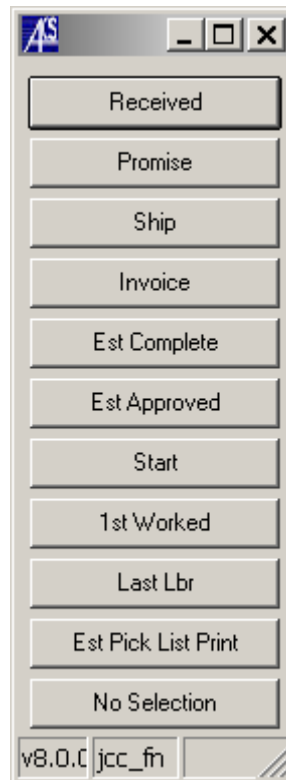
If JOBS option is selected enter:

SECOND DATE TO COMPARE:

If NEW SALES option is selected enter:
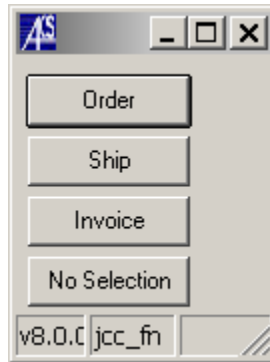
```
Order
Ship
Invoice
No Selection

v8.0.0  jcc_fn
```

If JOBS option is selected enter:

```
Received
Promise
Ship
Invoice
Est Complete
Est Approved
Start
1st Worked
Last Lbr
Est Pick List Print
No Selection

v8.0.0  jcc_fn
```
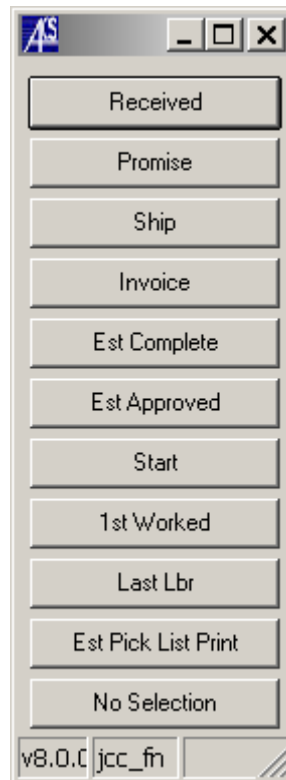
Application Computer Systems, Inc.
Service Repair

BEGINNING DATE:

Enter the BEGINNING DATE or press F1 to begin with FIRST DATE.

ENDING DATE:

Enter the ENDING DATE or press F1 to end with the LAST DATE.

CUSTOMER NUMBER:

Enter a valid CUSTOMER NUMBER, press F3 for LOOKUP, or press ENTER for all customers. Multiple CUSTOMER NUMBERS can be entered. When all CUSTOMER NUMBERS have been entered, press F1 to continue with the report.

DETAIL OR SUMMARY:

Enter D to show each order or press S for an average of the orders.

EXCLUDE IF GREATER THAN (DAYS):

Enter the number of turnaround days to exclude. Press ENTER to default to 999999 days.

JOB TYPE:

Enter a valid JOB TYPE, press F3 for LOOKUP, or press ENTER for all JOB TYPES. Multiple JOB TYPES can be entered. When all JOB TYPES have been entered, press F1 to continue with the report.

NOTE: The JOB TYPE option is only available if JOBS option was selected above.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the printed report.

```
06/22/10                                    ACS 8.0.0 STD System                                          Page   1
04:39 PM                                 Order Turn Around Time Report
                                      Compare Shipped To Invoiced For Jobs
                                        Exclude If Greater Than 999999
                                          Invoiced First thru Last
                          J  Recvd    Promise  Ship     Invoice  Est      Est      Start    1st Wrk  Last Lbr Est Pick Turn
Cust # PO #          Job #  T  Date     Date     Date     Date     Comp     Approv   Date     Date     Date     Printed  Days
-----------------------------------------------------------------------------------------------------------------------------
000100              001038 MP 02/28/04 03/07/04 02/05/09 02/05/09   /  /     /  /     /  /   08/23/01   /  /     /  /      0
000100              001039 AS 03/06/04   /  /   04/02/04 03/06/04   /  /     /  /     /  /     /  /     /  /     /  /     27
000100              001041 AS 02/15/04 03/09/04 02/05/09 02/05/09 02/05/09   /  /     /  /   08/24/01   /  /   02/05/09    0
000100              001061 AS 03/06/04   /  /   04/03/04 03/06/04   /  /     /  /     /  /     /  /     /  /     /  /     28
000100              001073 AS 03/06/04   /  /   04/03/04 03/06/04   /  /     /  /     /  /     /  /     /  /     /  /     28
000100              001084 AS 03/06/04   /  /   04/03/04 03/06/04   /  /     /  /     /  /     /  /     /  /     /  /     28
000100              002007 AS 03/06/04   /  /   10/05/08 10/05/08   /  /     /  /     /  /     /  /     /  /     /  /      0
000100 TEST         002071 AS 08/31/05 09/05/05 09/03/05 08/31/05 08/31/05   /  /     /  /     /  /     /  /     /  /      3
000100 LIIJJ54213   002075 PR 11/18/08   /  /   11/18/08 11/18/08   /  /     /  /     /  /   11/18/08 11/18/08   /  /      0
000100 LIIJJ54213   002076 PR 11/18/08   /  /   11/18/08 11/18/08   /  /     /  /     /  /   11/18/08 11/18/08   /  /      0
000100 LIIJJ54213   002077 PR 11/18/08   /  /   11/18/08 11/18/08   /  /     /  /     /  /   11/18/08 11/18/08   /  /      0
000100 LIIJJ54213   002078 PR 11/18/08   /  /   11/18/08 11/18/08   /  /     /  /     /  /   11/18/08 11/18/08   /  /      0
000100 LIIJJ54213   002079 PR 11/18/08   /  /   11/18/08 11/18/08   /  /     /  /     /  /   11/18/08 11/18/08   /  /      0
000100 LIIJJ54213   002080 PR 11/18/08   /  /   11/18/08 11/18/08   /  /     /  /     /  /   11/18/08 11/18/08   /  /      0
000200 CUSTPOXXXXXXXXXXXXXXPOMFTST1 A1 05/08/09  /  /   05/08/09 05/08/09 05/08/09   /  /     /  /     /  /     /  /   06/10/09    0
000300              002136 AS 10/06/09   /  /   10/06/09 10/20/09 10/06/09   /  /     /  /     /  /     /  /   10/06/09   14
000300 PO NUMBER    002138 AS 10/14/09   /  /   10/06/09 10/20/09 10/14/09   /  /     /  /     /  /     /  /     /  /     14
000300 PO           002140 AS 10/19/09   /  /   10/20/09 10/20/09 10/19/09   /  /     /  /     /  /     /  /   10/19/09    0
000300 PO NUMBER    002141 AS 10/19/09   /  /   10/20/09 10/20/09 10/19/09   /  /     /  /     /  /     /  /   10/19/09    0
Total Count:     19
Average Days:     7
High:            28
Low:              0
```

FAILURE CODE REPORT

FAILURE CODE REPORT:

FUNCTION: The FAILURE CODE REPORT provides a listing of Failure Codes for the Customer and Job Receipt Date ranges specified. The report can be sorted by Customer or Failure Code. Both open and closed jobs appear on this report.

BEGINNING CUSTOMER:

Enter a valid BEGINNING CUSTOMER NUMBER, press F1 to begin with FIRST CUSTOMER NUMBER, press F3 for LOOKUP, or press F4 to return to the selector.

ENDING CUSTOMER:

Enter a valid ENDING CUSTOMER NUMBER, press F1 to end with LAST CUSTOMER NUMBER, or press F3 for LOOKUP.

FAILURE CODE:

Enter a valid FAILURE CODE, press F3 for LOOKUP, or press ENTER for all Failure Codes. Multiple FAILURE CODES can be entered. When all FAILURE CODES have been entered, press F1 to continue with the report.

Application Computer Systems, Inc.
Service Repair

BEGINNING RECEIPT DATE:

Enter JOB BEGINNING RECEIPT DATE or press F1 to begin with FIRST RECEIPT DATE.

ENDING RECEIPT DATE:

Enter JOB ENDING RECEIPT DATE or press F1 to end with LAST RECEIPT DATE.

SORT BY C=CUSTOMER/F=FAILURE:

Enter C to sort by Customer Number or enter F to sort by Failure Code.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the printed report.

```
06/22/10                              ACS 8.0.0 STD System                                    Page   1
04:47 PM                        Failure Code Report By Customer
                                Asterisk Equals Primary Code
                     Fail                                                      Receipt   Ship
Cust #   Customer Name               Code  Code Description   Job #   Nameplate Description    Date      Date
000100   Everest Industries          0001 * BEARING FAILURE   001000  50||TEFC|1800|BALDOR||556  08/10/01   / /
                                     0003   ELECTRICAL STRESS 001000  50||TEFC|1800|BALDOR||556  08/10/01   / /
                                     0003 * ELECTRICAL STRESS 001001  50|326T|TEFC|1800|GE|575|  09/20/00   / /
                                     004    VOLTAGE SURGE     001001  50|326T|TEFC|1800|GE|575|  09/20/00   / /
                                     EP   *                   002002  15|CB326Y|TENV|1755|RELIA  05/02/00   / /
                                     MIS                      002002  15|CB326Y|TENV|1755|RELIA  05/02/00   / /
                                     EP   *                   002036  50|326T|TEFC|1775|GE|575|  03/06/00   / /
                                     MIS                      002036  50|326T|TEFC|1775|GE|575|  03/06/00   / /
                                     EP   *                   002037  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     MIS                      002037  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0001 * BEARING FAILURE   002038  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0001 * BEARING FAILURE   002039  50|326T|TEFC|1775|GE| | |  11/06/00   / /
                                     0002   MISALIGNMENT      002039  50|326T|TEFC|1775|GE| | |  11/06/00   / /
                                     0001 * BEARING FAILURE   002040  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0002   MISALIGNMENT      002040  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0001 * BEARING FAILURE   002043  50|326T|TEFC|1775|GE|575|  10/01/00   / /
                                     0002   MISALIGNMENT      002043  50|326T|TEFC|1775|GE|575|  10/01/00   / /
                                     0001 * BEARING FAILURE   002055  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0002   MISALIGNMENT      002055  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0001 * BEARING FAILURE   002057  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0002   MISALIGNMENT      002057  50|326T|TEFC|1775|GE|575|  09/29/00   / /
                                     0003 * ELECTRICAL STRESS 002066  | | | | | | | | | | | |    06/10/05   / /
                                     004    VOLTAGE SURGE     002066  | | | | | | | | | | | |    06/10/05   / /
                                     0001 * BEARING FAILURE   002071  50|326T|TEFC|1800|GE|230|  08/31/05   09/03/05
                                     0002   MISALIGNMENT      002071  50|326T|TEFC|1800|GE|230|  08/31/05   09/03/05
                                     0001 * BEARING FAILURE   002090  50|||||||||||||||||||||||   11/21/08   / /
                                     0003   ELECTRICAL STRESS 002090  50|||||||||||||||||||||||   11/21/08   / /
                                     0001 * BEARING FAILURE   002093  50||TEFC|1800|GE|||||||||   05/05/09   / /
                                     0003   ELECTRICAL STRESS 002093  50||TEFC|1800|GE|||||||||   05/05/09   / /
                                     0001 * BEARING FAILURE   002096  1 1111111| 2 222222222222   05/29/09   / /
                                     0002   MISALIGNMENT      002096  1 1111111| 2 222222222222   05/29/09   / /
                                     0001 * BEARING FAILURE   002097  1 1111111| 2 222222222222   05/29/09   / /
                                     0002   MISALIGNMENT      002097  1 1111111| 2 222222222222   05/29/09   / /
                                     0001 * BEARING FAILURE   002101  50||TEFC|1800|GE|||||||||   09/01/09   / /
                                     E100   ELECTRICAL FAILURE 002101  50||TEFC|1800|GE|||||||||   09/01/09   / /
                                     0001 * BEARING FAILURE   002180  50| 2 2222222222222222|TEF  05/13/10   / /
                                     0002   MISALIGNMENT      002180  50| 2 2222222222222222|TEF  05/13/10   / /
                                     0001 * BEARING FAILURE   005555  | | | | | | | | | | | |    04/23/08   / /
                                     0001 * BEARING FAILURE   123456  20|215T|ODP|||||||||||||||   07/29/04   / /
                                     0001 * BEARING FAILURE   MFTEST  50|216T|TEFC|1800|GE||124   01/15/09   / /
                                     0002   MISALIGNMENT      MFTEST  50|216T|TEFC|1800|GE||124   01/15/09   / /
000200   C1-CUSTOMER-NAMEXXXXXXXXXXXXXC1  0001 * BEARING FAILURE   002139  50|||||||||||||||||||||||   10/19/09   / /
                                     0001 * BEARING FAILURE   TAEJOB  FIRST XXXXXXXXXXXZ|SECOND  02/19/10   / /
                                     0003   ELECTRICAL STRESS TAEJOB  FIRST XXXXXXXXXXXZ|SECOND  02/19/10   / /
000300   Taylor Manufacturing        B100 * BEARING FAILURE   002137  50|||1800||||||||||||||||   10/06/09   10/06/09
                                     E100   ELECTRICAL FAILURE 002137  50|||1800||||||||||||||||   10/06/09   10/06/09
                                     B100 * BEARING FAILURE   002138  50||TEFC|1800|||||||||||||   10/14/09   10/06/09
                                     E100   ELECTRICAL FAILURE 002138  50||TEFC|1800|||||||||||||   10/14/09   10/06/09
000400   Santa Monica Water Department 0002 * MISALIGNMENT    001025  200|1750|1900|DPBV|409AT|  03/06/00   11/14/08
001000   Mile High Brewery           0001 * BEARING FAILURE   002150  50|215T|TEFC|1800|GE|||||   11/17/09   / /
002000   TRINITY RIVER AUTHORITY      0003 * ELECTRICAL STRESS 012539  SQUARE D|LVACB E/O D/O|DS  12/13/04   / /
```

OPEN JOBS BY SALESMAN REPORT

OPEN JOBS BY SALESMAN REPORT:

FUNCTION: The OPEN JOBS BY SALESMAN REPORT allows the user to select a customer with a specific Ship To # (or range), Ship Date (or range), Invoice Date (or range) and list Jobs (active or history) that were shipped or invoiced for the salesperson specified.

ENTER CUSTOMER NO:

Enter a valid CUSTOMER NUMBER, <F1>=ALL, <F4>=END. Enter a valid CUSTOMER NUMBER identifying the CUSTOMER to start printing or press F1 for ALL. Press F4 to return to the selector.

ENTER BEGINNING SHIP TO NO:

Enter a valid BEGINNING SHIP TO NUMBER or press ENTER to begin with FIRST SHIP TO NO.

NOTE: The system automatically defaults to a SHIP TO NUMBER of 000000. The user must enter a beginning SHIP TO NUMBER (i.e. 000001) to print this report.

ENTER ENDING SHIP TO NO:

Enter a valid ENDING SHIP TO NUMBER or press ENTER to END with default ENDING SHIP TO NO.

ENTER BEGINNING SHIP DATE:

Enter a valid BEGINNING SHIP DATE, <F1>=ALL.

ENTER ENDING SHIP DATE:

Enter a valid ENDING SHIP DATE.

ENTER BEGINNING INVOICE DATE:

Enter a valid BEGINNING INVOICE DATE, <F1>=ALL.

ENTER ENDING INVOICE DATE:

Enter a valid ENDING INVOICE DATE.

ACTIVE OR HISTORY JOBS:

Enter A=ACTIVE, H=HISTORY, B=BOTH.

SALESPERSON:

Enter a valid SALESPERSON, press ENTER for all SALESPERSONS, or press F3 for LOOKUP.

SAMPLE:

The following is a sample of the printed report.

Application Computer Systems, Inc.
Service Repair

```
06/24/10                                    ACS 8.0.0 STD System                                    Page   1
04:09 PM                               Open Jobs By Salesman Report
                              Customer Number: All        Ship To First Thru Last
AVJ Andrew V. Johnson      Ship Dates:  /  /  to  /  /      Invoice Dates:   /  /  to  /  /
-------------------------------------------------------------------------------------------------------------
Customer Name              Ship-To Job#  Description            Date-Rec Date-Ship Date-Inv  Invoice#   Quote-Amt
PO-No                      Misc#         PO-Rel
-------------------------------------------------------------------------------------------------------------
Everest Industries         000002  001111 ||||1800|||||||||||||||||| 09/01/09    /  /     /  /                     .00
Everest Industries         000002  002101 50||TEFC|1800|GE|||||||||| 09/01/09    /  /     /  /                1,500.00
VERBAL                     1234567890     JOHN DOE
Everest Industries         000002  002178 150||TEFC|1800|||||||||||| 04/28/10    /  /     /  /                     .00
12-788-6544
Santa Monica Water Department 000099 001025 200|1750|1900|DPBV|409AT| 03/06/00 11/14/08 01/20/09 0005226          .00
0987-213                                  100-213
Santa Monica Water Department 000099 002154 100||TEFC||WH||||||||||| 12/08/09    /  /     /  /                     .00
Santa Monica Water Department 000099 002159 100||TEFC||WH||||||||||| 12/08/09    /  /     /  /                     .00
TRINITY RIVER AUTHORITY            012539 SQUARE D|LVACB E/O D/0|DS 12/13/04    /  /     /  /                     .00
20471
Valley Irrigation Systems  000099  002155 150||TEFC||LEASON||||||||| 12/08/09    /  /     /  /                     .00
Valley Irrigation Systems  000099  002158 150||TEFC||LEASON||||||||| 12/08/09    /  /     /  /                     .00
Total Jobs:   9


06/24/10                                    ACS 8.0.0 STD System                                    Page   2
04:09 PM                               Open Jobs By Salesman Report
                              Customer Number: All        Ship To First Thru Last
CSH Cash Sale              Ship Dates:  /  /  to  /  /      Invoice Dates:   /  /  to  /  /
-------------------------------------------------------------------------------------------------------------
Customer Name              Ship-To Job#  Description            Date-Rec Date-Ship Date-Inv  Invoice#   Quote-Amt
PO-No                      Misc#         PO-Rel
-------------------------------------------------------------------------------------------------------------
Cash Sale                  000099  002094 50||TEFC|1800||||||123456 05/29/09    /  /     /  /                     .00
123456789                                 02316546843131
Total Jobs:   1


06/24/10                                    ACS 8.0.0 STD System                                    Page   3
04:09 PM                               Open Jobs By Salesman Report
                              Customer Number: All        Ship To First Thru Last
JDP Judy D. Peterson       Ship Dates:  /  /  to  /  /      Invoice Dates:   /  /  to  /  /
-------------------------------------------------------------------------------------------------------------
Customer Name              Ship-To Job#  Description            Date-Rec Date-Ship Date-Inv  Invoice#   Quote-Amt
PO-No                      Misc#         PO-Rel
-------------------------------------------------------------------------------------------------------------
Baker And Harrison         000099  000999 2000||||1800|||||||||||||| 05/25/01 01/19/09 01/19/09 0005225        100.00
Douglas Erickson & Company 000099  002156 300||||TOSHIBA||||||||||| 12/08/09    /  /     /  /                     .00
Douglas Erickson & Company 000099  002157 300||||TOSHIBA||||||||||| 12/08/09    /  /     /  /                     .00
Everest Industries         000099  001000 50||TEFC|1800|BALDOR||556 08/10/01    /  /  03/23/10 0005281       2,500.00
POPOPOPOPOPOPOPOPOPO       MISCMISCMI     RELEASERELEASERLEASE
Everest Industries         000002  001001 50|326T|TEFC|1800|GE|575| 09/20/00    /  /  06/10/10 0005282           .00
23445R544                  233332         234-56
Everest Industries         000002  001015 50|326T|TEFC|1775|GE|575| 03/06/04    /  /  03/06/04 0005141           .00
Everest Industries         000099  001029 50|||||||||||||           03/06/04    /  /     /  /                     .00
Everest Industries                 001034 |||||||||||              03/01/04 06/11/09    /  /                     .00
Everest Industries         000002  001056 50|326T|TEFC|1775|GE|575| 03/06/04 09/24/09    /  /  0005167           .00
Everest Industries         000002  001077 50|326T|TEFC|1775|GE|575| 03/06/04    /  /     /  /                     .00
Everest Industries         000002  001083 50|326T|TEFC|1775|GE|575| 03/06/04    /  /     /  /                     .00
Everest Industries         000002  001094 50|326T|TEFC|1775|GE|575| 03/06/04    /  /     /  /                     .00
Everest Industries         000099  001201 | | | | | | | | | | | | | 05/25/01    /  /     /  /                     .00
Everest Industries         000001  002000 PARKER|1:1AA|PAV63R08KR-2 07/30/04 10/01/08 10/01/08 0005196           .00
1234AAREE                  TAG#76543      SDF2837
Everest Industries         000002  002002 15|CB326Y|TENV|1755|RELIA 05/02/00    /  /     /  /                     .00
3645-09                                   1009-3645
Everest Industries                 002004 50|1750|2100|DPBV|328AT|5 06/24/05    /  /     /  /                     .00
Everest Industries         000099  002006 | | | | | |               03/06/04    /  /     /  /                     .00
Everest Industries         000099  002008 60|326TC|TEFC|1755|GE| |  07/06/05    /  /     /  /                     .00
Everest Industries         000099  002009 | | | | | | | | | | | | | 07/06/05    /  /     /  /                     .00
Everest Industries         000002  002010 50|326T|TEFC|1775|GE|575| 03/06/04    /  /     /  /                     .00
Everest Industries         000099  002011 | | | | | | | | | | | | | 07/13/05    /  /     /  /                     .00
Everest Industries         000099  002015 10 TONS||12345|23456|20|SI 03/06/04    /  /     /  /                     .00
Everest Industries         000099  002016 50|326T|TEFC|1775|GE|575| 03/06/04    /  /     /  /                     .00
Everest Industries         000099  002017 | | | | | | | | | | | | | 09/01/05    /  /     /  /                     .00
```

OUTSTANDING ORDERS BY SALESPERSON

OUTSTANDING ORDERS BY SALESPERSON

> FUNCTION: The OUTSTANDING ORDERS BY SALESPERSON provides a listing of Open Quotes, Open Orders, Job Quotes, and Open Jobs by the specified Salesperson and Customer.
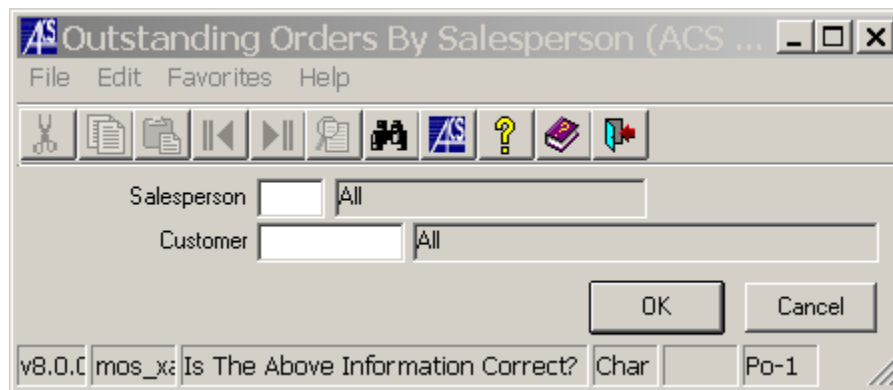
SALESPERSON:

> Enter a valid SALESPERSON CODE, press F1 for All, press F3 ⬚ for LOOKUP, or press F4 to return to selector.

CUSTOMER:

> Enter a valid CUSTOMER NUMBER, press F1 for all, or press F3 ⬚ for LOOKUP.

SAMPLE:

> The following is a sample of the printed report.

Application Computer Systems, Inc.
Service Repair

```
06/24/10                                    ACS 8.0.0 STD System                                       Page   1
04:12 PM                              Outstanding Orders By Salesperson
Salesperson: AVJ Andrew V. Johnson                    Customer: All
                    Job/Order                          Order     Required/                  Job
    Type            Number    PO #           Misc #     Date     Due Date     Amount       Status
------------------------------------------------------------------------------------------------------------
Customer: 000100  Everest Industries
   Job Quotes      000106                              06/09/00    /  /          0.00
                   000200                              08/08/05    /  /          0.00
                                                                  Total:         0.00
   Open Jobs       001111                              09/01/09    /  /          0.00       JOB EST
                   002101    VERBAL         1234567890 09/01/09    /  /         60.00       EXCEL J
                   002178    12-788-6544               04/28/10    /  /      1,772.00       JOB CAR
                                                                  Total:     1,832.00
   Open Quotes     0001157                             03/15/04  03/25/04       0.00
                                                                  Total:         0.00
                                                  Total For Customer:        1,832.00
   Future          Current       30 Days      60 Days      90 Days     120 Days      Balance
    0.00         63,040.53-        0.00         0.00      1,000.00    688,573.24    626,532.71
============================================================================================================
Customer: 000400  Santa Monica Water Department
   Open Jobs       002154                              12/08/09    /  /          0.00       SCH: DS
                   002159                              12/08/09    /  /          0.00       JOB CAR
                                                                  Total:         0.00
                                                  Total For Customer:            0.00
   Future          Current       30 Days      60 Days      90 Days     120 Days      Balance
    0.00          1,240.00         0.00       104.94         0.00     12,104.99     13,449.93
============================================================================================================
Customer: 000600  Valley Irrigation Systems
   Open Jobs       002155                              12/08/09    /  /          0.00       SCH: DS
                   002158                              12/08/09    /  /          0.00       JOB CAR
                                                                  Total:         0.00
   Open Orders     0002139                             08/13/09  08/23/09       0.00
                                                                  Total:         0.00




06/24/10                                    ACS 8.0.0 STD System                                       Page   2
04:12 PM                              Outstanding Orders By Salesperson
Salesperson: AVJ Andrew V. Johnson                    Customer: All
                    Job/Order                          Order     Required/                  Job
    Type            Number    PO #           Misc #     Date     Due Date     Amount       Status
------------------------------------------------------------------------------------------------------------
Customer: 000600  Valley Irrigation Systems
                                                  Total For Customer:            0.00
   Future          Current       30 Days      60 Days      90 Days     120 Days      Balance
    0.00             0.00          0.00         0.00         0.00      6,973.28      6,973.28
============================================================================================================
Customer: 002000  TRINITY RIVER AUTHORITY
   Job Quotes      000136                              06/11/10    /  /          0.00
                                                                  Total:         0.00
   Open Jobs       012539    20471                     12/13/04  12/30/04    1,670.00       JOB EST
                                                                  Total:     1,670.00
                                                  Total For Customer:        1,670.00
   Future          Current       30 Days      60 Days      90 Days     120 Days      Balance
    0.00             0.00          0.00         0.00         0.00         0.00         0.00
============================================================================================================
Total For Salesperson: AVJ Andrew V. Johnson                                3,502.00




06/24/10                                    ACS 8.0.0 STD System                                       Page   3
04:12 PM                              Outstanding Orders By Salesperson
Salesperson: CSH Cash Sale                            Customer: All
                    Job/Order                          Order     Required/                  Job
    Type            Number    PO #           Misc #     Date     Due Date     Amount       Status
------------------------------------------------------------------------------------------------------------
Customer: 999999  Cash Sale
   Open Jobs       002094    123456789                 05/29/09  06/29/09    1,815.08       JOB CAR
                                                                  Total:     1,815.08
                                                  Total For Customer:        1,815.08
   Future          Current       30 Days      60 Days      90 Days     120 Days      Balance
    0.00             0.00          0.00         0.00         0.00         0.00         0.00
============================================================================================================
Total For Salesperson: CSH Cash Sale                                        1,815.08
```

Application Computer Systems, Inc.
Service Repair

REPORTS 2

Job Reporting (ACS 8.0.0 STD System)

File Edit Tools Favorites Help

Reports 1	Rework Summary Report
Reports 2	Rework Detail Report
	Profitability By Employee(Invoices)
	Profitability By Employee (Hours)
	Estimate vs Actual By Job Report

Command [   ]   OK   Cancel

v8.0.0 sys_at Select a Reports 2 task   Char   Po-1
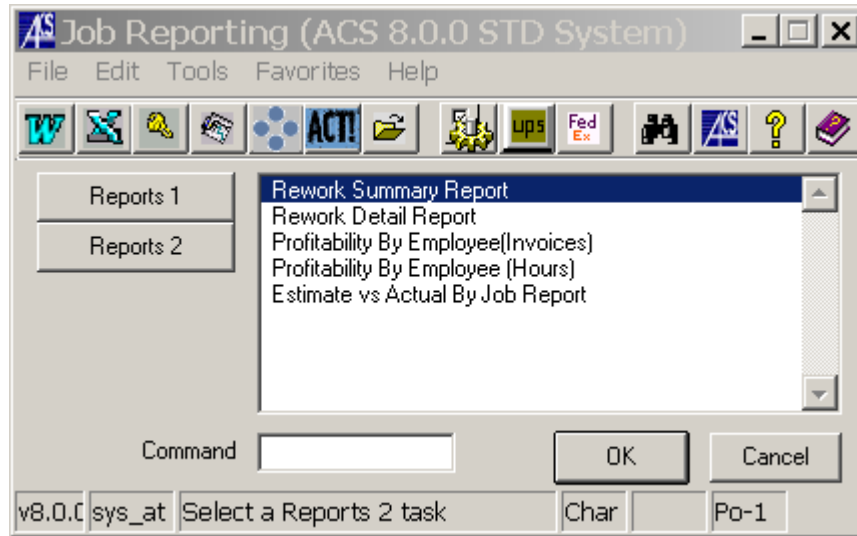
REWORK REPORT SUMMARY

REWORK REPORT SUMMARY

FUNCTION: The REWORK REPORT SUMMARY is printed to indicate the Period, Jobs Shipped, and the Labor Entered for Jobs Reworked. Rework Labor Codes are considered the "900" Series of Labor Codes. Information for both open and closed jobs appear on this report.

ENTER BEGINNING DATE:

Enter date for beginning report criteria.

ENTER ENDING DATE:

Enter date for ending report criteria.

DATE RANGE BASED ON SHIPPED OR LABOR DATE:

Enter J to print JOBS SHIPPED or L to print LABOR ENTERED.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the printed report.

```
06/24/10                    ACS 8.0.0 STD System                      Page   1
04:21 PM                    Rework Summary Report
                            01/01/01 thru 03/30/10
--------------------------------------------------------------------------------
Rwk                                                            %-Rewrk
Cde  Description                      No-of-Jobs   Rework-Hrs   Hours
--------------------------------------------------------------------------------
900  REWORK - DISSASSEMBLE INSPECT         3          1.55       .07
901  PREPARE UNIT TO PAINT                 5          0.05       .00
921  DELIVER MOTOR                         6         12.00       .54
950  REWORK - ASSEMBLE                     3          1.20       .05
951  REWORK - CONNECT AND INSULATE         3          0.77       .03
952  REWORK - TESTING                      3          0.97       .04
999  INDIRECT MATERIALS                    1       2211.07     99.26
                                        -----      ----------- -------
**** Totals ****                           7       2227.61     26.99
         Total Rework Hours:    2227.61
          Total Labor Hours:    8252.42
   Percent of Rework to Total:     26.99 %
          Total Rework Jobs:        7
                 Total Jobs:       25
   Percent of Rework to Total:     28.00 %
```

REWORK REPORT DETAIL

REWORK REPORT DETAIL

> FUNCTION: The REWORK DETAIL REPORT provides the Job #, Type Work Description, Labor Code Description, Employee, Date Worked, Rework Hours, Detail Hours and Report Totals. The "900" Series of Labor Codes are used for Rework.

ENTER BEGINNING DATE:

> Enter date for beginning report criteria.

ENTER ENDING DATE:

> Enter date for ending report criteria.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the printed report.

```
06/24/10                              ACS 8.0.0 STD System                              Page   1
04:25 PM                              Rework Detail Report
                              Jobs Shipped From 01/01/01 thru 12/30/10
-----------------------------------------------------------------------------------------------------
        Typ                    Lbr                                        Date      Rework    Detail
Job-#  Wrk Description         Cde Description             Employee       Worked    Hours     Hours
-----------------------------------------------------------------------------------------------------
001039 AS  ASSEMBLE            901 PREPARE UNIT TO PAINT                               .01
                               901 PREPARE UNIT TO PAINT   Elise Belvins  02/19/04              .01
       DL  DELIVERY            921 DELIVER MOTOR                                      2.00
                               921 DELIVER MOTOR           Irma Bently    02/20/04             2.00
       IR  INTERNAL REWORK     900 REWORK - DISSASSEMBLE INSPECT                       .50
                               950 REWORK - ASSEMBLE                                   .30
                               951 REWORK - CONNECT AND INSULATE                       .32
                               952 REWORK - TESTING                                    .23
                               900 REWORK - DISSASSEMBLE INSPECT John Merrell 02/20/04          .50
                               950 REWORK - ASSEMBLE                      02/20/04              .30
                               951 REWORK - CONNECT AND INSULATE          02/20/04              .32
                               952 REWORK - TESTING                       02/20/04              .23
                                                                                 ----------------------
                                                           Job Totals....          3.36      3.36
001061 AS  ASSEMBLE            901 PREPARE UNIT TO PAINT                               .01
                               901 PREPARE UNIT TO PAINT   Elise Belvins  02/19/04              .01
       DL  DELIVERY            921 DELIVER MOTOR                                      2.00
                               921 DELIVER MOTOR           Irma Bently    02/20/04             2.00
                                                                                 ----------------------
                                                           Job Totals....          2.01      2.01
001073 AS  ASSEMBLE            901 PREPARE UNIT TO PAINT                               .01
                               901 PREPARE UNIT TO PAINT   Elise Belvins  02/19/04              .01
       DL  DELIVERY            921 DELIVER MOTOR                                      2.00
                               921 DELIVER MOTOR           Irma Bently    02/20/04             2.00
                                                                                 ----------------------
                                                           Job Totals....          2.01      2.01
001084 AS  ASSEMBLE            901 PREPARE UNIT TO PAINT                               .01
                               901 PREPARE UNIT TO PAINT   Elise Belvins  02/19/04              .01
       DL  DELIVERY            921 DELIVER MOTOR                                      2.00
                               921 DELIVER MOTOR           Irma Bently    02/20/04             2.00
       IR  INTERNAL REWORK     900 REWORK - DISSASSEMBLE INSPECT                       .60
                               950 REWORK - ASSEMBLE                                   .40
                               951 REWORK - CONNECT AND INSULATE                       .25
                               952 REWORK - TESTING                                    .44
                               900 REWORK - DISSASSEMBLE INSPECT John Merrell 02/20/04          .60
                               950 REWORK - ASSEMBLE                      02/20/04              .40
                               951 REWORK - CONNECT AND INSULATE          02/20/04              .25
                               952 REWORK - TESTING                       02/20/04              .44
                                                                                 ----------------------
                                                           Job Totals....          3.70      3.70
                                                           Report Totals....       11.08     11.08
```

PROFITABILITY BY EMPLOYEE (INVOICES)

PROFITABILITY BY EMPLOYEE (INVOICES)

FUNCTION: The PROFITABILITY BY EMPLOYEE (INVOICES) provides a listing of employees and their profit margin for each job. Includes information for both open and closed jobs that have been invoiced.

BEGINNING CUSTOMER:

Enter a valid BEGINNING CUSTOMER, press F3 for LOOKUP, or press F4 to return to selector. Press F1 to begin with the FIRST CUSTOMER NUMBER.

ENDING CUSTOMER:

Enter a valid ENDING CUSTOMER, press F3 for LOOKUP, or press F4 to return to selector. Press F1 to end with the LAST CUSTOMER NUMBER.

BEGINNING INVOICE DATE:

Enter BEGINNING INVOICE DATE or press F1 to begin with the FIRST BEGINNING INVOICE DATE.

ENDING INVOICE DATE:

Enter ENDING INVOICE DATE or press F1 to end with LAST INVOICE DATE.

Application Computer Systems, Inc.
Service Repair

BEGINNING EMPLOYEE #:

Enter BEGINNING EMPLOYEE #, press F1 to begin with FIRST EMPLOYEE #, or press F3 for LOOKUP.

ENDING EMPLOYEE #:

Enter ENDING EMPLOYEE #, press F1 to end with LAST EMPLOYEE #, or press F3 for LOOKUP.

NOTE: Labor and sales amounts are determined by the lined code used on the invoice.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the printed report.

```
06/24/10                              ACS 8.0.0 STD System                                       Page   1
04:28 PM                          Profitability By Employee(Invoices)
Beginning Customer: First                                              Beginning Invoice Date: First
   Ending Customer: Last                                                 Ending Invoice Date: Last
                                  Total      Job                  Emp      Total      Dollars
Empl Number/Name          Job-#  Job-Hrs   Lbr-Sales   Sales$/Hr  Job-Hrs  Emp-Cost   Produced    $-Margin
00 0000   ANN SMITH       002000   29.25     220.00       7.52     1.00     12.00       7.52        4.48-
                                 -----------------------------------------------------------------------------
Employee Totals:                   29.25     220.00       7.52     1.00     12.00       7.52        4.48-
                                 Employee Average Earnings/hr.:     7.52
01-1000   Robert Johnson   001000 3782.64  14,611.79       3.86  1550.13  96,554.26   5,983.50   90,570.76-
                           001001   13.75     548.00      39.85     2.00     62.54      79.70       17.16
                           002000   29.25     220.00       7.52    21.00    656.67     157.92      498.75-
                           002075    8.30   1,100.00     132.53     8.30    259.54   1,100.00      840.46
                           002076   21.00   1,100.00      52.38    21.00    656.67   1,099.98      443.31
                           002077    9.00   1,100.00     122.22     9.00    281.43   1,099.98      818.55
                           002078   10.00   1,100.00     110.00    10.00    312.70   1,100.00      787.30
                           002079    8.00   1,100.00     137.50     8.00    250.16   1,100.00      849.84
                           002080    9.00   1,100.00     122.22     9.00    281.43   1,099.98      818.55
                                 -----------------------------------------------------------------------------
Employee Totals:                 3890.94  21,979.79     728.08  1638.43  99,315.40  12,821.06   86,494.34-
                                 Employee Average Earnings/hr.:     7.83
01-2000   Tracy Williams   001000 3782.64  14,611.79       3.86     .97     14.55       3.74       10.81-
                                 -----------------------------------------------------------------------------
Employee Totals:                 3782.64  14,611.79       3.86     .97     14.55       3.74       10.81-
                                 Employee Average Earnings/hr.:     3.86
01-3000   Mathew Erickson  001000 3782.64  14,611.79       3.86     .36      5.40       1.39        4.01-
                                 -----------------------------------------------------------------------------
Employee Totals:                 3782.64  14,611.79       3.86     .36      5.40       1.39        4.01-
                                 Employee Average Earnings/hr.:     3.86
02-1000   Victor Jacobs    001000 3782.64  14,611.79       3.86    1.00     15.00       3.86       11.14-
                                 -----------------------------------------------------------------------------
Employee Totals:                 3782.64  14,611.79       3.86    1.00     15.00       3.86       11.14-
                                 Employee Average Earnings/hr.:     3.86
02-2000   Elise Belvins    001000 3782.64  14,611.79       3.86    5.00     91.50      19.30       72.20-
                                 -----------------------------------------------------------------------------
Employee Totals:                 3782.64  14,611.79       3.86    5.00     91.50      19.30       72.20-
                                 Employee Average Earnings/hr.:     3.86
02-3000   Melissa Gregory  001000 3782.64  14,611.79       3.86    1.80     13.50       6.95        6.55-
                                 -----------------------------------------------------------------------------
Employee Totals:                 3782.64  14,611.79       3.86    1.80     13.50       6.95        6.55-
                                 Employee Average Earnings/hr.:     3.86
02-6000   Irma Bently      001000 3782.64  14,611.79       3.86    4.27     40.57      16.48       24.09-
                                 -----------------------------------------------------------------------------
Employee Totals:                 3782.64  14,611.79       3.86    4.27     40.57      16.48       24.09-
                                 Employee Average Earnings/hr.:     3.86



06/24/10                              ACS 8.0.0 STD System                                       Page   2
04:28 PM                          Profitability By Employee(Invoices)
Beginning Customer: First                                              Beginning Invoice Date: First
   Ending Customer: Last                                                 Ending Invoice Date: Last
                                  Total      Job                  Emp      Total      Dollars
Empl Number/Name          Job-#  Job-Hrs   Lbr-Sales   Sales$/Hr  Job-Hrs  Emp-Cost   Produced    $-Margin
10-0000   STEVE HAYES      001000 3782.64  14,611.79       3.86  2219.11  66,496.05   8,565.76   57,930.29-
                           001001   13.75     548.00      39.85    11.75    183.75     468.24      284.49
                           002000   29.25     220.00       7.52     7.25    116.25      54.52       61.73-
                                 -----------------------------------------------------------------------------
Employee Totals:                 3825.64  15,379.79      51.23  2238.11  66,796.05   9,088.52   57,707.53-
                                 Employee Average Earnings/hr.:     4.06
                                 -----------------------------------------------------------------------------
Report Totals:                   3890.94  21,979.79       5.65  3890.94 166,303.97  21,968.82  144,335.15-
                                 Report Average Earnings/hr.:      5.65
```
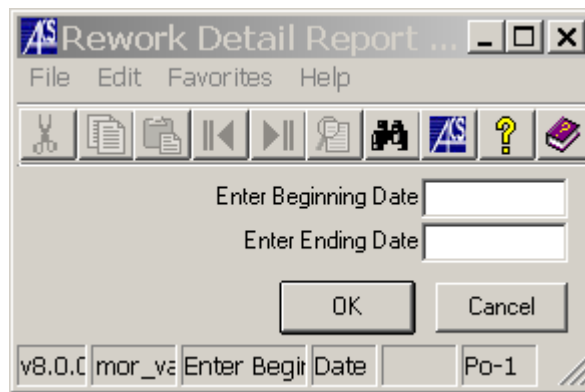
PROFITABILITY BY EMPLOYEE (HOURS)

PROFITABILITY BY EMPLOYEE (HOURS)

FUNCTION: The PROFITABILITY BY EMPLOYEE (HOURS) provides a listing of employees with the hours worked, labor cost, and labor price for each job. Information for both open and closed jobs appears on this report. Labor price is based on standard rate.

(O)VERHEAD, (B)ILLABLE, OR (A)LL JOBS?:

Enter O for OVERHEAD JOBS, B for BILLABLE JOBS, or A for ALL JOBS.

BEGINNING EMPLOYEE #:

Enter BEGINNING EMPLOYEE #, press F3 for LOOKUP, or press F1 to begin with FIRST EMPLOYEE #.

ENDING EMPLOYEE #:

Enter ENDING EMPLOYEE #, press F3 for LOOKUP, or press F1 to end with LAST EMPLOYEE #.

BEGINNING DATE:

Enter a BEGINNING DATE or press ENTER for today's date.

ENDING DATE:

Enter an ENDING DATE or press ENTER for today's date.

BEGINNING LABOR CODE:

Enter a BEGINNING LABOR CODE, press F3 for LOOKUP, or press F1 to begin with the FIRST LABOR CODE.

ENDING LABOR CODE:

Enter an ENDING LABOR CODE, press F3 for LOOKUP, or press F1 to end with LAST LABOR CODE.

BEGINNING DEPT. CODE:

Enter a BEGINNING DEPT. CODE, press F3 for LOOKUP, or press F1 to begin with the FIRST DEPT. CODE.

ENDING DEPT. CODE:

Enter an ENDING DEPT. CODE, press F3 for LOOKUP, or press F1 to begin with the LAST DEPT. CODE.

Application Computer Systems, Inc.
Service Repair

SAMPLE:

The following is a sample of the printed report.

```
06/24/10                              ACS 8.0.0 STD System                              Page   1
04:30 PM                          Profitability By Employee (Hours)
                                   From: 01/01/01  To: 06/24/10
                                 For: All JOBS, Lbr Cde: ALL, Dept Cde: ALL
Employee: 01-1000   Robert Johnson
                    *************** LABOR ******************       LBR
    DATE    JOB #    REG     O.T.    D.T.    TOTAL    COST    PRICE  CDE  DESCRIPTION
-----------------------------------------------------------------------------------------------------
04/06/05   000999   4.00     .00     .00     4.00   125.08   150.10  101  PICK UP MOTOR
         * 001000   3.50    1.00     .00     4.50   156.36   200.00  100  Travel To/From Job Site
         * 001000    .50     .00     .00      .50    15.64    20.00  100  Travel To/From Job Site
         * 001000    .00    1.00     .00     1.00    46.91    60.00  200  Weld Shaft
09/11/08   002010    .00     .00     .09      .09     5.63     7.20  100  Travel To/From Job Site
           002010    .00     .00     .08      .08     5.00     6.40  200  Weld Shaft
         * 001000    .00     .00 1529.131529.13  95631.79 122330.4 100  Travel To/From Job Site
           003000    .00     .00   49.24    49.24  3079.47  3939.20  100  Travel To/From Job Site
           003000    .00     .00   49.24    49.24  3079.47  3939.20  200  Weld Shaft
           000999    .00     .00  4009.1 4009.10  250729.1 300874.93100  Travel To/From Job Site
10/04/08 * 001000   5.00    5.00    5.00    15.00   703.58   900.00  100  Travel To/From Job Site
           001094   5.00    5.00    5.00    15.00   703.58   900.00  200  Weld Shaft
11/18/08   002075   2.00     .00     .00     2.00    62.54    80.00  100  Travel To/From Job Site
           002075   2.00     .00     .00     2.00    62.54    80.00  120  In-coming Test Run
           002075   1.50     .00     .00     1.50    46.91    60.00  130  Electrical Inspection
           002075    .50     .00     .00      .50    15.64    20.00  150  Disassembly
           002075    .30     .00     .00      .30     9.38    12.00  135  PAINT MOTOR
           002075   1.00     .00     .00     1.00    31.27    40.00  228  POLISH SHAFT
           002075   1.00     .00     .00     1.00    31.27    40.00  765  ASSEMBLE
           002076   1.00     .00     .00     1.00    31.27    40.00  100  Travel To/From Job Site
           002076   2.00     .00     .00     2.00    62.54    80.00  120  In-coming Test Run
           002076   3.00     .00     .00     3.00    93.81   120.00  130  Electrical Inspection
           002076   4.00     .00     .00     4.00   125.08   160.00  150  Disassembly
           002076   4.00     .00     .00     4.00   125.08   160.00  135  PAINT MOTOR


06/24/10                              ACS 8.0.0 STD System                              Page   2
04:30 PM                          Profitability By Employee (Hours)
                                   From: 01/01/01  To: 06/24/10
                                 For: All JOBS, Lbr Cde: ALL, Dept Cde: ALL
Employee: 01-1000   Robert Johnson
                    *************** LABOR ******************       LBR
    DATE    JOB #    REG     O.T.    D.T.    TOTAL    COST    PRICE  CDE  DESCRIPTION
-----------------------------------------------------------------------------------------------------
11/18/08   002076   5.00     .00     .00     5.00   156.35   200.00  228  POLISH SHAFT
           002076   2.00     .00     .00     2.00    62.54    80.00  765  ASSEMBLE
           002077   4.00     .00     .00     4.00   125.08   160.00  228  POLISH SHAFT
           002077   3.00     .00     .00     3.00    93.81   120.00  765  ASSEMBLE
           002077   2.00     .00     .00     2.00    62.54    80.00  130  Electrical Inspection
           002078   2.00     .00     .00     2.00    62.54    80.00  100  Travel To/From Job Site
           002078   3.00     .00     .00     3.00    93.81   120.00  120  In-coming Test Run
           002078   2.00     .00     .00     2.00    62.54    80.00  150  Disassembly
           002078   3.00     .00     .00     3.00    93.81   120.00  228  POLISH SHAFT
           002079   2.00     .00     .00     2.00    62.54    80.00  100  Travel To/From Job Site
           002079   2.00     .00     .00     2.00    62.54    80.00  228  POLISH SHAFT
           002079   4.00     .00     .00     4.00   125.08   160.00  765  ASSEMBLE
           002080   3.00     .00     .00     3.00    93.81   120.00  130  Electrical Inspection
           002080   3.00     .00     .00     3.00    93.81   120.00  228  POLISH SHAFT
           002080   3.00     .00     .00     3.00    93.81   120.00  765  ASSEMBLE
04/24/09   002000  10.50     .00     .00    10.50   328.34   420.00  100  Travel To/From Job Site
           002000  10.50     .00     .00    10.50   328.34   420.00  200  Weld Shaft
05/05/09   000999   2.00     .00     .00     2.00    62.54    75.05  100  Travel To/From Job Site
           001001   2.00     .00     .00     2.00    62.54    80.00  200  Weld Shaft
           001029   2.00     .00     .00     2.00    62.54    80.00  300  Remove and Replace Coils as needed
           001034   2.00    2.00     .00     4.00   156.35   200.00  400  DE Coupling fit / Key-way Repair
BILL JOB TOTALS:  103.30    7.00  4112.754223.05  260769.9 313704.076
*OHEAD JOB TOTALS:  9.00    7.00  1534.131550.13   96554.28 123510.4
EMPLOYEE TOTALS:  112.30   14.00  5646.885773.18  357324.2 437214.476
```

ESTIMATE vs ACTUAL BY JOB REPORT

ESTIMATE vs ACTUAL BY JOB REPORT

FUNCTION: Provide comparison of estimated hours and hours used per job, leaving an hours balance. Includes information for both open and closed jobs.

BEGINNING DEPT. CODE:

Enter a BEGINNING DEPT. CODE, press F3 for LOOKUP, or press F1 to begin with the FIRST DEPT. CODE.

ENDING DEPT. CODE:

Enter an ENDING DEPT. CODE, press F3 for LOOKUP, or press F1 to begin with the LAST DEPT. CODE.

BEGINNING DATE:

Enter a BEGINNING DATE or press ENTER for today's date.

ENDING DATE:

Enter an ENDING DATE or press ENTER for today's date.

Application Computer Systems, Inc.
Service Repair

DETAIL/SUMMARY:

Enter D for Detail Report and S for Summary Report.

ACTIVE/HISTORY:

Enter A for Active Jobs and H for History Jobs.

SAMPLE:

The following is a sample of the printed report.

Application Computer Systems, Inc.
Service Repair

DEPARTMENT: MR Motor Repair
TYPE WORK: 10 In-Coming Equipment☐☐

Job #	Job Type Code	Customer # & Name	Estimated Hours	Hours Used	Balance of Hours
001000	AS	000100 Everest Industries	2.00	1551.52	1549.52-
001001	AS	000100 Everest Industries	7.00	11.75	4.75-
001015	AS	000100 Everest Industries	1.00	2.36	1.36-
001025	DC	000400 Santa Monica Water Department	1.00	8.00	7.00-
001029	CA	000100 Everest Industries	2.00	0.00	2.00
001056	AS	000100 Everest Industries	1.00	3.75	2.75-
001077	AS	000100 Everest Industries	1.00	1.00	0.00
001083	AS	000100 Everest Industries	1.00	1.00	0.00
001094	AS	000100 Everest Industries	2.00	1.46	0.54
002002	AS	000100 Everest Industries	1.00	0.00	1.00
002003	AS	000100 Everest Industries	1.00	2.75	1.75-
002010	AS	000100 Everest Industries	1.00	0.09	0.91
002015	CE	000100 Everest Industries	1.00	0.00	1.00
002016	AS	000100 Everest Industries	1.00	0.00	1.00
002019	AS	000100 Everest Industries	2.00	0.00	2.00
002020	AS	000100 Everest Industries	0.00	0.00	0.00
002021	AS	000100 Everest Industries	1.00	0.00	1.00
002023	AS	000100 Everest Industries	1.00	0.00	1.00
002024	AS	000100 Everest Industries	2.00	0.00	2.00
002027	AS	000100 Everest Industries	2.00	0.00	2.00
002030	AS	000100 Everest Industries	2.00	0.00	2.00
002032	AS	000100 Everest Industries	1.00	0.00	1.00
002033	AS	000100 Everest Industries	1.00	0.00	1.00
002034	AS	000100 Everest Industries	1.00	0.00	1.00
002036	AS	000100 Everest Industries	1.00	0.00	1.00
002037	AS	000100 Everest Industries	1.00	0.00	1.00
002038	AS	000100 Everest Industries	1.00	0.00	1.00
002040	AS	000100 Everest Industries	1.00	0.00	1.00
002051	AS	000100 Everest Industries	1.00	0.00	1.00
002052	AS	000100 Everest Industries	1.00	0.00	1.00
002054	AS	000100 Everest Industries	35.83	0.00	35.83
002055	AS	000100 Everest Industries	1.00	0.00	1.00
002057	AS	000100 Everest Industries	1.00	0.00	1.00
002090	AS	000100 Everest Industries	0.00	0.00	0.00
002096	AS	000100 Everest Industries	8.00	0.00	8.00
002097	AS	000100 Everest Industries	8.00	0.00	8.00
002098	AS	000100 Everest Industries	3.00	0.00	3.00
002099	AS	000100 Everest Industries	3.00	0.00	3.00
002101	AS	000100 Everest Industries	2.00	0.00	2.00
002135	AS	000300 Taylor Manufacturing	2.10	0.00	2.10
002137	AS	000300 Taylor Manufacturing	2.10	0.00	2.10
002139	AC	000200 C1-CUSTOMER-NAMEXXXXXXXXXXXXXC1	1.00	0.00	1.00
002149	A1	000300 Taylor Manufacturing	1.00	0.00	1.00
002161	AS	000300 Taylor Manufacturing	2.00	0.00	2.00
002162	AS	000300 Taylor Manufacturing	2.00	0.00	2.00
002171	AS	000300 Taylor Manufacturing	8.00	0.00	8.00
002176	AS	000200 C1-CUSTOMER-NAMEXXXXXXXXXXXXXC1	1.00	0.00	1.00

DEPARTMENT: MR Motor Repair
TYPE WORK: 10 In-Coming Equipment☐☐

Job #	Job Type Code	Customer # & Name	Estimated Hours	Hours Used	Balance of Hours
002177	AS	000300 Taylor Manufacturing	1.00	0.00	1.00
002178	AS	000100 Everest Industries	3.00	0.00	3.00
003000	PR	000100 Everest Industries	27.50	56.24	28.74-
123456	AS	000100 Everest Industries	2.00	0.00	2.00
A$#"/"	A1	000200 C1-CUSTOMER-NAMEXXXXXXXXXXXXXC1	1.50	0.00	1.50
MFTEST	AS	000100 Everest Industries	1.00	0.00	1.00
TAEJOB	A1	000200 C1-CUSTOMER-NAMEXXXXXXXXXXXXXC1	7.00	0.00	7.00
		Subtotal ------->	166.03	1639.92	1473.89-

343

Application Computer Systems, Inc.
Service Repair

E.   MONTH END PROCESSING

FUNCTION: The PERIOD ENDING PROCESSING menu is a collection of reports and functions that provide valuable assistance in analyzing Jobs. Job Closing allows the user to move Jobs from an Active File to a History File retaining Job Detailed History for future use.
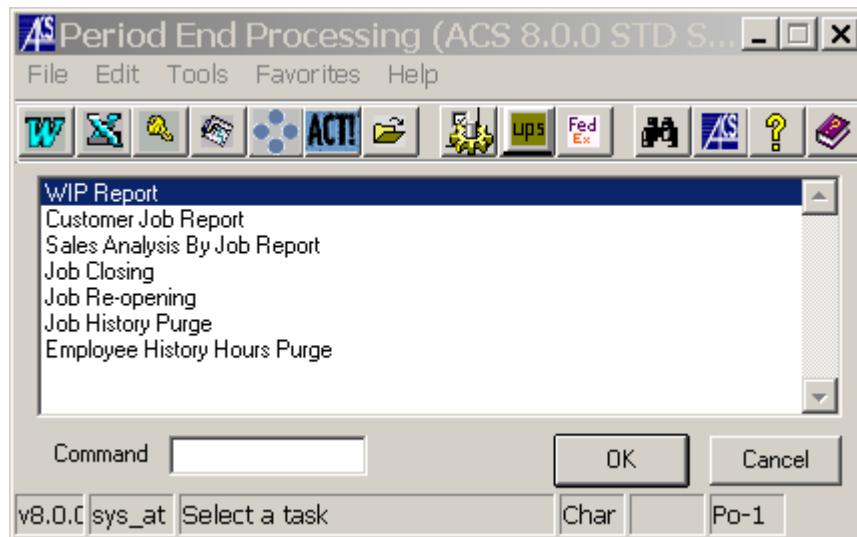
WIP REPORT

WIP REPORT

FUNCTION: The WORK IN PROCESS REPORT (WIP) REPORT displays all active Labor and Materials on Jobs that are currently open (jobs not closed). The report lists all LABOR and MATERIALS applied to Jobs through the current date. **NOTE:** The WIP Report only shows labor and material cost that have not transferred out of WIP through Job Invoicing.
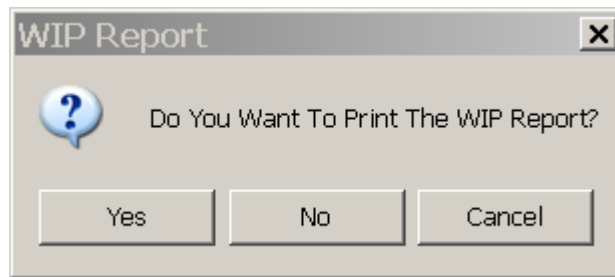
REPORT NOTE: The report date is based on when the report is generated. If a month end WIP Report is required for GL reconciliation, the report must be run at the end of the day on the last day of the month AFTER all the appropriate registers are updated. This report cannot be generated with date ranges.

Response options (Selection results shown below):

4. Click on the appropriate selection button.
5. Use the keyboard arrow keys to select the appropriate button and <CR>.
6. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with the report printing.

NO or CANCEL: Cancels the process.

SAMPLE: The next page shows a sample of the WIP REPORT.

Application Computer Systems, Inc.
Service Repair

Department: CE

Job	Description	Cust	Rec-Date	Reg-Hrs	OT-Hrs	DT-Hrs	Labor	Lbr-Burden	Material	Mat-Burden	Total
000999	2000|||1800||||||||||||||	001001	05/25/01	5.00	.00	4009.10	250,836.65	50,176.25	.00	.00	301,012.90
	*** Department Totals ***	1 Jobs		5.00	.00	4009.10	250,836.65	50,176.25	.00	.00	301,012.90

Department: FP

Job	Description	Cust	Rec-Date	Reg-Hrs	OT-Hrs	DT-Hrs	Labor	Lbr-Burden	Material	Mat-Burden	Total
002000	PARKER|1:1AA|PAV63R08KR-2	000100	07/30/04	23.00	.50	.25	705.43	70.54	.00	.00	775.97
002025	PARKER|1:1AA|PAV63R08KR-2	000100	07/30/04	5.50	.00	.00	79.50	7.95	85.75	.00	173.20
	*** Department Totals ***	2 Jobs		28.50	.50	.25	784.93	78.49	85.75	.00	949.17

Department: MR

Job	Description	Cust	Rec-Date	Reg-Hrs	OT-Hrs	DT-Hrs	Labor	Lbr-Burden	Material	Mat-Burden	Total
000888	50|||1800||||||||||||||	001000	08/28/01	.00	.00	.00	.00	.00	11.00	1.10	12.10
001000	50||TEFC|1800|BALDOR||556	000100	08/10/01	.00	.00	2213.96	66,418.80	19,925.64	183.50	18.35	86,546.29
001029	| | | | | | | | | | | |	000100	03/06/04	2.00	.00	.00	62.54	18.76	.00	.00	81.30
001034	|||||||||||	000100	03/01/04	2.00	2.00	.00	156.35	46.91	614.85	59.01	877.12
001056	50|326T|TEFC|1775|GE|575|	000100	03/06/04	3.00	.50	.25	63.75	14.81	.00	.00	78.56
001077	50|326T|TEFC|1775|GE|575|	000100	03/06/04	1.00	.00	.00	15.00	.18	.00	.00	15.18
001083	50|326T|TEFC|1775|GE|575|	000100	03/06/04	1.00	.00	.00	15.00	.18	.00	.00	15.18
001094	50|326T|TEFC|1775|GE|575|	000100	03/06/04	38.64	5.00	5.00	1,138.29	216.27	4,850.94	449.33	6,654.83
002003	50|326T|TEFC|1755|GE| | |	000100	03/06/04	2.00	.50	.25	48.75	14.63	.00	.00	63.38
002008	60|326TC|TEFC|1755|GE| |	000100	07/06/05	.00	.00	.00	.00	.00	27.85	.31	28.16
002010	50|326T|TEFC|1775|GE|575|	000100	03/06/04	.00	.00	.17	10.63	3.19	.00	.00	13.82
002021	10|215T|EXP|1760|BALDOR|2	000100	09/17/05	.00	.00	.00	.00	.00	55.70	5.57	61.27
005000	50||TEFC|1800|GE||||||||	000300	12/15/09	.00	.00	.00	.00	.00	20,000.00	2,000.00	22,000.00
	*** Department Totals ***	13 Jobs		49.64	8.00	2219.63	67,929.11	20,240.57	25,743.84	2,533.67	116,447.19

Department: PR

Job	Description	Cust	Rec-Date	Reg-Hrs	OT-Hrs	DT-Hrs	Labor	Lbr-Burden	Material	Mat-Burden	Total
003000	EBARA|100DLFU|350|60|1.50	000100	03/31/04	5.50	1.50	98.48	6,296.76	1,574.20	931.97	.00	8,802.93
	*** Department Totals ***	1 Jobs		5.50	1.50	98.48	6,296.76	1,574.20	931.97	.00	8,802.93
	*** Report Totals ***	17 Jobs		88.64	10.00	6327.46	325,847.45	72,069.51	26,761.56	2,533.67	427,212.19

CUSTOMER JOB REPORT

CUSTOMER JOB REPORT

FUNCTION: The CUSTOMER JOB REPORT allows the user to select a customer with a specific Ship To # (or range), Ship To Date (or range) Invoice Date (or range) and list Jobs (active or history) for that customer that were shipped or invoiced.

ENTER CUSTOMER NO:

Enter a valid CUSTOMER NUMBER, <F1>=ALL, <F4>=END. Enter a valid CUSTOMER NUMBER identifying the CUSTOMER to start printing with, or press F1 for ALL. Press F4 to return to the selector.

ENTER BEGINNING SHIP TO NO:

Enter a valid BEGINNING SHIP TO NUMBER, or press ENTER to begin with FIRST SHIP TO NO.

NOTE: They system automatically defaults to a SHIP TO NUMBER of 000000. The user must enter a beginning SHIP TO NUMBER (i.e. 000001) to print this report.

ENTER ENDING SHIP TO NO:

Enter a valid ENDING SHIP TO NUMBER, or press ENTER to end with default ENDING SHIP TO NO.

ENTER BEGINNING SHIP DATE:

Enter a valid BEGINNING SHIP DATE, <F1>=ALL.

ENTER ENDING SHIP DATE:

Enter a valid ENDING SHIP DATE.

ENTER BEGINNING INVOICE DATE:

Enter a valid BEGINNING INVOICE DATE, <F1>=ALL.

ENTER ENDING INVOICE DATE:

Enter a valid ENDING INVOICE DATE.

ACTIVE OR HISTORY JOBS:

Enter A=ACTIVE, H=HISTORY, B=BOTH.

END REPORT CRITERIA ENTRY:

Response options (Selection results shown below):

4. Click on the appropriate selection button.
5. Use the keyboard arrow keys to select the appropriate button and <CR>.
6. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with the report printing.

CANCEL: Cancels the process.

SAMPLE: The next page shows a sample of the REPORT.

Application Computer Systems, Inc.
Service Repair

```
06/11/10                              ACS 8.0.0 STD System                            Page   1
10:53 AM                             Customer Job Report
                         Customer Number: All        Ship To First Thru Last
                  Ship Dates:   /  /  to   /  /       Invoice Dates:   /  /  to   /  /
```

```
--------------------------------------------------------------------------------------------------
Customer Name               Ship-To Job#   Description            Date-Rec Date-Ship Date-Inv  Invoice#   Quote-Amt
PO-No                       Misc #         PO-Rel
--------------------------------------------------------------------------------------------------
Baker And Harrison          000099  000999 2000||||1800|||||||||||||| 05/25/01 01/19/09 01/19/09 0005225      100.00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  000009 |||||||||||||||||||||||||| 02/02/10 02/02/10 02/02/10 0005275      .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002139 50|||||||||||||||||||||||| 10/19/09   /  /     /  /                 .00
PO NUMBER                   MISC NUMBE     RELEASE NUMBER
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002153 50||TEFC|1800|GE||||||||| 12/08/09   /  /     /  /                 .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002160 50||TEFC|1800|GE||||||||| 12/08/09   /  /     /  /                 .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002165 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /     /  /                 .00
PURCHASE ORDER                             PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002166 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /     /  /                 .00
PURCHASE                                   PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002168 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /     /  /                 .00
PURCHASE ORDER                             PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002169 |||||||||||||||||||||||||| 02/03/10   /  /     /  /                 .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002170 FIRST|SECOND|THIRD|FOURTH 02/03/10   /  /     /  /                 .00
PURCHASE ORDER                             PO RELEASE
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  002176 50|215T|TEFC|1800|GE||||| 02/10/10   /  /     /  /                 .00
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  A$#"/" NP1XXXXXXXXXXXXXXXN|MP2XXX 06/25/09   /  /     /  /                 .00
CUSTPOXXXXXXXXXXXXXXXPO      MISCXXXXM1     CUSTPORELXXXXXXXXXREL
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000001  TAEJOB FIRST XXXXXXXXXXXXXZ|SECOND 02/19/10   /  /     /  /             222222222222
CUSTOMER PO XXXXXXXZ         MISC XXXXZ     PO RELEASE XXXXXXXXXZ
C1-CUSTOMER-NAMEXXXXXXXXXXXXXXXC1 000099  new    |||||||||||||||||||||||||| 03/09/10   /  /     /  /                 .00
Cash Sale                   000099  002094 50||TEFC|1800||||||123456 05/29/09   /  /     /  /                 .00
123456789                                  02316546843131
Douglas Erickson & Company  000099  002156 300||||TOSHIBA||||||||||||| 12/08/09   /  /     /  /                 .00
Douglas Erickson & Company  000099  002157 300||||TOSHIBA||||||||||||| 12/08/09   /  /     /  /                 .00
Everest Industries          000099  001000 50||TEFC|1800|BALDOR|556 08/10/01 02/08/10 03/23/10 0005281    2,500.00
POPOPOPOPOPOPOPOPOPOPO      MISCMISCMI     RELEASERELEASERLEASE
Everest Industries          000002  001001 50|326T|TEFC|1800|GE|575| 09/20/00 06/10/10 06/10/10 0005282        .00
23445R544                   233332         234-56
Everest Industries          000099  001029 | | | | | | | | | | | | | | 03/06/04   /  /     /  /                 .00
Everest Industries          000099  001034 |||||||||||           03/01/04 06/11/09   /  /                 .00
Everest Industries          000002  001056 50|326T|TEFC|1775|GE|575| 03/06/04 09/24/09   /  /   0005167      .00
Everest Industries          000002  001077 50|326T|TEFC|1775|GE|575| 03/06/04   /  /     /  /                 .00
Everest Industries          000002  001083 50|326T|TEFC|1775|GE|575| 03/06/04   /  /     /  /                 .00
```

```
06/11/10                              ACS 8.0.0 STD System                            Page   2
10:53 AM                             Customer Job Report
                         Customer Number: All        Ship To First Thru Last
                  Ship Dates:   /  /  to   /  /       Invoice Dates:   /  /  to   /  /
```

```
--------------------------------------------------------------------------------------------------
Customer Name               Ship-To Job#   Description            Date-Rec Date-Ship Date-Inv  Invoice#   Quote-Amt
PO-No                       Misc #         PO-Rel
--------------------------------------------------------------------------------------------------
Everest Industries          000002  001094 50|326T|TEFC|1775|GE|575| 03/06/04   /  /     /  /                 .00
Everest Industries          000002  001111 |||1800|||||||||||||||||| 09/01/09   /  /     /  /                 .00
Everest Industries          000099  001201 | | | | | | | | | | | | | 05/25/01   /  /     /  /                 .00
Everest Industries          000001  002000 PARKER|1:1AA|PAV63R08KR-2 07/30/04 10/01/08 10/01/08 0005196      .00
1234AAREE                   TAG#76543      SDF2837
Everest Industries          000002  002002 15|CB326Y|TENV|1755|RELIA 05/02/00   /  /     /  /                 .00
3645-09                                    1009-3645
Everest Industries          000001  002003 50|326T|TEFC|1755|GE| | | 03/06/04   /  /     /  /                 .00
Everest Industries                  002004 50|1750|2100|DPBV|328AT|5 06/24/05   /  /     /  /                 .00
Everest Industries          000001  002005 200|1750|1900|DPBV|409AT| 03/06/04   /  /     /  /                 .00
Everest Industries          000099  002006 | | | | |              03/06/04   /  /     /  /                 .00
Everest Industries          000099  002008 60|326TC|TEFC|1755|GE| |  07/06/05   /  /     /  /                 .00
Everest Industries          000099  002009 | | | | | | | | | | | | 07/06/05   /  /     /  /                 .00
Everest Industries          000002  002010 50|326T|TEFC|1775|GE|575| 03/06/04   /  /     /  /                 .00
Everest Industries          000099  002011 | | | | | | | | | | | | | 07/13/05   /  /     /  /                 .00
Everest Industries          000099  002015 10 TONS|12345|23456|20|SI 03/06/04   /  /     /  /                 .00
Everest Industries          000002  002016 50|326T|TEFC|1775|GE|575| 03/06/04   /  /     /  /                 .00
Everest Industries          000099  002017 | | | | | | | | | | | | | 09/01/05   /  /     /  /                 .00
Everest Industries          000002  002019 50|326T|TEFC|1775|GE|575| 03/06/04   /  /     /  /                 .00
Everest Industries          000099  002020 | | | | | | | | | | | | 03/06/04   /  /     /  /                 .00
Everest Industries          000099  002021 10|215T|EXP|1760|BALDOR|2 09/17/05   /  /     /  /                 .00
3455
Everest Industries          000001  002023 50|324T|TEFC|1750|RELIANC 03/06/04   /  /     /  /                 .00
Everest Industries          000002  002024 50|326T|TEFC|1775|GE|575| 03/06/00   /  /     /  /                 .00
12324
Everest Industries          000001  002025 PARKER|1:1AA|PAV63R08KR-2 07/30/04   /  /     /  /                 .00
1234AAREE                   TAG#76543      SDF2837
Everest Industries          000002  002027 50|326T|TEFC|1775|GE|575| 03/06/00   /  /     /  /                 .00
1234
Everest Industries          000002  002030 50|326T|TEFC|1775|GE|575| 03/06/00   /  /     /  /                 .00
1234
```

SALES ANALYSIS BY JOB REPORT

SALES ANALYSIS BY JOB REPORT

FUNCTION: The SALES ANALYSIS BY JOB REPORT analyzes Jobs billed during a specific date range. The report will show all Labor, Labor Burden, and Material with a total of the three. The report also shows Sales and Gross Profit Dollars and a calculation of Labor Cost per hour. Report shows information for both open and closed jobs.
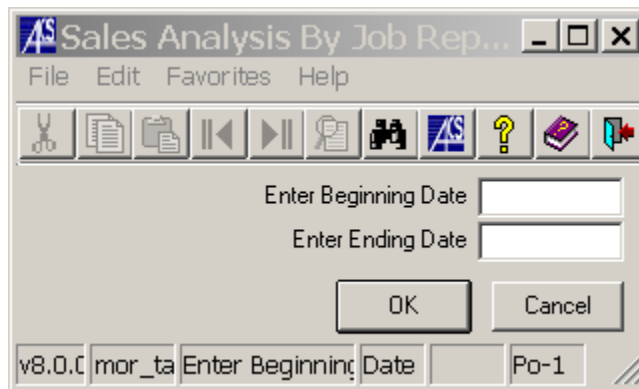
ENTER BEGINNING DATE:

Enter a valid BEGINNING INVOICE DATE, or press F4 to END and return to the selector.

ENTER ENDING DATE:

Enter a valid ENDING INVOICE DATE, or press F4 to END and return to the selector.

END REPORT CRITERIA ENTRY:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

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Selection Results:

OK: Continues with the report printing.

CANCEL: Cancels the process.

SAMPLE: This shows a sample of the REPORT.

```
06/11/10                                ACS 8.0.0 STD System                                Page    1
10:57 AM                             Sales Analysis By Job Report
                                     Date Range: 01/01/01 to 12/31/10
-----------------------------------------------------------------------------------------------------
                                     Labor             Material                         Total    Rate/
Job     Description          Labor   Burden  Material  Burden    Total   Sales-$  Profit-$  Hours    Hour
-----------------------------------------------------------------------------------------------------
000009  ||||||||||||||||||||||||     0       0       400      40       440      594      154      .00      .00
000999  2000|||1800|||||||||||||| 250,962  50,226     0       0   301,188      510  300,678- 4018.10    62.46
001000  50||TEFC|1800|BALDOR||556 163,231  48,926   2,451    247   214,854  213,312    1,543- 3782.64    43.15
001001  50|326T|TEFC|1800|GE|575|    246      35     443       7       731    2,116    1,385    13.75    17.91
001015  50|326T|TEFC|1775|GE|575|    469       6     302       3       780    3,160    2,379    35.94    13.06
001025  200|1750|1900|DPBV|409AT|     76      23       0       0        99    2,197    2,098     8.00     9.50
001038  | | | | | | | | | | | | |      0       0       0       0         0        0        0      .00      .00
001039  50|326T|TEFC|1775|GE|575|    453       5     302       3       764    1,516      753    34.85    13.00
001041  50||tefc|||||||||||||||||      0       0     400      40       440    1,615    1,175      .00      .00
001061  50|326T|TEFC|1775|GE|575|    445       5     302       3       756    1,561      805    34.31    12.98
001073  50|326T|TEFC|1775|GE|575|    448       5     302       3       758    1,566      807    34.47    12.99
001084  50|326T|TEFC|1775|GE|575|    461       6     302       3       772    1,594      822    35.41    13.03
002000  PARKER|1:1AA|PAV63R08KR-2    785      78      86       0       949      349      600-    29.25    26.84
002007  50|326T|TEFC|1775|GE|575|      0       0      32       3        35       54       19      .00      .00
002071  50|326T|TEFC|1800|GE|230|      0       0       0       0         0        0        0      .00      .00
002075  EBARA|100DLFU|350|60|1.50    260      65       0       0       324    1,141      817     8.30    31.27
002076  EBARA|100DLFU|350|60|1.50    657     164       0       0       821    1,141      320    21.00    31.27
002077  EBARA|100DLFU|350|60|1.50    281      70       0       0       352    1,141      790     9.00    31.27
002078  EBARA|100DLFU|350|60|1.50    313      78       0       0       391    1,141      750    10.00    31.27
002079  EBARA|100DLFU|350|60|1.50    250      63       0       0       313    1,141      829     8.00    31.27
002080  EBARA|100DLFU|350|60|1.50    281      70       0       0       352    1,141      790     9.00    31.27
002135  50|||1800||||||||||||||||      0       0       0       0         0    6,700    6,700      .00      .00
002136  50|||1800||||||||||||||||      0       0       0       0         0   10,000   10,000      .00      .00
002137  50|||1800||||||||||||||||      0       0     136      14       149    8,075    7,926      .00      .00
002138  50||TEFC|1800||||||||||||      0       0       0       0         0    3,000    3,000      .00      .00
002140  50|216T|TEFC|1800|GE||||      0       0       0       0         0    1,397    1,397      .00      .00
002141  50||TEFC|1800||||||||||||      0       0       0       0         0    1,516    1,516      .00      .00
MFTST1  NP1XXXXXXXXXXXXXXXN|MP2XXX      0       0       0       0         0 100037400 100037400      .00      .00
                                 --------- --------- --------- --------- --------- --------- --------- --------- --------
*** Report Totals ***  28 Jobs   419,618  99,826   5,457     367   525,269 100305078 99779810. 8092.02    51.86
```
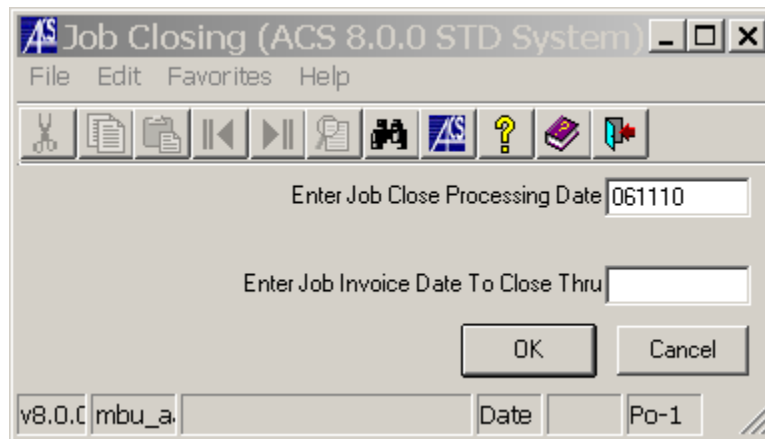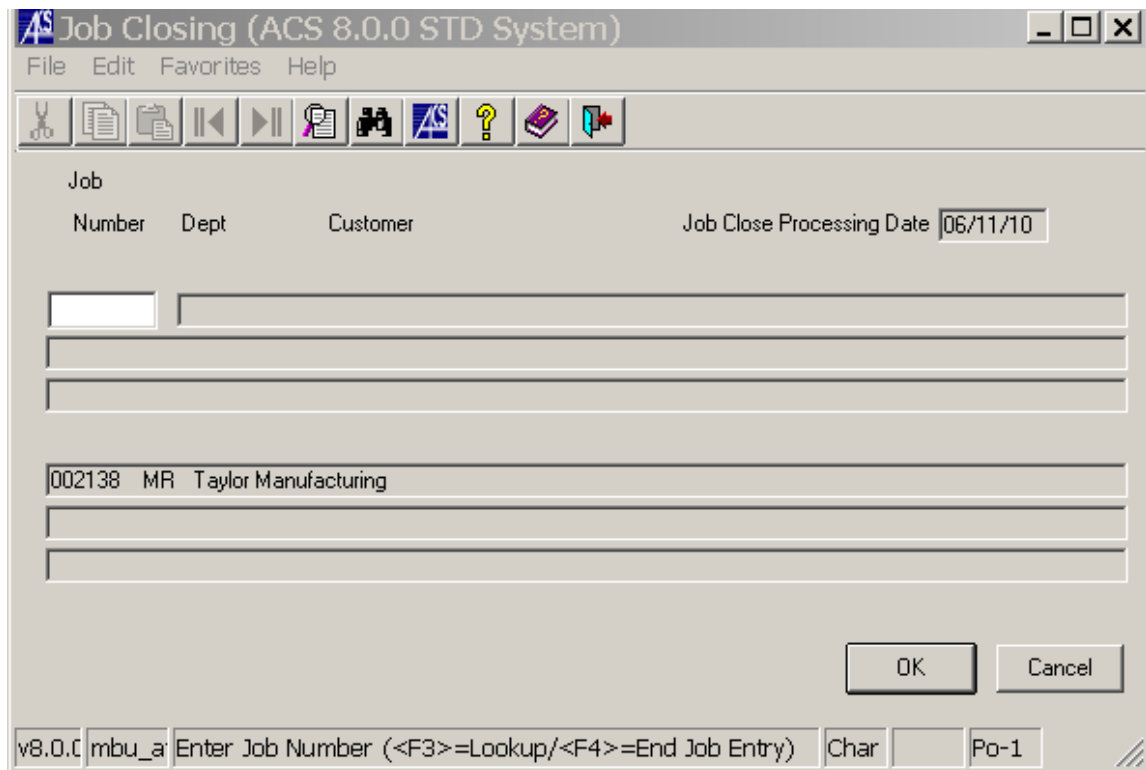
351

JOB CLOSING

JOB CLOSING

> FUNCTION: JOB CLOSING provides the ability to close a JOB and all of its *Detail Cost Information*. All data is transferred to the *Job History System.*

ENTER JOB CLOSE PROCESSING DATE:

Enter date for closing Jobs and press ENTER. This field automatically defaults to today's date.

ENTER JOB INVOICE DATE TO CLOSE THRU:

Enter a JOB INVOICE DATE to close jobs. Jobs with an Invoice Date greater than the JOB INVOICE DATE entered will not be closed.

END JOB CLOSING CRITERIA ENTRY:

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

      OK: Continues with the job closing process.

    CANCEL: Cancels the process.

PROCESSING NOTE:

Jobs with open files, such as active labor records or open purchase orders, will not be closed. Warnings will indicate which jobs will not close.
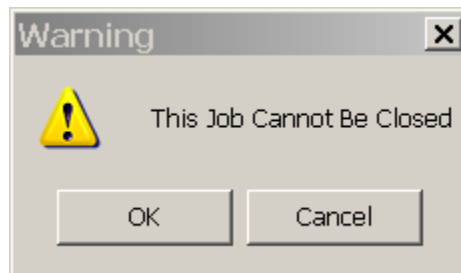
JOB NUMBER:

Enter a valid JOB NUMBER to be closed, or press F3 [icon] for JOB NUMBER LOOKUP. Once all Jobs to be CLOSED have been entered, press F4 to END Job Entry.

END JOB ENTRY:
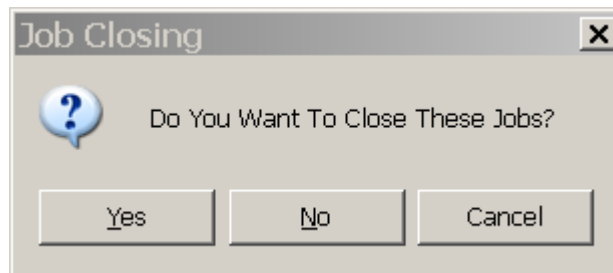
Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

        OK: Functions as an enter key.

    CANCEL: Cancels the process.

        F4:   Processes JOB CLOSING entries.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

        OK: Continues with JOB CLOSING process.

  NO or CANCEL: Cancels the process.

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Service Repair

PROCESSING NOTES:

The dollars on the JOB CLOSING COST UPDATE AND REGISTER represent additional costs added after Invoicing. Or, in the case of Overhead Jobs, the entire cost of all overhead work applied to the Job. Overhead Jobs are not Billed. They are closed. The Job Closing function will complete the Accounting Entries by taking the cost out of WORK IN PROCESS (WIP) and moving them to Cost of Goods Sold. Closing a job also updates sales analysis, customer cost of sales, and the invoice history with any additional cost.

SAMPLE: The following shows a sample of the JOB CLOSING COST UPDATE AND REGISTER.

```
06/11/10                                        ACS 8.0.0 STD System                                    Page   1
11:22 AM                       Posting Date: 06/11/10   Job Closing Cost Update and Register
Distribution Code MR Mechanical Repair
Job#   Customer                 DP At-Billing  At-Closing    Account                          Debits           Credits
002136 Taylor Manufacturing     MR       .00         .00
                                                                                     --------------- ---------------
       Job Totals:                                                                            0.00            0.00
002138 Taylor Manufacturing     MR       .00         .00
                                                                                     --------------- ---------------
       Job Totals:                                                                            0.00            0.00
                                =========== ===========                              =============== ===============
       Distribution Totals:            .00         .00                                        0.00            0.00
                                =========== ===========                              =============== ===============
       Report Totals:                  .00         .00                                        0.00            0.00
```
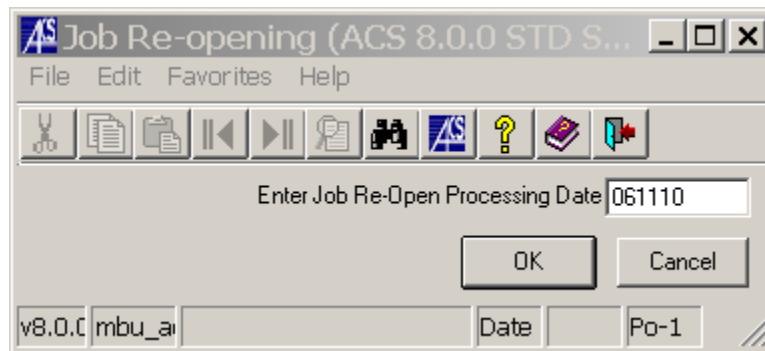
Application Computer Systems, Inc.
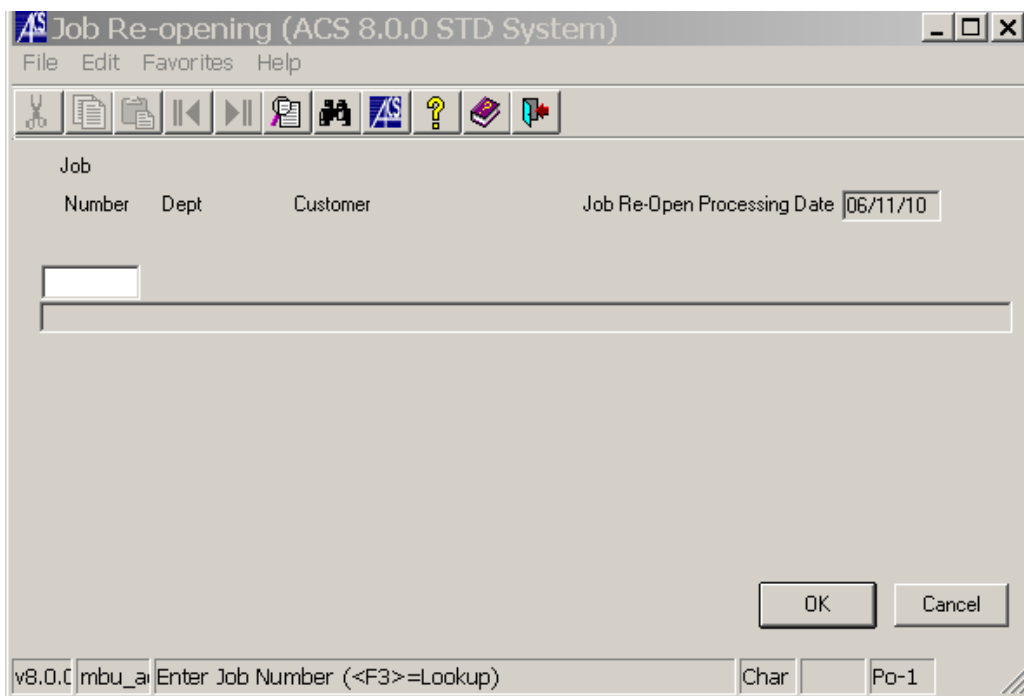## Service Repair

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RE-OPEN JOBS

RE-OPEN JOBS

> FUNCTION: In some cases a Job may be closed prematurely and transferred to the *History File*. The RE-OPEN JOBS program will allow the user to re-open a Job by transferring it from the *History File* back into the Active File; reversing all Journal Entries and restoring the Costs.


ENTER JOB RE-OPEN PROCESSING DATE:

> Enter date for re-opening Jobs and press ENTER. This field automatically defaults to today's date.

JOB NUMBER:

Enter a valid JOB NUMBER to be re-opened, or press F3 for JOB NUMBER LOOKUP. Press F4 to return to the selector.

END JOB ENTRY:

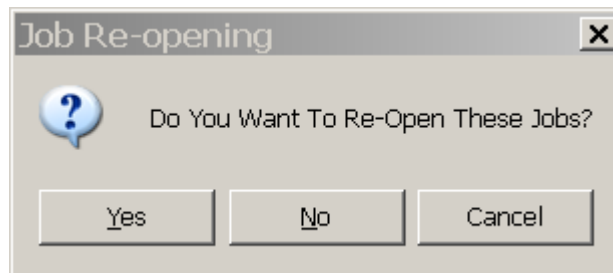Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Functions as an enter key.

CANCEL: Cancels the process.

F4:   Processes JOB RE-OPENING entries.

Response options (Selection results shown below):

1. Click on the appropriate selection button.
2. Use the keyboard arrow keys to select the appropriate button and <CR>.
3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

Selection Results:

OK: Continues with JOB RE-OPENING process.

NO or CANCEL: Cancels the process.

PROCESSING NOTES:

The dollars on the JOB RE-OPENING REGISTER represent additional costs added after Invoicing and included as part of JOB CLOSING. Or, in the case of Overhead Jobs, the entire cost of all overhead work applied to the Job. Overhead Jobs are not Billed. They are closed. The Job Re-Opening function reverses the Accounting Entries made by the JOB CLOSING process ONLY.

SAMPLE: The following shows a sample of the JOB RE-OPENING REGISTER.

```
06/11/10                                   ACS 8.0.0 STD System                                    Page   1
11:28 AM                    Posting Date: 06/11/10   Job Re-Open Cost Update and Register
Distribution Code MR Mechanical Repair
Job#   Customer            DP  At-Billing  At-Closing    Account                          Debits        Credits
001015 Everest Industries  MR      .00       780.37
                                                         4750-01 COGS - material - Mechanica                 469.45-
                                                         1260-02 WIP - Labor - Mechanical Re    469.45
                                                         4750-01 COGS - material - Mechanica                   5.62-
                                                         1260-02 WIP - Labor - Mechanical Re      5.62
                                                         4750-01 COGS - material - Mechanica                 301.98-
                                                         1250-02 WIP - Material - Mechanical    301.98
                                                         4750-01 COGS - material - Mechanica                   3.32-
                                                         1250-02 WIP - Material - Mechanical      3.32
                                                                                               --------------- ---------------
          Job Totals:                                                                            780.37          780.37-
                                    =========== ===========                                    =============== ===============
          Distribution Totals:          .00       780.37                                        780.37          780.37-
                                    =========== ===========                                    =============== ===============
          Report Totals:                .00       780.37                                        780.37          780.37-
```


JOB HISTORY PURGE

JOB HISTORY PURGE

> FUNCTION: The JOB HISTORY PURGE provides a means of removing closed jobs that do not need to be retained any longer.
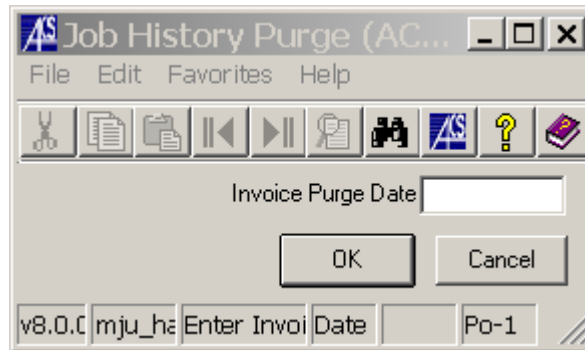
INVOICE PURGE DATE:

> Enter the date of the JOB INVOICE that is to be purged through.

> Response options (Selection results shown below):

> 1. Click on the appropriate selection button.
> 2. Use the keyboard arrow keys to select the appropriate button and <CR>.
> 3. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.

> Selection Results:

> > OK: Continues with JOB PURGE process.

> > CENCEL: Cancels the process.

> **NOTE:** Use *caution* when purging. This purge will remove JOB HISTORY from the system.

EMPLOYEE HISTORY HOURS PURGE

EMPLOYEE HISTORY HOURS PURGE

> FUNCTION: The EMPLOYEE HISTORY HOURS PURGE provides a means of removing EMPLOYEE HOURS through a specified date.
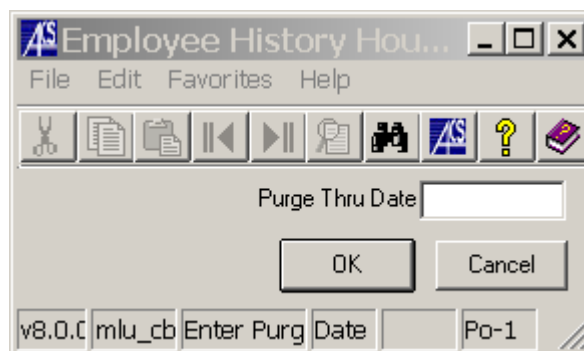
PURGE DATE:

> Enter the labor transaction date of the EMPLOYEE HISTORY HOURS that is to be purged through.
>
> Response options (Selection results shown below):
>
> 4. Click on the appropriate selection button.
> 5. Use the keyboard arrow keys to select the appropriate button and <CR>.
> 6. Use the TAB key to cycle between the buttons to select the appropriate button and <CR>.
>
> Selection Results:
>
> > OK: Continues with EMPLOYEE HISTORY HOURS PURGE process.
> >
> > CENCEL: Cancels the process.
>
> **NOTE:** Use *caution* when purging. This purge will remove EMPLOYEE HISTORY from the system.

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Appendix

Job Type Maintenance

Job Type	Description	Update
AC	AC MOTOR	☑
CA	COIL ARMATURE	☑
DB	DYNAMIC BALANCING	☑
DC	DC MOTOR	☑
ER	ELECTRONIC REPAIR	☑
FS	FIELD SERVICE	☑
GB	GEAR BOX	☑
IT	INTERNAL WORK	☑
MW	MACHINE WORK, GENERAL	☑
PR	PUMP REPAIR	☑
TR	TRANSFORMER REPAIR	☑

OK   Cancel   Set All   Clear All

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Department Maintenance

Department Maintenance (ACS 8.1.0 STANDARD SYS...)

File Edit Favorites Help

Dept	Description	Update
FS	FIELD SERVICE	☑
MR	MOTOR REPAIR	☑
NM	NEW MOTORS	☑
OH	OVERHEAD JOBS	☑

OK   Cancel   Set All   Clear All

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Type Work Maintenance

Type Work	Description	Update
10	In-Coming Equipment	☑
20	Mechanical	☑
30	Winding	☑
40	Machining	☑
50	Quality Assurance	☑
60	Outgoing Equipment	☑
70	On-Site Field Service	☑
80	Misc. Operations	☑
90	Rework Activities	☑
G1	General Overhead	☑
J1	Job Overhead	☑
J2	Non-Billable Job	☑
M1	In-House Meetings	☑
S1	Scrap Recovery	☑
T1	Training	☑

OK   Cancel   Set All   Clear All

v8.1.0 acs_kw   Is The Above Information Correct?   Char   Po

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Labor Code Maintenance

001	Job Quoting/Estimating
003	Research & Development
004	Research Job Processing
005	Pre production planning
006	Research Material and Pricing
007	Drawing / Cad
008	Research Labor Techniques and Pricing
009	Assembly & Wiring Diagrams
010	Purchase Acquisition
011	Parts Pick Up
012	Purchase Receiving
014	Received Product Inspection
016	Physical Count Activities
017	Parts Room Labor
018	Warehouse Activities
020	Scrap Job Activities
022	Scrap Copper Activities
024	Scrap Metals (Non-Copper) Activities
026	Scrap Recovery/Processing
030	In-House Meetings
031	Union Meeting/Worker's Comp
033	Sales Presentations
034	Customer Meetings
035	Customer Tours/Inspections
037	Non-Billable Q/A Meeting
038	Non-Billable Q/A Audit & Testing
040	Safety Training
041	Environmental Training
042	Skill Training
043	Forklift Training
044	Equipment Training
045	Hazard Training
046	First-Aid Training
047	Enclosed Spaces Training
048	Other Training
050	Non-Billable Truck Driver
051	Non-Billable Courier
052	Non-Billable Forklift Driving
053	Non-Billable Equipment Transportation
054	Non-Billable Shipping/Receiving
055	Non-Billable Crate/Pallet Building
056	Non-Billable Shrink Wrap
057	Non-Billable Prep Work/Clean-up

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060	Job Supervision
062	Job Scheduling
064	Labor/Material Processing
066	Non-Billable Job Reports
067	Non-Billable Job Paperwork
070	Non-Billable - Travel To/From Job
072	Job Site Data Collection
074	Job Site Inspections
076	Equipment Storage Activities
077	Equipment Storage Inventory
078	Equipment Storage Inspection
079	Equipment Storage Maintenance
080	VPI Varnish Loading
081	VPI Varnish Testing
082	VPI Varnish Cleaning
083	VPI Equipment Maintenance
090	Building Maintenance
091	Equipment Maintenance
092	Crane Maintenance
093	Truck Maintenance
094	Forklift Maintenance
095	Manlift Maintenance
096	Rigging/Staging Maintenance
097	Specialty Tool Maintenance
099	Wait time
100	Travel To/From Job Site
102	Remove Equipment from Service
104	On-Site Equipment Disconnection
106	On-Site Equipment Staging
108	On-Site Equipment Removal
110	Truck Driver - Pick-up Equipment
112	Unloading Equipment
120	In-coming Test Run
122	Incoming Inspection
124	Incoming Records/Photography
130	Electrical Inspection
140	Mechanical Inspection
150	Disassembly
152	Cut frozen hub/coupling off of shaft
154	Cut frozen/rusted bolts
156	Alter Housing/Enclosure for Removal
160	Steam Clean/Batch Clean Parts
162	Hand Clean/Detail Cleaning Parts
164	Addl. Cleaning Parts
166	Extreme Cleaning Parts
168	Sandblast Misc Parts

170	Sandblast Rotor
172	Sandblast Stator
174	Sandblast Frame
176	Bead Blast Parts
178	Cob Blast Parts
180	Sand, Grind, and Needle Scale
182	Bondo & Sand
200	Weld Shaft
202	Weld Frame
204	Weld Foot
206	Weld Housing
208	Weld Fan/Fan Cover
210	Acetylene Welding
212	Electrode Welding
214	TIG Welding
216	Other Welding
218	Welding Repair
220	Repair/Replace Broken Feet
222	Install C-Face Connection
225	Repair Frame/Enclosure
230	Adjust Endplay
232	Repair Crane
234	Repair Hoist
236	Repair Small Tool
238	Repair Other
240	Make New Nameplate
250	Equipment Staging
252	Large Equipment Transfer In-House
254	Large Equipment Safety Coordination
256	Large Equipment Rigging/Jigs
258	Standard Rigging/Jigs
260	Disassemble Pump
262	Inspect Pump Parts
264	Clean Pump Parts
266	Reassemble Pump
268	Paint Pump
275	Misc. Utility work
277	Make Gaskets
280	Dynamically Balance
282	Dynamically Balance Armature Only
283	Dynamically Balance Fan
284	Dynamically Balance Impeller
285	Dynamically Balance Pulley
286	Dynamically Balance Other
290	Alignment
300	Remove and Replace Coils as needed

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302	Coreloss Iron (Pre-Burn-out)
303	Coreloss Iron (Post Burn-out)
305	Cut Winding & Load Burn-out Oven
307	Burn-Out Winding
310	Strip & Take Data Stator
311	Strip & Take Data Rotor
312	Strip & Take Data Armature
313	Strip & Take Data Field Coil
315	Verify Winding Data
320	Clean & Repair Iron
321	Make Coils Stator / Rotor
322	Insulate, Wind & Connect Stator / Rotor
323	Make Coils Armature
324	Insulate, Wind & Connect Armature
325	Make Fixture & set up to wind Field Coil
326	Wind Field Coil
327	Tig,Solder,Braze Connections
328	Band Armature/Rotor/Misc./ETC.
330	Relead/Repair Stator
331	Relead/Repair Rotor
332	Repair Armature
333	Repair Field Frame
334	Rewind Stator
335	Rewind Rotor
336	Rewind Armature
337	Rewind Field Coil
340	Clean Varnish Stator
341	Clean Varnish Rotor
342	Clean Varnish Armature
343	Clean Varnish Field Frame
350	Brush Holder repairs
351	Repair Brush Rigging
360	Prep & Preassemble Armature / Rotor
361	Install new Teflon band
362	Balance Armature / Rotor
363	Prep & Preassemble Field Frame / Stator
364	Preassemble J-Box
365	Assemble Complete motor
366	Install J-box on motor & connect leads
368	Oven Loading & Unloading
369	1st Dip Stator
370	2nd Dip Stator
371	3rd Dip Stator
372	1st Dip Rotor
373	2nd Dip Rotor
374	3rd Dip Rotor

375	1st Dip Armature
376	2nd Dip Armature
377	3rd Dip Armature
383	Prep/Cleaning for VPI
384	Load/Unload VPI
385	VPI Windings
394	Final Test Winding
400	DE Coupling fit / Key-way Repair
401	ODE Coupling fit / Key-way Repair
404	DE Key-way Repair
405	ODE Key-way Repair
408	DE Shaft journal Repair
409	ODE Shaft journal Repair
412	DE Shaft Repair
413	ODE Shaft Repair
416	DE Housing Repair
417	ODE Housing Repair
420	DE Bearing Cap Repair
421	ODE Bearing Cap Repair
424	DE sleeve / babbitt bearing Repair
425	ODE sleeve / babbitt bearing Repair
427	Bore & Brush DE Endbell
428	Bore & Brush ODE Endbell
430	Fabricate Shaft
431	Fabricate Housing
433	Misc. Fabrication & Machine Work
435	Fabricate pressing fixture
437	Cut off shaft nut or welds (Prep to press out shaft)
438	Press shaft from Armature / Rotor
440	Shaft Repair
441	Modify Shaft
442	Polish Shaft
444	Straighten Shaft
450	Machine Bearing Fit
452	Machine Pulley Fit
454	Machine Seal Fit
456	Machine Other
460	Fabricate/Repair Slip Rings
462	Turn & Undercut Armatures
464	Turn & Undercut Commutator
466	Turn Rings Rotor
470	Balance Rotor/Armature
472	Balance Blower/Squirrel Cage
474	Balance Other
480	Tig Weld Commutator
481	Weld Shaft

484	Metalize Shaft Seal Fit
485	Metalize Shaft Bearing Fit
486	Plate Shaft Seal Fit
487	Plate Shaft Bearing Fit
488	Metalize Other
489	Plate Other
500	Preliminary Testing
501	Preparation for Testing
502	Testing Standards Analyzed
510	Vibration Analysis
512	Vibration Analysis - Route
514	Vibration Analysis - No Route
516	Vibration Analysis - Reporting
518	Bar to Bar Test Armature
520	Meggar Readings
522	Core Loss Test
524	Surge Comparison Test
526	Balance Current Test
528	High Pot Test
530	Growler Test
532	Spectral Analysis
534	Electrical Analysis
536	Loop Test Laminations
548	Full Load Dyno Test
550	Final Test run (No Load)
551	Final Test run (Load Test)
552	Final Test run (Mechanical Load Test)
560	UL Inspection
562	Third Party Inspection Time
564	Other Inspection
580	Quality Assurance Reporting
582	Electrical Analysis Reports
584	Mechanical Analysis Reports
586	Vibration Analysis Reports
588	Customer Required Reports
590	Additional Required Documentation
592	Observation Notes
594	Digital Imaging Documentation
596	Digital Testing Documentation
598	Non-Digital Testing Documentation
600	Staging and Rigging
602	Preparation for Assembly
606	Install UL Label
608	Install Nameplate
610	Install Bearings
612	Install Capacitors

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Service Repair

614	Install Customer Supplied Component
616	Install Coil
618	Install Conduit Box
620	Install Cord
622	Install Fan
624	Install Heaters
626	Install Switches
628	Install Thermal Protectors
630	Install Belt
632	Install Bolts/Nuts/Connectors
634	Install Brushholders
636	Install Commutator
638	Install Dust Cap
640	Install Gaskets
642	Install Gears
644	Install Grease Slinger
646	Install Labyrinth Seal
648	Install Oil Seal
650	Install Packing
652	Install Pulley
654	Install Slip Rings
656	Install Springs
658	Install Water Seal
660	Install Lead Wires
662	Install J-box on motor & connect leads
664	Install Other
670	Prepare for Painting
672	Paint
674	Paint Components
676	Paint Enclosure
678	Paint Other
680	Shrink wrap and prep to ship
682	Make Shipping Crate
684	Make Shipping Rigging
686	Make Shipping Pallet
688	Make Special Shipping Apparatus
690	Prepare Equipment for Shipping
692	Secure Equipment for Shipping
694	Load/Unload Equipment
696	Deliver Equipment
700	Preparation for On-Site Services
701	Gather Tools & Supplies
702	Gather Materials
705	Travel To/From Job Site
706	Wait Time at Job Site
707	Site Security/Safety Training

708	Customer Required Meeting
709	Multi-Trade Coordination
710	Initial On-Site Inspection
711	Vibration Analysis
712	Laser Alignment
714	On-Site Staging/Rigging
716	Safety Precautions
718	Safety Tagging Services
720	Remove Equipment from Service
722	On-Site Disassembly
724	On-Site Cleaning
730	On-Site Service
740	On-Site Applications
750	On-Site Assembly
760	Prep for Painting On-Site
762	Painting On-Site
770	Final On-Site Inspection
771	Final Vibration Analysis
772	Final Laser Alignment
774	Alignment Service On-Site
776	Fluid Inspection
778	Oil Testing
780	Put Equipment Back in Service
790	Recording Field/On-Site Data
792	On-Site Inventory Measurements
910	REWORK WINDING
920	REWORK MACHINE SHOP

Nameplate Maintenance

Job Type	Description	Update
AC	AC MOTOR	☑
CA	COIL ARMATURE	☑
DB	DYNAMIC BALANCING	☑
DC	DC MOTOR	☑
ER	EQUIPMENT REPAIR SHOP	☑
FS	FIELD SERVICE	☑
MW	MACHINE WORK, GENERAL	☑
PR	PUMP REPAIR	☑
TR	Transformer Repair	☑

OK   Cancel   Set All   Clear All

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Service Repair

Job Priority Maintenance

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Failure Code Maintenance

Failure Code	Description	Update
E001	OPEN	☑
E002	GROUNDED	☑
E003	SHORTED	☑
E004	SINGLE PHASED	☑
E005	FAILED INSULATION	☑
E006	LEAD FAILURE	☑
E007	WRONG VOLTAGE	☑
E008	OVERLOAD	☑
E009	THERMAL	☑
E010	MISCONNECTED	☑
E011	COMMUTATION	☑
E012	ELECTRICAL FATIGUE	☑
M001	DAMAGED BEARINGS	☑
M002	BAD SEAL	☑
M003	BAD KEYWAY	☑
M004	BROKEN ROTOR BAR	☑
M005	BENT SHAFT	☑
M006	BROKEN SHAFT	☑
M007	COUPLING/FIT	☑
M008	BROKEN FAN COVER	☑
M009	BROKEN FOOT	☑
M010	LOOSE BEARING FIT	☑
M011	SHAFT CURRENTS	☑
M012	MECH FATIGUE	☑
O000	NO FAILURE	☑
O001	VIBRATION	☑
O002	PM	☑
O003	LUBRICATION	☑

Failure Code	Description	Update
O004	MOISTURE	☑
O005	LIGHTENING	☑
O006	APPLICATION	☑
O007	PROTECTOR	☑
O008	TEMPERATURE	☑
O009	OPERATOR	☑
O010	MANUFACTURING DEFECT	☑
O011	VENTILATION	☑
O012	CONTAMINATION	☑

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Job Ship Via Maintenance

Ship Via Code	Description	Update
2ND	UPS 2 DAY	☑
CPU	CUS PICKUP	☑
FEX	FED EXP	☑
OT	OUR TRUCK	☑
RED	UPS RED	☑
UPS	UPS GROUND	☑

OK   Cancel   Set All   Clear All

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