**Syscon
ReportsPlus Detailed T & M Analysis
Version 2.1.2**

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Requirements

- Installed version of the Syscon ReportsPlus Detailed T & M Analysis on your computer
- Access to a Sage Master Builder data directory.
- Installed version of MS Excel on your computer.
- If running Windows 7 or Vista, confirm that *User Account Control Settings* and *Permissions* allow the user to run the Syscon ReportsPlus xxx as an administrator. Follow the instructions on the Syscon Application Support Website for information on modifying these settings.

Overview

The Detailed T & M Analysis extracts data from Sage Master Builder and exports it to a pre-formatted Excel template for analysis. The T & M Analysis then lists information by job cost record including cost amounts and calculated billing amounts from the Master Builder T & M set up tables. Users can modify billing status, billing quantities, billing amounts, cost codes, and job cost notes. These changes are summarized, and then the user can import the modifications into Master Builder.

Program Installation

Version 2.1.2

The programs are installed from a Windows Installation file.   Run the installation file and install to the default directory. After completing the installation, open Windows Explorer and navigate to the installed directory.
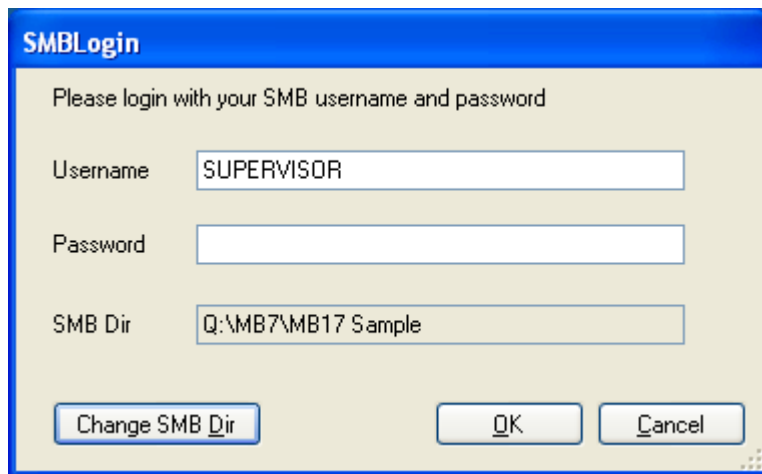

Basic Steps

Here are the basic steps for use of the Detailed T & M Analysis. These steps are explained in detail in the next sections.

1. Open the Syscon ReportsPlus Detailed T & M Analysis.
2. Select the Master Builder directory.
3. Select Parameters including Non-billable cost codes, Job types, starting and ending period, and summary options.
4. Select either the standard or summary template.
5. Select Show T & M Jobs Only or select Show All Jobs.
6. Filter and then Select Jobs to be analyzed.
7. Run the report.
8. Save, and then modify the job cost records in the Excel spreadsheet.
9. In the standard template: View a summary of pending modifications, and then approve those modifications.
10. Import the modifications into Master Builder.

Detailed Steps

Selecting Options for the Detailed T & M Analysis

Open the Detailed T & M Analysis by double clicking on the Detailed T & M Analysis Icon.
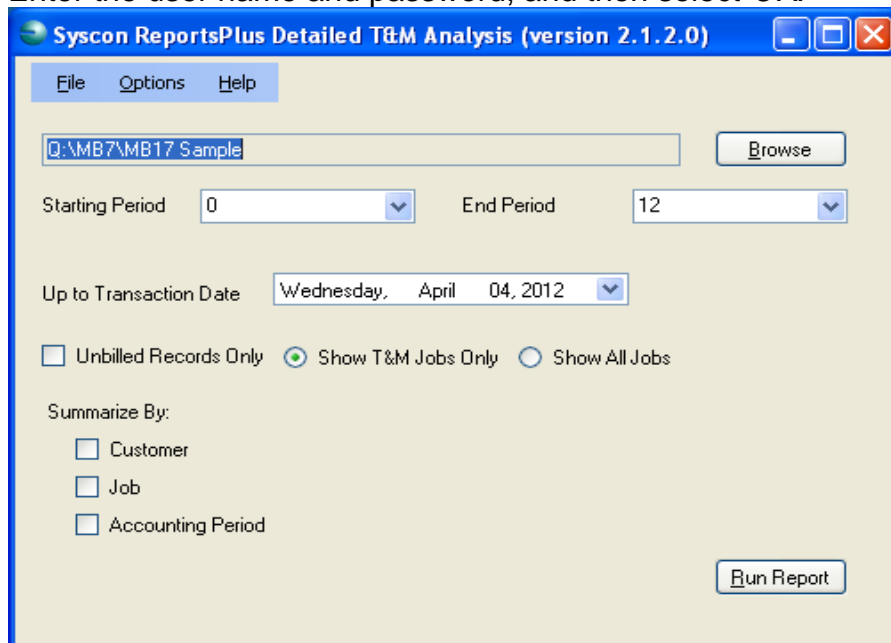
Use the *Change SMB Dir* button to navigate to and select the proper Master Builder directory.

Enter the user name and password, and then select *OK*.
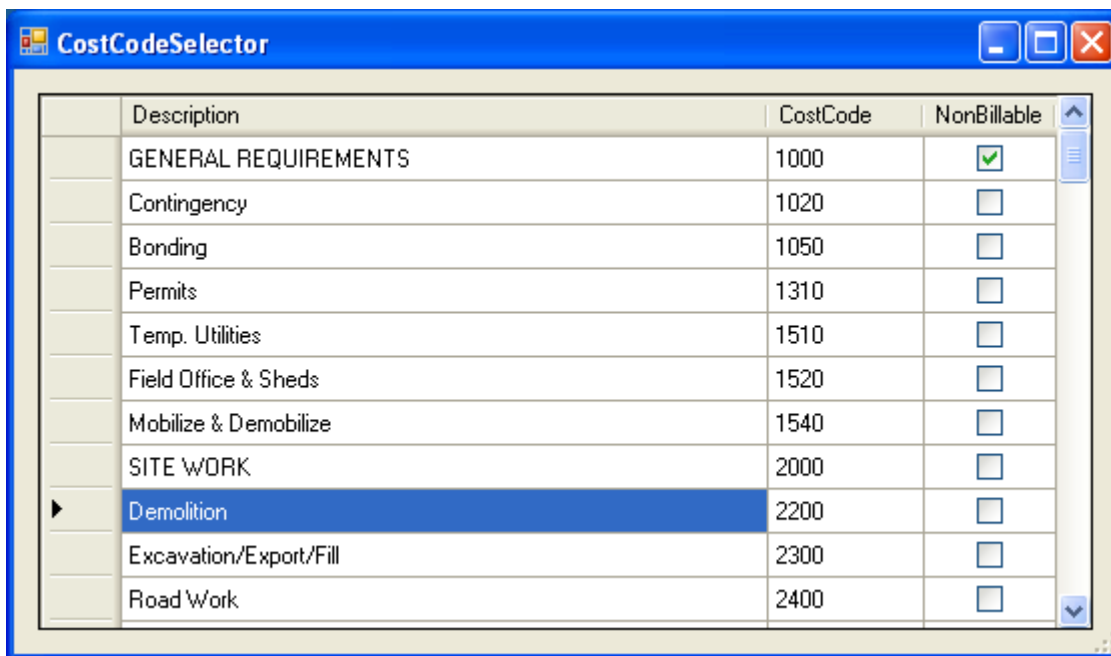

Select Options

To view the options menu click on *Options* or use *Alt – O.*
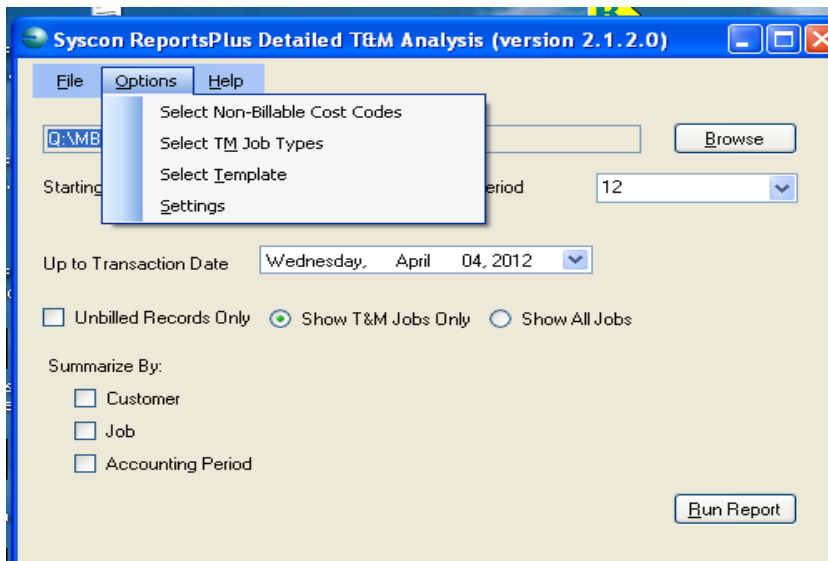
Select Non-Billable Cost Codes

1. Selecting this option opens a new screen where the user can select the non-billable cost codes. The user should select the cost codes, and then exit the window.

2. The job costs with the selected Non-Billable Cost Codes will appear on the Analysis with a Modified Billing Status of *Unbillable Cost Code* regardless of the Master Builder cost code. The Master Builder billing status will not change.
    a. If the billing status in Master Builder for this job cost is marked as 1 - Open, then no value will be calculated for the Estimated Billing Total column on the Analysis.
    b. If the billing status in Master Builder for this job cost is 2 – Non-billable, then no value will be calculated for the Estimated Billing Total column on the Analysis.
    c. If the billing status in Master Builder for this job cost is 3 – Billed, then this job cost will display an Estimated Billing Total as calculated in Master Builder even though the cost code was selected as a non-billable cost code.

Select T & M Job Types

1. Select this option to view a list of Job Types from the Master Builder database.
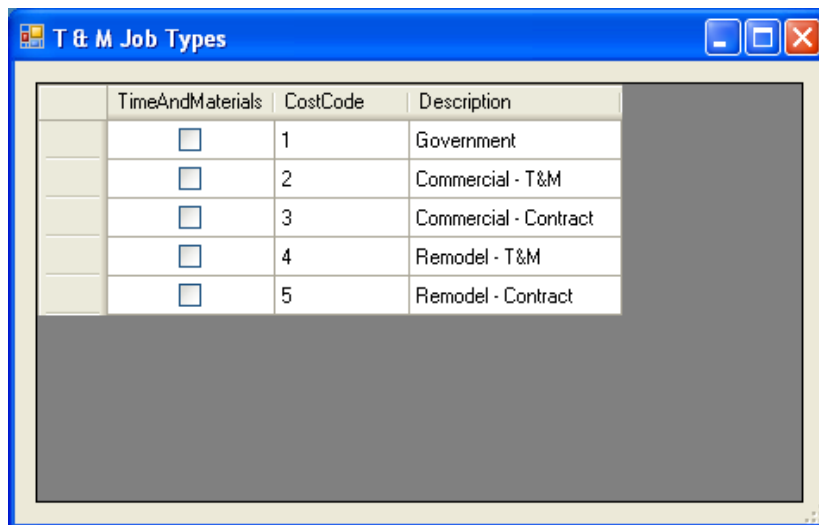
2. Select the job types that represent T & M jobs to be analyzed. This will enable the program to filter the job list so that only those jobs are visible.
    a. If no job types are selected on this list, then no jobs will be displayed when the selection *Show T & M Jobs Only* is selected on the main screen.
    b. If one or more job types are selected on this list, then jobs of those types will be displayed when the selection *Show T & M Jobs Only* is selected on the main screen.

Select a Template

1. Select this option to choose the type of template to be used by the T & M Analysis.

2. A new window will open allowing the user to select the file type. Select the file format to be used and then select *Open.* The template is typically stored in the program directory C:\Program Files\Syscon\ReportsPlus T&M Analysis\

3. Three templates are available
    a. T&M Job Detail Analysis Template v09 is the standard template selection.
    b. T&M Job Detail Analysis Template v09 – BASIC Version is a template that will not accept modifications.
    c. T&M Job Detail Analysis Template v09 – with Cost Type Summary is a template that provides a summary by cost type at the bottom of the job detail tab.
    d. T&M Job Detail Analysis Summary Template v01 – this template will summarize the data by Client, by Job and then by accounting period.
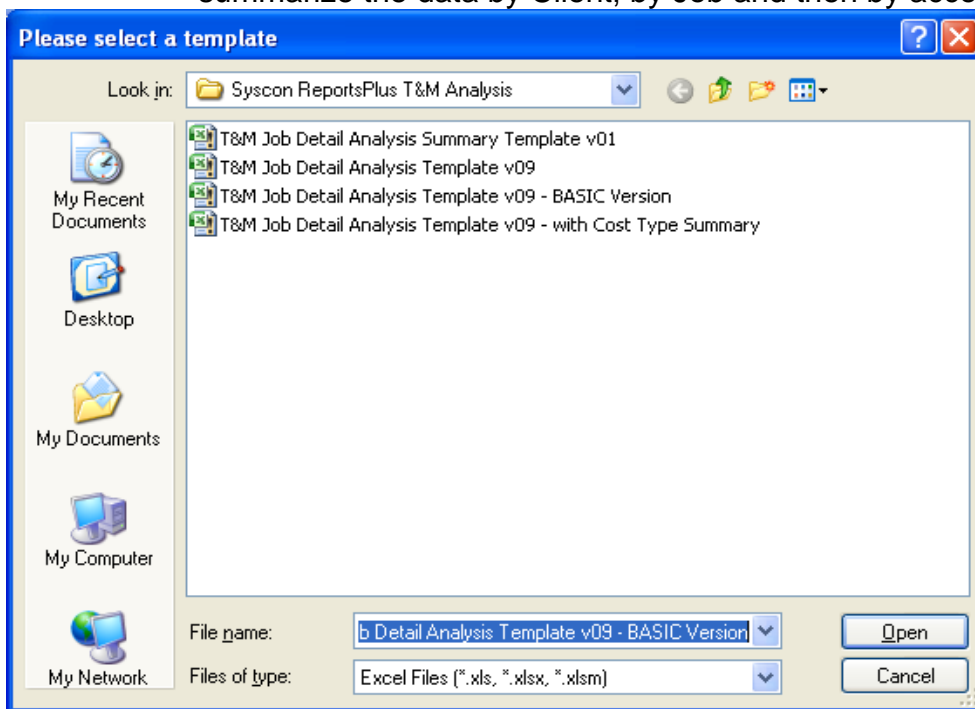
Settings

1. Select this option to open the settings window.
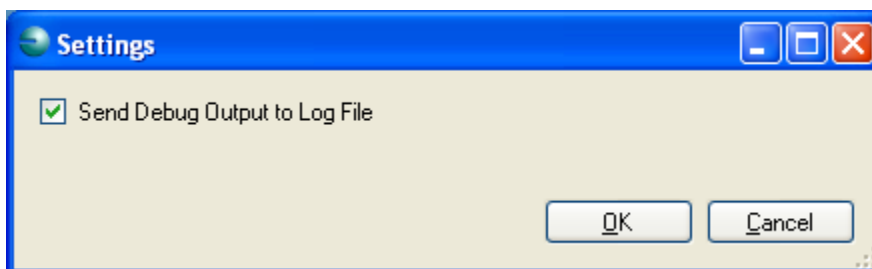
2. The option to Send Debug Output to Log File is selected by default. This creates a record that can assist in debugging the program.

Running the Syscon ReportsPlus Detailed T & M Analysis

Select a Starting and Ending Period

1. Use the drop down boxes or enter the numbers corresponding to the accounting periods to be included in the analysis. Using the accounting period "0" will pull data from previous fiscal years.

Up to Transaction Date

Select a date using the drop down menu. Only transactions before this date will be selected.

Show a Job List
1. Select either
    a. Show T&M Jobs Only – if the user selects this option and then *Run the Report*, a list of jobs will appear in a new *Select Jobs* window. This list will be based on the jobs types selected on the *Select T & M Job Types* Option. If no job types were selected, then no jobs will appear.
    b. Show All Jobs – if the user selects this option and then *Run the Report,* all of the Master Builder jobs will appear in a new *Select Jobs* window.
2. Then, if needed, select Unbilled Records Only

Summarize By
Select from these options only when using the T & M Job Detail Analysis Summary Template v01.

Select:

Customer – This option will display the data summarized by Customer/Client only, no jobs will be listed.
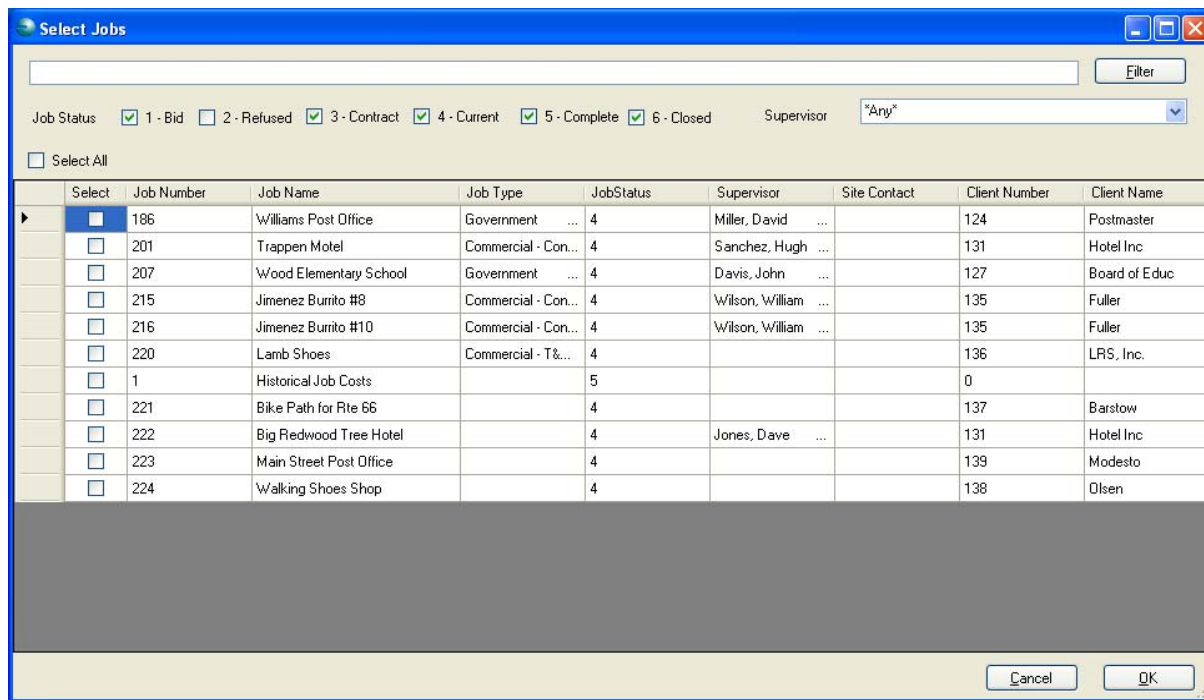
Job – This option will display the data summarized by Job and also by Customer/Client.

Accounting Period – This option is most useful when selected in conjunction with the Customer or Job options. Selecting this option will summarize the data by accounting period.

When using other templates, be sure to unselect *Summarize By* options.

Run Report

This window allows the opportunity to locate a job in different ways.
1. Filter – enter filter criteria in the field to the left of this button, then select Filter. This will scan the job list and display only those jobs with the selected criteria based on the Job Status selected. The filter function will scan data in all of the columns shown in this grid. So users may enter job numbers, job names (or a portion of the name), job type, job status, supervisor or client name (or portion), site contact, client number, or client name.
2. Job Status – users must select a job status. If no job status is selected, then no jobs will be shown on the grid.
3. Supervisor – users have the option of selecting a Supervisor
4. Sort – the job list can be sorted by Job Number, Job Name, Job Type, Job Status, Supervisor, Site Contact, Client Number, or Client Name. Click on the heading to sort by that heading.

After selecting the jobs, select OK and the program will automatically open the Detailed T & M Analysis Spreadsheet. After creating the spreadsheet, be sure to save it as a Macro Enabled spreadsheet with a new name.

Procedure

Estimated Billing Calculations

Rate Hierarchy information

The Syscon ReportsPlus Detailed T & M Analysis calculates estimated billing in the same manner that actual billing is calculated in Master Builder. The rates are based on the T & M Billing Setup for each job and the Wage and Equipment Rate tables associated with this setup. The rates are calculated based on the following hierarchies.

Labor billing rates
1. If the employee is listed in the Wage Rate Table 3-10-5, the program will calculate the estimated billing rates in this order.
    a. Employee and Cost Code - First the program searches the Wage Rate Table for the job looking for an employee with a cost code that matches the job cost record. If a match is found then that rate is used.
    b. Employee Only- If a match is not found, then the program searches the same Wage Rate Table for an employee that matches the job cost record. If a match is found, then that rate is used.
    c. Cost Code Only - If the employee in the job cost record is not listed in the Wage Rate Table, but the cost code in the job cost record matches a cost code listed in the table, then that rate is used.
    d. If neither the employee nor cost code is listed in the wage rate table, then the estimated billing will be based on the rates shown on the T & M Billing Setup screen 3-10-1.
Equipment billing rates
1. If the equipment is listed in the Equipment Rate Table 3-10-6, then the program will calculate the estimated billing rates in this order
    a. Equipment Type and Equipment number – First the program searches the Equipment Rate Table for the job looking for an Equipment Type and Equipment Number that matches the job cost record. If a match is found then that rate is used.
    b. Equipment Number Only – If no match is found, then the program searches the same Equipment Rate Table for the Equipment number that matches the job cost record. If a match is found, then that rate is used.
    c. Equipment Type Only – If the equipment number in the job cost record is not found in the equipment rate table, but the equipment type in the job cost record matches an equipment type in the table, then that rate is used.
    d. If neither the equipment number nor the equipment type is listed in the equipment rate table, then the estimated billing will be based on the rates shown on the T & M Billing Setup screen 3-10-1.
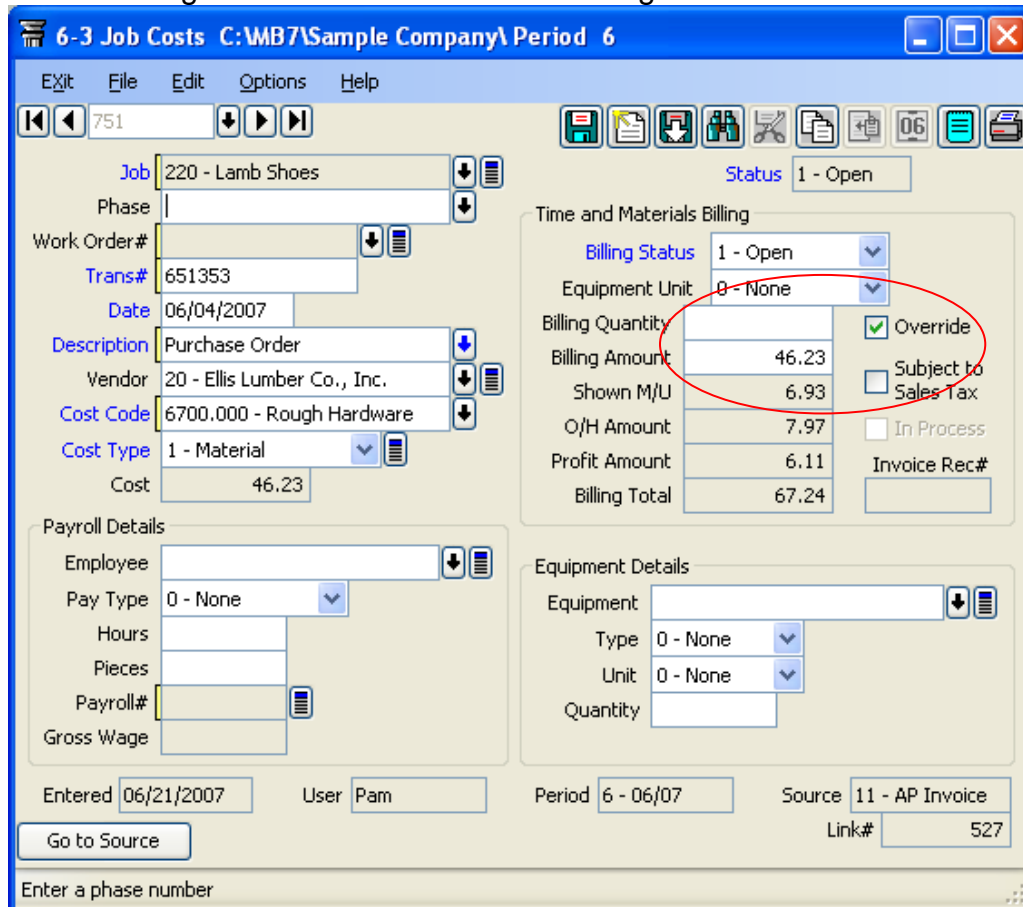
Special Situations

Non-Labor Job Cost Records

If a non-labor job cost record has not been billed, and the override box has been checked in the Master Builder 6-3 Job Cost screen, then the T & M Analysis will show the Master Builder billing amount as the Estimated Billing amount.

If a non-labor job cost record has not been billed, and the override box has not been checked in the Master Builder 6-3 Job Cost screen, then the T & M Analysis will show the Cost times the markup percentage as the Estimated Billing amount in the spreadsheet.

Labor Job Cost Records

If a labor job cost record has not been billed and has no cost hours, then the T & M Analysis will use the billing hours to calculate the estimated billing, and these hours will be entered in the *Pending Billed Hours* column of the spreadsheet.

The Detailed T & M Analysis Spreadsheet v09

The Job Detail Analysis Spreadsheet contains information on three tabs: *Job Detail*, *Change Summary*, and *Unbilled by Job*.

Five fields on the *Job Detail* tab can be changed in order to make changes to job cost records.

1. Modified Billing Status
2. Modified Cost Code
3. Partial Billing Hours
4. Billing Amount Override
5. New Notes
6. PM Approval

The changes made on the *Job Detail* tab are summarized on the *Change Summary* tab.

Rules for Changes to the Job Detail Spreadsheet

Some rules apply when users make changes to the *Job Detail* Spreadsheet.

1. If there is an existing Accounts Receivable record for the job cost record, then the job cost record cannot be changed. This job cost record will be listed on the *Change Summary*, but will be highlighted in red and not eligible for modification.
2. If a user enters a value for partial billing hours that is greater than the billing quantity, then the job cost record cannot be changed. This job cost record will be listed on the *Change Summary*, but will be highlighted in red and not eligible for modification.
3. If the Modified Billing Status for a job cost record is changed to *Non-billable*, the project manager should enter their initials into the *PM Approval* field. If the *PM Approval* field is not marked, then the *PM Approval* field will be highlighted on the *Change Summary*. The change to the job cost record will still be completed.
4. Users must approve eligible changes on the *Change Summary* tab. The changes can be approved separately or by using the *Approve All* button.

AutoFilter

The auto filter function can be used to filter transactions based on data in any column. Select the drop down arrow in the column that you would like to filter, then select or unselect from the available options.

Column Descriptions

Columns in Red can be modified.

1. Job Cost Record Number – this is the Master Builder record number of the job cost
2. Job Number – this is the Master Builder Job number.
3. Job Name – this is the Master Builder Job Name.
4. Transaction Number – this is the record number from the Master Builder job cost record.
5. Description - this is the description from the job cost record.
6. Transaction Date – this is the transaction date entered on the job cost record.
7. Accounting Period – this is the accounting period to which this job cost record was posted.
8. Source – this refers to the Master Builder transaction source
9. Record Status – this refers to the status of the job cost record in Master Builder
10. Billing Status – this is the job cost billing status from Master Builder.
11. Modified Billing Status – this is the job cost billing status based on the selection of the Non-billable cost codes, but this status can be changed. Changes to this field will only modify the job cost record if there is no Accounts Receivable Invoice record attached to this job cost record. To modify this field, make a selection from the drop down menu.

a. Unbilled (Open) –this job cost has not been calculated or posted, but the estimated billing will be calculated on the analysis.
b. Billed – this job cost has already been calculated and posted, so the estimated billing will be calculated for this analysis.
c. Non-Billable – this job cost will be changed to Non-Billable in Master Builder. Estimated billing will not be calculated.
d. Unbillable Cost Code – this job cost will be changed to Non-Billable in Master Builder. Estimated Billing will not be calculated.

12. Phase Number – as shown on the job cost record.

13. Cost Code – as shown on the job cost record.
14. Cost Code Description – as shown on the job cost record.
15. Modified Cost Code – as shown on the job cost record. Users may only modify this field if there is no Accounts Receivable Invoice record attached to this job cost record.
16. Cost Type – as shown on the job cost record.
    a. 1 – material
    b. 2 – labor
    c. 3 – equipment
    d. 4 – subcontract
    e. 5 – other
17. Cost Hours – this is the hours entered into the job cost record for all records with cost type 2 – labor.

18. Billing Quantity – this is the number of hours in the job cost record that are entered as the Billing Quantity.
19. Partial Billing Hours – users may enter the number of billing hours that they would like to bill.
    a. If the number of hours entered is less than the total hours in the job cost record, then the original job cost record will be modified to contain the new billing quantity and notes will be added for documentation. A new job cost record will be created for the remaining hours with a zero cost.
    b. If the number of hours entered is more than the total hours in the job cost record, then this error will be noted on the Change Summary tab and the change will not be made.
20. Billed Hours – this is the number of hours in the job cost record that have been billed for this job cost.
21. Pending Billed Hours – for job cost records that have unbilled labor and have no cost hours, the billed quantity will be entered for this job cost.
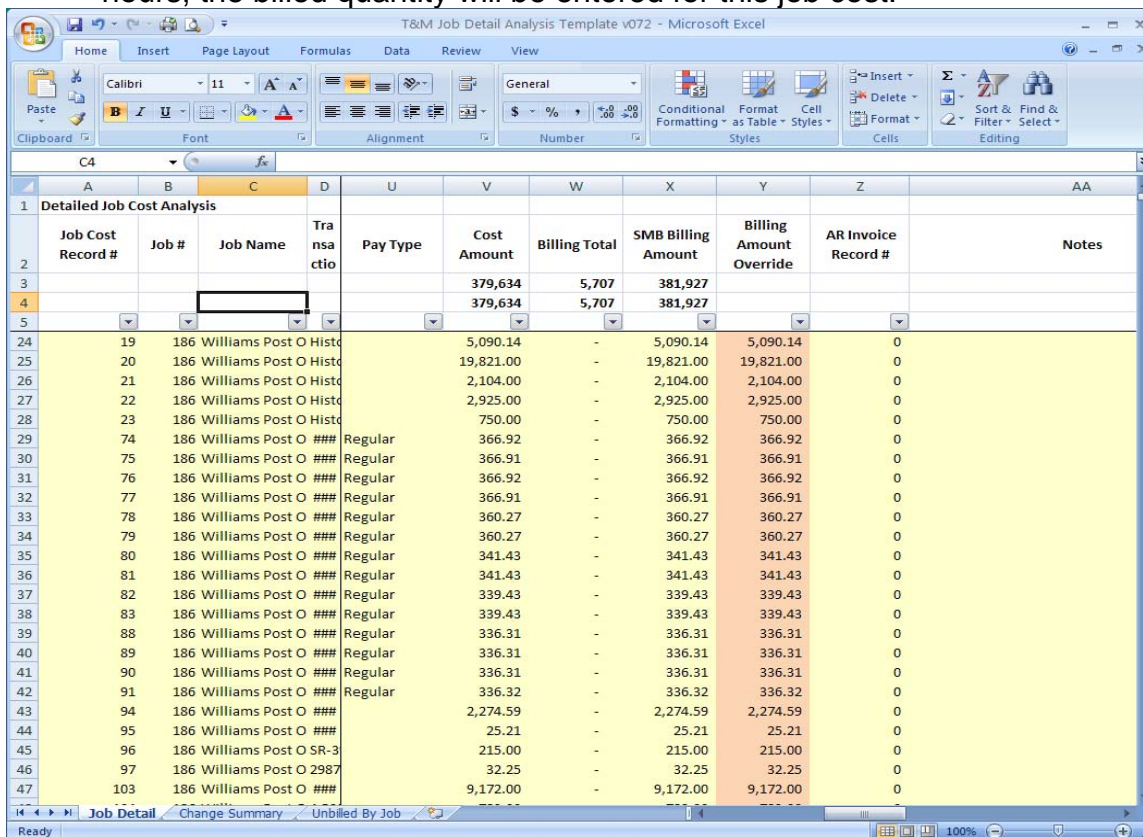
22. Pay Type – this also refers to the job costs with cost type 2 – labor. The most common types are:
    a. 1 – regular time
    b. 2 – overtime
    c. 3 - premium
23. Cost Amount – extracted directly from the job cost record

24. Billing total - this is the dollar amount that is in the Billing Total field of the job cost record.
25. SMB Billing Amount – this is the dollar amount that is in the Billing Amount field of the job cost record.
26. Billing Amount Override – users may only modify this field if there is no Accounts Receivable Invoice record attached to this job cost record. If a user enters a value here, then this amount will be entered into the billing amount field of the job cost record and the override box will be checked in the job cost record.
27. AR Invoice Record Number – If the job cost record has been billed, then this is the record number for the A/R invoice that can be located on the Master Builder 3-2 screen.
28. Notes – these are extracted from the Notes Screen of the Job Cost Record.
29. New Notes – Notes entered in this field will be added to the Job Cost Record notes field.
30. Employee/Equipment/Vendor – this lists the specific employee/vendor/equipment name that is in the job cost record.

31. Rate 1, Rate 2, and Rate 3 – these rates represent the billing rates extracted either from the Master Builder T & M Billing Setup, the Wage Rate Table, or the Equipment Rate Table depending on the cost type. See section on *Rate Hierarchy Information*.

32. Min. Hours – If there are a minimum number of hours associated with the T & M Wage Rate table for this job, then it is shown here.
33. Mark Up % - this is the percent that the cost has been marked up to arrive at the billing total.
34. Estimated Billing – this is the amount that already has been billed (if the billing status of the job record is 3), or the amount that will be billed (if the billing status is 1) for the job cost record.
    a. If there is a non-labor job cost record that has not been billed, and the override box has been checked in the 6-3 Job Cost screen, then this column will display the amount in the *Billing Amount* field of the 6-3 screen.
    b. If there is a non-labor job cost record that has not been billed, and the override box has not been checked in the Master Builder 6-3 Job Cost screen, then this column will show the cost times the markup percentage as the Estimated Billing amount in the spreadsheet.
35. PM Approval – Project Managers must approve changes to the job costs by entering initials in this field.
36. %GP – In order to calculate the Gross Profit percent, use the result of the estimated billing less the cost and then divide by the estimated billing amount.
37. Estimated Billing <>Actual Billing – this is the difference between the estimated billing and the actual billing.

Change Summary

The change summary provides a list of the job cost records that have been modified.

Job cost records highlighted in peach have an error and will not be imported to Master Builder. The errors are highlighted in bright red.

Job cost records that are not highlighted will be imported into Master Builder. The items to be changed are highlighted in yellow.

In the example below job cost record number 546 is not highlighted. When the file is imported, the cost code will be changed from 16000 to 1000.

Job cost record 432 is also not highlighted. When the file is imported the billing hours will be changed to 1. This means that a new job cost record will be created with the remaining 7 hours.

Job cost record number 503 will not import to Master Builder. Any job cost records that have an AR invoice associated with them cannot be modified.

Column Descriptions

1. Record # - this is the Master Builder job cost record that was modified on the Job Detail tab.
2. Approved – Use the *Approve All* button to change eligible records to *Yes*. Transactions must be approved in order to transfer to Master Builder.
3. PM Approval – these are the project manager initials from the *PM Approval* field
4. Job # - this is the Master Builder job number from the job cost record.
5. Job Name – this is the Master Builder job name from the job cost record.
6. Description – this is the description from the job cost record
7. AR Invoice Record # - this is the AR Invoice number from the Master Builder 3-2 screen.
8. Original Cost Code – this is the cost code from the job cost record and the Job Detail tab.
9. New Cost Code – this is the cost code to which the job cost record will be changed.
10. Original Billing Status – this is the billing status from the job cost record and from the Job Detail tab.
11. Modified Billing Status – this is the status to which the record number will be changed.
12. Original Billing Quantity – this is the billing quantity from the job cost record and from the Job Detail tab.
13. Partial Billing Hours – this is the quantity that the job cost record will be changed to. This will also create a new job cost record for the difference in billing hours.
14. Original Billing Amount – this is the original billing amount from the job cost record and from the Job Detail tab.

15. Billing Override Amount – this is the billing amount that the job cost record will be changed to.
16. New Notes – these are the new notes from the Job Detail tab – these will be entered into the job cost note pad at the beginning of the notes.

Unbilled Records

This tab provides a summary of unbilled job cost records in a pivot table broken down by Job, Project Manager, Date, Description, and Employee. Users can drill down by date and description to see the job cost detail.

Approval of Job Cost Changes

After completing modifications to the Job Detail tab, and reviewing these changes on the Change Summary, be sure to use the *Approve All* function on the Change Summary. Only Job Cost changes that are approved will be imported into Master Builder.

Import to Master Builder

After completing the changes on the T & M Analysis spreadsheet and saving the spreadsheet, select *File,* then *Import T&M Updates to SMB.*
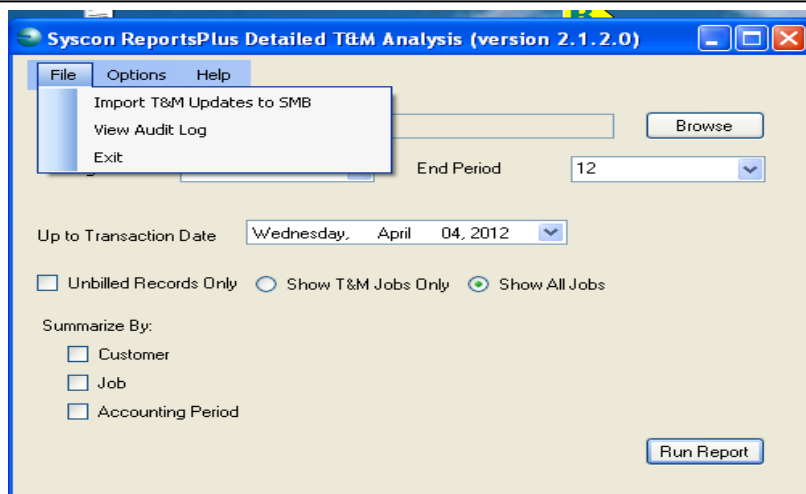
Navigate to the location of the file containing the changes to be imported. Select the file and then select *Open*.

After the import has completed, locate the job cost record that was modified. Using the example above, the cost code for job cost record 546 be 1000.
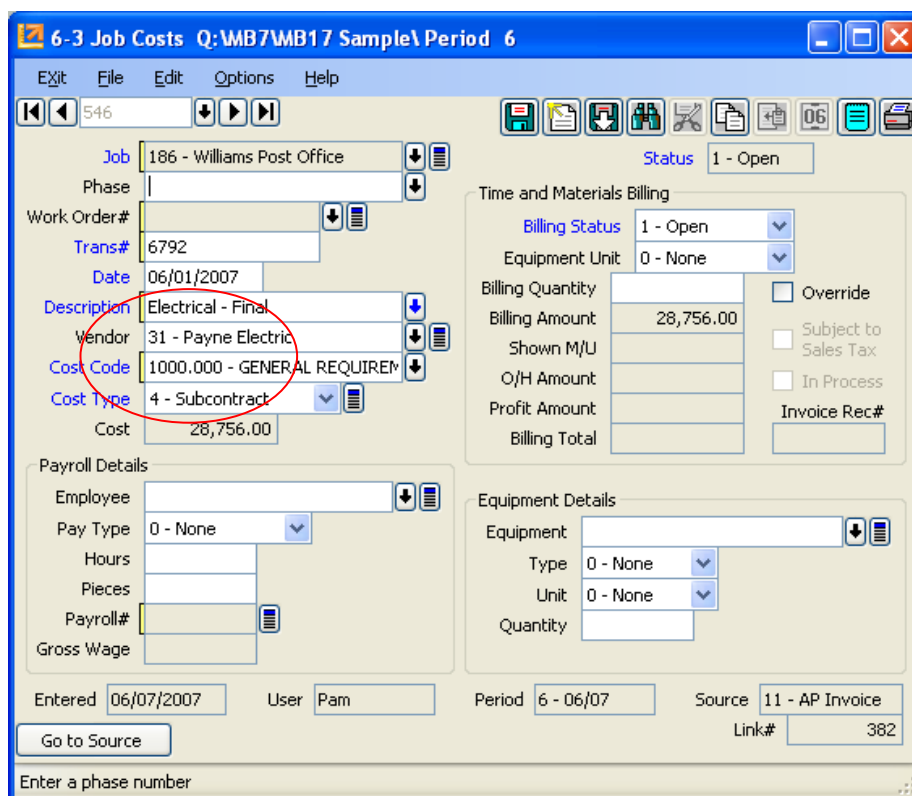
For cost code 432 the billing quantity should now be 1, and an additional job cost record will be created for the remaining 7 hours. A note will be placed in the newly created job cost record that lists the original job cost record used.

View Audit Log

Select *File,* then *Audit Log.*

The Audit Log enables the user to view a list of the job cost entries that have been modified.

1. Job Cost Record # - this is from the Master Builder database
2. User – this is the user that was logged into the T & M Analysis when the file was imported
3. Change – this describes what change was made to the cost code. A job cost record may have more than one change made to it, so the cost code may be listed multiple times in the grid.
4. Date – this is the date that the file import was completed.
5. Change file – this is the location and name of the file that was imported to Master Builder. The Syscon T & M Job Detail Analysis automatically makes a copy of the import file and saves it to a directory called *Syscon TM Audit* within your Master Builder directory. Double click on the file name to open the file.

T & M Job Detail Analysis Summary Template v01

This summary template takes the job cost data and summarizes by either Customer or Job, and then further summarizes by Accounting Period. This summary works only if a "Summarize by" option was one of the parameters selected on the main screen.

The example below summarizes by Job only.

This next example summarizes by Job and then by Accounting Period.

Other T & M Analysis Functions

<u>Help</u>

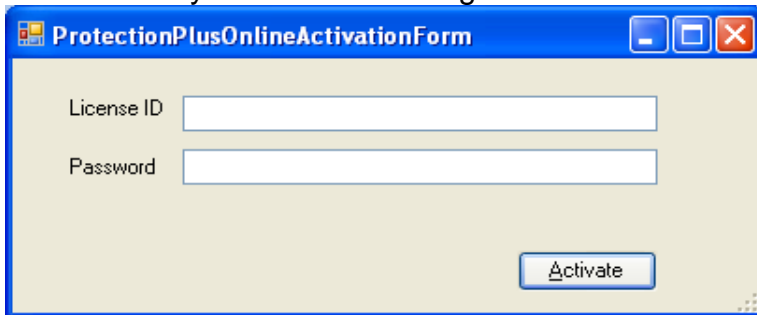To view the help menu click on *Help* or use *Alt-H*.

Online Help

1. Select this option in order to be directed to the Syscon program support page which contains the most recent user documentation.

About
1. Select this option to access the program version number and contact information for Syscon, Inc.

Activate
1. Select this option in order to activate the Detailed T & M Analysis. All users first receive an evaluation version of the program which can be used for ten days. After ten days users will no longer be able to run the report.

2. Enter the License ID and Password given to you by Syscon, and then select Activate.

Exit

In order to exit the Detailed T & M Analysis select *File*, and then *Exit*.