

# **Job Costing**

# Chapter 4


## JOB COSTING

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## Introduction

This chapter shows how to track purchase orders, costs, time, and expenses with job tickets. It explains how costs are tracked against clients, jobs, and tasks—and how costs are totaled for billing. In this chapter you'll learn about:

- adding and printing purchase orders
- tracking staff hours with the daily/weekly time card
- adding vendor invoices in Accounts Payable
- tracking overhead expenses
- writing checks for vendor payments, job costs, and overhead expenses
- reconciling bank accounts
- adding employee expense reports
- tracking internal charges, like CD duplication
- transferring costs between jobs and tasks

For help using any part of Clients & Profits X, click the  button from any window to open the on-line user guide. This web-based user guide features step-by-step instructions, explanations, tips, demonstrations, and links to FAQs, tech notes, and video tutorials from [www.cnp-x.com/support](http://www.cnp-x.com/support). It's continually updated, so it's more timely and helpful than a printed user guide.

# Purchase Orders

Purchase, insertion, and broadcast orders account for purchases you make from vendors on a client's behalf. They are not required by Clients & Profits X, but give you control over your purchases. That's because purchase orders provide written verification for the goods and services you order.

Anyone can add their own purchase orders, up to a user-defined dollar limit. POs have at least one job and task, but can contain several for better cost accounting. Amounts from the purchase order update job tickets automatically. Up to five copies of a purchase order can then be printed on plain paper, so special forms aren't needed. When the vendor's invoice is posted and the PO is referenced, the PO is reconciled automatically.

Tracking purchase orders can be essentially paperless, since you can add, change, and see everything about a PO directly from your computer. The cost of your orders will appear on job reports. Purchase orders aren't true job costs; instead, they are commitments you've made for a job cost. They are essential for accurate cost accounting, since they track the purchases you've made throughout the month, but still haven't received the vendor's invoice. Purchase orders can be billed individually or by task in Accounts Receivable.

A job ticket can have hundreds of purchase orders; there's no real limit. Job commitment reports can be quickly printed (or reviewed directly from your computer) showing just what you've ordered—and whether or not it has been invoiced by the vendor. Many parts of the purchase order are customizable to save time. Templates, which contain basic details about a kind of purchase, can be applied to a new purchase order, for faster data entry. Cloning duplicates an existing purchase order when you're ordering the same or similar thing again.

When the cost is eventually invoiced by the vendor, the purchase order's balance decreases. The purchase order keeps a running balance of open commitments, showing you how much you've purchased from vendors that hasn't been invoiced. Once the invoice is posted in Accounts Payable, a purchase order can't be changed.

■ Many users can add purchase orders at the same time. Sometimes your cursor becomes a padlock, indicating that someone else is using a record that you need. In these cases, the padlock will disappear—and your purchase order can be entered—when the other user saves his or her work.

■ For information about adding broadcast, print, interactive, and outdoor orders, please see the Media chapter.

## How Clients & Profits X manages purchase orders

Job tickets track both the net and gross amounts of your purchase orders. These totals, which are updated whenever you add and save a purchase order, show the balance of the commitments you've made for job costs.

When a purchase order is added, you'll enter a net amount and (optionally) a gross amount. The net amount is the actual cost of the purchase, before markups and commissions. The gross amount is what you'll eventually bill the client for this purchase. Each line item on a PO can have a different net and gross amount. The PO's totals are based on all of its line items.

Saving the purchase order increases the job's committed total—but the cost total is unchanged. This is because a purchase order isn't a real job cost yet. It will be, once the vendor does its job, sending an invoice. Posting the vendor's invoice in Accounts Payable moves the amount from the commitment column to the cost column on the job ticket. The job's Net and Gross PO balances decrease, since they have been invoiced.

Posting the PO isn't required, since it doesn't affect the General Ledger. Purchase orders don't affect the vendor's balance, either. They can be freely edited until the vendor's invoices are posted into Accounts Payable. Changing a purchase order updates its job tasks accordingly.

## Purchase order defaults

Standard information for purchase orders can be customized to save time. These settings, called defaults, are copied to new purchase orders automatically. Purchase order default settings can be edited anytime in Preferences.

Purchase order preferences include: a standard distribution list for printing copies of a purchase order; three standard approval names; five standard user-defined fields for tracking special details; a standard disclaimer that prints at the bottom of the printed purchase order; your company logo (which prints at the top of the printed purchase order); margins for printed purchase orders; and the option to show the client's name on the PO.

These settings can be copied to all users, or they can be personalized for each user. Giving different users their own special defaults saves them time; when they add their own purchase orders, their settings are entered automatically.

The automatic PO numbering setting is changed in Preferences, too. To change your purchase order defaults, choose Purchase Orders from the Preferences pop-up menu under Setup.

The PO heading, can be customized to Work Order or Change Order in Names preferences (see page 9-46).

## Purchase Order Features

Feature	How it works, how it's used
Automatic numbering	POs are automatically numbered when they're added based on a starting number from Preferences. This eliminates the need for preprinted PO forms or a purchase order log book.
Anyone can add purchase orders	Anyone with the right access privileges can add (up to their dollar limit), edit, and print their own POs from any workstation. Access is based on settings in the User Access Privileges window.
User-based order limits	When a user adds a purchase order, Clients & Profits X automatically checks for the user's order limit. This is the maximum amount for which a user can place an order. Order limits are flexible, so can be changed as a user is authorized to make larger purchases.
Order anything	Purchase orders can be written for any kind of purchase, from billable client production costs to agency overhead expenses (printing, advertising, etc.). POs can update any job and task.
Self-reconciles with invoices	When the vendor's invoice is added into Accounts Payable, it can be self-reconciled with its purchase order. The order's vendor, job, task, and amounts are copied to the invoice window as a shortcut (which also makes verifying the order vs. actual cost easier). The vendor's actual cost amounts from the invoice are posted automatically back to the purchase order. POs show outstanding balances (i.e., order amounts vs. actual costs) so you'll always know which ones are still open.
No preprinted forms needed	Purchase orders are designed to print on plain paper, so no expensive forms are needed.
Print distribution copies	Up to 5 copies of each PO can be printed without using multipart forms. Each printed copy shows a user-defined distribution name (e.g., Vendor, Job Jacket, Accounting, etc.) at the bottom of the page.
Automatic revision tracking	Once a purchase order is revised, the revision counter increments automatically. The current revision number appears on the printed order.
On-line approvals	Selected users can be authorized to approve purchase orders in their Access Privileges. These users can approve POs on-line from any computer running Clients & Profits X. When a purchase order is printed, the scanned image of approver's signature appears at the bottom of the page.
Purchase order templates	The details from routine purchase orders can be added to PO templates. When a user adds a new purchase order and chooses a template, its details are copied to the new order. This saves time as well as making common purchase orders more consistent.
Clone purchase orders	Existing POs can be "cloned" to instantly make new orders. Cloning saves time, since the original order's details (including specs, jobs, tasks, and cost amounts) are copied to the new one.
Budget alerts	User-defined alerts can warn users that their purchase order is close to or actually exceeding the job's budget—before they can save the order. This can't prevent a job from going over budget, but it means users can't say they didn't realize it was happening.
Open order status tracking	Every open purchase order can have a user-defined status to help track outstanding orders.
Pre-bill purchase orders	A single mouse click pre-bills a purchase or insertion order.
Blanket POs	Purchase orders that will be used repeatedly for multiple purchases from the same vendor can be marked as blanket POs. These purchase orders won't close automatically when applied to A/P invoices.
Vendor links	Information about the vendor, including the address, A/P invoices, and the vendor diary, are all accessible with a single mouse click.

# Purchase Orders

Number 2557  
 Order date: 01/10/08  
 Client: REE  
 Ordered by: EY  
 Due date: 02/28/08  
 PO Amount: \$2,899.00

To: AND Anderson Lithograph  
 Anderson Lithograph  
 3777 Villa Del Sorte  
 Mission Viejo, CA 93873

BALANCE: \$2,899.00  Closed

#	Job:	Task:	Description:	Qty:	Unit:	Net Cost:	Gross:
1	REE-308	CGP	Computer-Generated Color Proofs	2	Each	\$778.00	\$933.60
2	REE-308	CPR	Computer-Aided Production	1	Each	\$1,200.00	\$4,320.00
3	REE-288	COL	Color Marking	1	Each	\$355.00	\$426.00
4	REE-288	ADD	Art Direction	1	Each	\$566.00	\$1,415.00

1 - 44" x 13.5 display header made from .060" clear Lexan polycarbonate. Rout to irregular perimeter shape as per provided sample header. Screenprint 3 colors\* facedown on the backside per camera-ready art (provided), mechanically separated. Line provided by MM the design is to duplicate the information on the previously provided layout.  
 Need to add velcro to the back per supplied sample for estimating and production.

Blanket PO  Rev: Orig Status: Approved: MGR 02/19/08 11:02 AM

**Tracking purchase orders can be essentially paperless, since you can add, change, and see everything about a PO directly from your computer.**

1 Use the **previous** and **next** buttons to scroll through purchase orders.

2 Purchase orders can be easily added, cloned, edited, or deleted. Click the **add new purchase order** button to add a new purchase order. Or click on the **clone purchase order** button to make an exact copy of an existing purchase order. Click the **edit** button to edit the purchase order's key details, such as the status, description, or approvals. Click the **delete**

button to delete the purchase order. Once a purchase order has been invoiced by the vendor or pre-billed to the client it can't be deleted—even if it was only partially invoiced. Like jobs, this feature prevents billable purchase orders from being inadvertently deleted and, therefore, not billed. Always let Clients & Profits X automatically number the next purchase order to avoid confusion from using the numbers of deleted purchase orders over again.

3 Click the **add amounts** button to add new amounts to an order. The **remove amounts** button deletes one or more selected costs from an order. Only line items that haven't been invoiced by the vendor or pre-billed to the client can be deleted. Once a line item is removed, it is gone forever: its net cost and gross amounts are deducted from the job task permanently. However, if needed, the same line item can be added back to the purchase order later.

**Anything purchased from a vendor should be tracked with purchase orders. They are essential for job costing, since they allow a cost to be committed to a job ticket before the vendor's invoice is posted.**

4 Any purchase order can be **pre-billed** using the Pre-bill button. Pre-billing automatically creates an invoice for the purchase order's gross amounts and shows the job and task like any other invoice. The pre-billing invoice is unposted, so it can be proofed, posted, and then printed with other invoices. There are two options available when pre-billing an order. The show totals only option combines all of the purchase order's amounts together, so that the invoice shows only one billing amount. The show item-by-item detail creates a separate billing amount for every line item on the purchase order. Also, the purchase order's billing can be added to an existing unposted pre-billing invoice by entering the number of the existing pre-billing invoice into the pre-bill dialog box.

5 The **print reports** and **print orders** buttons are used to print purchase order reports and forms.

6 If you know the purchase order number you want to find, simply enter the number into the **find order** field. Use the **find more** link to find one or more purchase orders by sequence, vendor, number, date, or job.

7 The **history** pop-up menu can be used to jump to a previously viewed purchase order.

8 Use these links to edit the order's description/status, vendor information, or delivery details and to view vendor invoices or the vendor diary. The **description/status window** can be used to edit the purchase order's key details, such as the description, order date, ordered by, due date, status, or sales tax exemption. The **vendor information window** can be used to customize the vendor's name and address on this purchase order only. The **delivery information/options window** contains special delivery instructions, a due date, a disclaimer, and a delivery address that can be edited. The **vendor invoices window** lists the accounts payables invoices that have been applied to the purchase order. The **vendor diary window** can be used to view, add, or edit diary entries for the purchase order's vendor.

9 Every order has a unique **number**. New orders are numbered automatically, but custom, user-defined numbers can be entered instead.

10 The **order date** is the date the PO was added. The **client number** does not show on the printed PO; there is an option in PO Preferences to show the client name. The **ordered by** field shows the initials of the person who added the order. POs can be printed in batches by user. The **due date** shows when the goods or services are due to be delivered or performed.

11 The vendor's name and address are copied to the purchase order, but can be changed. This lets you send a PO to a different address for the same vendor. A PO can include only one **vendor**; if you're buying something from multiple vendors, each vendor gets its own PO.

12 The **PO amount** is the total amount of the purchase order's line items.

13 The **balance** amount shows the amount remaining on the purchase order that has not been invoiced to vendor invoices. When the purchase order is closed, the balance amount will automatically change to \$0.00.

14 The PO will be **closed** automatically when applied to a payable for the full balance due. If a PO needs to be closed for any reason, click on the closed box.

15 Each order can have dozens of different order amounts (i.e., line items), each with its own job, task, description, and net and gross amount. Line items are sorted on the printed purchase order by line number. **Net cost** is the amount you're paying for the goods or services, before markups or commissions. **Gross** is the amount you'll eventually bill your client, including markups and commissions.

16 A lengthy **description** provides a detailed explanation of the order to the vendor.

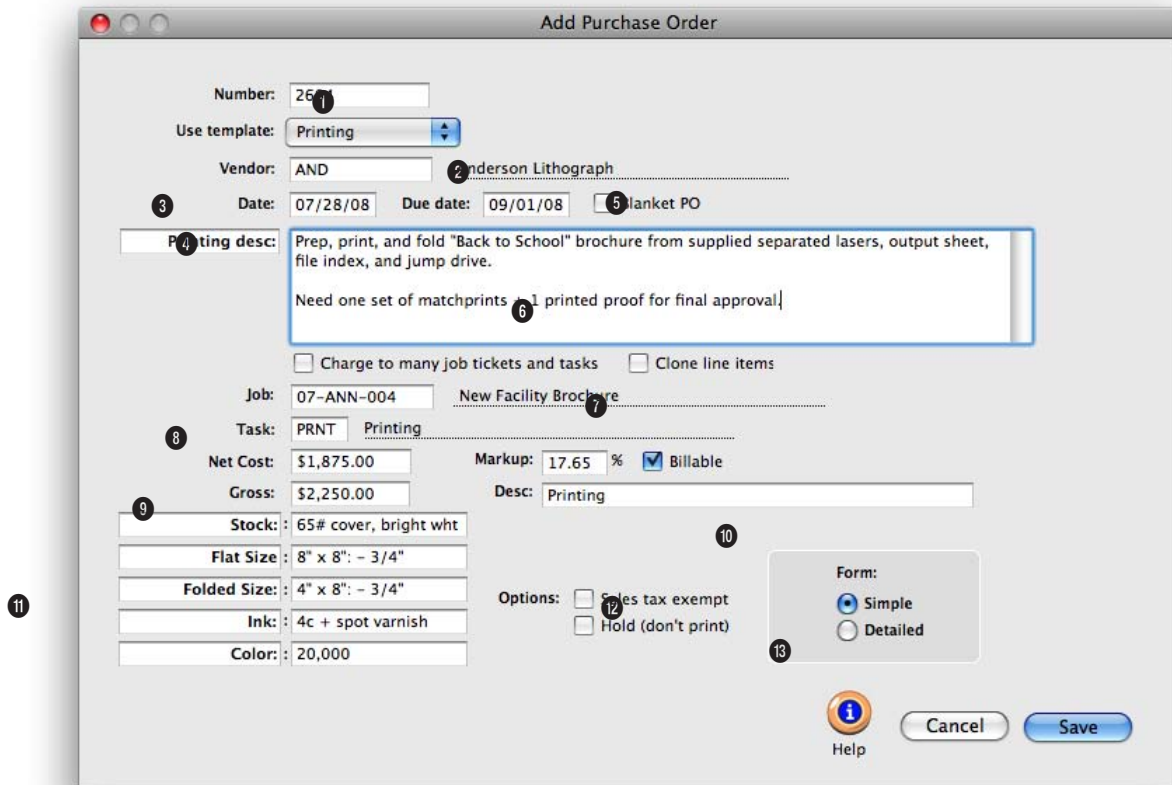
17 POs that are used repeatedly for the same vendor can be marked as a **Blanket PO**. They are not automatically closed when applied to payables.

18 The order's current **revision** number increments automatically each time someone edits the order. To start the automatic revision numbering, a "1" must be entered into the revision box in the specifications window.

19 The **status** is user-defined note that describes the order's current progress and appears on the printed purchase order. PO reports can be printed showing only orders with a certain status (i.e., on-hold, change order, etc.).

20 If an order has been **approved**, the approver's initials and date appear on the Purchase Order window. Once approved, purchase orders can't be edited. Only the user who approved the PO can unapprove the PO.

# Adding Purchase Orders



**Adding the purchase order doesn't have to be complicated, since all that a purchase order needs is a number, an order date, a vendor, a job and task, and an amount.**

1 The order **number** identifies a PO on windows, reports, and forms. New POs are numbered automatically, or a user-defined number can be entered.

2 Choosing a PO **template** copies details about routine purchases to the new purchase order.

3 Purchase orders are added for only one **vendor**.

4 The order **date** shows when the purchase order was added. **Due date** shows when the work

is to be delivered or performed.

5 POs that will be used repeatedly by the same vendor can be added as a **blanket PO** to prevent them from being closed automatically when applied to payables.

6 The **description** explains what is being ordered. It appears at the top of the printed purchase order, above the line items. The label **Description:** can be customized by entering a new label.

7 The **charge to many job tickets and tasks** option lets you add many jobs and tasks to this order.

8 If this order applies to only one **job and task**, both are entered here. When this order is saved, its net and gross amount will appear on the job ticket.

9 **Net cost** is the amount you'll pay the vendor, before commissions and markups. Vendors see only the net cost. **Markup** is used to calculate the gross



**Anything purchased from a vendor should be tracked with purchase orders. They are essential for job costing, since they allow a cost to be committed to a job ticket before the vendor's invoice is posted.**

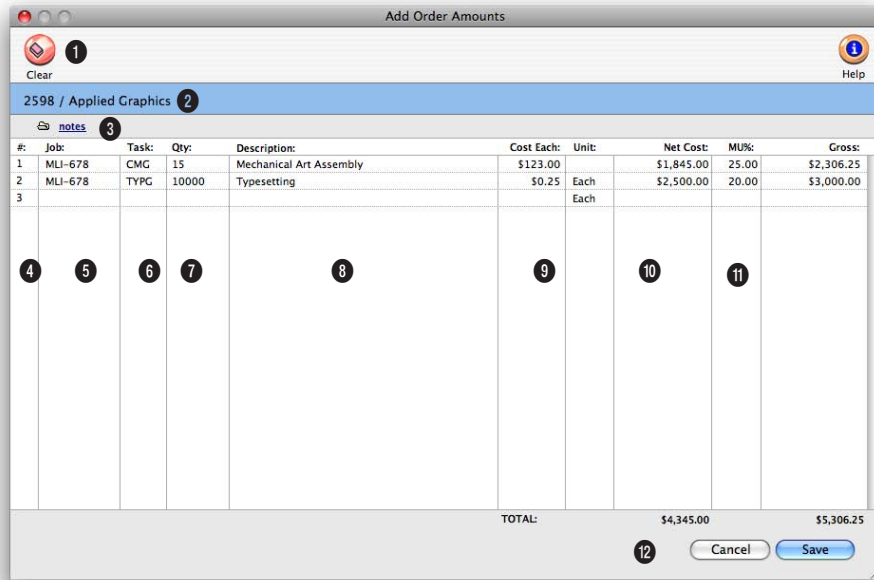
amount and is copied from the vendor first, then from the task. The task rate overrides the vendor rate. The billable option, is copied from the job task. The order's gross amount is the amount you'll eventually bill your client, including markups and commissions. The vendor doesn't see the gross amount.

10 The item description is copied from the task's description, but can be changed. It appears on the printed purchase order, so vendors will see it.

11 User-defined fields track special information unique to each purchase order, from production specifications to account codes.

12 The sales tax exempt option, if selected, prints "Sales Tax Exempt" on the printed purchase order so the vendor doesn't include sales tax on your invoice. Clicking the hold (don't print) option prevents the purchase order from being printed. Use it to keep unapproved POs from being accidentally printed. Once the order is saved, the hold option can be deselected in the Specifications window.

13 A PO can be printed showing more or less detail by choosing a form option. The simple form hides the unit and unit cost, showing just the line item's total. The detailed form shows the PO's full details.



**The Add Order Amounts window lists the PO's existing line items. Every order amount (i.e., line item) has a line number that identifies the amount.**

1 The clear button removes all amounts from the purchase order.

2 The PO number and vendor are listed here for reference.

3 Click the notes button to add detailed information about the purchase order line item. The notes will print on the PO under the line item description.

4 Every item on the PO is assigned a line number, which tracks the amount through the system for accurate job costing.

5 Assign a job number to attach the cost to the job for profitability reporting.

6 Enter the task code for the job's task. If you don't remember the task code, press Tab to open the job's Lookup Job Tasks window.

7 Enter the quantity of materials being purchased.

8 The description automatically fills in from the task code. If you want more detail, use the notes tool.

9 Enter the cost for each item purchased. The unit is how many individual item are in each unit (e.g., each, dozen, or gross).

10 The net cost is automatically calculated by multiplying the quantity times the unit cost.

11 The markup percent is automatically copied from the task table to compute the gross amount.

12 The net and gross costs are totaled here.

# Printing Purchase Orders

Printing purchase orders is fast and easy. You can print one order at a time, or print several in batches. Anyone who can access purchase orders can print them from any computer running Clients & Profits X.

The printed purchase order is designed for plain paper, so no special pre-printed forms are required. Purchase orders can be printed using either laser, inkjet, or a continuous-form dot matrix printers.


■ POs print much faster using a laser printer but can't print multipart forms. Clients & Profits X can print up to five copies of each purchase order, based on a customizable distribution list.

The design and layout of the printed purchase order can't be changed. If you use your own preprinted form for purchase orders, design it around a typical printed purchase order printed from Clients & Profits X.

■ Purchase orders don't have to be printed. Printing does not affect the purchase order in any way, so it isn't necessary. Also, a purchase order can be reprinted as needed without affecting your database.

■ Purchase orders that have the Hold (don't print) option selected will not print.

## To print a purchase order

1 Click the  (i.e., Print Orders) button, or choose File > Print Purchase Orders.

The Print Purchase/Insertion Orders window opens, prompting you to enter a range of order numbers and options for printing.

2 Enter an order number, or a range of order numbers.

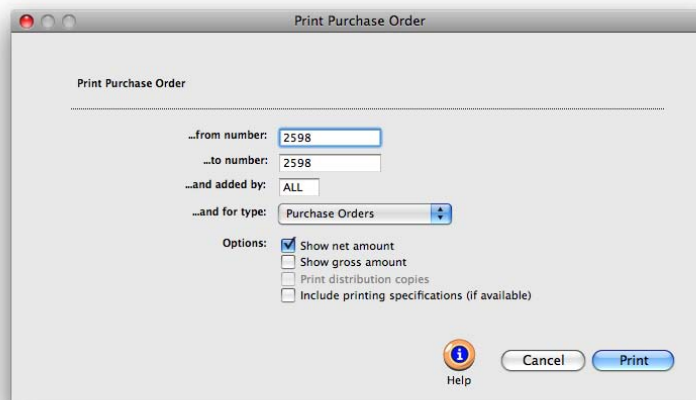
The currently-displayed order's number is entered by default. Any number of orders can be selected and printed in one batch. Any purchase, broadcast, or insertion order that has a number within this range will be printed. Randomly-numbered purchase orders (e.g., 99, 1025, 837, etc.) and order numbers that contain letters (e.g., 222a) can't be printed together and must be printed individually.

3 To print only orders added by one person, enter their initials. To print all orders, enter the initials as ALL.

4 Choose an order type from the pop-up menu, or choose All Orders.

This option lets you print a batch of only insertion orders, for example.

5 Select the print options, if needed.



The show gross amounts only option replaces the purchase order's net cost with the gross amount. Use it when you don't want the vendor to see the cost amount before commissions. The print distribution copies option prints up to five copies of each purchase order on plain paper (expensive multipart forms aren't needed).

6 Choose a destination for these orders from the print to pop-up menu, then click Print.

Purchase orders can be printed to screen for a quick preview.

Once they appear on screen, you can print the orders to paper by clicking the Print Page button.

■ If you have Adobe Acrobat, purchase orders can be printed as PDF files and attached to e-mails sent directly to vendor contacts from Clients & Profits X. To save or e-mail a purchase order as a PDF file, choose File > Print Destination > PDF.

The printed purchase order



print | web | interactive

555.555.5555

**Purchase Order**  
**RUSH**

Original Recipe Design

**TO**  
Applied Graphics  
Attn: Pat Smith  
8417 El Camino Real #203  
San Diego CA 92038

**Number** 2598  
**Date** 03/02/07  
**Ordered by** MSW  
**Due date** 03/21/07  
**Vendor** AG  
**Charge #:** 12-99333  
**Date printed** 05/21/07

<b>REVISION:</b>	Original
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**Description:** Use PMS 412/PMS 412 + PMS 540 (1c/2c).  
Need 1 set of matchprints + 1 blueline for final approval.

\*\* Separated laser proofs, output sheet, disk index + disk are included \*\*

Line	Qty	Job	Description	Unit Cost	Unit	Amount
1	15	MLI-678	Mechanical Art Assembly <i>notes for mech art can go here</i>	123.0000	Each	\$1,845.00
2	10000	MLI-678	Typesetting <i>notes for typesetting can go here</i>	0.2500	Each	\$2,500.00

**TOTAL NOT TO EXCEED: \$4,345.00**

**Flat size** 8" x 5-1/2"  
**Folded size** 4" x 5-1/2"  
**Colors** 3 PMS + varnish  
**Stock** 65# cover  
**Quantity** 50,000

**Instructions:**  
Please deliver to our warehouse. Their direct phone number is: 619/234-9090. Ask for Mel Jones if you have questions.

**Deliver to:** 1200 Main Street  
Building 2

**Approvals**

\_\_\_\_\_  
AE: 05/21/07 3:51 PM  
Date

\_\_\_\_\_  
Prod Mgr: Date

Outrageous Ad Agency is acting strictly as an agency for this work on behalf of the client. As such, Outrageous Ad Agency makes no claim of direct financial liability for this work. Please provide two copies of all invoices. To ensure prompt payment, this purchase order number must appear on all deliveries, invoices, and statements.

# Printing PO Reports

Purchase order reports review, summarize, and analyze what you're ordering from vendors. Reports can be printed showing one type (such as insertion orders only) or all types. Purchase orders are selected for a range of dates (using date added or due date) and either vendor, client, status, or by the buyer (i.e., ordered by initials).

The Print Purchase Order Reports window shows the different purchase order reports types (i.e., Lists, Summaries, Analysis). Clicking on a report type shows the different reports along with options for selecting POs for printing. Reports are printed by selecting a report name. Reports can be printed then reprinted with different selections, as often as needed.

■ Purchase orders aren't posted, so they always appear on PO reports. For this reason, there's also no proof list for purchase orders.

Use the Print to pop-up menu to choose where you want these reports printed. Reports can be printed to the printer (for a hard copy on paper), the window (so you can preview the reports on-screen first), or exported to disk (to create a text file that can be opened and edited in a spreadsheet).

## Tips for printing PO reports

Reports select purchase orders primarily by the date ordered. By entering a range of dates, you can select all purchase orders added today, last week, or all month. There's no limit to the range you can use.


■ To see only purchase orders with the same status (e.g., on-hold), choose "status" from the select orders by pop-up menu, then enter a status. To see all purchase orders, regardless of status, enter the status as "ALL".

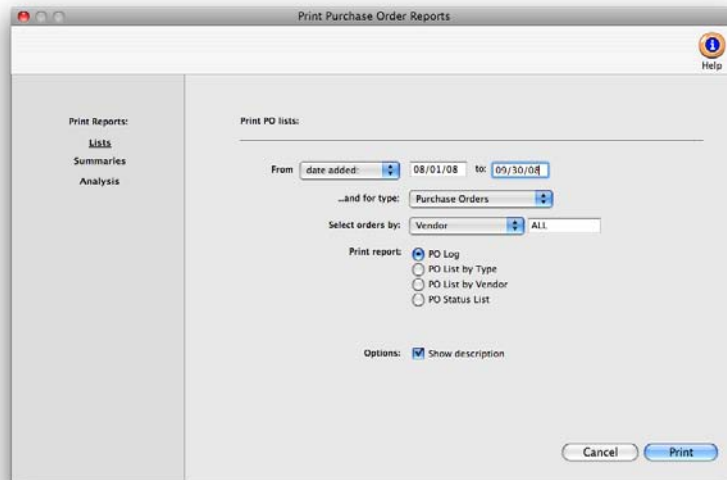
■ To see only one type of order, such as insertion orders, select Insertion Orders from the ...and for type pop-up menu.

■ To see the description for each purchase order on the reports, select the show description option.

■ The PO Lists can be selected by vendor, client, ordered by, or status by selecting the select orders by pop-up menu.

## To print purchase order reports

- 1 Click the  (i.e., Print Reports) button, or choose File > Print PO Reports.
- 2 Select a type of report (e.g., Lists, Summaries, or Analysis).
- 3 Choose date added or due date from the pop-up menu, then enter a range of dates.



- 4 Choose a selection option to print orders by vendor, client, status, or ordered by initials, then enter a selection value.

The selection value is either a vendor number, client number, status, or a buyer's initials. To print only your orders, for example, choose Ordered by from the pop-up menu then enter your initials.

- 6 Select the report you wish to print.

- 7 Choose any additional options.

The show description option can make the report very long, depending on the length of your PO descriptions.

- 8 Click Print.

## Purchase Order Reports

Lists	
PO Log	The PO Log lists orders by order number.
PO List by Type	The PO List by Type lists orders by type, showing separate sections for purchase orders, insertion orders, and broadcast orders.
PO List by Vendor	The PO List by Vendor lists orders by vendor. Use this report to analyze purchases ordered for each vendor for the last quarter, for example.
PO Status List	The PO Status List lists orders by order number, displaying each order's current status.
Summaries	
PO Summary	The PO Summary shows the orders and their line items, instead of showing totals only.
Analysis	
Unapproved Orders	The Unapproved Orders report gives managers a list of orders awaiting their approval.
Open Orders	The Open Orders report is a comprehensive listing of the shop's outstanding orders.
Over & Under Orders	The Over & Under Orders report shows only orders that have balances. The balance can be a positive or negative amount.
Blanket POs	The Blanket PO report shows the line items, instead of totals only for purchase orders marked as blanket POs.

# Accounts Payable

Everything you buy from a vendor on account, whether for a job or for the shop, is an accounts payable entry. These purchases, which are usually recorded from vendor invoices, are added into Accounts Payable. Since Accounts Payable is integrated with the General Ledger, there's no double-entry—information entered on invoices becomes part of the G/L. The A/P file tracks everything about your purchases:

- What you've bought
- From whom it was purchased
- How much it cost
- When the invoice should be paid
- The purchase's markup and gross amount
- When the invoice was paid

Vendor invoices should be added daily, to keep your accounting files and job cost reports timely and accurate. Invoices with job costs can be billable or unbillable, or any combination. They can contain one or more jobs and tasks for flexible job costing. Invoices for overhead (which are unbillable by nature) can debit any number of G/L accounts.

Accounts Payable is seamlessly integrated with the vendor files, jobs and tasks, and the general ledger. This means that when an invoice is posted, many things are updated at once: the vendor balance increases; the invoice's cost and gross amounts increase the job's totals; and debit and credit entries are created in the General Ledger. Vendor invoices are also integrated with purchase orders. When an invoice is added with a purchase order number, the PO's job and cost information is copied to the invoice automatically—saving entry time. Posting the invoice updates the purchase order's balance, automatically closing open POs. Posting the A/P invoice also reconciles the committed totals on jobs and tasks.

Vendor invoices don't update vendors, jobs, or the G/L until they are posted. Invoices are saved as unposted entries, and can be changed or deleted; however, unposted invoices only appear on the proof list, and not on cost or accounting reports. Posting makes invoices permanent, for better accountability. Once posted, an invoice can not be changed—only adjusting entries can be made against it. Or an invoice can be unposted, edited, and reposted.

■ Invoices from vendors shouldn't be added into Accounts Payable if they've been prepaid with a check. Instead, write the check as a job cost.

## Accounts Payable and the General Ledger

Debit and credit journal entries are created automatically when payables are posted. Every invoice makes a credit entry (usually A/P) and one or more debit entries (either job cost or overhead expense). Default debit and credit accounts are entered for you automatically.

■ The invoice's credit account is always a payable account, which is copied from the G/L preferences or from the vendor's default cGL.

■ Invoice line items have debit accounts (the "dGL"). An invoice can have many line items, distributing a cost to dozens of debit (i.e., cost or expense) accounts. The debit account for job costs is copied from the job task's dGL. Vendors can have default expense dGL accounts, which are copied to overhead invoices. The dGL will be copied from G/L Preferences, if no other default is set up.

■ Journal entries from payables are posted into the Purchases journal. The entry's reference number is a combination of the prefix, AP#, and the invoice number.

■ Journal entries aren't created, and the G/L account balances aren't updated, until an invoice is posted. In the General Ledger, the Purchases journal can be printed showing the journal entries posted from Accounts Payable.

## Cloning A/P Invoices

Cloning duplicates an existing accounts payable invoice creating a new invoice. The cloned invoice has all of the descriptions, instructions, options, and line items of the original. Cloning is especially useful when you're purchasing the same kind of products or services routinely. Since cloning copies an invoice completely, you'll spend much less time keying in the details.

Any job cost or overhead invoice can be cloned. The cloned invoice has the same vendor, but it can be changed. In fact, anything about the cloned invoice can be changed. The cloned invoice gets its own unique invoice number.

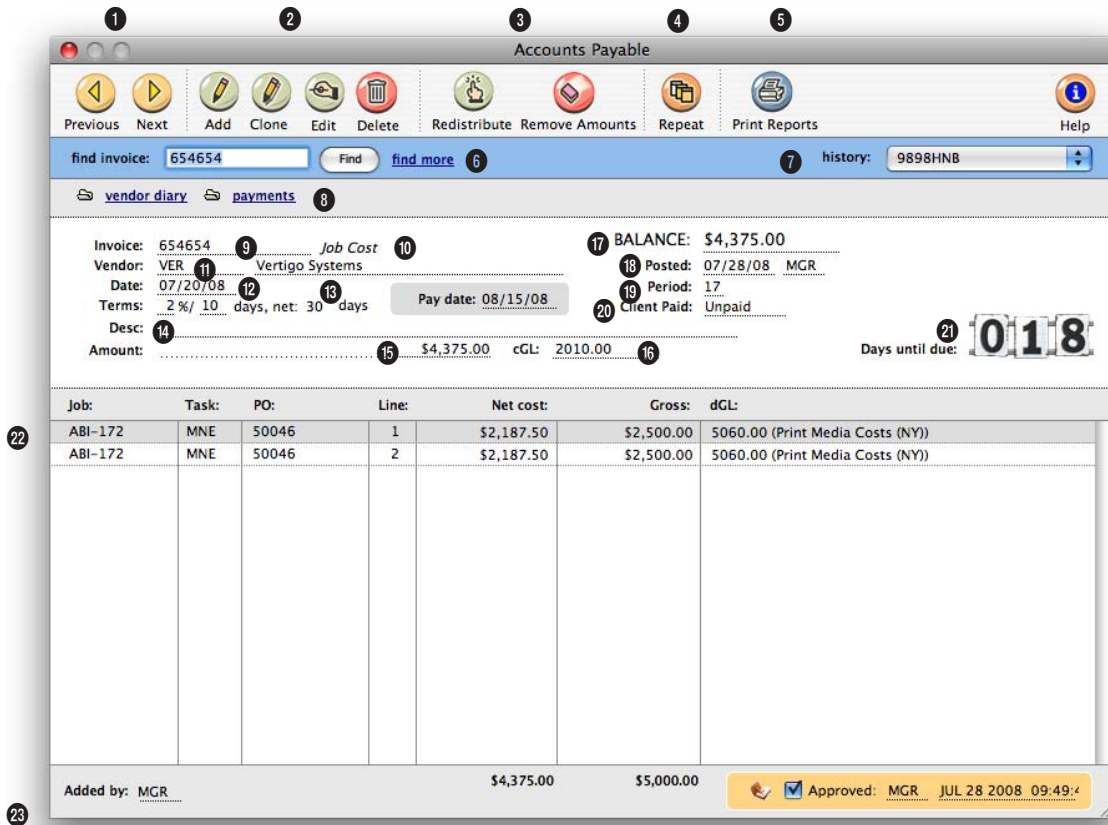
Cloning an accounts payable invoice is simple: First, find the invoice you wish to copy. Choose Clone from the Edit menu, enter any changes, then save the new invoice. The original invoice's line items will be copied, too, but they can be changed. The original accounts payable invoice is unaffected by cloning. An invoice can be cloned any number of times.

The Clone window closely resembles the Add Job Cost Invoice or Add Overhead Invoice window (depending on which type of invoice you are cloning). Information from the original invoice, including the vendor, description, and amounts is copied automatically from the original invoice. Changing the new invoice doesn't affect the original invoice.

## A/P Features

Feature:	How it works, how it's used
A/P tracks everything	Every kind of invoice for any kind of cost or expense is added into Accounts Payable. Invoices update the G/L, job tickets, and vendor account balances automatically.
Job costing	Vendor invoices for job costs are added with job numbers and tasks for easy job costing. An invoice can be split between dozens of different clients, jobs, and tasks—each with their own customizable markup for your commission (or billed at net for your fee-based clients).
Overhead cost accounting	Vendor invoices for overhead expenses are added without job numbers or tasks. An overhead invoice can be distributed among dozens of different debit G/L accounts, making it easy to split expenses between departments.
Media accruals	Media invoices automatically post media WIP accrual entries into the General Ledger, offsetting the accrual entries posted from the client's media billing. This helps automate WIP accounting for media clients.
Mix costs and overhead expenses	An invoice amount can be split between job costs and overhead expenses. The same invoice can contain both billable client costs as well as unbillable overhead expenses. There's no need to enter the invoice twice.
Self-reconciling POs	A/P invoices are dynamically linked to POs. When an invoice is added with a PO number and line item number, Clients & Profits X self-reconciles the actual cost with the order amounts. The PO's balance is updated automatically each time an invoice is posted.
Intelligent payment terms	If a vendor offers early payment discounts, its terms are copied to invoices automatically. The invoice will calculate the day it should be paid to take the discount, then show this information on the A/P aging reports.
Recurring payables	Routine payables, such as insurance, rent, and office services, can be scheduled for the entire year. Any overhead expense can be made into recurring payables very easily.
Cloning payables	An existing vendor invoice can be duplicated, or cloned, to make a new copy into the current accounting period. This saves time, since commonly-used invoices don't have to be rekeyed each month. A cloned invoice can be easily modified, proofed, then posted.
On-line, real-time queries	Invoice balances are updated automatically when checks are posted. Users can see up-to-the-minute balances whenever needed, such as when a vendor calls asking about payment. A user can look up an invoice's payment history with a single mouse click.
Vendor diary	The diary records the when, where, and who was involved for major events and meetings. Because the diary is easily accessed, details of conversations and events are preserved. The record can also be e-mailed for streamlined communication.
Credit invoice	Credit invoices can be added to adjust cost and gross amounts from A/P invoices. They are added just like regular invoices, but have negative amounts, to adjust for mistakes, over-billings, or returns by vendors. They lower vendor account balances, job cost balances, job cost totals, and the General Ledger when they're posted.
Importing credit card statements	Credit card statements can be easily imported into Clients & Profits X. A special window in Preferences allows you to enter in your credit card accounts and merchants/payees. Once a credit card is entered, statements can be imported into Accounts Payable and paid through the checkbook like any other payable.

# The Accounts Payable window



**Vendor invoices should be added daily, to keep your accounting files and job cost reports timely and accurate.**

1 Use these toolbar buttons to find the **previous** and **next** accounts payable invoice.

2 Accounts payable invoices can be easily added, cloned, edited, and deleted. Click the **add new invoice** button to add a job cost payable. (To add an overhead expense, media accrual invoice or to import credit card statements, go to Edit > Add New Invoice.) An existing payable can be cloned into a new payable, by clicking on the **clone** button. Click

the **edit** button to edit the invoice's details. You can edit the invoice's date, accounting period, credit G/L account, number and amount until it is unposted. Once the invoice is posted, only the description can be edited. Click the **delete** button to delete an unposted accounts payable invoice.

3 To change the distribution of an invoice, click on the **redistribute** button. Redistributing an invoice will delete all the line items allowing you to

read them with a new distribution. Only use this option if you have to completely redo the entire distribution or add new amounts. If you only need to remove an amount from the invoice, click on the **remove** button. Removing an amount from the accounts payable invoice automatically updates the invoice's total amount.

4 The **repeat** button can be used to create recurring entries for an overhead expense invoice. This is a useful



**When an invoice is added with a purchase order number, the PO's job and cost information is copied to the invoice automatically—saving entry time.**

feature for monthly or quarterly payments such as rent, insurance, or an equipment lease. Whenever the Accounts Payable window is opened, Clients & Profits X checks for the day's scheduled recurring payables. If found, the user is prompted to convert them to regular invoices which can be proofed and posted with other invoices.

5 Use the Print button to print accounts payable reports.

6 Accounts payable invoices can be found by entering in the invoice number here. Or the **find more** link can be used to find payables by sequence, invoice number, date, or vendor.

7 **History** keeps track of the accounts payable invoices that you previously viewed. Use the pop-up menu to jump to another invoice.

8 Vendor diary entries can be viewed or added by clicking on the **vendor diary** link. An accounts payable invoice's payments can be viewed by clicking on the **payments** link.

9 The vendor's **invoice** number is entered from the printed invoice. It appears on all cost and G/L reports, identifying the invoice. The same number can't be used twice for the same vendor. If an invoice doesn't have a number, create one that contains the vendor number (e.g., ABC090194).

10 There are four kinds of A/P

invoices: Job Costs, Overhead, Media Accruals, or Credit Card Statement.

11 The **vendor** number identifies from whom something was purchased. An invoice has only one vendor.

12 The **date** is from the invoice itself, not when the invoice was added. It is used by the aging reports to calculate the age of your payables.

13 **Payment terms** are copied from the vendor account. They are used to calculate early-payment discounts (if taken), as well as the invoice's pay date. **Pay date** is the date on which you plan to pay the invoice. This date is used to schedule payments by the cash flow reports.

14 The invoice's **description** is user-defined and explains what was purchased. It appears on cost, A/P, and G/L reports.

15 The amount is the total cost of the invoice. It's the amount you'll pay the vendor, before discounts and adjustments. It is not the amount you'll bill to your client.

16 The **cGL** is the invoice's credit G/L account, usually A/P.

17 The invoice's **balance due** decreases when the vendor's check is posted.

18 The **posted** date shows when the invoice updated the

General Ledger.

19 The accounting **period** shows which G/L period was updated when the invoice was posted.

20 The **client paid** date shows if this job cost has been billed to the client and when or if it has been paid.

21 The **days until due** box shows a countdown to the accounts payable invoice's due date.

22 A invoice can be distributed to dozens of jobs, tasks, POs, and dGL accounts. Any combination of billable, unbillable, and overhead costs can be included on the same invoice. **Net cost** is the cost amount before commissions. This is what the work cost the shop. The net amount is posted to the G/L. **Gross** is the billable cost amount, including markups and commissions. This is what the client will be eventually billed. The gross amount does not affect the G/L. The **dGL** is the invoice line item's debit G/L account, usually a job cost or overhead expense account. All of this can be edited while the invoice is unposted. In the Edit Invoice Cost Amount window, the cost's billing information can be viewed, which includes: the billing status, when it was billed, the A/R invoice number, invoice date, and billing amount.

23 The user's **initials** who

added the invoice are appear on the Accounts Payable window.

# Job Cost Invoices

**Add Job Cost Invoice**

PO Number: 2604 1  Apply Multiple POs

Vendor: AND 2 Anderson Lithograph

Invoice: AND378 3 Date: 07/28/08 4

Period: 7 - July 2008 5

Terms: 2 %/ 10 days, Net: 30 Pay Date: 08/31/08 6

Amt due: \$1,875.00 7

cGL: 2010.00 8 Accounts Payable - Production

Description:  9

PO: <a href="#">lookup</a>	Line:	Job:	Task:	%	Net cost:	Markup:	Gross:	dGL:
<input checked="" type="checkbox"/> 2604	1	08-ANN-004	PRNT		\$1,875.00	17.65 %	\$2,250.00	5650.00
<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">10</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">11</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">12</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">13</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">14</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">15</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">16</span>	<span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">17</span>	
					\$1,875.00		\$2,250.00	

Help

**A job cost invoice can have one or many invoice line items. Each line item is a separate job cost, and contains a job, task, net amount, billable amount, and debit G/L account.**

1 If the job cost invoice is for a purchase order, enter the **PO number** here. If the invoice is for more than one PO number, leave this field blank. If a PO is entered, the details from the purchase order will be copied to the invoice's distribution box.

2 Every invoice needs a **vendor** number which links the invoice with the vendor account.

3 The **invoice number** identifies the payable everywhere—cost reports, journal entries,

and vendor account agings. For this reason, the invoice number must be unique. You will get a warning message if you enter in a number that has already been used for the same vendor.

4 The **invoice date** should be entered from the invoice itself. It is the date the vendor issued the invoice and is used to calculate the age of your unpaid payables on aging reports.

5 The invoice can be posted into any unlocked accounting

**period.** The period determines which month will be updated when the invoice is posted.

6 The invoice's **payment terms** tell when and how the invoice should be paid, including what discounts can be taken if paid early. The **pay date** is the date you plan to pay this invoice. Cash flow reports show unpaid invoices for a range of pay dates and checks can be written automatically for invoices selected through a pay date. Pay date doesn't affect the G/L, so it is not required.

**When an invoice is distributed to jobs and tasks, the amount distributed must equal the invoice's total amount. If not, the user will be prompted to adjust the invoice's distribution amounts until they balance.**

7 This is the amount that you will pay the vendor. It should include sales tax, shipping, and any other additional charges.

8 The credit G/L account should always be a liability account, usually your Accounts Payable account. If a liability account is not used, your subsidiary ledger won't equal your balance sheet.

9 The **description** explains what was purchased and appears everywhere, including job cost reports and the General Ledger.

10 If a purchase order number has already been entered, the line numbers will automatically appear here. If a purchase order wasn't already entered, you can enter the **PO number** here. If you don't know the exact PO number, click the Lookup button to see the vendor's open orders. Double-clicking on an order number copies it to the invoice line item.

11 The **line number** is automatically entered as 1. (Most

POs typically have only one line item.) The line number is important, because it points to the exact line item on the purchase order. It's used to reconcile the PO's order amount with the actual cost from the invoice.

12 The **job number** is essential for accurate cost accounting. If you entered a PO number, its job number is copied to the invoice automatically. Tabbing past the job number verifies that the job is valid. The jobs lookup list can be used to find a specific job.

13 The **task** is important for job costing, since it tracks both the planned cost and actual cost for each purchase order.

14 The **net cost** is the amount the agency will pay for this purchase. It doesn't include commissions or markups. The client doesn't see the net cost.

15 The **markup** is copied from the vendor and the job task. The invoice's gross amount is calculated using the net cost and the markup. It is customiz-

able, so any percentage markup can be entered.

16 The **gross** amount is what the client will eventually be billed for this purchase. It includes markups and commissions. The client will see the gross amount on the job's billing, as well as on the optional Invoice Detail Report. The invoice's gross amount can be modified by simply typing in a new amount over the automatic amount.

17 The **dGL** is a job cost G/L account. It is copied from the job task, but can be changed. A debit journal entry will be created for this G/L account when the invoice is posted.



**Overhead invoices are added without jobs and tasks, since they don't affect clients. These invoices won't affect your profitability reports, instead they will be included only on your agency's financials.**

well the invoice's pay date. **Pay date** is the date on which you plan to pay the invoice. This date is used to schedule payments by the cash flow reports.

**7** The **amount due** is the total cost of the invoice. It is what you'll pay the vendor, before discounts.

**8** The **cGL** is one of your Accounts Payable G/L accounts. The default A/P account is copied from Preferences, but can be changed. When the invoice is posted, its amount due will be credited to the A/P account.

**9** Use the invoice's **description** to explain what was purchased. It appears on cost, A/P, and G/L reports.

**10** If a purchase order number has already been entered, the line numbers will automatically appear here. If a purchase order wasn't already entered, you can enter the **PO number** here. If you don't know the exact PO number, click the Lookup

button to see the vendor's open orders. Double-clicking on an order number copies it to the invoice line item.

**11** The **line number** is automatically entered as 1. (Most POs typically have only one line item.) The line number is important, because it points to the exact line item on the purchase order. It's used to reconcile the PO's order amount with the actual cost from the invoice.

**12** A **description** can be entered for each invoice line item to explain what is being purchased.

**13** The **cost** amount is the amount that you are paying the vendor for this invoice line item.

**14** The **dGL** would be one of your overhead expense accounts, such as Office Supplies. When an overhead invoice is posted, its amount due will be debited to an expense G/L account.

# Media Accrual Invoices

**Add Media Accrual Invoice**

1 Vendor:  Baker & Associates

2 Invoice:  Date:

3 Period:

4 Terms:  /  days, Net:  Pay Date:  Amt due:  5

6 cGL:  Accounts Payable - Production

Description:

IO#:	Line:	Spots:	Gross:	Comm%:	Net:	dGL:
2557	1	25.00	\$2,400.00	10.00	\$2,160.00	4220.00
		25	\$2,400.00		\$2,160.00	

7 8 9 10 11 12

Help Cancel Save

**Before media accrual invoices can be entered, the insertion order or broadcast order must be pre-billed.**

1 The vendor number identifies the station or publication from whom the media was ordered.

2 The vendor's invoice number is entered from the printed invoice. It appears on all cost and G/L reports, identifying the invoice.

3 The accounting period indicates which G/L period will be updated when the invoice is posted. Any unlocked period can be chosen to better match this cost with the client's billing.

4 Payment terms are copied from the vendor. They are used to calculate early-payment discounts (if offered), as well as the invoice's pay date. Pay date is the date on which you plan to pay the invoice. This date is used to schedule payments by the cash flow reports.

5 The amount due is the total cost of the invoice. It is what you'll pay the vendor, before discounts. It is the net amount, not the gross amount that the client pays. It does not include commissions.

6 The cGL is your Media Payables G/L account. The default A/P account is copied from Preferences, but can be changed. When the invoice is posted, its amount due will be credited to the A/P account. If you have a separate AP liability account for Media Payables. Each vendor can be setup with a different AP account that will be used instead of the default account in Preferences.

7 Enter the invoice's insertion order or broadcast order number

**When the “automatic WIP accrual” option is enabled, accrual entries are created from media billings for the media’s estimated cost, and then reconciled with the actual costs from the vendor’s invoices—the media accrual invoices.**

here. If the vendor’s invoice doesn’t show order numbers, press Tab to open the vendor’s POs lookup list. The lookup list show the vendor’s open orders. Double-clicking on an order from the lookup list copies it to the invoice line item.

**8** A media invoice can be distributed to many different broadcast or insertion order media buys. Buys are reconciled with invoices using the order’s **line** number. The line number links the ordered amount with the invoice’s actual cost.

**9** For broadcast orders, enter the number of **spots** that actually ran here. These actual spots will be reconciled with order’s planned spots.

**10** The invoice’s gross amount is the total cost of all of the spots on the line item, including your commission. The difference between the invoice’s gross amount and the order’s gross amount will be billed (or

credited, if fewer spots actually ran) to the client.

**11** The commission percentage is used to calculate the invoice’s **net** amount. The net cost is what the agency pays for media, not what the client was billed.

**12** The **dGL** is the media cost account, which is debited with the invoice’s net cost when the invoice is posted.

# Add Credit Card Statement

Adding a credit card statement has all the benefits of adding a job cost A/P invoice, where job costs & overhead charges can be added on one invoice. However, it has an additional benefit: it can pay any A/P invoice with an outstanding balance. It's not uncommon in today's agency to pay off A/P invoices with a credit card for reasons such as earning credit card benefits (e.g. frequent flier miles) to addressing a temporary cash flow pinch.

**ENTERED CHARGES:**

X	Date:	Vendor:	Description:	Amount:

**UNENTERED CHARGES:**

Date:	Description:	Amount:	dGL:
09/11/08	Art Supplies for Derek	\$158.00	6850.00
09/13/08	Gas for utility van	\$73.98	6850.00
09/15/08	Lunch w/AKE Financial	\$58.02	6850.00

**Unallocated payment: \$86.00**

**Clients & Profits X has made this process of paying open A/P invoices with a credit card easy to do through the Add Credit Card Statement window.**

1 Choose the credit card that corresponds to the statement being entered. This list is generated from the Credit Cards Preferences window. When selecting a credit card it will automatically enter the vendor code and cGL account associated with this credit card.

2 Enter the statement's **closing date** here. This date will also be used to auto-generate the invoice number.

3 This **pay date** prints on the

invoice aging as well as being used in the Auto-Pay Payables feature in Checkbook where a user can choose to list all invoices due through a certain pay date. Make sure a date is entered to allow enough time for the payment to post against the credit card to avoid a late charge or interest to be changed against the card.

4 Enter the invoice number here. Clients & Profits X will auto-generate an invoice number that's a combination of

the vendor code and the statement's closing date, which will always ensure a unique invoice number. However, this number can be overwritten if so desired.

5 Enter the invoice **period** here. Choose into which accounting period this statement should go. It will default to the current accounting period in the Accounting Periods preference window.

6 **New activity** includes charges, refunds/credits, and interest



**Paying open A/P invoices with a credit card is done when adding the monthly credit card statement, not at the time the invoice was paid by the credit card. An A/P invoice can be marked as paid by a credit card when it is added to expedite this process by pre-selecting this invoice as paid in the Add Credit Card Statement window.**

for the statement period. New activity does not include prior payments applied or the previous balance, which are used to calculate the statement's new ending balance. However, the statement's ending balance should equal the balance of this credit card's cGL account in the general ledger after this statement is posted. The only time the statement's ending balance will equal the statement's new activity amount is when the card is paid off in full each month, preventing an interest charge.

**7** When selecting a credit card it will automatically enter the vendor code and **cGL account** associated with this credit card. It's recommended to have a unique cGL for each credit card.

**8** Enter an **invoice description** here. Any notes pertinent to this statement may be entered here, such as explanations for certain credits, late charges, etc. one

may find helpful if this invoice were later reviewed by another person. The distribution on a credit card statement includes three areas. Interest, paying invoices, and the job cost/overhead distribution.

**9** Clients & Profits X will auto-select those open invoices entered as being paid by this credit card. However, if an invoice was not entered as being paid by this credit card, but was later paid by this credit card, it can be manually selected for payment in this window. The balance due on the invoice will be automatically entered into the amount field.

**10** The **remaining charges** on the statement had not already been entered as A/P invoices, so they will be added for the first time through the credit card statement. Enter them against job tasks and overhead expense account accordingly. When selecting a job and a task, the auto-entered markup

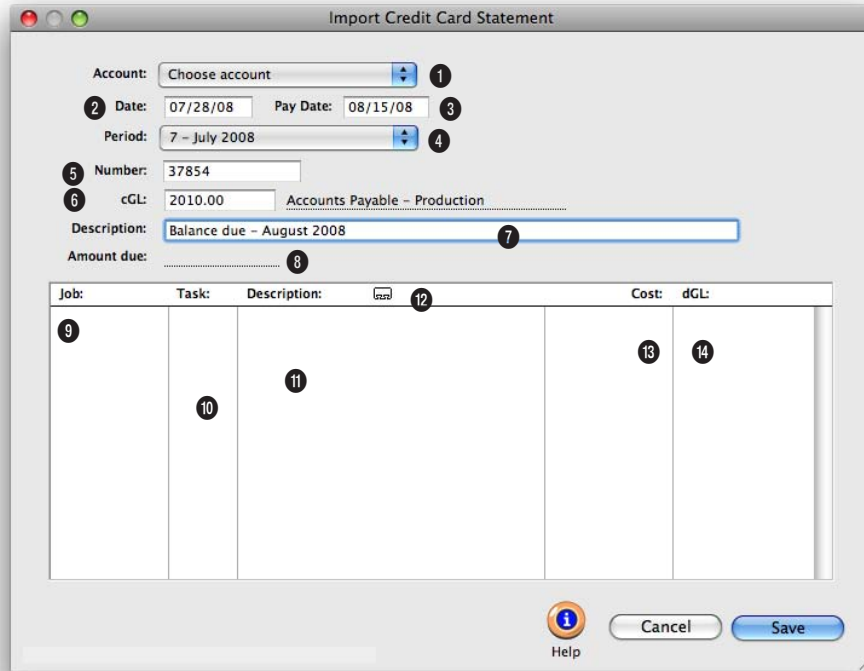
percentage and job cost dGL account will pull from this task's settings on that job ticket. For overhead charges, enter the job number as NONE and press tab. C&P X will move the cursor to the Net Amount field (since job tasks don't apply to overhead costs), and after a Net Amount is added, when pressing tab it will jump the cursor to the dGL field to enter the overhead expense account (since markups also don't apply to overhead costs).

**11** The total amount of **unentered charges** appears here.

**12** Once the statement's new activity amount equals the total interest, the amount paid column in the invoice selection window, and the net amount column in the job cost/overhead distribution window, then the invoice can be saved.

# Importing Credit Card Statements

Clients & Profits X can import Quicken-formatted credit card statements into Accounts Payable. These statements, which are downloaded from the credit card company's web site, contain every transaction made on the account for the billing period. Importing is faster since it saves you from manually typing in each transaction every month.



**Credit card statements imported as unposted A/P invoices. Once posted, they are paid from the checkbook just like other vendor invoices.**

1 Choose a credit card from the **account** pop-up menu. This will be the account you will be reconciling.

2 **Date** is entered as either the date when the statement was imported or as the date printed on the statement.

3 **Pay date** indicates when you plan to pay the invoice. This date is used to schedule payments by the cash flow reports and appears on the Accounting calendar.

4 The accounting **period** indicates which G/L period will be updated when the invoice is posted. Any unlocked period can be chosen.

5 The invoice **number** identifies the payable on accounting reports. Since credit card statements aren't numbered like conventional invoices, the number is calculated as the vendor code plus the file name. You can change it, but the invoice number you enter must be unique. A warning appears if you enter in a number that has

already been used for the same account.

6 The **cGL** is one of your Accounts Payable G/L accounts. The default A/P account is copied from Preferences, but can be changed. When the invoice is posted, its amount due will be credited to the A/P account.

7 Use the **description** to describe the purchases. It appears on the A/P list but not on job reports (which show the notes entered for each cost entry).

**Every one of your company's credit cards should be set up as an account in Preferences. As statements are imported, Clients & Profits X builds a list of the merchants you use. By entering each merchant's job, task, and debit G/L account, future statements will be imported more accurately and completely.**

8 The amount due is the balance owed to the credit card company.

8 Click on the **notecard** button to enter a note documenting a selected credit card job cost or expense. For billable job costs, these notes appear on job cost reports and on the client's invoice detail report.

9 The imported transactions are listed by merchant and amount just as they appear on the printed statement.

10 The **job** and **task** are essential for accurate accounting of job costs purchased on credit cards. . Tabbing past the job number verifies that the job is valid. The jobs lookup list can be used to find a specific job. If the credit card expense is for overhead, enter "NONE" as the job number. The **task** identifies where the cost goes on the job ticket.

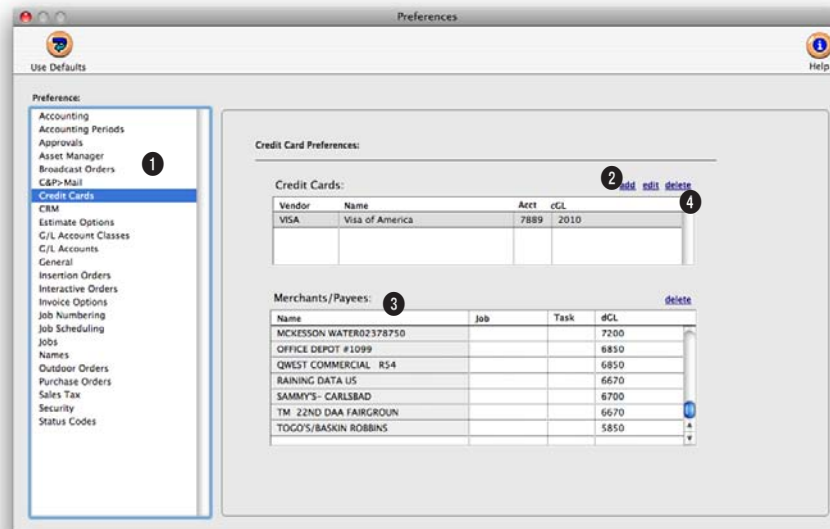
11 Each purchase's descrip-

tion is imported directly from the credit card statement. For accountability reasons it can't be changed, since it needs to match exactly what's on your printed statement. However, you can enter a note about the purchase by clicking the Notecard button (see below).

12 Click on the **notecard** button to enter a lengthy description for a selected credit card expense.

13 The **cost** is the amount that you were charge for each transaction by the merchant.

14 Each transaction gets a debit G/L account, or **dGL**. When the statement is imported, the default expense account is copied from Preferences. If the merchant has a default dGL, then it is used instead. A debit JE is created for each transaction when the invoice is posted.



**Merchant names are imported into Preferences automatically. Giving them default jobs, tasks, and dGL accounts will automate your cost accounting.**

1 Each of the company's credit cards should be added as its own account with its own cG/L. This account will then be used automatically each time the account's statement is imported.

2 Use the **add**, **edit**, and **delete** links to add new credit card accounts as well as make changes to existing accounts.

3 The names of the **merchants/payees** from which you purchase are imported into Preferences each time you import a statement. Any job, task, and dGL (either a job cost or expense account) you enter for a merchant will be used automatically next month when the new statement is imported. Jobs and tasks are only needed

for merchants that supply billable goods and services; leave those fields blank for overhead suppliers.

4 Click the **delete** link to delete the selected merchant/payee. This won't affect any existing statements. Without a merchant, you'll always have to enter a job, task, and dGL each time a statement is imported.

# Printing A/P Reports

Accounts payable reports summarize invoices, showing what you've purchased from vendors, by job and G/L account. A/P reports can be used for reporting job costs, tracking invoices by vendor, and auditing your purchases by G/L account. There are several different reports that show your payables from various perspectives.

Invoices can be summarized for any period of time (choosing either invoice date or date posted), for one period or all periods, and for one vendor or all vendors. These options let you find the invoices for a specific purpose, such as the quarter's purchases for vendor ABC.

A/P reports show only posted invoices; un-posted invoices appear only on proof lists.

■ Accounts payable reports are different from vendor account agings, since they show both paid and unpaid invoices (aging reports show only unpaid invoices).

## Tips for printing A/P reports


■ Invoices are selected primarily by invoice date or date posted. This option lets you show only invoices added in July, for example, instead of the entire year. By entering a range of dates, you can select all invoices added today, last week, or all month—whatever time period you need. There's no limit to which range of dates you can use.

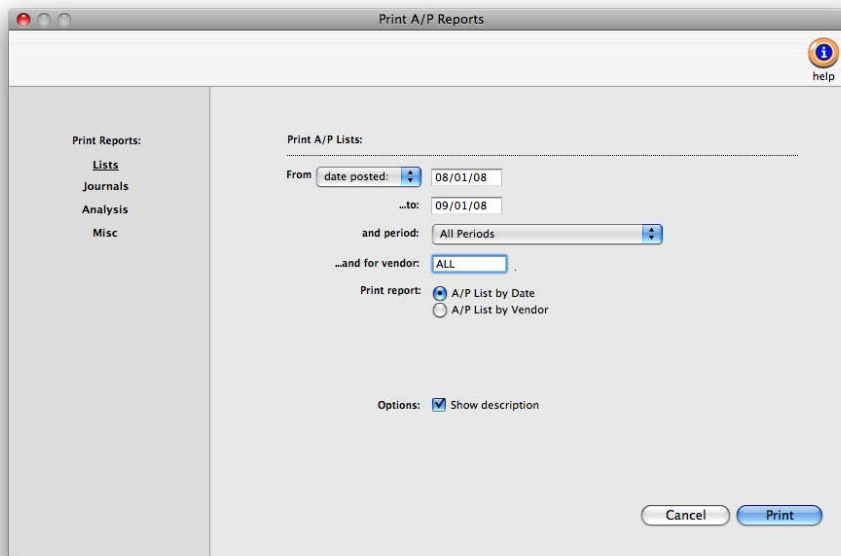
■ One or more reports can be printed at once by clicking on a report's name, but all reports will use the same selections. Reports can be printed then reprinted with different selections, as often as needed.

■ You can print A/P reports to screen (for a quick on-screen preview), the printer (for a hard copy), or to disk (to create a text file that can be opened and edited in a spreadsheet) by choosing an option from the print to pop-up menu.

■ To show the invoice description, click on the Show Description option. This option makes your A/P reports longer, but more descriptive.

## To print A/P reports

1 Click the  (i.e., Print Reports) button, or choose File > Print A/P Reports.



2 Select invoice date or date posted from the From pop-up menu, then enter a range of dates.

3 Select an accounting period, or choose All Periods to see invoices by date only.

4 Enter a client number, or leave the selection as ALL.

To see invoices for one accounting period only, regardless of date, choose a period from the pop-up menu then enter a very large range of dates (e.g., 1/1/02 - 12/31/02).

5 Select the report you

**Printing Payables** A/P reports can be printed to the screen, the printer, to the computer's Clip-board, or exported to a Microsoft Excel using the Print to pop-up menu.

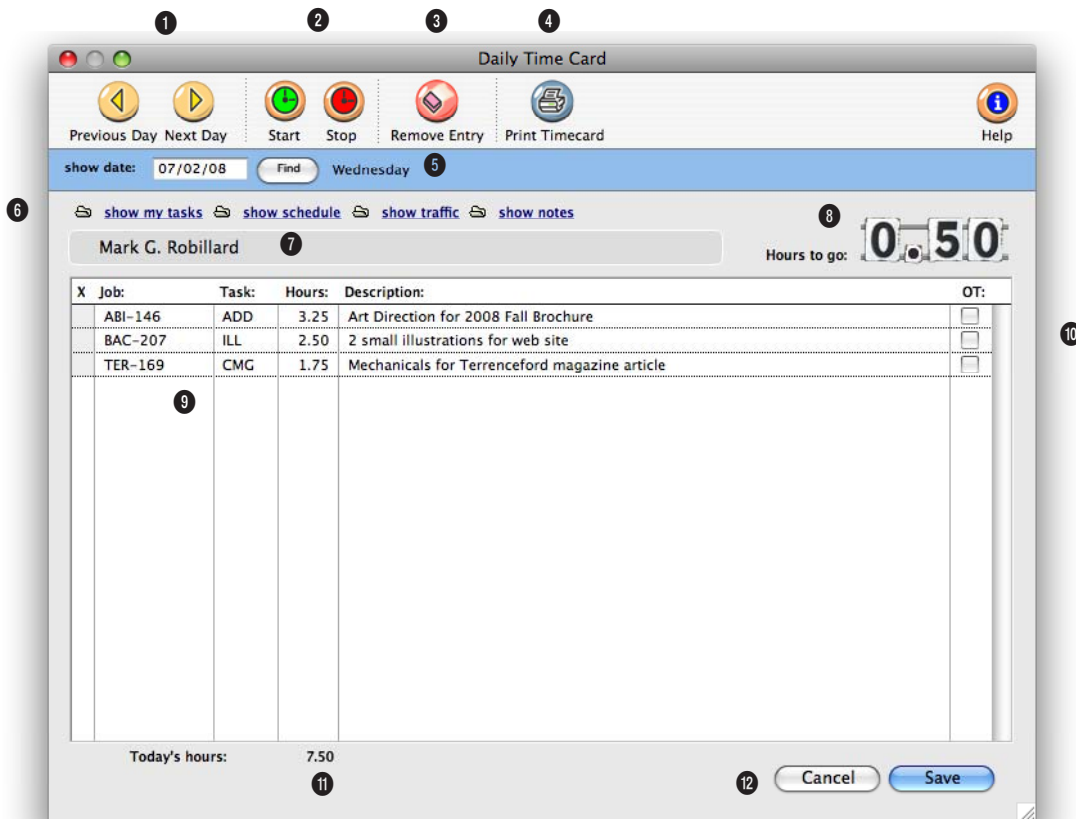
wish to print.

6 Click Print.

## Accounts Payable Reports

Lists	
A/P List - Invoices by Date	The A/P List - Invoices by Date provides a concise checklist of all invoices added for a time period, but does not show the line item detail.
A/P List - Invoice by Vendor	The A/P List - Invoices by Vendor shows all invoices added for a time period and subtotals by vendor number.
Journals	
A/P Journal	The A/P Journal shows invoices along with line item and G/L details. Use the A/P Journal to get a detailed listing of costs for a time period.
Analysis	
A/P Summary (Costs by dGL)	The A/P Summary (Costs by dGL) shows all invoices added for a time period and subtotals by the debit general ledger account.
Vendor Discounts Analysis	The Vendor Discounts Analysis shows all invoices added for a time period, their current balance, and whether or not a payment discount was taken.
Open Client-Paid Payables	The Open Client-Paid Payables report shows unpaid vendor invoices that have been billed to and paid by clients. If you only pay vendors once the client has paid you, then this report is essential. Together with the Vendor Aging report, it's how you'll know which invoices to pay now.
Vendor Purchases Analysis	The Vendor Purchases Analysis summarizes by vendor total purchases for a time period and what percentage of total purchases each amount represents.
Miscellaneous	
Recurring Payable Pending	The Recurring Payables Pending report shows all pending invoices for a vendor within a specified time period. Once an invoice is created, it no longer appears on this report.
Vendor Last A/P	The Vendor Last A/P report lists active vendors and the date of their last purchase. It's an easy way to see which vendors need to be made inactive—or used again.

# Time Cards



**The daily time card keeps a daily record of the jobs and tasks on which you work for both billable and/or unbillable time for any client, including agency time.**

1 Since time cards are meant to be used throughout the day, today's time card appears automatically. You can see the week's time cards by clicking on the **previous day** and **next day** arrows.

2 The time card has a stopwatch that can track your time on a project while you're working. The stopwatch works by remembering when you've clicked the **start** and **stop** buttons for a selected job and task on the Time Card. To use the

stopwatch function, you first need to enter a job and task. Make sure that either the job or task is selected, then click the **start** button to start the clock. Later, click on the same job and task again then click the **stop** button to stop the clock. The elapsed time will be calculated and entered for you.

The stopwatch is just a short-cut, so it doesn't dictate how your time is spent. You can still change the time worked on a job and task by changing the

hours—replacing the hours entered on the time card.

3 Click **remove** to delete an unsaved entry from the timecard.

4 Click **print timecard** to print a report showing today's time card, for quick reference.

5 To find the timecard for a specific day, enter the date into this field and click on the **find** button.

6 These links can be used

**Time is entered in numbers (e.g., 2.75 hours) and not in minutes (e.g., 35 minutes). Cost and billing rates are applied automatically when the time card is saved; they can't be seen or changed on the time card.**

to see your tasks and update information for a job task. The **show my tasks** link can be used to automatically copy in all job tasks that are due for the user. All the user needs to do is fill in the hours. The **show schedule** link lets you see (and maybe edit) the job task's due date, status specifications, and other details. Clicking the Finished checkbox removes the task from schedule and work to do reports. Any changes you make are saved immediately. The **show traffic** link lets you see (and maybe edit) the job's production status, billing status, milestones and traffic notes/next steps. The **show notes** button allows the user to add a lengthy description for the time entry.

7 Your name appears here for reference. You can only see and use your own time card. Your time card will open regardless of which computer you're using anywhere in the shop.

8 The **hours to go** box shows the number of hours needed to meet the user's planned hours for the day. **Planned hours** can be set in the Staff file for each day of the week.

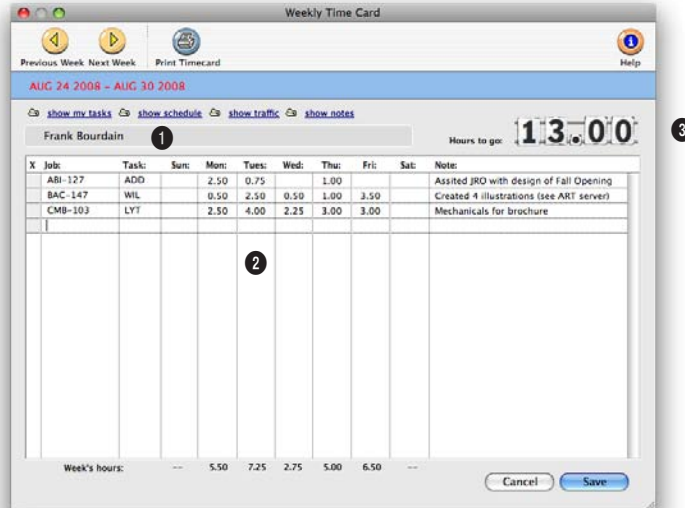
9 Many different **jobs** and **tasks** can be entered onto the day's time card. If you don't know a job number or a job task, leave the field blank, then press Tab to open the Lookup List.

10 Each time entry can be marked as **overtime**. Overtime

is billed at different (and usually higher) rates than regular time, using an overtime rate from the Staff file.

11 **Today's hours** shows how many hours are entered so far. An option can be set in your Staff record to force you to account for a minimum number of hours each day.

12 Click **cancel** to stop entering time. Clicking **Cancel** doesn't erase any time previously saved on the time card, just the hours you've entered now. Previously saved time entries are marked with an X. Click **save** to save the jobs, tasks, and hours you've just entered. The time will automatically post when it is saved.



**The weekly time card is a particularly handy way for administrative staffers to track their time quickly and easily.**

The weekly time card works similarly to the daily time card, but has fewer options for tracking billable time to jobs and tasks. It's designed to help staff members who routinely do the same work all week enter their time with little effort.

1 A **staff member** can use either the daily or weekly time

card (but not both) based on the access privilege set by the system manager. Anyone can use the weekly time card, but it's more useful to administrative employees who work on relatively few jobs.

2 Any **job** and **task** can be entered onto the weekly time card. All **hours** will be saved as

billable or unbillable depending on the job or task settings. Any **notes** entered applies to all entries for that job and task.

3 The staffer's remaining hours to go are calculated automatically as hours are entered onto the weekly time card.

# Time Sheets

The need to keep detailed, accurate records of how everyone in the shop spends their time is vital to staffing, billing, productivity, and profitability. Unlike other accounting systems, time keeping is a fundamental feature in Clients & Profits X. That's why there are so many ways to track time, whether it's billable or unbillable.

Time can be tracked either through daily time cards, weekly time cards or time sheets. There's no real difference between them; in fact, time entered on time cards becomes a time sheet when the time card is saved. But the time card has the advantage of being available to users all day, while they're working. The time sheet, in comparison, is designed for users who enter their time weekly, not daily, or in agencies that have one person input the time for all staff members.

Time added into a time sheet is posted as it is saved—so jobs, tasks, and cost reports are updated immediately. Unlike time cards, the time sheet has the option to show cost and billing rates. This option, which can be set for each user, lets a user adjust cost and billing rates. Time entries can be added, edited, and deleted as needed—any time, if the user has the necessary access privileges. There are no limits to how many time entries can be added. Any time entry can be made unbillable by unchecking the Billable checkbox; if so, the time's cost amount will appear on the job, but the billable amount will be zero.

Time reports can be printed daily, weekly, or for any period of time. Time reports can show time by staff member or for one job number. The time card reports analyze the week's time by department or team, for better accountability. Productivity reports, which are printed from Snapshots, show total hours by staffer, task, client, or job—and are excellent ways to analyze how people work.

As a time saver, Clients & Profits X can import Tab-delimited time entries exported from applications such as Microsoft Excel, Timeslip's LapTrack, FileMaker, and even custom programs created just for tracking hours. While importing time has its benefits, keep in mind that users aren't connected to the Clients & Profits X database so there is nothing to prevent users from entering incorrect information (i.e., wrong job number, wrong tasks, entering the same hours twice, etc.) nor will they see the over-budget alerts for time.

If you choose to import time, you need to use a program that saves hours into a generic "text" file. This text file, which has a special format and contains only the raw data and no column headings or calculations, is then copied into Clients & Profits X as unposted "imported" time entries. Each time entry is validated as it is imported and billing rates are automatically added. If any kind of error is found (such as an invalid job number, nonexistent task, wrong initials), the entry is marked as "bad" and won't be posted so that it can be edited or deleted. These imported time entries become regular Clients & Profits X time sheets once they are verified and posted.

## Time sheets, freelancers, and the General Ledger

In most shops, freelancers are treated like employees—their hours are added into time sheets. But what about the freelancer's invoice? The answer depends on the freelancer's time sheets: if you give the freelancer a billing rate, but no cost rate, then just his or her billable hours are posted to the job as an unbilled cost. Since the billable time is already on the job, the freelancer's invoice is added as a non-billable A/P invoice (it will only have a cost amount). The freelancer is added as both a staff member and a vendor, but with different numbers (ex: staff initials ABC vs. vendor number AC) to keep them separate on cost reports.

■ Time sheets don't affect the General Ledger. Clients & Profits X uses time sheets for productivity and job costing, but not payroll. Your financial statements show payroll costs from the checkbook or manual journal entries.

## Time sheets and billing rates

Clients & Profits X gives you a variety of ways to program rates on time sheets, especially billing rates. This means you have the flexibility to set rates by staff member, job task, or client. They are applied automatically, making your time accounting more accurate.

**Cost rates:** Cost rates are set by staff member. Each staffer has a standard cost rate plus an overtime cost rate. Cost rates don't vary by client, job, or task (since someone usually makes the same salary regardless of what they do). You can change the cost rate while adding a time sheet if you have the proper access privileges.

**Billing rates:** Billing rates are much more variable. To accommodate different clients, you can create special rates for staff members or clients. Or, job tasks can have special rates that guarantee the same billing rates regardless of who works on the task.

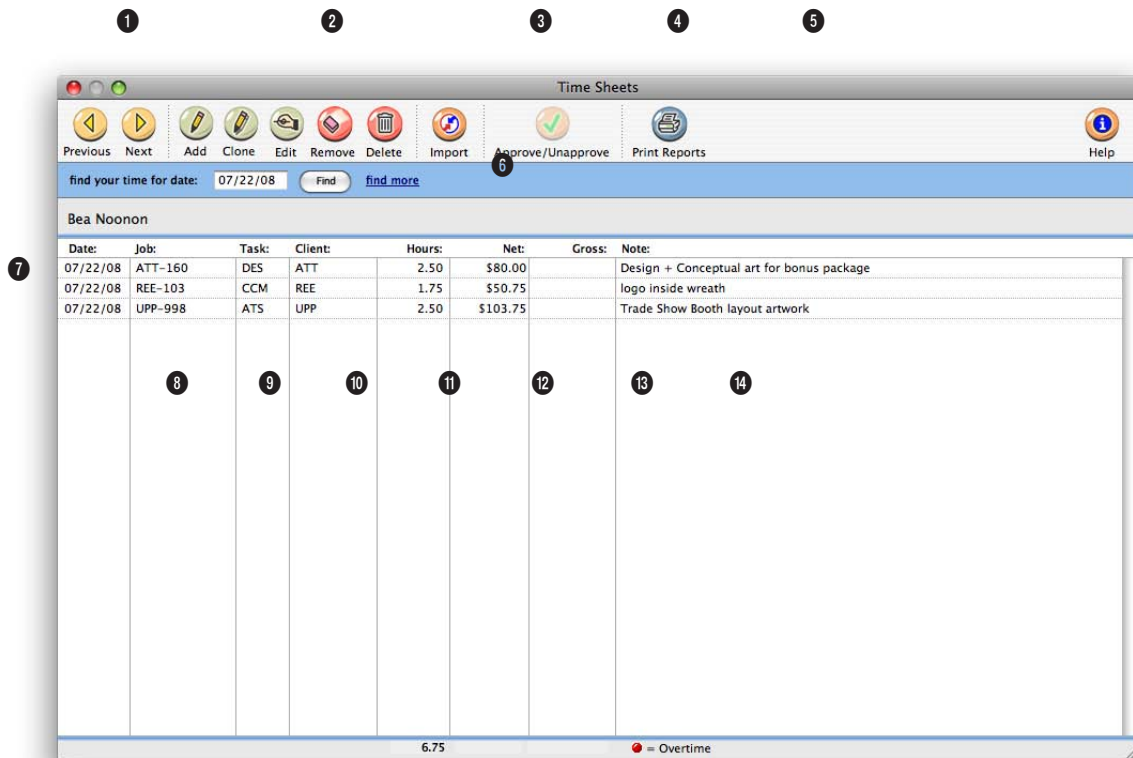
Jobs are assigned a billing rate based on the option always pull billing rate from task, staff or client. This option can be set up as a default in general Preferences, as well as by job type and even job task. This rate is then used on timesheets



## Time Sheet Features

Feature	How it works, how it's used
Users enter time for entire week	Unlike the daily time card, time sheets let users enter their hours for the entire week at the same time. Entering weekly time sheets is fast and easy, even for the most computer-phobic creative.
Batch time entry	Time sheets are designed for batch entry, which lets one person enter the time from many people. If users insist on keeping paper time slips, their hours can be entered weekly by an accounting clerk quickly and easily.
Import time	The integrated Import Time window imports specially-formatted text files from Excel, FileMaker, and any other custom time keeping program. These time entries are verified for accuracy during the importing process, and bad entries (i.e., entries with invalid clients, jobs, tasks, etc.) are flagged. Only accurate time entries are then posted to time sheets. Bad entries can be fixed then posted.
TimeCop	Each morning the C&P TimeCop checks every user's previous day's time card/time sheet, comparing their actual hours worked with their planned hours. Users who haven't logged enough hours are notified by e-mail to finish yesterday's time card (and so is their supervisor). The C&P TimeCop can be set to check a user's daily time card/time sheet when they quit Clients & Profits X, prompting them to finish entering their hours before the application can quit.
Budget warnings	Every user can have an automatic budget alert that warns them when they're spending too much time on any particular job task. Every user's budget setting can be customized, so different users can have different kinds of warnings (i.e., some more hostile than others, depending on the person).
Overtime	Any time entry can be marked as overtime. Special overtime rates can be set up for each user, which are applied to overtime entries. Overtime reports will show who's working the most overtime.
Time entry notes	Every time entry can contain a long description to explain the work performed. These notes appear on job cost and invoice detail reports. They can be invaluable for documenting your hours to clients.
Show/hide cost/bill rates	Users have special access privilege settings to time sheets, including the ability to see (or not see) and change their billing rates.
Customizable billing rates	If a user can see billing rates on time sheets, he or she can enter custom billing rates on particular time entries. This flexibility gives you precise control over how time is billed to clients.
Freelance time tracking	Time sheets for freelancers can be summarized on special time and productivity reports, helping you analyze the value of freelance time vs. staff time on each client.
Clone time sheets	Routine time sheets for administrative staff can be cloned into the current week. For people who's time keeping doesn't vary much, cloning saves the effort of rekeying the same hours every week.
Billing status	Every time entry tracks its billing status. Billable time tracks when it was billed, displaying the client's A/R invoice number, billed date, and billing amount. When the client eventually pays the invoice, the payment date is posted back to the time sheet.
Time, productivity reports	Time and productivity reports analyze staff time from many perspectives, for any day, week, month, or year. These reports provide invaluable insights into how people spend their time.

# The Time Sheet window



**The Time Sheets window shows both hours entered from weekly time sheets as well as from daily time cards.**

1 Use the arrow buttons to find the **previous** and **next** time entries for the selected staff member.

2 Time sheets can be easily added, cloned, edited, or deleted. Click the **add new time sheet** button to add a new time sheet for a staff member. Or click on the **clone time sheet** button to make an exact copy of an existing time sheet. Click the **edit** button to edit the selected time entry. If the time entry has already been billed, nothing can be changed.

However, if the time entry is unbilled, almost everything can be changed. If you change the job number and task, the time will be removed from the original job task and posted to the new one. Changing the hours or rates recalculates the net cost and gross amounts. (If you don't have access to rates, they'll be invisible.) You can change the entry's billing status (from unbilled to unbillable, for example) by simply typing over the existing status. Any unbilled time entry can be de-

leted by clicking on the **remove** button. Once a time entry has been billed it can't be deleted. When a time entry is deleted, the cost and gross amounts are deducted from the job task. To delete the entire time sheet, click the **delete time sheet** button. Any unbilled time entry on the time sheet will be deleted (if a time entry has been billed, it will be skipped). When a time sheet is deleted, the cost and gross amounts are deducted from the job task for each time entry. Remember, deleting a time sheet is perma-

**A time sheet is a collection of a day's time entries for one person. Each time entry is a separate record of a person's work containing the date, job number, task, the number of hours, cost and billing rates, and a short description.**

nent, although the time can be reentered again.

**3** Time entries can be imported from other applications such as Microsoft Excel, Filemaker, or custom programs by using the Import button.

**4** Time sheets can be approved on-line by a department manager, by clicking on the **approve** button.

**5** Click on the **print reports** button to print time sheet reports.

**6** To **find** your time sheet for a specific date, enter in the date here. To find time for a different staff member or by time entry number, click on the **find more** link.

**7** If at least one time entry has been approved on a time sheet, the approval box will appear in the Time Sheet window with the user's initials who approved the time entry and the date it was approved.

**8** The staff member's name appears here for reference.

**9** Each time entry on a time sheet has a **date** that shows when the work was performed. To see a time entry's complete details, double-click on a time entry.

**10** Every time entry, even unbillable staff time, has a **job number**. Time and productivity reports can analyze time by job using this number.

**11** Every time entry has a **job task**. When a time entry is saved, its cost and gross amounts (hours x cost and billing rates, respectively) are posted back to the job task's totals.

**12** The **client** number is copied from the job ticket when the time entry is added. Time reports can be printed by client.

**13** **Hours** are entered as numbers with two decimal places

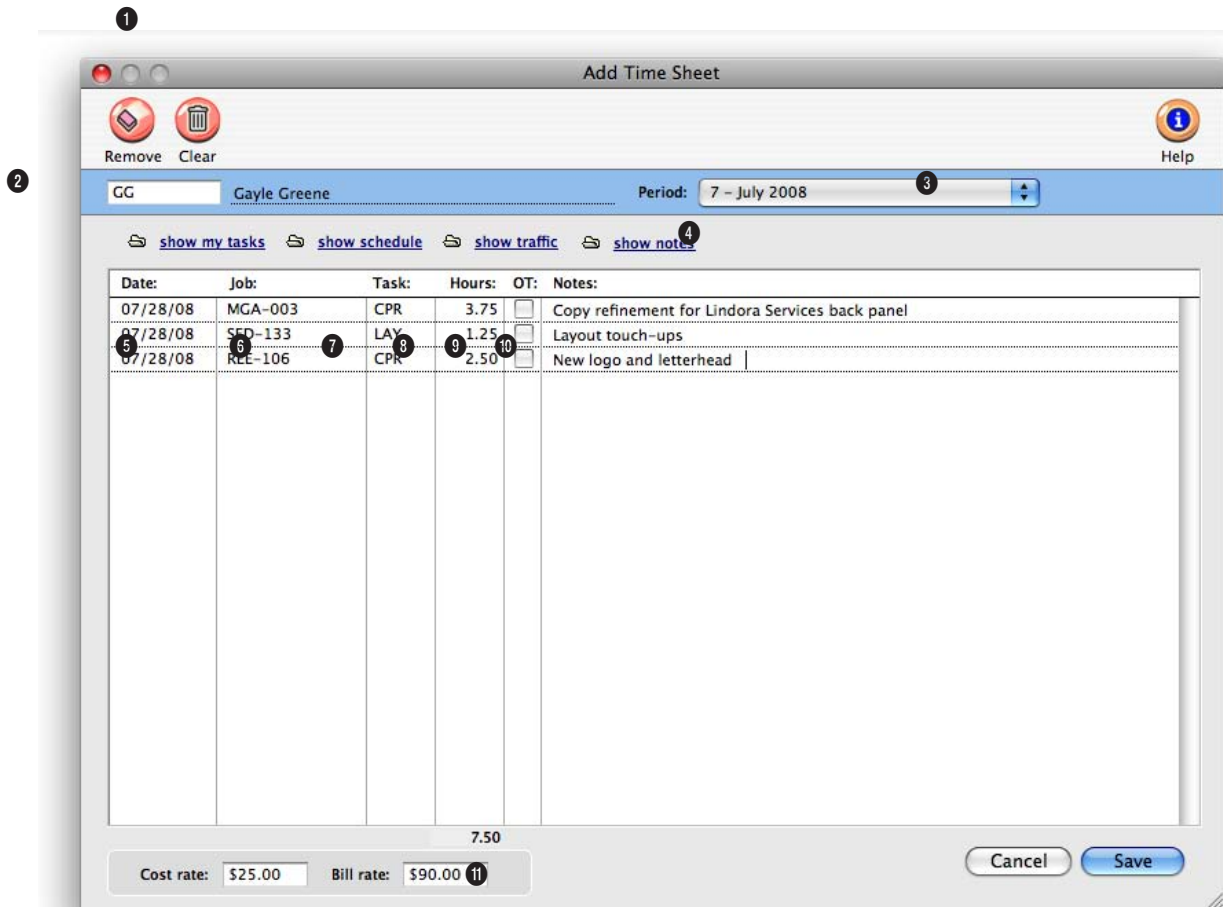
(e.g., 2.75 hours), letting you bill in as small as 5 minute increments. Overtime entries will appear with an "X" in the checkbox.

**14** **Net** is the cost amount of the time entry, based on its hours and cost rate. The net cost increases the job task's labor total. Clients don't see the net cost amount. Unbillable time has a net amount (since it is an actual cost), but no gross amount.

**15** **Gross** is the billable amount of the time entry, based on its hours and billing rate. The gross amount increases the job task's unbilled total. This is the amount the client will eventually be billed. Unbillable time has no gross amount.

**16** Each time entry can be a descriptive **note** to explain what work was performed for these hours. These notes appear on job cost reports, as well as the Invoice Detail report that the client can get with their invoice.

# Adding a Time Sheet



**The Add Time Sheets window is more flexible than the Time Card, since it lets you enter hours for an entire month at one time and for other staff members.**

1 Use the **remove** button to remove an entry from a time sheet. The **clear** button will clear all entries from the time sheet.

2 Enter the **initials** of the staff member who did the work. Your initials are automatically entered, but they can be changed if you are entering a time sheet for someone else.

3 Choose an **accounting period** for this time sheet from the pop-up menu. Time entries

don't affect the G/L, the period is important for the Overhead Allocation Worksheet and the job and client P&L reports.

4 These buttons can be used to see tasks for the staff member a time sheet is being added for. The **show my tasks** button can be used to automatically copy in all job tasks that are due for the user. All the user needs to do is fill in the hours. The **show schedule** button lets you see (and edit, if you have access privileges) the job task's

due date, status specifications, and other details. Clicking on the finished checkbox in the job's schedule removes the task from schedule and work to do reports. Any changes you make are saved immediately. The **show traffic** button lets you see (and maybe edit) the job's production status, billing status, milestones and traffic next steps/comments. The **show notes** button allows the user to add a lengthy description for the time entry.

**Helpful, thoughtful, or just nasty warning alerts can appear when a staffer is near or over the job task's estimated hours. Each user can have their own customizable message.**

**Note, that a user's alerts don't appear if you are entering time for another staff member.**

**5** Each time sheet entry has a **date**. It's important to use the time entry's actual work date, since all of the job costs, productivity, and profitability reports use it. An accurate work date makes your time sheets more like a daily time log, which makes it easier to be accountable to clients.

**6** Enter the **job number** here. If you're not sure about a job number, leave it blank and press Tab. The jobs lookup list opens, listing the open jobs. Double-clicking on a job copies it to the time sheet.

**7** If you have a standard **task** in your Staff record, it will be copied to the time sheet automatically. You can change the task by typing over the standard task.

**8** Enter the **hours** worked. Every time entry, including unbillable time, has some amount of hours. Enter the hours as numbers with up to two decimal places.

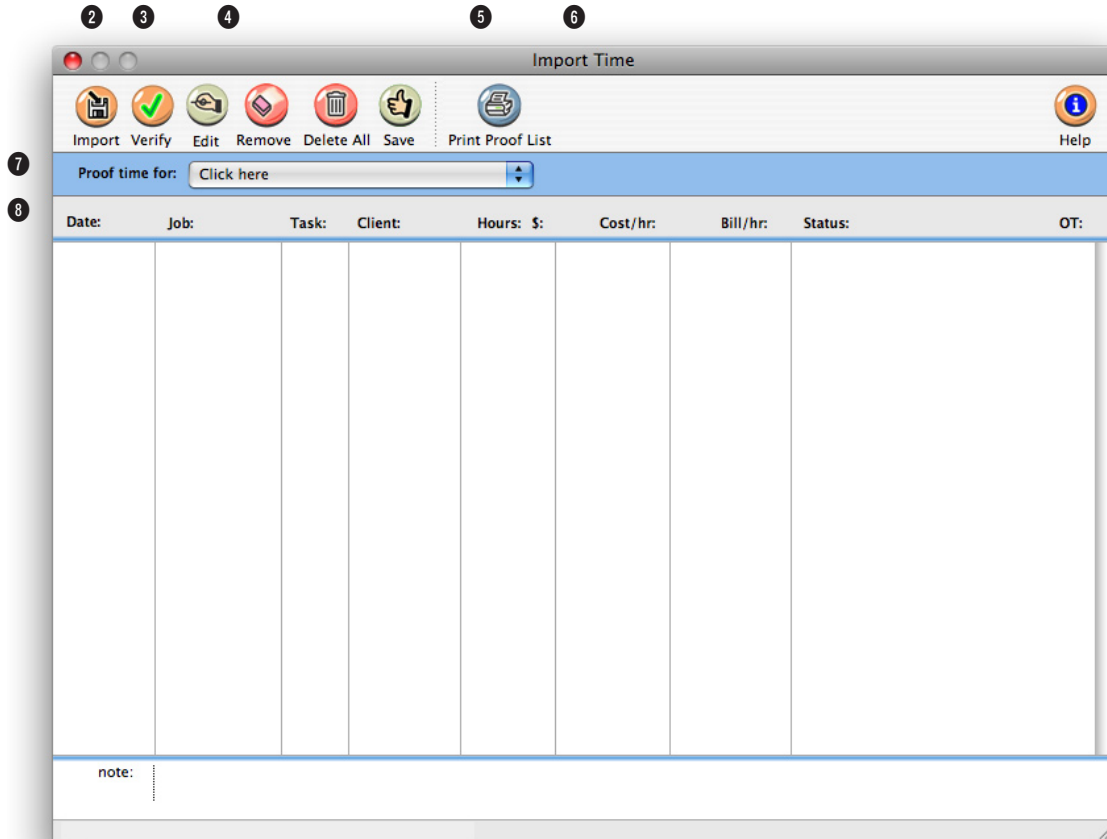
**9** Click the **OT** checkbox to make a time entry "overtime." Overtime entries can be billed at an overtime rate, which is defined for each user. Overtime entries can be analyzed separately on time and productivity reports.

**10** Enter a short **description** of the work done in the notes field.

**11** If you have access privileges to see rates, you'll see the entry's **cost rate** and **bill rate** here. These rates are used to calculate the time entry's net and gross amounts. To make an entry unbillable, enter the billing rate as zero. These amounts are calculated when the time sheet is saved.

# Import Time

1



**Clients & Profits X imports a standard “text” file to capture time sheet, or synchronizes with the Clients & Profits X Palm O/S-based time card.**

1 Use the arrow buttons to find the **previous** and **next** imported time entries.

2 Click the **import** button to begin importing time data from a standard “text” file, such as Microsoft Excel, Timeslip’s Lap Track, FileMaker, or your custom program. If you are synchronizing time entries from the Clients & Profits X Palm O/S-based time card, click the import button to begin synchronizing. Once the files have been imported, the entries can be proofed, edited,

then posted.

3 Click the **verify** button to verify the client, job, task, and rates on imported time entries.

4 Use the **edit** button to make any changes to time entries. The **remove** button will remove one time entry, while the **delete** all button will clear all imported time entries that haven’t been posted yet. The **save** button saves and posts all imported time entries. Bad time entries won’t be posted.

5 Click the **print proof list** button to print a list of imported time entries. Since saved imported time entries become regular Clients & Profits X time sheet once they are verified and posted, proofing before saving is a good idea.

6 Use the **setup sync** button to setup and edit the synchronization settings of your Palm O/S hand-held computer. You’ll need to edit the Setup Palm Sync - Time window periodically to update it with current jobs and tasks.

**If you change the job number and task, the time will be removed from the original job task and posted to the new one automatically.**

7 The name of the staffer you are importing time for appears here.

8 Every imported time entry lists the entry's **work date**, **job number**, **task**, **client**, **hours**, and a time entry **note**. The cost and billing rates are calculated automatically based on the same formulas as regular time sheets. Entries marked as "bad" contain invalid data (e.g., invalid job numbers, nonexistent tasks, or wrong user initials). Bad entries can be edited or deleted.

# Time Reports

Time reports summarize hours from time cards and time sheets, showing where and how the staff spent their time. They can be used to analyze time by job, client, staffer, or task. Time can be summarized for any range of dates (e.g., this week, last month, year-to-date, etc.) by work date or date posted, for one period or all periods, and for one staffer or all staff members. These options let you find the time for a specific person, for example, to check their total hours.

Time entries are selected by work date or date posted using the ...from pop-up menu. You can also print time for only one accounting period by using the period pop-up menu. This option lets you show only time added in July, for example, in addition to the work dates.

## Tips for printing time reports

■ By entering a range of dates, you can select all time added today, last week, or all month—whatever time period you need. There's no limit to which range of dates you can use.


■ The summary reports are different because time list reports show day-to-day time in detail, while the summary reports show totals only. So the time summary reports are much smaller (and probably easier to read) than the time list reports. But if you need the most detail, print time list reports instead.

■ You can print time reports to the window (for a quick on-screen preview), the printer (for a hard copy), or to disk (to create a text file that can be opened and edited in a spreadsheet).

■ To show the time entry notes, click on the show notes option. This option makes your time reports longer, but more descriptive.

## To print time reports

1 Choose Accounting > Time Sheets.

2 Click the  (i.e., Print Reports) button, or choose File > Print Time Reports.

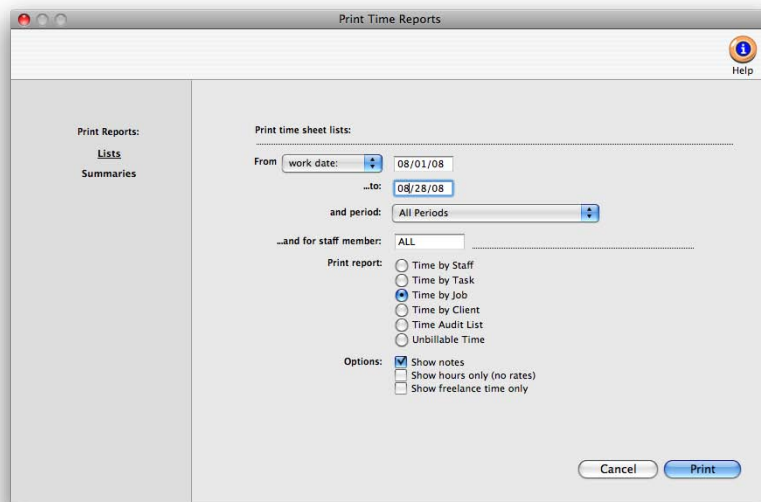
3 Select work date or date posted from the from pop-up menu, then enter a range of dates.

4 Select an accounting period, or choose All Periods to see time by date only.

5 Enter a staff member's initials or leave the selection as ALL to select time for all staffers.

To see time for one accounting period only, regardless of date, choose a period from the pop-up menu then enter a very large range of dates (e.g., 1/1/08 - 12/31/08).

6 Click on a report then select the report's options.



Time reports can be printed to the screen, the printer, to the computer's Clipboard, or exported to disk using the Print to pop-up menu. Any report export to disk can be opened and edited in a spreadsheet program like Microsoft Excel.

To show the time entry notes, click on the show notes option. To hide the rates on the time reports, click on the show hours only option. Use this option when printing time summaries for your staff members. They'll see the hours but not the rates or dollar amounts. If you don't have access to rates, this option will be checked automatically. Select to show freelance time only to have only the staff members marked as freelancers appear on the time report.

7 Click Print.



## Time Reports

Lists	
Time by Staff	The Time by Staff report lists all time entries in detail, for a select period of time, and subtotals the entries by staff.
Time by Task	The Time by Task report lists all time entries in detail, for a select period of time, and subtotals the entries by task.
Time by Job	The Time by Job report lists all time entries in detail, for a select period of time, and subtotals the entries by job.
Time by Client	The Time by Client report lists all time entries in detail, for a select period of time, and subtotals the entries by date, then by client.
Time Audit List	The Time Audit List shows all time entries in detail, for a select period of time, and subtotals the entries by date. This list shows which entries are marked as overtime.
Unbillable Time	The Unbillable Time report shows only those time entries marked as 'Unbillable'.
Summaries	
Staff Time by Client	The Staff Time by Client report shows the total hours each staff member worked and summarizes their time by client.
Staff Time by Job	The Staff Time by Job report shows the total hours each staff member worked and summarizes their time by job.
Staff Time by Task	The Staff Time by Task report shows the total hours each staff member worked and summarizes their time by task.
Client Time by Staff	The Client Time by Staff report summarizes the total hours worked by staff for each client.
Client Time by Task	The Client Time by Task report summarizes the total hours worked by task for each client.
Job Time by Staff	The Job Time by Staff report shows the total hours worked on each job and summarizes the time by staff.

# Checkbook

Clients & Profits X can write and print checks for vendor invoices, job costs, overhead expenses, and employee advances. Clients & Profits X keeps a complete, detailed check register for all of your bank accounts—and can help you easily reconcile the accounts each month. Checks are numbered automatically as they are written. Different checking accounts should have different numbering sequences, which you can easily set in the Chart of Accounts.

You can write checks any time. You can write one check at a time, or many checks at once. Checks are written individually for a vendor and unpaid invoices. Every check you write, including handwritten checks, should be added into Clients & Profits X. A check can be written as a vendor payment on account, a job cost, or an overhead expense. This means, for example, the same check can't combine payments to vendors and overhead. Checks can be written as direct disbursements for job costs, charging one or more jobs and tasks for prepaid costs like printing, postage, and delivery—including markups.

Writing a check to a vendor is easy: Open the Checkbook window, choose Write Check from the Edit menu, select Vendor Payment, enter the check's vendor, account, date, and amount, then save it. The vendor's unpaid invoices are listed, and the check amount is applied automatically to the oldest payable. You can decide for yourself which invoices to pay, as well as the payment amounts. Posting the check reduces the vendor's balance, pays off the unpaid invoices, and creates journal entries in the General Ledger.

The Auto-Pay Payables option makes writing checks for many vendors even easier. This command pays unpaid payables automatically, based on a date. Clients & Profits X finds the unpaid invoices, then automatically writes the check—one for each vendor. These checks are unposted, so they can be easily proofed and edited before posting.

Checks are printed using industry-standard, preprinted check stock. These checks, which are easily ordered from Deluxe Business Forums (see page 55), work best with Clients & Profits X. Checks can be printed individually, or in batches by check number.

The checkbook is seamlessly integrated with the General Ledger. There's no double-entry, so the information you enter on a check becomes part of the G/L. Whenever checks are posted, debit and credit journal entries are created automatically. Every check makes a credit entry (usually cash) and one or more debit entries (either A/P, job costs, or overhead expense). Default debit and credit accounts are entered for you automatically.

Posting a check updates job tickets, Accounts Payable invoices, the vendor account, and the General Ledger. When checks are added, they are unposted. Unposted checks can be changed, letting you edit job cost or overhead expense amounts before the accounts are updated. They also don't appear on job, cost, or financial reports.

## Checks and the General Ledger

■ The check's credit account is always a cash account. The cash account is copied from your G/L account preferences. Checks decrease your cash balance. You can change the check's credit account to withdraw funds from an alternate account, such as a money-market account.

■ Every line item on a check has a debit account (the "dGL"). One check may have dozens of line items, each of which creates a debit journal entry. For vendor payments, the line item's dGL is copied from the A/P invoice's credit account (usually A/P). Checks for job costs get the dGL first from the job task's debit account, then from your G/L preferences. Checks written for overhead expenses can be debited to any expense account.

■ Journal entries from checks are posted into the Cash Disbursements journal. The entry's reference number is a combination of the prefix CK# and the check number. The Cash Disbursements journal shows entries posted from the Checkbook.

■ Journal entries aren't created, and the G/L account balances aren't updated, until a check is posted.

## Handwritten checks

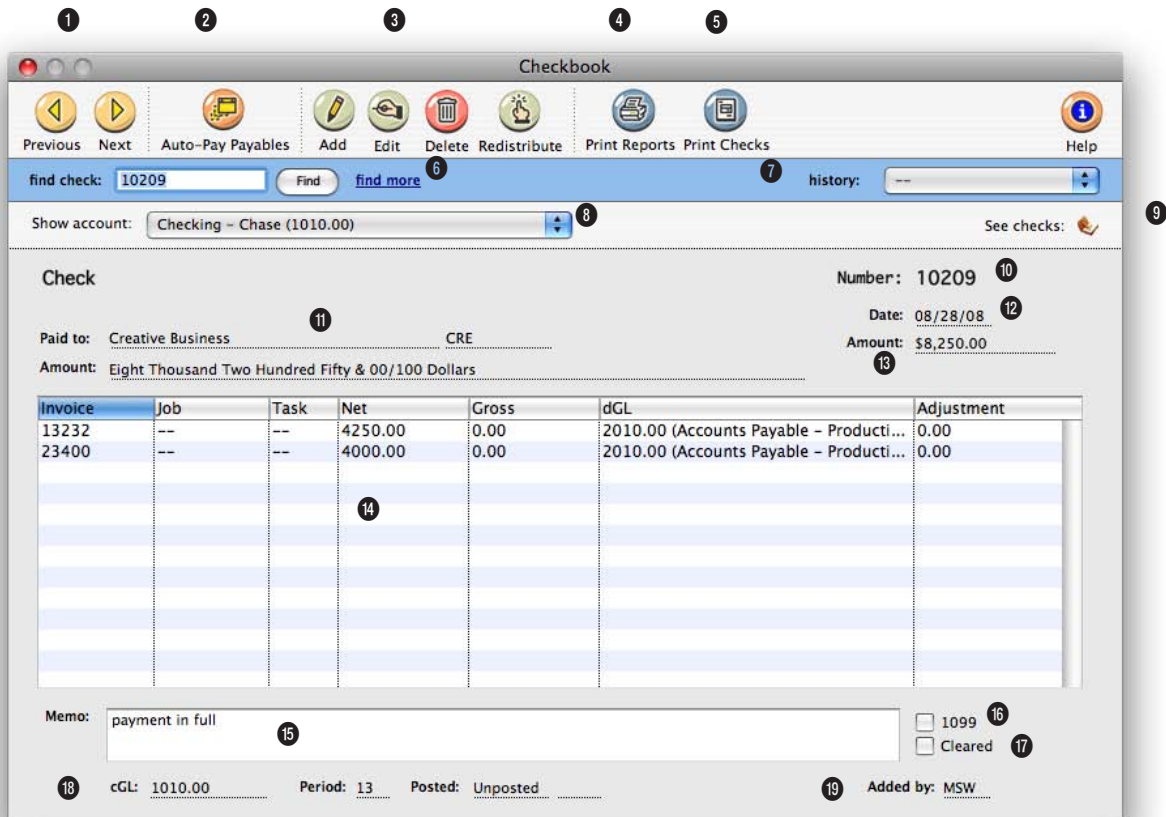
■ Handwritten checks aren't different from other checks, except that they aren't printed. They are entered exactly the same way, but usually from the handwritten check's stub. You'll still want to enter the job cost or overhead expense information (job, task, debit account, etc.). But check the Handwritten check option before the check is saved. This option prevents a handwritten check (or any check, for that matter) from being printed. When you select checks for printing, checks with this option chosen will be skipped.

■ You can enter checks out of order, so be careful to enter the right check number when adding handwritten checks. The check number in Clients & Profits X should match the preprinted check number on the handwritten check stub.

## Checkbook Features

Feature	How it works, how it's used
Auto-pay payables	The Auto-Pay Payables window automatically cuts checks for unpaid payables. Unpaid invoices can be selected by vendor, A/P account (such as Media Payables), and up through a scheduled pay date.
Vendor checks	Checks can be written for vendor payments, which are distributed automatically to a vendor's unpaid invoices. You've got complete control over which invoices are marked for payment by each check. The invoices paid for a check appear on the check stub.
Job cost checks	Checks can be written directly for job costs when there is no Accounts Payable invoice, such as postage. These checks can be distributed to dozens of different jobs and task, and include markups.
Overhead expense checks	Checks can be written for overhead expenses, like rent. One overhead check can be expensed to dozens of different debit accounts, for flexible cost accounting.
Employee expense advances	Checks can be written for employee expense advances. Advance checks update a special G/L account so that employee receivables appear on the financial statements. Expense advance checks are reconciled through the special Employee Expense Reports window in Expenses. When a employee enters their expense report, they are either prompted for a personal check (if they owe the company money) or a check is cut to them (if they spent more than their expense advance) automatically.
Handwritten checks	Any check can be marked as "handwritten" when added, which prevents it from being printed during the next check printing run.
Multiple checking accounts	Checks can be written for dozens of different checking accounts. Each account is set up as a separate G/L number. Checks are numbered separately for each checking account.
Bank reconciliation	Each bank account can be reconciled on-line. The Bank Reconciliation window lists the account's checks, deposits, etc. Clicking on an entry clears it, removing it from next month's reconciliation.
Adjustments, discounts	When a vendor payment is distributed to invoices, adjustments and discounts can be taken without making separate entries. When the check is posted, special JEs will be created for the adjustments.
Check tools	These useful tools let you renumber a batch of misprinted checks, void one or more checks, and add vendor credits.
Year-end 1099s	Year-end 1099 reports and forms are printed using vendor information entered onto the year's checks, including the vendor's tax ID.
Vendor diary	The diary records the when, where, and who was involved for major events and meetings. Because the diary is easily accessed, details of conversations and events are preserved. The record can also be e-mailed for streamlined communication.

# The Checkbook Window



**Clients & Profits X keeps a complete, detailed check register for all of your bank accounts—and can help you easily reconcile the accounts each month.**

1 Use the arrow buttons to find the previous and next checks.

2 The auto-pay button can be used to automatically cut checks for unpaid payables selected by vendor and A/P account for through a selected pay date.

3 Checks can be easily added, edited, deleted, and redistributed in the Checkbook window. Click the add button to write a vendor check. To add a different type of check, use Edit

> Write Check. Checks can be edited by clicking on the edit button. To keep the check from becoming unbalanced, only the check date, memo, payee address, and 1099 information can be edited. To change the payee, amounts, jobs and tasks, paid invoices, or G/L numbers you'll need to delete the check then reenter it. To delete a check click on the delete button. Unposted checks will be deleted from the system. If it was the last-added check, its number will be reused. If the

check has already been posted, clicking the Delete button will instead void the check. Voiding a check leaves the original check intact, but changes the amount to "\*\*\*\*VOID\*\*\*\*" and makes reversing G/L entries. If the check's distribution is wrong, click on the redistribute button.

4 Click on the print reports button to print checkbook reports. To print checks, click on the print checks button.

**Checks are numbered automatically as they are written. Different checking accounts should have different numbering sequences, which you can easily set in the Chart of Accounts.**

5 These toolbar buttons can be used to print cash disbursement reports and checks.

6 To **find** a specific check, enter the check number here. Use the **find more** link to find one or more checks by sequence, check number, vendor, payee, or date.

7 Click on **history** to jump to a previously viewed check.

8 Your checking accounts are listed here. Any asset account from your Chart of Accounts can be marked as a checking account. Choosing an account from this pop-up menu displays its last-written check.

9 Click on the see checks button to display a list of recently added checks for this checking account (see below right). Clicking on a check in the list will display its details.

10 Checks are numbered automatically as they are added. Each checking account has its own numbering series.

11 The check's **paid to** (i.e., payee) name is copied from the vendor account, and is usually the vendor name. It indicates to whom the check was written. Check reports can be printed by payee as an option.

12 The **date** shows the date the check was added. It appears on the printed check. Reports select checks by date.

13 The **amount** is the check's total amount.

14 Checks have line items that contain the job cost, overhead expense, or A/P invoice information. A check's distribution can be changed until the check is posted. Double-clicking on a line item shows the distribution item's details.

15 The **memo** is a short description of the check. It appears on the printed check, checkbook reports, and on journal entries.

16 Checks that are marked as 1099 payments appear on the year-end 1099 report.

17 Checks that are marked as **cleared** have already been reconciled in the bank reconciliation.

18 The **cGL** is the check's credit G/L account. Checks can be written from many different bank accounts simultaneously. Each checking account has its

own check numbering series. A check can be written for any open accounting **period**. The period determines which month is updated when the check is posted. The **posted** date is when the check updated A/P and the General Ledger. The posted date can be different from the check date. Check reports can be printed by posted date or check date.

19 The initials of the person who wrote the check appears here for reference.

Number	Payee
10188	Mindy S. Williams
10189	Accorn Computer
10190	City Communications Co
10191	Cox Cablevision 4
10192	Creative Business
10193	Fox Art
10194	Ruth Theodore-Schreiner
10195	Ruth Theodore-Schreiner
10196	Accorn Computer
10197	Mel's Diner
10198	Mel's Diner
10199	Mel's Diner
10200	Mel's Diner
10201	Mel's Diner
10202	Mel's Diner
10203	Mel's Diner
10204	System Manager
10205	Anderson Lithograph
10206	Mindy S. Williams
10207	Mel's Diner
10209	Creative Business

The checking account's recently activity can displays by clicking on the see checks button.

# Vendor Checks

A vendor check pays off unpaid invoices from Accounts Payable. Oldest invoices are paid off first, using the auto-allocate option, but can be changed. So you can decide which invoices should be paid with a check—and which ones shouldn't. Vendor payments credit the cash account and debit the A/P liability account.

**Vendor checks can be written to one vendor only. Tabbing past the vendor code automatically copies in the vendor address and account balance to the check.**

1 Enter the cG/L number for the bank account from which the check is written here. Each bank account has its own check numbering sequence, so the check is numbered automatically.

2 The bank account's current account balance shows here for reference. The balance does not include unposted checks or deposits.

3 Checks are numbered automatically in sequence

as they are added. The next check number, which you can set, is copied from the Chart of Accounts.

4 Handwritten checks aren't printed during check runs.

5 The date shows when the check was added. It appears on the printed check. Reports select checks by date added or date posted.

6 A check can be written for any open accounting period.

The period determines which month is updated when the check is posted.

7 Checks can be written to vendors for unpaid payables by entering a vendor number. Paid to lists the name of the company the check is written to, and is usually the vendor's name.

8 The check's amount will be applied to the vendor's unpaid payables. The written amount is calculated automatically as you tab past the dollar amount.

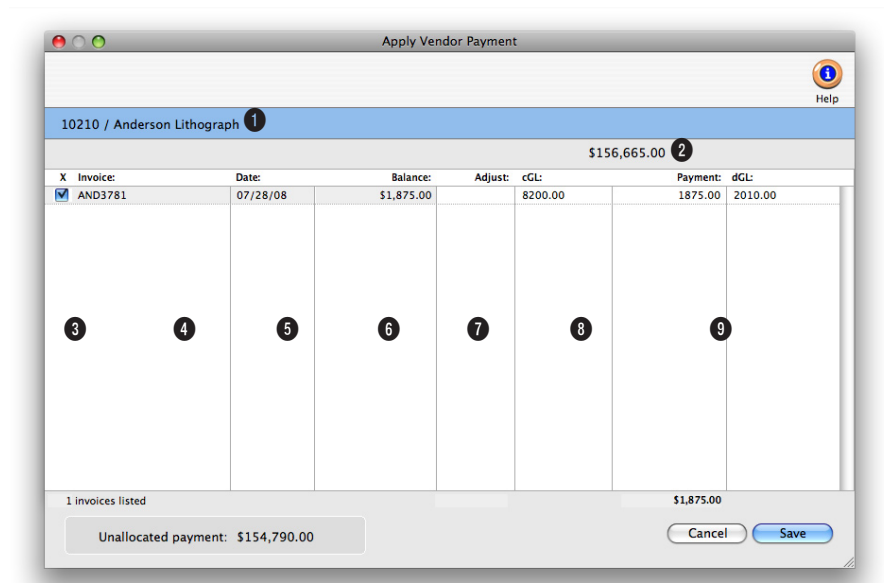
**Discounts or other adjustments can be included with each payment, making it easy to track early-payment discounts offered by vendors. Adjustments and discounts debit your A/P account and credit your earned discounts account.**

9 The auto-allocate option selects and pays unpaid invoices automatically. The vendor's oldest invoices are paid first. When the check is saved, you'll have an opportunity to fine-tune the check's payments. To apply payment to selected invoices, uncheck the auto-allocate box. After saving, the Apply Vendor Payment window opens.

10 The check's memo is a short description that appears on the printed check, check-book reports, and on journal entries.

11 The check's address is copied from the vendor account, but can be customized. Changing the check's address doesn't affect the vendor file. The year-end 1099 report uses this address on its printed forms.

12 The option to include on year-end 1099 report flags this check as a vendor payment for tax reporting purposes. The 1099 setting is copied from the vendor automatically.



**Vendor payments can be added for multiple vendor invoices and adjusted as added.**

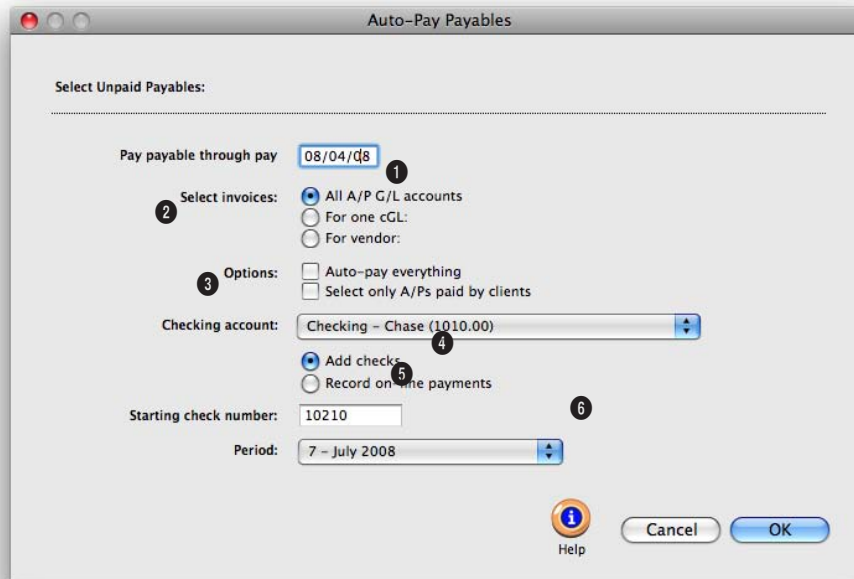
- 1 The check number and vendor name appear here for reference.
- 2 The check amount appears here.
- 3 Invoices with balances due are listed here. To pay an invoice (all or part), click on the checkbox.
- 4 The invoice date appears here. Invoices are automatically listed oldest to newest.

- 5 The unpaid invoice balance appears here.
- 6 Add any invoice adjustment amount here. When an adjustment is entered, Clients & Profits X automatically recalculates the payment amount to equal the invoice balance less the adjustment.
- 7 The general ledger account that will be credited is copied from the vendor account infor-

- mation. It can be changed if needed.
- 8 Enter the amount of the invoice to pay. The invoice does not need to be paid in full, but the total payments need to equal the amount the check is written for.
- 9 The general ledger account that will be debited appears here and can be changed if needed.

# Auto-Pay Payables

The Auto-Pay Payables function automatically writes checks for unpaid vendor invoices. Invoices are selected by pay date, which is entered in Accounts Payable when invoices are added. Clients & Profits X then searches for every unpaid invoice through this pay date, groups them by vendor, then writes one check for each vendor. There's no difference between an automatically-written check and one you've added yourself. The checks aren't posted, so they can be proofed and edited (or even deleted) before posting.



## The Auto-pay function writes checks for selected payables, paying off the invoices automatically.

1 The pay through date lets you select payables you plan to pay up to a specified pay date. The pay date is scheduled when the vendor invoice was added, usually based on the vendor's payment terms.

2 Invoices can be selected in three different ways. The **all A/P G/L accounts** option will select all invoices through the pay date selected. The **for one G/L** option lets you auto-pay only overhead expense payables, for example, instead of all payables, by entering the overhead

payables G/L number. The **for one vendor** option allows you to quickly write checks for a specific vendor only.

3 There are two other auto-pay options available. The **auto-pay everything** option selects all invoices for payment, creates check line items for each invoice's balance due; if unchecked, you'll be prompted to select which invoices should be paid. The **select only A/P's paid by clients** option allows you to just select invoices that

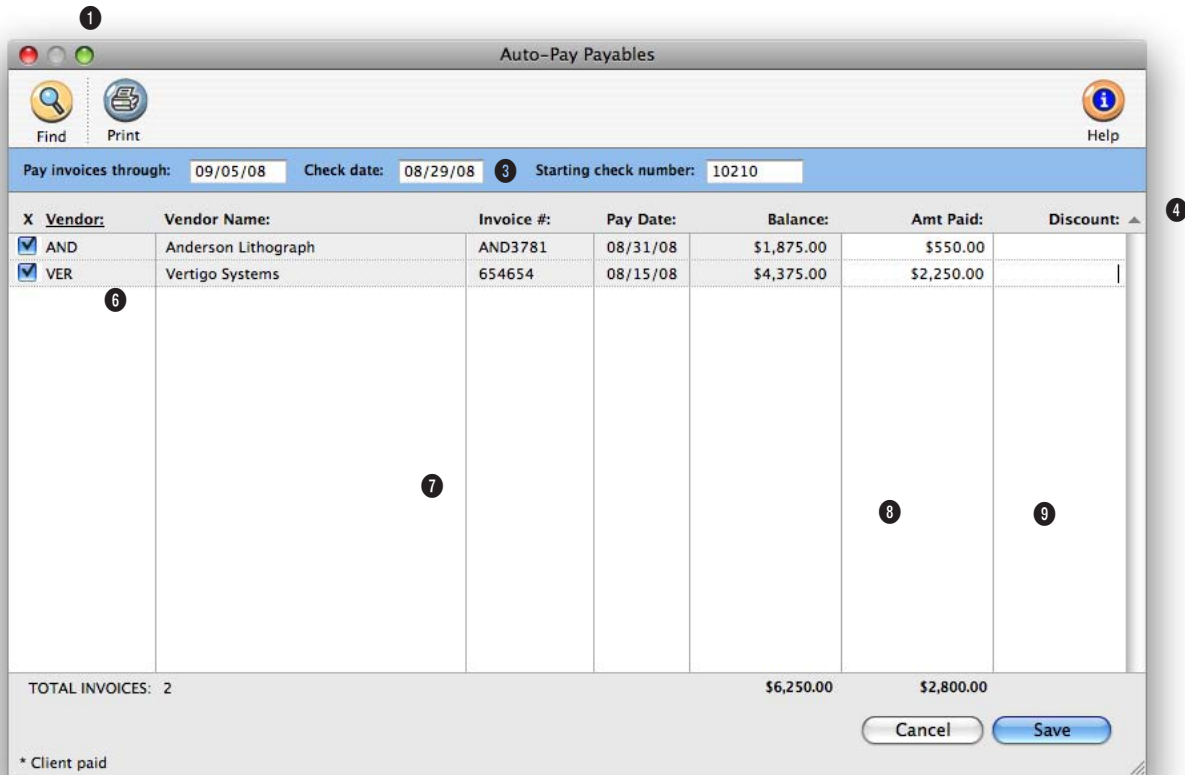
have been billed to a client and the client's payment has been received.

4 The checking account number is entered in automatically from preferences, but can be changed.

5 The next starting check number is entered in automatically, but it can be changed.

6 Checks can be written for any open accounting period. The period determines which month is updated when the check is posted.





**The Auto-Pay Payables report can be printed out to show the invoices you have selected for payment.**

1 Click the **print** button to print a hard-copy printout of the Auto-Pay Payables window. Click the **find** button to choose a different set of invoices.

2 Unpaid invoices are selected for payment using the **pay invoices through** pay date. Any invoices without pay dates will be also be included.

3 Today's date is automatically used as the **check date**, but it can be changed.

4 You can change the sort order of the unpaid invoices by clicking on a column heading.

5 Unpaid invoices are grouped by **vendor**, then sorted by pay date. You can change the order of the invoices by clicking on the column headings.

6 Click on the invoice's check-box to select it for payment.

7 Each invoice is listed with their vendor code, vendor name, invoice number, pay date, and

balance due.

8 The **amount paid** is copied from the invoice's balance, but can be changed.

9 An early-payment **discount** can be taken on each invoice by entering the discount amount.

# Job Cost Checks

Writing checks for job costs is similar to writing checks to vendors, but checks for job costs don't pay outstanding A/P invoices. Otherwise, everything you'll enter about a check is the same for all checks. A check can be written to anyone; they don't have to be vendors, either. One check can be split over dozens of jobs and tasks. Any line item on a check can include a markup and a gross amount—which will be billed to clients. These checks appear on job cost reports.

The screenshot shows the 'Write Job Cost Check' window with the following fields and values:

- cGL: 1010.00
- Checking - Chase
- Account balance: \$219,214.54
- Number: 10210
- Hand-written check (don't print) [checkbox]
- Date: 07/28/08
- Period: 7 - July 2008
- Vendor: AND
- Paid to: Anderson Lithograph
- Amount: \$550.00
- Payment address: 111 Four Seasons Lane, Leucadia, CA 92000
- Memo: account #2323499
- Include on year-end 1099 report [checkbox]
- Tax ID: 23-23444

Job:	Task:	Cost:	MU%:	Gross:	dGL:
NEC-178	PRD Mechanical Art Assembly	\$550.00	22.00	\$671.00	502000.00
		\$550.00		\$671.00	

Payment to go: [field]

Buttons: Help, Cancel, Save

**The job and task are essential for accurate cost accounting. Tabbing past the job number verifies that the job number exists.**

1 Enter the cG/L number for the bank account from which the check is written here. Each bank account has its own check numbering sequence, so the check is numbered automatically.

2 The bank account's current account balance shows here for reference. The balance does not include unposted checks or deposits.

3 Checks are numbered automatically in sequence as they are added. The next

check number, which you can set, is copied from the Chart of Accounts.

4 Handwritten checks aren't printed during check runs.

5 The date shows when the check was added. It appears on the printed check. Reports select checks by date added or date posted.

6 A check can be written for any open accounting period. The period determines which month is updated when the

check is posted.

7 Job Cost checks can be written to any payee. If the check is for a vendor, entering the vendor number will copy in the vendor name and address.

8 The check's amount will be applied to the vendor's unpaid payables. The written amount is calculated automatically as you tab past the dollar amount.

9 The check's memo is a short description that appears on the printed check, checkbook

**Writing checks for job costs saves you the step of entering the vendor's invoice into Account Payable. If you pay job costs directly with checks, no invoice is necessary—just make sure no one adds the invoice by mistake.**

reports, and on journal entries.

**10** The check's **address** is copied from the vendor account, but can be customized. Changing the check's address doesn't affect the vendor file. The year-end 1099 report uses this address on its printed forms.

**11** The option to **include on year-end 1099 report** flags this check as a vendor payment for tax reporting purposes. The 1099 setting is copied from the vendor automatically.

**12** Each job cost will be entered individually here for this invoice. A job cost check can be distributed among dozens of different jobs, tasks, and job cost G/L accounts.

**13** The **job** and **task** are essential for accurate cost accounting. Tabbing past the job number verifies that the job number exists; if it isn't correct, the job Lookup List opens listing open jobs. Information

from the job task, such as the markup and billable status, will be copied automatically to the job cost line item.

If you are mixing overhead expenses and job costs, enter in "NONE" for the job number.

**14** The task determines which line on the job ticket will be charges for this cost. If you don't know the task, leave the field blank then press Tab to open the job's task lookup list.

**15** This is the **net cost** amount the agency will pay. It is what this work cost the shop, before markups, fees, or commissions.

**16** Enter the **markup** as a number (i.e., 17.65, not .1765). You can use any markup percentage. The gross amount is calculated automatically as the net times the markup percentage.

**17** Enter the gross (i.e., billable) amount. The **gross amount** will be automatically

calculated for you, but it can be changed. To make the line item unbillable, enter the gross amount as zero. The invoice's cost amount will update the job task, but it will not have an amount to bill the client. Also, if the job task is unbillable, the billable amount will be zero—and can't be changed.

**18** The debit G/L (i.e., **dGL**) is a job cost or expense account. It is copied from the job task, but can be changed.

**19** The **payment to go** field shows the remaining check amount that needs to be distributed in order to save the check. A check can be saved only when the total check amount matches the total net cost of the check line amounts.

# Add Online Payment

The online payments feature in Clients & Profits X lets you track payments made to electronically through your bank, instead of writing checks to vendors. Clients & Profits X does not make electronic payments directly. Instead, you'll make the electronic payments from your bank's online banking or bill-pay service then record the payments in Clients & Profits X. Online payments are added into Clients & Profits X through the checkbook, just like a conventional printed check.

The screenshot shows the 'Record Online Payment' window with the following fields and callouts:

- 1: cGL: 1000.00
- 2: Online Pmt #: 230500
- 3: Date: 09/26/08
- 4: Period: 9 - September 2008
- 5: Confirmation #: 10000532158
- 6: Vendor: ASDS
- 7: Paid to: ASDS
- 8: Amount: \$22,250.00
- 9: Auto-allocate checkbox (checked)
- 10: Memo: payment on account
- 11: Include on year-end 1099 report checkbox (unchecked)
- 12: cGL column in the invoice table
- 13: Payment column in the invoice table
- 14: dGL column in the invoice table
- 15: Unallocated payment: \$7,250.00

X	Invoice:	Date:	Balance:	Adjust:	cGL:	Payment:	dGL:
<input checked="" type="checkbox"/>	ASDS01/28/03	01/27/06	\$3,750.00		8200.00	\$3,750.00	2010.00
<input checked="" type="checkbox"/>	ASDS02/28/03	02/27/06	\$3,750.00		8200.00	\$3,750.00	2010.00
<input checked="" type="checkbox"/>	ASDS03/28/03	03/28/06	\$3,750.00		8200.00	\$3,750.00	2010.00
<input checked="" type="checkbox"/>	ASDS0501	04/28/06	\$3,750.00		8200.00	\$3,750.00	2010.00
<input type="checkbox"/>	ASDS07212003	07/21/06	\$3,750.00		8200.00		2010.00
<input type="checkbox"/>	0800	08/01/06	\$3,500.00		8200.00		2010.00

**Online payments affect the general ledger exactly like conventional printed checks, crediting a cash account and debiting a payables account.**

1 Enter the checking account's **G/L number** here. The G/L account number determines from which bank account this online payment was made.

2 Enter the **online payment number**. Online payments are numbered automatically based on the cash account's G/L number. You can change the number by typing in a new number over the old. Changing the online payment's number doesn't affect the next payment's number -- it will be the

next online payment number in sequence.

3 Enter the **check date** here. This is the date the online payment was added. It does not affect posting or the General Ledger (unlike the period).

4 The **accounting period** determines how this check will affect your financial statements. The current period is copied from Preferences > Accounting Periods, but can be changed. An online payment can be posted

into any unlocked accounting period.

5 If the bank gave you a **confirmation** (or transaction) number for this online payment, enter it here for reference. A confirmation number isn't required.

6 The **vendor number** associates this check with a vendor account. A check can only be written to one vendor. Tabbing past the vendor number copies the address and account balance to the check. The check's address

**Each checking account has a separate numbering sequence for printed checks and online payments. You can record online payments into C&P X as soon as you make them, or record them later from your bank statement.**

(which appears on the printed check) can be changed without affecting the vendor account. The vendor's account balance is copied into the check amount; Clients & Profits makes an assumption that you're paying off the vendor's balance in full, as a shortcut. The vendor name is copied into the paid to (i.e., payee) name, but can be changed.

**7** The **paid to** name appears on the printed check, so it can be edited to include an account number, mail stop, or some other kind of information.

**8** Enter the **amount** you electronically paid to the vendor, less any discounts or adjustments. that will be distributed to the vendor's unpaid invoices. Tabbing past the check amount displays the written amount, which can't be edited. You can write a check for more than the vendor's balance; if so, one of the vendor's invoices will be overpaid. When the online payment is posted, the vendor will

have a credit balance. Later, this credit balance can be applied to upcoming invoices.

**9** The **auto-allocate** option will automatically pay off the vendor's oldest invoices first. Using this option saves time when paying off many invoices for vendors like Federal Express, who send many invoices during the month. Even with the auto-allocate option, you can still change which invoices are paid with this online payment.

**10** The **memo** describes the payment's purpose (e.g., payment on account, credit, etc.) on cash reports and G/L reports. A default memo can be set up on the vendor account. The memo is user-defined, and can be changed later.

**11** This checkbox controls if this check will be included in the total amount printed on the 1099 for this vendor. It will be checked by default if this vendor is set to include checks and online payments on the

1099 (Setup > Vendors, then select this option setting in the Account Info window).

**12** Click on an invoice to select it for payment.

**13** If your vendor offers discounts for early payments, you can enter them when applying the payment amount. Discounts decrease the invoice's balance due, just like a payment amount. The debit to A/P in the General Ledger will be the amount of your discount plus the amount of the check. You can enter discounts on any invoice, without limitations. The credit goes to the early-payment discount account.

**14** The dGL is the invoice's Accounts Payable (i.e., its cGL), and is copied from the invoice itself -- not your G/L preferences.

**15** The unallocated payment amount is the total that has yet to be paid to balance the amount you're paying the vendor.

# Overhead Expense Checks

Overhead checks are written for expenses for which there are no vendors, such as onetime suppliers like delivery services. Otherwise, everything you'll enter about an overhead expense check is the same—account number, check number, date, amount, accounting period, and a memo that describes the purchase.

dGL:	Office Expenses	Cost:	Description:
6850.00		\$320.00	Wireless charges

**Writing checks for overhead expenses is similar to writing checks for job costs. An overhead expense check can be distributed to many different expense G/L accounts.**

1 Enter the cG/L—the credit G/L number—for the bank account from which the check is written.

2 The bank account's current account balance shows here for reference. The balance does not include unposted checks or deposits.

3 Each bank account has its own check numbering sequence, so the check is numbered in sequence automatically. The next check number,

which you can set, is copied from the Chart of Accounts.

4 **Handwritten** checks aren't printed during check runs.

5 The **date** shows when the check was added. It appears on the printed check. Reports select checks by date added or date posted.

6 A check can be written for any open accounting **period**. The period determines which month is updated when the

check is posted.

7 Overhead expense checks can be written to any payee. If the check is for a **vendor**, entering the vendor number will copy in the vendor name and address.

8 The check's **amount** will be applied to the vendor's unpaid payables. The written amount is calculated automatically as you tab past the dollar amount.

9 If the check only needs to

**The only difference is overhead checks are written for expenses for which there are no vendors, such as onetime suppliers like delivery services. The distribution total must equal the check amount in order to be saved.**

be distributed to one debit G/L account, enter it into the **dGL** field here.

**9** The check's **memo** is a short description that appears on the printed check, checkbook reports, and on journal entries.

**10** The check's **address** is copied from the vendor account, but can be customized. Changing the check's address doesn't affect the vendor file. The year-end 1099 report uses this address on its printed forms.

**11** The option to **include on year-end 1099 report** flags this check as a vendor payment for tax reporting purposes. The 1099 setting is copied from the vendor automatically.

**12** The amounts on overhead expense checks can be split between any number of different expense debit G/L accounts.

**13** The **dGL** is the expense ac-

count that will be debited when this check is posted. If you're not sure about a G/L account number, leave the field empty then press Tab. The Chart of Accounts lookup list opens, listing your G/L accounts. When you find the right account, double-click on it to copy it to this expense item.

**14** This is the amount of the expense charged to the line item's dGL.

**15** Use the expense's optional description to document what was being purchased. This description is added to the check's debit JEs when it is posted.

**16** The **payment to go** field shows the remaining check amount that needs to be distributed in order to save the check. A check can be saved only when the total check amount matches the total net cost of the check line amounts.

# Employee Advance Checks

Clients & Profits X automates the entire process of employee expense reporting. There are two parts to employee expense accounting: (1) writing the expense advance check, then (2) adding the employee's expense report. The expense advances are added in the Checkbook, while the expense reports are added in Expense Reports.

**Before writing employee expense advances, you must create a G/L account to track employee receivables. This account number, which is an asset, also needs to be entered into your accounting preferences.**

1 Enter the cG/L number for the bank account from which the employee expense advance check is written here. Each bank account has its own check numbering sequence, so the check is numbered automatically.

2 The bank account's current account balance shows here for reference. The balance does not include unposted checks or deposits.

3 Checks are numbered automatically in sequence as they are added. The next check number, which you can set, is copied from the Chart of Accounts.

4 Handwritten checks aren't printed during check runs.

5 The date shows when the check was added. It appears on the printed check. Reports

select checks by date added or date posted.

6 A check can be written for any open accounting period. The period determines which month is updated when the check is posted.

7 Employee expense advances are written for active staff members only. Tabbing past the staff member's initials will



**Before writing employee expense advances, you must create a G/L account to track employee receivables. This account number, which is an asset, also need to be entered into your accounting preferences.**

automatically copy in their name and address from the staff file.

**8** The **amount** of the advance is the amount that will need to be reconciled with an employee expense report in Accounting > Expenses.

**9** The **dGL** account should be the employee receivables G/L account.

**10** The **memo** is a short description of what the advance is for. It appears on the printed check, checkbook reports, and on journal entries.

**11** The check's **address** is copied from the staff file, but can be customized. Changing the check's address doesn't affect the staff file.

# Printing Checks

Checks can be printed to any laser, inkjet, or dot matrix printer. Printing checks on laser printers is faster, cleaner, and less troublesome. Laser printers are very easy to load with check forms, and rarely jam like dot-matrix printers. (There are no form-feeds to remove from laser checks, too.) Ink jet printers have the same advantages as laser printers, but can be slower. The only disadvantage to printing checks on laser or ink jet printers is that they can't print copies. The only way to get copies of printed checks is to print a separate set of checks on plain paper after they are printed on check stock.

■ If you need copies of checks, try this: instead of reprinting checks on plain paper, consider making photocopies of the actual signed checks. Not only will you have a hard-copy of the check to attach to invoices, but you'll have a copy of the signature, too.

Your check stock should be preprinted with a check number. When a check is printed, the check number will be printed from Clients & Profits X beneath the preprinted number. For better accountability, these numbers should match. This means you should print checks in the same order as the pre-printed checks. If a check jams, you should renumber the check in the Checkbook then re-print it using the next check number.

■ The check stock used by Clients & Profits X is easily available from Deluxe Business Systems. If you order checks from a bank or a third-party supplier, the alignment cannot be guaranteed—use them at your own risk. Be sure to test print several checks on your check stock before accepting them. Note: checks are not customizable.

■ Clients & Profits X will remember the check form you selected last time checks were printed.

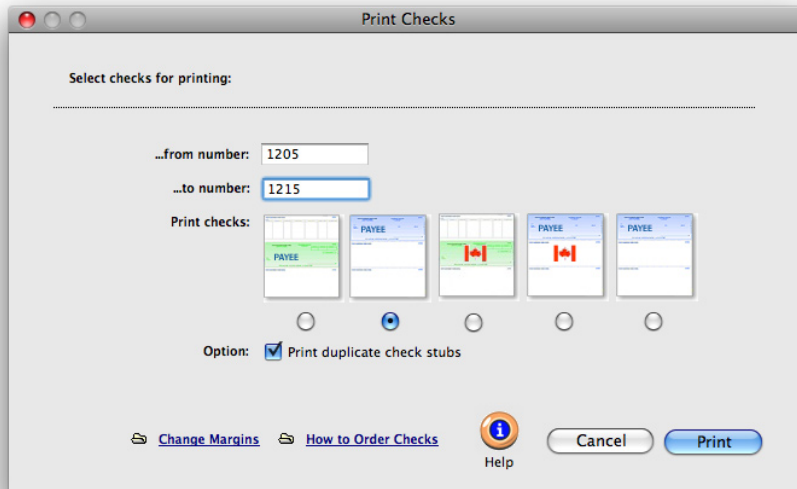
■ Consider dedicating a printer just for printing checks. Sharing the same printer with other users, especially graphic artists, can cause problems (it's very easy for them to accidentally print something while you're printing checks).

## To renumber misprinted checks

When a batch of checks misprints, they need to be voided, reentered, then reprinted on fresh check forms. The Renumber tool does it all in a single step: it voids the batch of checks then reenters exact copies of the checks, giving them brand-new check numbers. A complete audit trail of the voids and new checks will be posted to the General Ledger, and none of the

renumbered check JEs are affected.

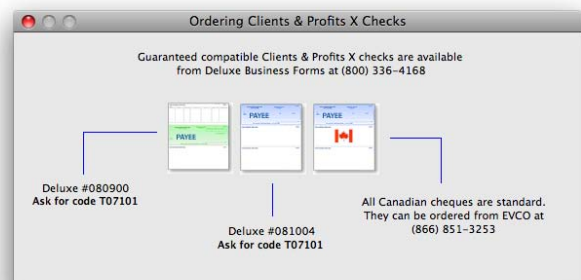
- 1 Find the check you wish to renumber.
- 2 Choose Edit > Check Tools > Renumber Checks.
- 3 Enter the checking G/L account, then the range of check numbers to renumber.
- 4 Enter the starting number for the new batch of checks, then click OK.



**Print checks any time.** Checks can be printed individually or in batches for a range of check numbers. They can be printed at any time, but should be posted first.

## Ordering checks

Clients & Profits X uses standard laser-compatible check stock. You can order checks from Deluxe Business Forms by calling (800) 328-0304 (see below). If you order checks from a bank or a third-party supplier, the alignment cannot be guaranteed—use them at your own risk. Note: checks are not customizable.



The Printed Check

**YOUR FIRM NAME HERE** CHECK NO. **100 1340**  
**AAA Art Supply**

DATE	DESCRIPTION	AMOUNT PAID	AMOUNT DUE	SECURITY FEE	PAY TO THE ORDER OF
03/08/97			\$ 54.71		\$54.71
10	03/09/96	\$ 14.22	\$ 14.22	1.00	\$18.00
11	03/09/96	\$ 17.45	\$ 17.45	1.00	\$24.47
12	03/09/96	\$ 66.74	\$ 66.74	1.00	\$75.27
13	03/09/96	\$ 20.00	\$ 20.00	1.00	\$95.27
14	03/09/96	\$ 88.56	\$ 88.56	1.00	\$284.00
15	03/09/96	\$ 88.56	\$ 88.56	1.00	\$372.56
16	03/09/96	\$ 180.46	\$ 180.46	1.00	\$553.02
17	03/09/96	\$ 229.43	\$ 229.43	1.00	\$782.45
18	03/09/96	\$ 119.81	\$ 119.81	1.00	\$902.26
19	03/09/96	\$ 121.00	\$ 121.00	1.00	\$1023.26
20	03/09/96	\$ 119.87	\$ 119.87	1.00	\$1143.13
21	03/09/96	\$ 78.75	\$ 78.75	1.00	\$1221.88

**YOUR FIRM NAME HERE** 1340  
1000 N. BROAD ST. FLOOR 1000  
 YOUR CITY STATE 10000

CHECK NO.	CHECK DATE	AMOUNT
1000	03/04/97	AAA

CHECK AMOUNT
\$2476.25

We Enclosed Four Hundred Sixty Six and 25/100 Dollars

PAY TO THE ORDER OF **AAA Art Supply**  
 1000 N. Broad St.  
 Your City, CT 10000

**SAMPLE-VOID**  
FORM 08000  
 COMPTON/ENVELOPE 09100001909

⑆001040⑆ ⑆000009894⑆ ⑆2445676⑆

**YOUR FIRM NAME HERE** 1340

Printed	Color	Date	Max	Points	By	Amount
400	400	03/04/97	03/01/99	34	PKC	\$2,476.25

# Checkbook Reports

Cash disbursement reports summarize checks, showing what you've paid to vendors (using the payee field), jobs and tasks, and G/L accounts.

Checkbook reports can be used for reporting overhead expenses, tracking payments to vendors, and auditing your accounting. There are several different reports that show your cash disbursements from various perspectives; all reports, however, are based on posted checks.

Checks (including vendor credits) can be summarized for any period of time (choosing either check date or date posted), for one period or all periods, and for one payee or all payees. These options let you find the checks for a specific payee, such as the year's payments for a freelancer.

Checkbook reports show only posted checks; unposted checks appear only on proof lists. You can print checkbook reports to the window (for a quick on-screen preview), the printer (for a hard copy), or to disk (to create a text file that can be opened and edited in a spreadsheet).

■ Cash disbursement reports are different from A/P reports, since they show only the payments, and not the invoice's job costs. They show you what you paid to vendors. But they don't show what the invoices originally bought.


## Tips for printing checkbook reports

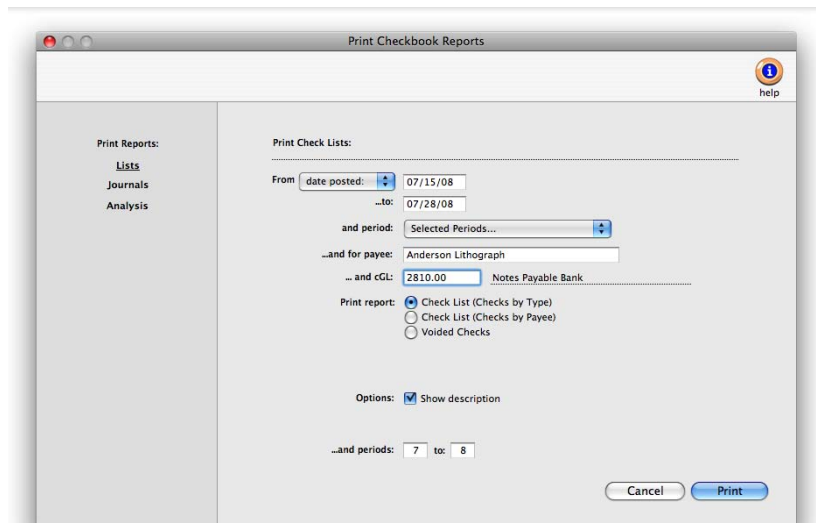
■ Cash reports select checks by date added (i.e., check date) or date posted. This option lets you show only checks added in July, for example, instead of the entire year. By entering a range of dates, you can select all checks added today, last week, or all month—whatever time period you need. There's no limit to which range of dates you can use.

■ You can print checkbook reports to the window (for a quick on-screen preview), the printer (for a hard copy), or exported to disk (to create a text file that can be opened and edited in a spreadsheet).

■ To show the check description (i.e., memo), click on the show description option. This option makes your check reports longer, but more descriptive.

## To print checkbook reports

1 Click the  (i.e., Print Reports) button, or choose File > Print Cash Reports.



2 Select date added or date posted from the From pop-up menu, then enter a range of dates.

3 Select an accounting period, or choose All Periods to see checks by date only.

To see invoices for one accounting period only, regardless of date, choose a period from the pop-up menu then enter a very large range of dates (e.g., 11/1/08 - 12/31/08).

4 Enter a payee (i.e., paid to) name, or leave the selection as ALL.

**Printing cash reports.** Checkbook reports can be printed to the screen, the printer, to the computer's Clipboard, or exported to disk using the Print to pop-up menu. Any report exported to disk can be opened and edited in a spreadsheet program like Microsoft Excel.

5 Enter a checking account's G/L number to print checks for a specific checking account, or leave the field blank to select checks for all accounts.

6 Select the report you wish to print.

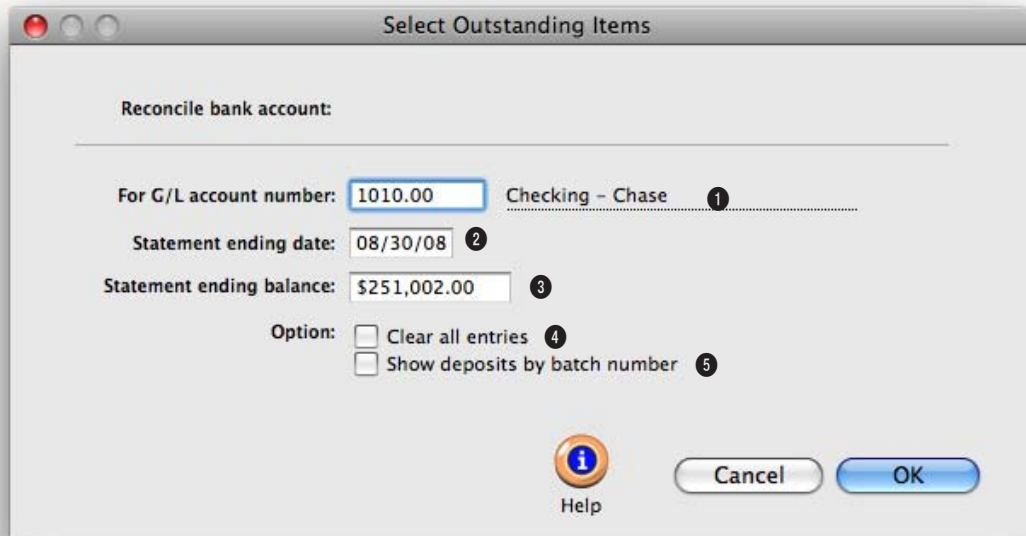
7 Click Print.

## Checkbook Reports

Lists	
Check List (Checks by Type)	This check register lists checks sorted by type (i.e., checks, vendor credits, etc.) then by check number. A new page prints for each type of check. The report does not include job cost or vendor payment details.
Check List (Checks by Payee)	This check register lists checks sorted by payee then by check number. The report does not include job cost or vendor payment details.
Voided Checks	The Voided Checks report is a check register listing voided checks only.
Journals	
Cash Disbursement Journal	This report provides a detailed listing of checks, including job costing and vendor payment information (i.e., line items).
Analysis	
Checkbook Summary	The Checkbook Summary shows only check line items (i.e., job costs, vendor payments) and is used for auditing.
Employee Advances	This report lists employee expense advance checks only.

# Bank Reconciliation

There are two parts to bank reconciliation: selecting the bank account, then choosing which entries have (or haven't) cleared. The first step involves entering the G/L account number and the bank statement's ending balance. Clients & Profits X lists the account's uncleared checks, client payments, and adjusting entries from the General Ledger. Uncleared items (or cleared items; it's your choice) are marked as cleared until the account balance is correct—then the entries are saved. Reconciliation doesn't affect your G/L or checking accounts.



**Any bank account can be quickly reconciled with your monthly bank statement using the Reconciliation function. Clients & Profits X reconciles bank accounts separately, so you'll enter one account's balance at a time.**

1 This is the G/L account number that you want to reconcile. Your default checking account number will be automatically copied in, but it can be changed.

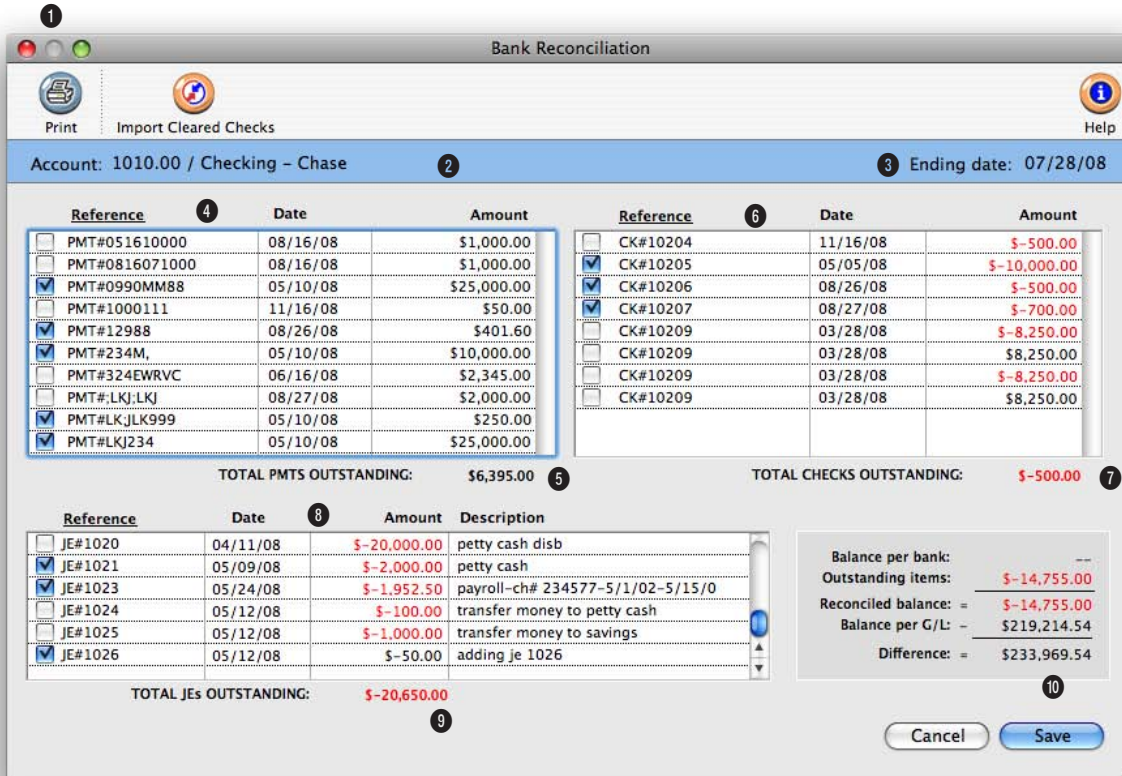
2 The **statement ending date** is the date that is on your actual bank statement.

3 The **statement ending balance** is the amount on your bank statement that the bank has specified as the ending balance amount.

4 The **clear all entries** option will mark all entries as cleared automatically. It should be used if most of the account's items are likely to be cleared, which saves time. Otherwise, leave it unchecked to manually clear the account's entries.

5 To save time the **show deposits by batch number** option can be selected. It will group the deposits from one batch into a single line item.

The bank reconciliation is precise—your account balance must equal the account’s outstanding items exactly or it can’t be permanently saved.



1 Click the **print** button to print one of three bank reconciliation reports: Outstanding Items Only shows entries that have not been marked as cleared. Cleared Items Only shows all entries that have been marked cleared. Bank Reconciliation Worksheet (Outstanding and Cleared Items) shows all entries listed in the bank reconciliation window with their transaction amount and outstanding amount.

2 This is the name of the checking **account** being reconciled.

3 The **ending date** is shown for reference. It doesn't affect how entries are reconciled.

4 The account's **uncleared client payments** and **bank deposits** are listed by reference number. Payments can be sorted by clicking on the column headings. If the entry hasn't cleared, click on it to remove the "X"—the entry won't be cleared when the reconciliation is saved.

5 The total amount of outstanding payments changes as payments are cleared.

6 The account's **uncleared checks** are listed by check number.

7 This is the amount of **outstanding checks** remaining.

8 The account's **uncleared JEs** are listed by reference number along with the date and amount.

9 The **outstanding JEs** are totaled here.

10 When the **difference** equals zero, the account is reconciled and can be saved.



# Expense Reports

Expenses are job costs that you incur while getting work done: faxes, computers, scanners, CDs, telephone calls, videotapes, color output, mat board, etc. They aren't payables, since there isn't an invoice. And they aren't checks, since you're not actually paying for them. Expenses are unique because you've already paid for them in the course of running the agency, so there's no check to write or invoice to add.

There are three kinds of expenses: in-house expenses, employee expense reports, and internal charges.

**In-house expenses:** In-house expenses include charges for supplies and services such as telephone calls, faxes, and other out-of-pocket costs. Unlike vendor purchases, in-house expenses charge clients for services that the agency has already paid for, like fax machines. By tracking these expenses, you'll be able to recover some of your overhead expenses for commonly-used equipment and supplies.

**Employee expense reports:** Employees with expense advances can enter their own expense reports on-line, tracking the incidental costs such as parking, travel, phone calls from home, etc. to client job and tasks. Expense reports are automatically reconciled with the employee's expense advance check. Employee expenses can be billed at their actual cost or marked up.

**Internal charges:** Shops with in-house output, duplication, and production equipment can set up a price list for every kind of internal charge they'd bill to a client (e.g., videotapes, slides, film output, pre-press, etc.). The Internal Charge Items table keeps a detailed listing of items and their prices, which are then used for expense tracking. Charges for internal items can be charged to any job and task, including quantities, which then appear job cost reports—and eventually on the client invoice.

Expenses can be added in batches for the same equipment. They can be added, changed, and deleted freely (until they are posted). Expenses appear on job cost reports along with time, vendor invoices, and checks.

## In-house expenses and the General Ledger

In-house expenses and internal charges don't affect the General Ledger. They only update jobs and tasks. Journal entries are not created. Equipment like faxes or computer time are capitalized on your balance sheet already—so journal entries aren't needed.

For example: A fax machine isn't bought for one job. Instead, the agency bought it as office equipment, charging it to overhead. There are other costs

associated with a fax machine, like fax paper, maintenance, and depreciation, that are paid as overhead. If faxes are sent on a client's behalf, all of these costs need to be charged to a client's job and task. Your financial statements already show the cost of your faxes, so the cost shouldn't affect the General Ledger. But the costs need to appear on the job tickets so they can be billed. This is what's special about expenses—the Expenses window lets you track out-of-pocket expenses to jobs and tasks without creating G/L journal entries.

In-house expenses and internal charges do not appear on audit trails, journals, or financial statements. Instead, they appear only on job cost reports.

The only exception, however, is employee expense reports. They do affect the General Ledger in order to reconcile the employee's expense advance. The employee advance check is recorded as a prepaid expense (an asset) in the General Ledger. Employee expense reports move this amount to the appropriate expense accounts.

## Approving expenses

Approving an employee's expense report updates job tickets. When a staff member adds an expense report, its entries are saved as unapproved entries. Unapproved expenses can be easily edited or deleted, letting the staff member or supervisor change them before its jobs are updated. Unapproved expenses don't appear on job, cost, or financial reports. This offers users an opportunity to proof their work before posting.

Expense reports must be approved by any Clients & Profits X with the right access privileges to approve them. Each day's expense reports are approved in whole, so certain expenses can't be approved individually. (Approving expense reports daily posting ensures that your job, cost, and expense reports are timely and accurate.) Expense reports can be approved while others are using Clients & Profits X; however, other users may notice slower performance and possibly temporary padlocks.

If an expense is approved by mistake, or otherwise needs to be changed, it can be unapproved by un. Unposting reverses the updates made during posting: the cost is removed from the job and task. Once an expense is unapproved, it can be freely changed then approved again.



## The Expense Reports window

The screenshot shows the 'Expense Reports' window. At the top, there is a toolbar with buttons: Previous, Next, Add, Edit, Remove, Delete, Approve, Reimburse, Print Reports, and Help. Below the toolbar is a search bar with 'find expenses for: GG' and 'on: 07/28/08'. A table lists expense reports for Gayle Greene with columns for Date, Category, Job, Task, Cost, Gross, Description, and ok. The footer shows 'Added by: GG', '\$564.00', '\$776.80', and 'ok=approved'.

Date:	Category:	Job	Task	Cost:	Gross:	Description:	ok:
07/28/08	MISC	LAJ-192	PJC	\$125.00	\$250.00	Project Coordination for Hanzen Images "Look Who's Free"	<input type="checkbox"/>
07/28/08	DES	TER-165	CRV	\$65.00	\$78.00	Design Revisions	<input type="checkbox"/>
07/28/08	HDK	TER-104	PJC	\$22.00	\$26.40	Recycle Insert Repeat Cards	<input type="checkbox"/>
07/28/08	DFD	UPP-101	CGP	\$352.00	\$422.40	Proofs for Comp Unique Selection	<input type="checkbox"/>

1 The **previous** and **next** buttons can be used to find expense reports for a different day.

2 Use these toolbar buttons to add, edit, remove, and delete expense reports. Click the **add** button to add an expense report. To edit an expense's description, click on the **edit** button. To remove an expense item from the expense report, click on the **remove** button. To delete the entire expense report, click the **delete** button.

3 Click on the **approve** button to approve on-line an expense. Once approved, an expense can't be deleted. To reimburse

the staffer, first approve the expense report, then click the **reimburse** button to open the Expense Reimbursement window. From there, you can either reduce the balance on an already-issued expense advance check, enter a new reimbursement check, or (if the employee owes you money) add a staff payment.

4 To print expense reports, click the **print reports** button.

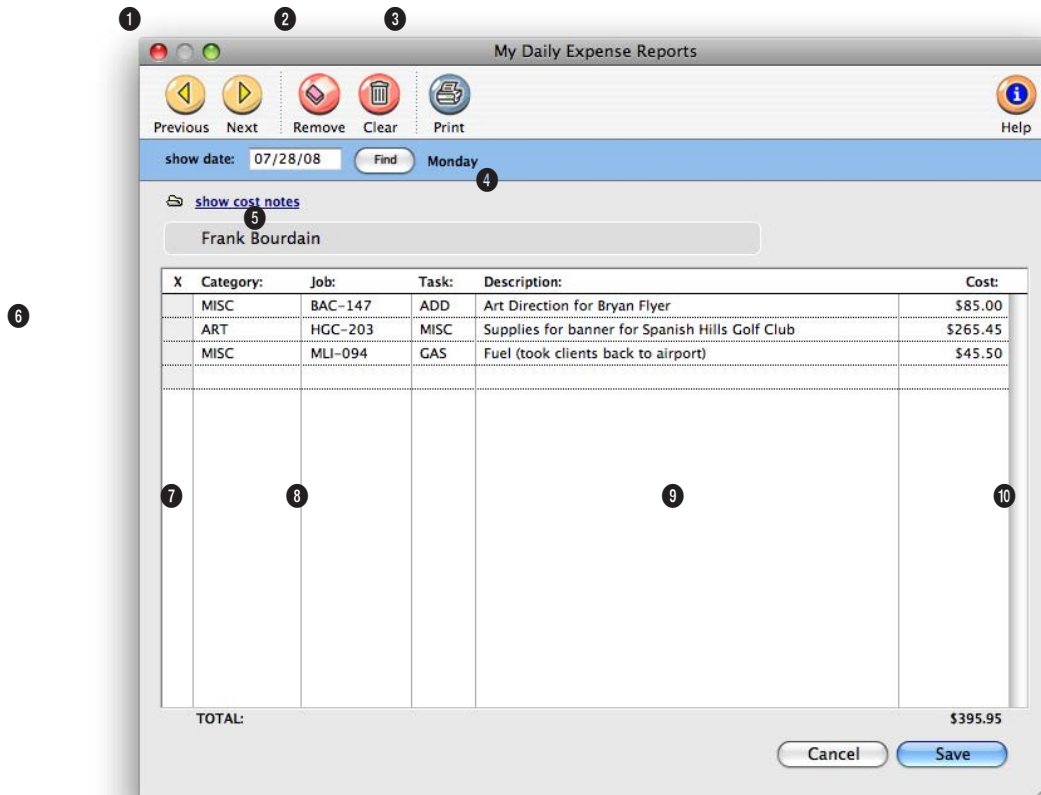
5 Expense reports can be found for one user at a time for a specific date. Enter in the user's initials and the date you want to find an expense report for here. Or you can use the

**find more** link to find expense reports.

6 Expenses are listed by **date** with their **category**, **job**, **task**, **net cost**, and **description**. The date shows when the expense occurred. The **what** describes the kind of services or supplies used by the expense. Every expense is charged to one **job** and **task**. The **net cost** amount shows what the expense cost the agency, before markups and commissions. The expense's **description** explains or documents why the expense was needed.

7 An expense listed with an "X" is an approved expense item.

# The My Daily Expense Reports Window



**Before writing employee expense advances, you must create a G/L account to track employee receivables. This account number, which is an asset, also need to be entered into your accounting preferences.**

1 Use the **previous** and **next** buttons to see expense reports for sequential days.

2 As long as an expense hasn't been approved yet, it can be removed using the **remove expense** button. The **clear expenses** button will delete the entire expense report.

3 To print this expense report, click the **print** button.

4 Find an expense report for a specific date by entering it in the **show date** field then clicking **find**. The day of the week is shown for reference.

5 To see detailed information about a line item on the expense report, click the **show cost notes** button.

6 If the expense line item has been approved, an X will appear here.

7 The **category** column lists a general description of what the expense was for, such as mileage, tolls, meals, etc.

8 Every expense is assigned to a **job** for accurate job costing. Every expense is charged to one **task**.

9 The expense **description** is a brief note explaining the expense. For details, click the **show cost notes** button.

**Employee expense advances are tracked on financial statements, as well as on a check report. These reports make it easy to manage expense advances. The checks issued for advances can be reconciled to the employees' expense reports. This lets you track the advances to the employees and accurately distribute them to the correct job or expense account.**

10 The cost column shows the net amount of the expense (the shop's cost before markup).

# Internal Charges

Internal charges are out-of-pocket expenses that you charge to a client on a per-unit basis. You can track thousands of different items with different price combinations and sizes.

Item:	Size:	Description:	Task:	Unit:	Cost/Ea:	Gross/Ea:
CD ROM	ALL	CD-ROMs	PRD	1	0.55	4.00
CD ROM	ALL	CD-ROMs	PRD	1	\$0.55	\$4.00
COLORCOPY	8.5X11	Color Copies	PRD	1	\$0.25	\$1.75
FILM	1 ROLL	Film Roll	PTP	1	\$2.50	\$5.00
FIRIES	8.5X11	Color Output	CGP	1	\$1.00	\$7.50
SCAN/FPO	ANY	FPO Scans	PRD	1	\$5.00	\$20.00
SCAN/GRAY	ANY	Grayscale Scan	PRD	1	\$3.00	\$14.00
SCAN/LINE	ANY	Line Scan	PRD	1	\$2.00	\$12.00
VIDEO	8 HR	Video Tape	PTP	1	\$2.75	\$10.00
ZIP	ALL	Zip Cartridge	PRD	1	\$11.00	\$35.00

**Each item is identified by an item code and a size code, so that thousands of different internal charge items can be added to the Internal Charge Items Table.**

1 Internal charge items can be added, edited and deleted at any time using the **add**, **edit**, and **delete** toolbar buttons.

2 Internal charge items can be easily exported and imported from other applications by clicking on the **export** and **import** buttons.

3 A printout of the Internal Charge Items Table can be printed by clicking on the **print** button

4 The **item** code identifies the

item in general (i.e., film, CD-ROM, slides, etc.).

5 Each item is added for a size to further identify it on internal charges.

6 The **description** describes the particular item and size combination, and appears on job cost reports and the Internal Charge price list.

7 A default **task** is used to indicate what task is most commonly associated with this kind of internal charge item. This

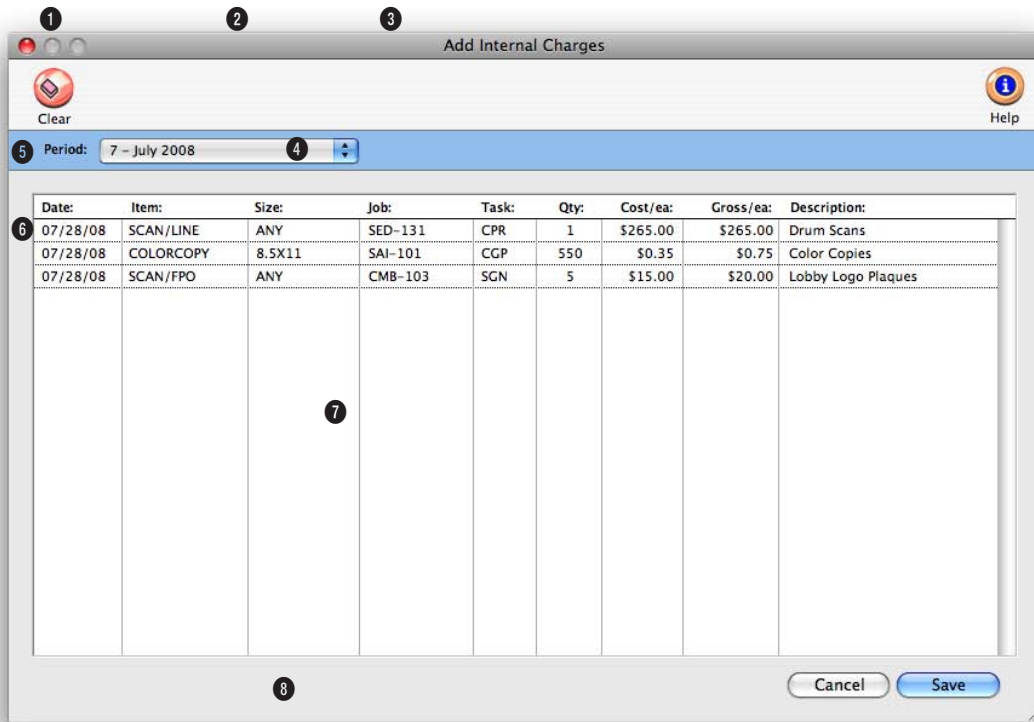
task will be copied to internal charge expenses when added, but can be changed.

8 The **unit of measure** is for reference only, and is optional.

9 The **unit cost** is usually the average cost needed to produce the internal charge item.

10 The **gross amount** is the retail price of the item, which the client will be billed.

**Internal charges account for equipment and services already paid for through overhead expenses, so adding internal charges doesn't affect the General Ledger.**



**Each internal charge item has a standard price, but it can be changed when the item is entered. This makes it easy to charge different clients different prices.**

1 Use the **previous day** and **next day** buttons to view internal charges for consecutive days.

2 Click the **add** button to enter internal charges. Click **edit** to change the selected charge (or double-click on the charge). To remove a single internal charge, click on the charge then click **remove**. To delete all of the day's internal charges, click **delete**.

3 Click **print** button to print an internal charges list for a date range, period, or charge item.

4 Click **find** to search for internal charges added on a certain date.

5 Click **internal charge items** to see the Internal Charge Items table. With the right access privileges, you can add, edit, and delete an internal charge items.

6 The day's internal charges are listed individually by job and task.

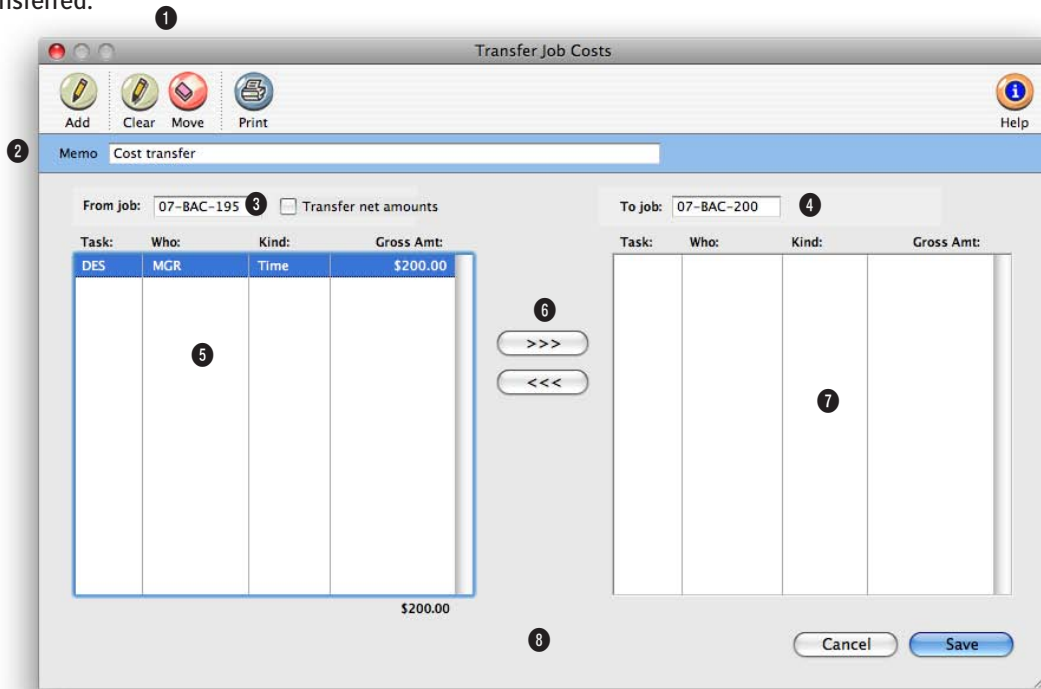
7 Each charge entry includes the **date** when the internal

charge occurred, the internal charge item and size, job and task, quantity, and cost and gross amounts. The charge's cost amounts appears on job costs reports. The charge's gross amounts are billed to the client.

8 The optional **description** field (or cost note) is used to document how and why this internal charge was used. These descriptions, like other cost notes, appears on job cost reports and on the client invoice's billing details reports.

# Job Cost Transfers

Costs can be easily transferred between jobs and tasks. Costs transfers are always added in pairs: you'll enter the job and task from which the cost is being transferred, then the job and task that will get the transfer. Any cost and gross amount can be transferred, up to the total unbilled cost amounts on the job task. Otherwise, there's no limit to how costs can be transferred.



**Every transfer can move both a cost amount and a gross (i.e., billable) amount. However, you should move only the gross amount to keep your job cost totals more accurate.**

1 Click **add** to enter a new job cost transfer. To erase a job cost transfer that hasn't been saved and start over, click the **clear** button. To transfer all of the job's costs in a single step, click the **move all** button. Click **print report** to get a hard-copy printout of the costs being transferred. The list can be used to proof the entries before they are saved.

2 The **memo** can be used to document why these costs were being transferred. The memo

is appended to the default Clients & Profits X adds to job cost transfer entries. These notes appear on job cost reports.

3 Enter the **from job number** as the job from which the costs will be transferred. Tabbing past this field lists the job's unbilled costs—these are the costs that can be transferred.

4 Enter the **to job number** as the job to which these costs will be transferred.

5 Double-clicking on a job cost moves it from the from job list to the to job list. The job cost transfers isn't permanent until you click **Save**, so it's easy to undo a cost transfer.

6 Click the **move to** button to move a cost from the from job to the to job. Clicking the **move back** button transfers the cost back to its original job.

7 The costs that will be transferred appear here. To move a

**Hours are not moved when a time cost is transferred; only the cost and gross amounts are transferred. Instead, add adjusting time entries to move hours between jobs.**

job cost back to its original job, double-click on it.

**8** The **transfer net amounts only** option moves the costs' net amounts along with the gross amounts to the new job. This option removes the costs entirely from the original job, but should be used with caution. Usually, you'll only want to move the gross (i.e., unbilled) amounts so that the original job shows its true cost. Transferring only the billable amount keeps the job's total cost accurate, which keeps profitability reports more accurate, too.