Materials Tracking Module

User Guide

An Application from the

Modular Management Series™

of

Project Administration Tools

**Kallensoft
Press**

Materials Tracking Module User Guide

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Introduction

The ***Modular Management Series***™ of project administration tools are designed primarily for the field office to track costs as they occur during the course of a construction project and generate a variety of reports on site. The applications are particularly useful for remote sites, where information from the home office may not be readily available on a timely basis.

The Materials Tracking Module is one of several core modules designed to provide a local database of project costs. The module is designed first as a tool to be used by the materials coordinator in the field. It is also designed to let you post materials expenditures against the same set of project cost codes that are used for labor and equipment costs. From the database you can then print out reports such as: Internal Materials Cost Reports, Invoice Billing Summary Sheets and Purchase Order Log by PO Number and Purchase Order Log by Vendor.

Purchase Orders can be entered in directly or created from a Material Requisition. In fact, if you have a large Material Requisition with many items you can tag specific items and generate a PO for only the items tagged. This means that one Material Requisition can be split up into a maximum of 99 individual Purchase Orders.

This guide is arranged into sections that show you step by step how to populate a new database and begin the process of tracking project costs.

Part 1 - Getting Started

Setting Up a New Database

Before you can start entering time and miscellaneous expenses you first have to populate a number of tables in the database. The Company Numbers, Job Numbers and Cost Code Groups need to be entered to create the **Cost Structure**.

There are a number of support tables needed before you can enter Requisitions and POs such as the list of Vendors and General Ledger Codes. Once the support tables are populated you can begin to enter Requisitions and/or Purchase Orders.

The steps to setting up a new database are as follows:

Enter Company Numbers
Enter Job Numbers with Settings for the Cost Code Groups
Enter Cost Codes
Enter General Ledger Codes
Enter Vendors

You will then be ready to enter materials expenses on a daily basis.

The following chapters in this section will describe the various file maintenance screens and the fields, controls and options for populating the required support tables.

The Multiple Document Form

When you click on the Labor Tracking Module shortcut or file icon a multiple document interface (MDI) form will appear with a plain gray background. The menu items are located on top of the form. You can select various forms that will appear inside the bounds of the main MDI form. If you have multiple forms open you can get them to arrange in a cascade formation by clicking the mouse anywhere on the plain gray background. Most of the forms inside the MDI form do not need to be expanded with the exception of forms that display the contents of reports. Most forms can be minimized but none of the browse or data entry forms will need to be maximized. They are designed to be used in their original size as displayed.
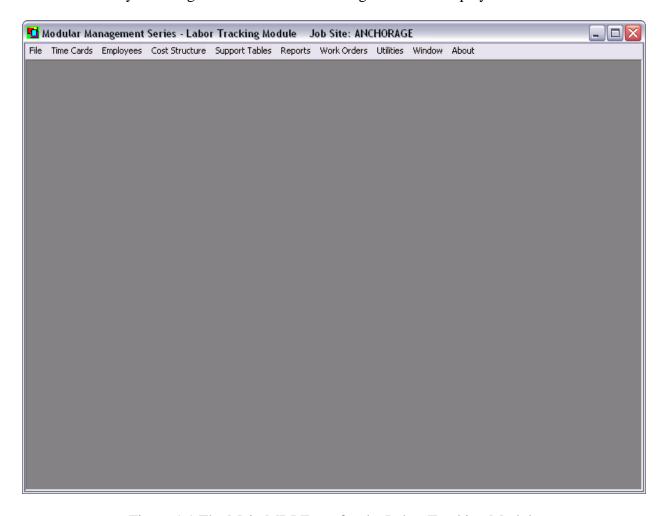

Figure 1.1 The Main MDI Form for the Labor Tracking Module

The caption of this form will display which Job Site is currently in use. The Labor Tracking Module allows you to have multiple Job Sites. For more on this refer to the section on "Multiple Job Sites" in this guide.

The Standard Table Maintenance Form

The Labor Tracking Module uses several Microsoft Access Databases. In the main database there are a group of tables that organize all of the information needed to report project costs. There are interrelationships between these tables which the Labor Tracking Module will maintain. There are a series of standard table maintenance forms that allow you to maintain the contents of these tables. These forms allow you to browse the table contents where you can add, edit and delete items. Many of the forms have options to view, search and print the contents of the table. The table maintenance forms are designed to verify your entries and to generate the appropriate error messages if an invalid item is being entered.

An example of a standard table maintenance form is displayed in Figure 1.2. This is the form for maintaining the list of company numbers:

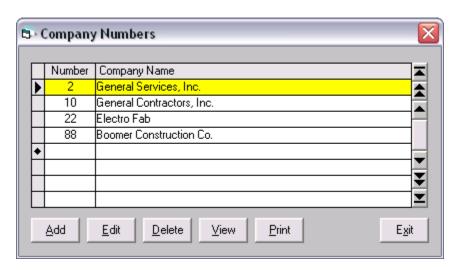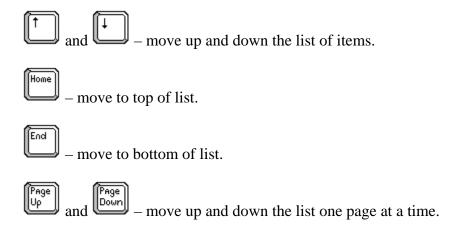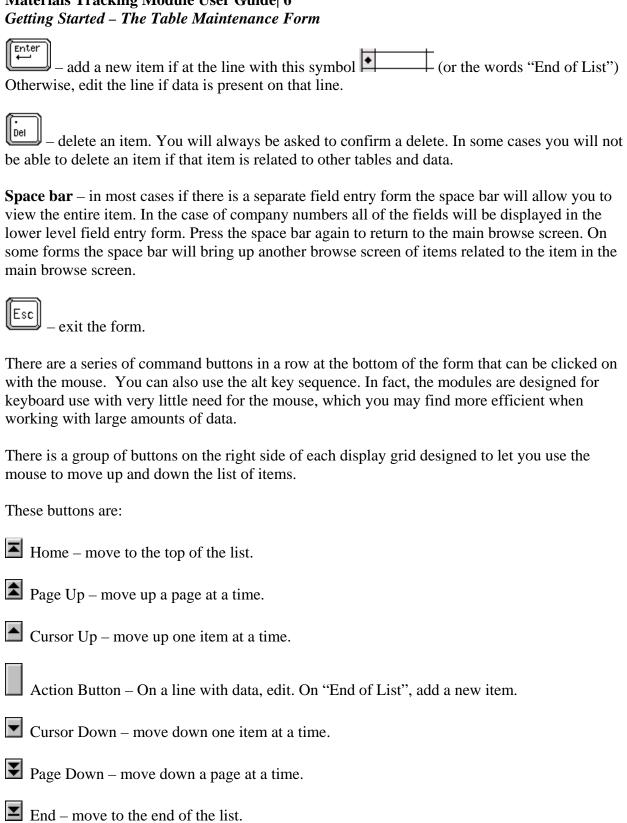Figure 1.2 Example of the Table Maintenance Form

The keyboard actions for the table maintenance form are:

 and – move up and down the list of items.

 – move to top of list.

 – move to bottom of list.

 and – move up and down the list one page at a time.

⌨ **Enter** – add a new item if at the line with this symbol ▪▭▭ (or the words "End of List")
Otherwise, edit the line if data is present on that line.

⌨ **Del** – delete an item. You will always be asked to confirm a delete. In some cases you will not be able to delete an item if that item is related to other tables and data.

Space bar – in most cases if there is a separate field entry form the space bar will allow you to view the entire item. In the case of company numbers all of the fields will be displayed in the lower level field entry form. Press the space bar again to return to the main browse screen. On some forms the space bar will bring up another browse screen of items related to the item in the main browse screen.

⌨ **Esc** – exit the form.

There are a series of command buttons in a row at the bottom of the form that can be clicked on with the mouse. You can also use the alt key sequence. In fact, the modules are designed for keyboard use with very little need for the mouse, which you may find more efficient when working with large amounts of data.

There is a group of buttons on the right side of each display grid designed to let you use the mouse to move up and down the list of items.

These buttons are:

⯅ Home – move to the top of the list.

⯅ Page Up – move up a page at a time.

▲ Cursor Up – move up one item at a time.

▯ Action Button – On a line with data, edit. On "End of List", add a new item.

▼ Cursor Down – move down one item at a time.

⯆ Page Down – move down a page at a time.

⯆ End – move to the end of the list.

Part 2 -The Cost Structure

Your management team probably has a good idea of what a project will cost. If the project was awarded through a formal bid process then there is an estimate submitted by your company that contains the total cost to the client. In addition, there are documents listing the expected internal costs for each phase of a project, amounts for contingency, and overall expected profit. This collection of calculations and the resulting costs is often referred to as the definitive estimate.

The scope of work of a construction project is usually broken down into phases. Each phase in turn has a list of tasks. To track project expenditures and overall progress cost codes will be assigned to each phase. Another sub set of these codes are then assigned to each task. There may also be another list of cost codes for standard expenditures such as travel, consumables, small tools, etc. Or you might be working on a maintenance contract where hours must be posted against a work order number or some other document. Cost codes are then assigned for each maintenance item as needed. This collection of cost codes is referred to as the **cost structure**.

The Labor Tracking Module uses the following arrangement to organize the cost structure:

Company Numbers

Job Numbers

Column A Codes	Column B Codes	Column C Codes

The top element of the cost structure is the company number. All of the modules are designed for multiple company numbers. Under company numbers are the job numbers. Under each job number are three groups of cost codes. The number of cost code groups you are going to use along with the name, type and size of each group must be defined for each job number. Cost reports can be printed for any combination and hierarchical arrangement of these cost code groups.

A simple example of how the independent groups of cost codes work is as follows: Lets say the project is a business park with several buildings containing suites of offices. There are four buildings; Building A, B, C and D. Each building has six office suites. Group A cost codes could be the buildings. Group B could be the office suites. Group C could be each major discipline such as Civil, Electrical, Mechanical, Structural, etc. Labor costs could be posted to Building B, Office 4, Electrical as one combination or to Building D, Office 6, Civil as another combination. Cost code groups B and C are used independent of group A to create the variety of combinations needed to track job costs.

Company Numbers

The menu selection to display the form for company numbers is found under the main menu item "Cost Structure" and then "Company Numbers". The keyboard sequence is **Alt-C1**. The Company Number form is displayed below. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.
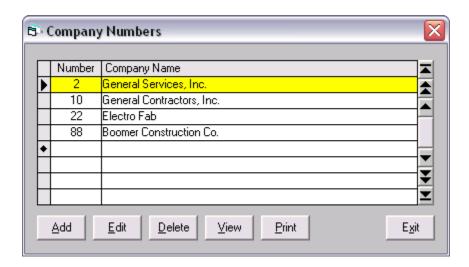

Figure 2.1 The Company Number Browse Form

You may never need to enter more than one company number. However, the modules are designed to use multiple company numbers as part of the overall design of the cost structure. All cost related data and options for reports require a company number/job number pair to be selected.

To view the entire contents of a company number entry press the space bar. The data entry form for company numbers will appear with all of the fields displayed.

When you Add, Edit, Delete or Display a Company Number the data entry form in Figure 2.2 will appear:

Figure 2.2 The Data Entry Form for Company Numbers

Besides the standard fields for company name, address, etc. you will notice the Default Text for Crew Sheet Signature Lines. These fields allow you to enter abbreviations for the company name and client name. The fields can be changed from job number to job number but you can put the default text in these fields. There is also a text box for entering the file name of the optional company logo bit map file. This file is stored in the MMSMedia folder. This media folder must be placed in the same folder as the application (LTS.exe) file.

Besides the tab key you can move from one field to the next by pressing the enter key.
To save a new item or changes press **Alt-U** or click on the update command button. To exit the form without making any changes press the **Esc** key, **Alt-C** or click on the Cancel button. When viewing press the space bar to exit back to the browse form.

Some documents printed by the modules use the company logo. An example is the Repair Orders in the Equipment Module. The logo should be a bit map image stored in the MMSMedia folder. Click on the ▬ button located within the Logo File Name text box and the File Selection Form in the figure below will appear.
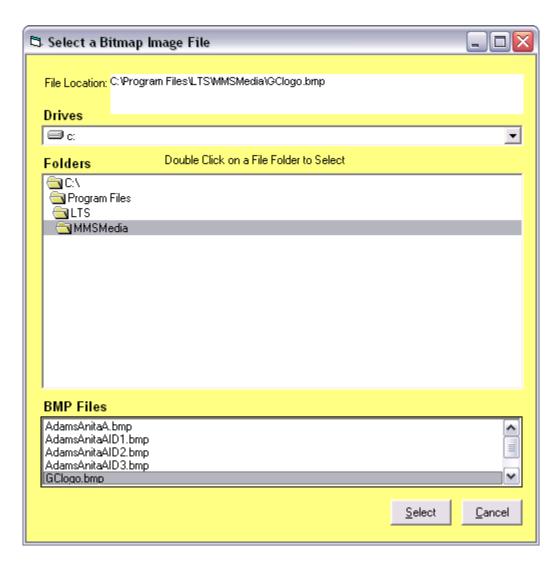

Figure 2.3 Logo File Name Selection Form

The preview window should then display the logo image after you have made your selection.

When you click [Print] or **Alt-P** on the company number browse form the following report form appears:
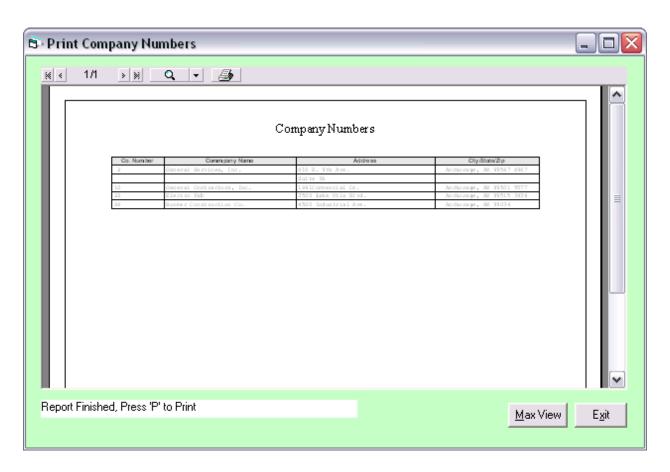

Figure 2.4 List of Company Numbers Report Form

To print the report press <**P**> or click on the printer icon: [🖶] at the top of the report window. Click [Max View] (or **Alt-M)** to fill the screen with the report viewer. Before doing this maximize the module's Main MDI Form first to fill your entire screen with the report viewer. To exit this form you can press [Esc] (or **Alt-X)** or click on [E_xit].

If you clicked [Max View] the report window will expand to the limits of the module MDI form as shown below.
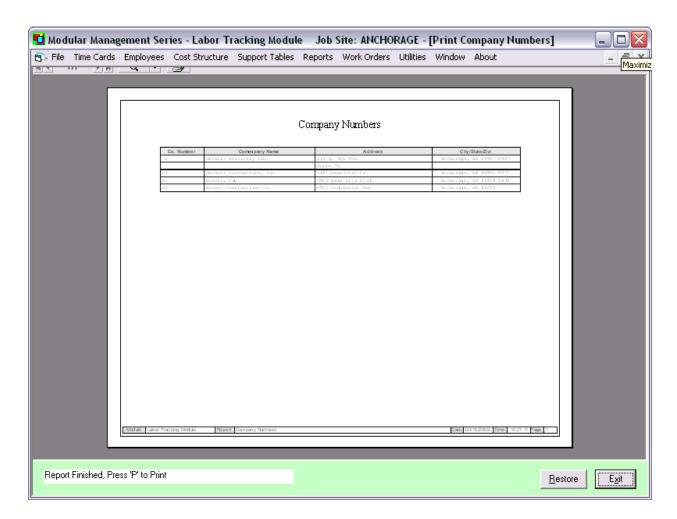

Figure 2.5 Report Viewer Window after Clicking the "Max View" Button

You can click on the left mouse button to zoom in and click on the right mouse button to zoom back out. If you zoom in enough so that the scroll bars appear you can then hold down the left mouse button and move the report around in the window.

Job Numbers

Before entering any job numbers you need to define the job number settings. To do this select
Main Menu option "Utilities" and under this click on menu selection "2 – Job Site Settings". The
keyboard sequence is **Alt-U2**. The System Setting Form in Figure 2.6 will appear.
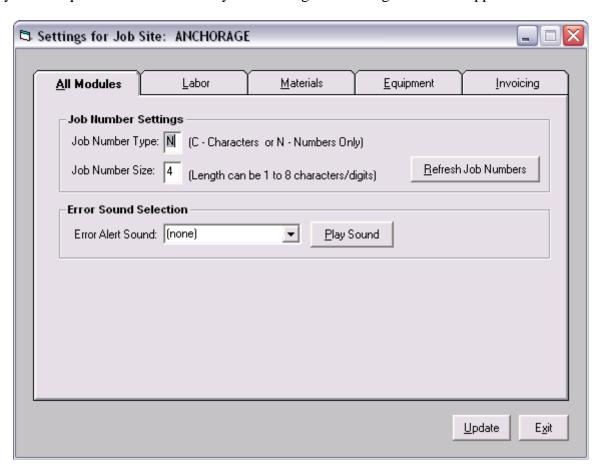

Figure 2.6 Job Site Settings – All modules Tab

In the above form the user has selected numeric only job numbers with a maximum length of 4
digits. The job number settings must remain the same for an entire Job Site However, if you are
using multiple Job Sites the settings can change from Job Site to Job Site. See more about using
multiple Job Site in the chapter "Using Multiple Job Sites".

The menu selection to display the form for job numbers is found under the main menu item "Cost Structure" and then "Job Numbers". The keyboard sequence is **Alt-C2**. The Job Number Browse Form is displayed in Figure 2.7a. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.
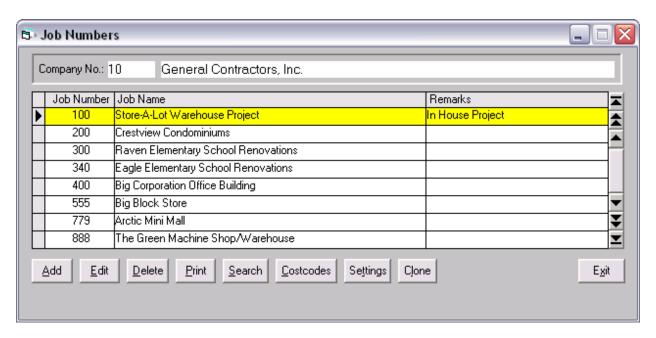

Figure 2.7a The Job Number Browse Form

The company number and name to which the job numbers are related is displayed at the top of the form. The job number, job name and remarks are entered directly into this data grid.

In addition to the standard buttons for Add, Edit, etc. you will notice several others located at the bottom of the form. The buttons allow you to search the table for a specific job number, enter cost code settings, enter job number settings and clone a job number. Each of these options will be explained in the next few pages. At the top of the form is a user control to select another company number. To activate this control click anywhere on the control and the text box for company number will turn on so that you can enter a different company number as shown in Figure 2.7b.
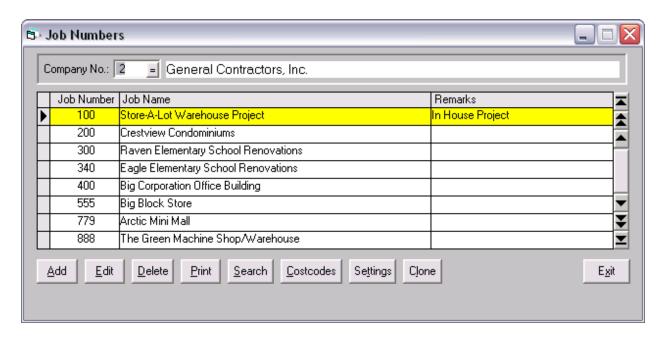
Figure 2.7b A New Company Number has been Entered in User Control at Top of Form

To exit this user control after keying in a new company number press [Enter] and the display will change to show the job numbers related to the new company number you have entered as shown in Figure 2.7c:

Figure 2.7c After User Control is Exited New List of Related Job Number is Displayed

When you click on the "Search" button or press **Alt-S** the following search form appears:
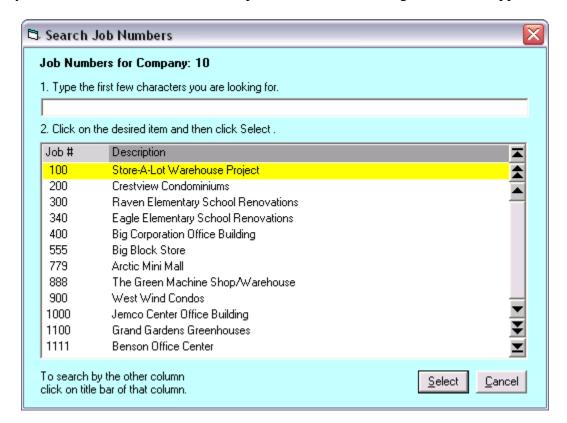

Figure 2.8 The Job Number Search Form

To search for a job number enter the number in the text box at the top of the form. In this example, the job numbers are set up as 4 spaces long, so if you are looking for a three digit number you must enter the leading space and then the three characters.

If you want to search for a job number by the job name then click on the gray "Description" title bar. The search window will now display the job numbers in order of the job name as illustrated below:
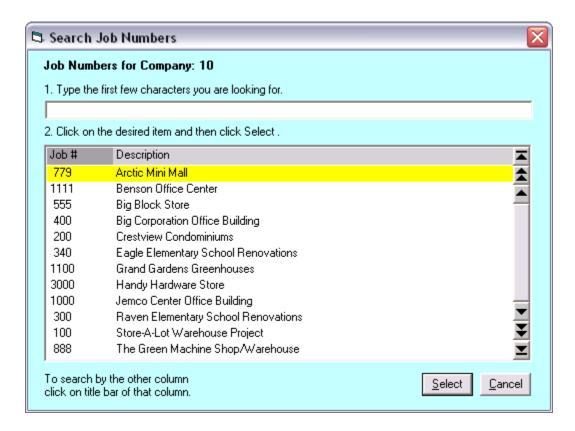

Figure 2.9 The Job Number Search Form – In Order of Job Name

Note that the Description Column heading is now a light grey color.

Now type in the first few characters of the job name and the active bar will move to the first occurrence of those characters. If the characters cannot be found the bar will not move.
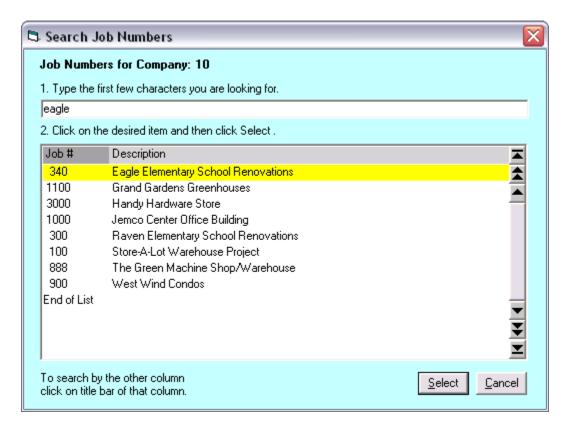

Figure 2.10 Active Bar Has Moved to Job Name with Search String

To make you selection click on ⬛Select⬛ or press the **Enter** key.

To set up the cost codes for your job number click on Costcodes or press **Alt-C** to bring up the Job Number Cost Code Settings sub form as displayed below:
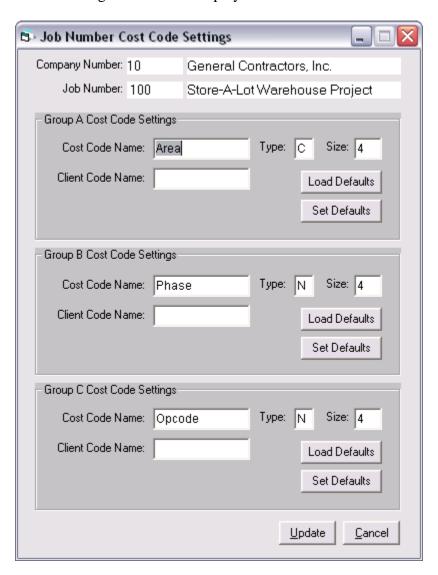

Figure 2.12 The Job Number Cost Code Settings Form

This sub form allows you to enter the name for each cost code group, the type and the size. The maximum size for a cost code is 15 characters. This form is where you also enter the name of the Client Code. This code is used in reports that are submitted to the client such as Invoice Summary Sheets.

If the cost codes are going to be consistent from job number to job number you may want to store your settings as the cost code defaults. To do this click on the Set Defaults button. Later, when adding another job number you can click on the Load Defaults button to load the default cost

code settings for each group. You can use one, two or all three groups depending upon your needs. To save your settings click on the update button or **Alt-U**.

There are a number of job number settings available to you to configure how the Labor Tracking Module functions when entering time. To select the Job Settings form click on the Settings button or key in **Alt-T** to display the form below:
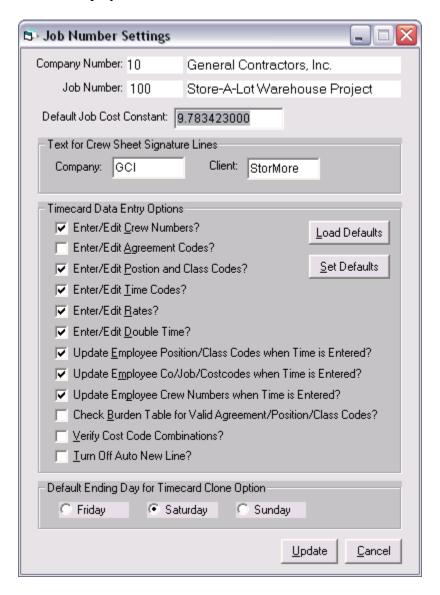

Figure 2.13 The Job Settings Form

There are two text blocks to enter the abbreviations for the company and client names. There are a series of check boxes to select timecard data entry options. Some are obvious, like the Enter/Edit options which turn on or off various columns in the time data entry form. These options are followed by three options on how you want to update the master employee file with the latest time entered for an employee. If you are using agreement codes there is an option to insure there is a valid combination of agreement/position/class cods in the line of time. Also, on

some jobs, you may want to restrict the combination of cost codes that can be entered. This is used only if you are using an expanded cost code structure such as work orders the can have one to three related cost codes. The auto new line feature will jump down a line in the time entry screen in preparation for a new entry. The default ending day for time card clone basically says that if you are going to clone a weeks of time what day of the week does the clone option stop at. If you have staff or other employees with time posted to a regular group of cost codes the clone option allows you to enter Monday's time and clone the rest of the week.

There are buttons available for setting the defaults and loading the defaults when entering a new job number. To save your settings click on the update button or press **Alt U**.

You may need to create a new job number where the cost code groups, position codes, and class codes are the same or similar to an existing job. Since these items are always related to a company/job number pair the Labor Tracking Module allows you to clone a job number. This means you will not have to reenter cost codes, position codes or class codes again under the new company/job number pair.

To clone a job number click on Clone or press **Alt-L.** The Clone a Job Number form will be displayed:
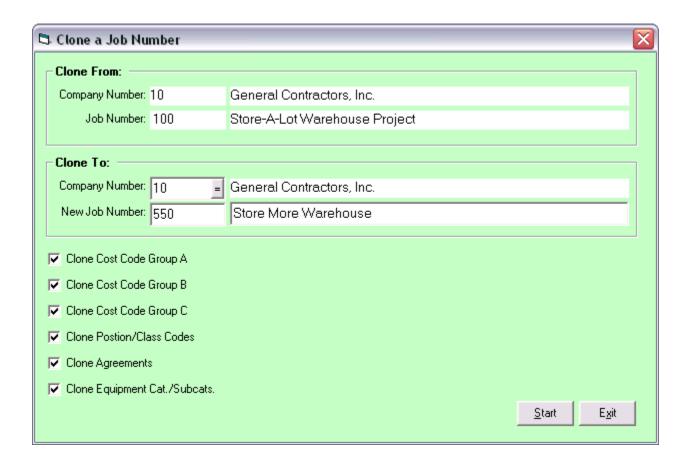
Figure 2.14 Clone a Job Number Form

The form allows you to select a target company and job number pair. There are check boxes to select which of the support tables you wish to clone for the new job number. To begin the process click on the Start button or enter **Alt-S**. After starting the form will display the progress and let you know when you have successfully cloned a job number.

The print options for job numbers are on the Job Number Report form. Click on the print button or press Alt P to display this report form:
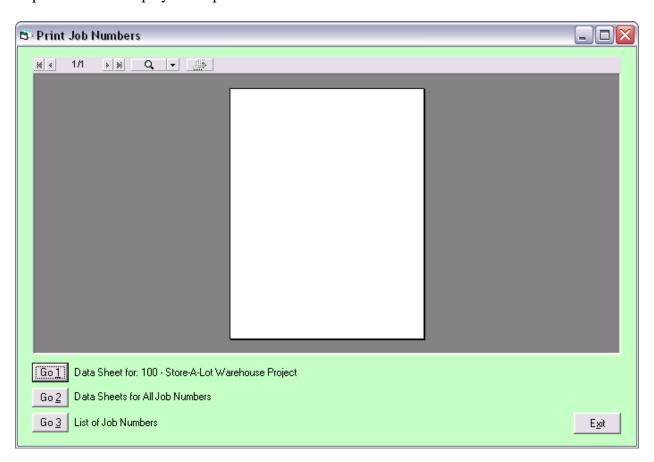
Figure 2.15 The Print Job Numbers Form

You can print a data sheet for the job number you are currently at on the browse form , data sheets for all job numbers, or a list of job numbers for the current company number selected in the browse form.

Cost Code Groups

The menu selection to display the form for Cost Code Groups A, B and C is found under the main menu item "Cost Structure" and then "Cost Code Group A", etc. The keyboard sequence is **Alt-C3, 4,** or **5**. The Cost Code Group form is displayed below. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.
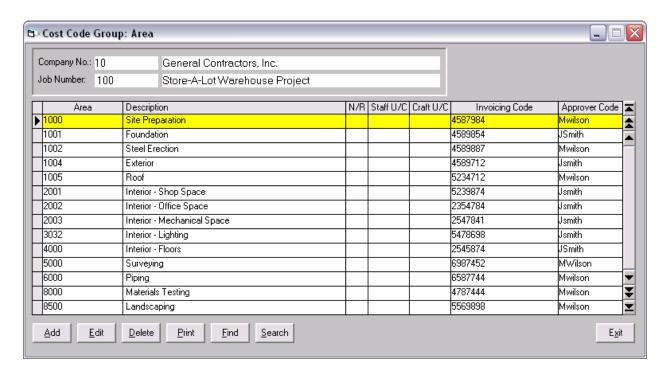

Figure 2.16 The Cost Code Table Maintenance Form

To select another Company/Job Number Pair click on the control at the top of the form. When activated the text boxes will appear as shown in the figuree below:
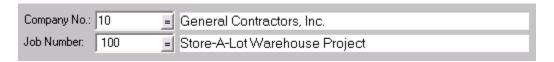

Figure 2.17 Company/Job Number Selection Control After Activation.

Once it is activated the text boxes will appear along with the item search buttons. You will now be able to enter a different company number and job number. To exit this control press the

 key.

Cost codes are displayed for a unique company/job number pair. The columns are:

Cost code – 1 –15 characters in length, alpha numeric or numeric only depending upon the job number cost code settings. Notice the heading for this column is the name assigned to this cost code group in the job number settings.

Description – Can be up to 50 characters in length.

N/R – Non-reimbursable designation A Yes/No field. Line items with a Cost Code that has been designated as non-reimbursable will not be included on invoice summary reports used as backup to client invoicing.

Staff ULC – Staff Upload Code – Optional code used by the Labor Tracking Module payroll upload utilities that transfer time to home office accounting systems.

Craft ULC – Same as Staff ULC but for time with a position code designated as craft.

Invoicing Code – This code is used by the Electronic Invoicing Module.

Approver Code –used when creating electronic invoices in the form of text files submitted to the client.

Besides the standard Add, Edit and Delete command buttons the other command buttons on this form are:

| Print | - Print a list of Cost Codes.

| Find | - Find a Cost Code. Allows the user to enter a cost code when the complete code is known.

| Search | - Search for a Cost Code. Allows user to enter first few characters of the cost code to see if there is a match.

Part 3 – Support Tables

Before you can enter Material Requisitions and/or Purchase Orders you will need to populate a few support tables. These are the Vendors, General Ledger Codes, Default Settings for all Job Numbers you will be using and the list of Requisition Types.

Vender Browse Form

From the main menu select "Support Tables" then "1 - Vendors" to display the Vendor Browse form as shown below. The keyboard sequence is **Alt-S1**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Vendor #	Vendor Name	Phone	Fax	Contact
A12121	A & W Wholesale Co.	(907) 452-2138	(___) ___-____	Dan Nelson
A78232	Action Sign & Graphics	(907) 562-2124	(___) ___-____	
A89834	Airport Machinery Co. Inc	(907) 272-0544	(___) ___-____	
A23232	Alaska Bearing Corp.	(907) 276-1406	(___) ___-____	
A90232	Alaska Fastener & Tool Supply	(___) ___-____	(___) ___-____	
A00223	Alaska Hydraulics, Inc.	(907) 562-2217	(___) ___-____	
A10237	Alaska Industrial Hardware	(907) 895-6676	(907) 898-4545	Tim Green
A98342	Alaska Mining & Diving Supply	(909) 343-4343	(907) 893-4343	Bob Hansen
A77248	Alaska Rubber & Supply	(907) 562-2200	(___) ___-____	
A29987	Alaska Sales & Service	(800) 478-7528	(___) ___-____	Mark Keller
B90232	B & B Tool Supply	(907) 276-7714	(907) 823-2323	Jim Wilson
B10023	B & C Supply	(907) 562-2047	(___) ___-____	
B00983	Big Three Lincoln Alaska	(907) 562-2080	(907) 659-3197	
C88923	C F Air Freight, Inc.	(907) 823-2322	(907) 823-4578	
C09334	CompUSA Inc.	(907) 898-3432	(___) ___-____	Mike Jensen
D0923	Debenham Electric Supply	(907) 562-2800	(907) 561-0346	Bill McKay

Add   Edit   Delete   View   Print   Search   Exit

Figure 3.1 The Vendor Browse Form

The Vendor Browse Form allow you to perform the standard table maintenance functions such as add, edit and delete. It also has some additional buttons which are:

View - Allows you to view the entire contents of a vendor record. Keyboard commands are **Alt-V** or **Spacebar**

Print - Clicking on this button will display the Vendor Report Form. Keyboard command is **Alt-P**.

Search - Search for an vendor using the standard search form. Keyboard command is **Alt-S**.

To exit this form click on Exit or press the **Esc** key.

Vendor Information Form

The Vendor Information Form displayed below is as it appears in edit mode.

Figure 3.2 The Vendor Information Form in Edit Mode

The basic vendor information is entered into this form including the vendor number.

Besides the tab key you can move from one field to the next by pressing the enter key.
To save a new item or changes press **Alt-U** or click on the update command button. To exit this form without making any changes or adding a new item press the **Esc** key, **Alt-C** or click on the Cancel button. When viewing press the space bar to exit back to the browse form.

General Ledger Codes

From the main menu select "Support Tables" then "2 – General Ledger Codes" to display the General Ledger Codes Table Maintenance Form in Figure 3.3. The keyboard sequence is **Alt-S2**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 3.3 General Ledger Codes Table Maintenance Form

General Ledgers Codes are entered in the PO line item detail in addition to the regular cost code groups you have set up for a job number. General Ledger Codes are included in the module to because many home office accounting systems have a separate set of accounts for material expenditures.

Codes are entered for a Company Number.

The columns in this form are:

G/L Code – A six place alphanumeric code.

Description – A string of text up to 50 characters long.

Job Number Defaults

From the main menu select "Support Tables" then "3 – Job Number Defaults" to display the Job Number Defaults browse form as shown below. The keyboard sequence is **Alt-S3**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.
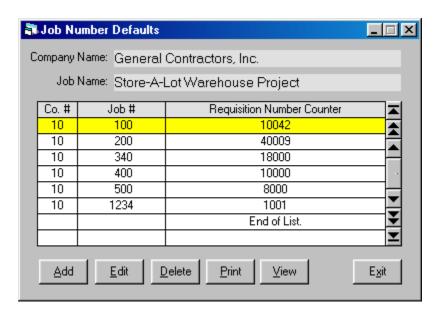

Figure 3.4 The Job Number Defaults Browse Form

The Job Number Defaults Browse Form allow you to perform the standard table maintenance functions of add, edit and delete. It also has some additional buttons which are:

View - Allows you to view the entire contents of an vendor record. Keyboard commands are **Alt-V** or **Spacebar**

Print - Clicking on this button will display an Job Number Defaults Report Form. Keyboard command is **Alt-P**.

To exit this form click on **Exit** or press the **Esc** key.

Job Number Defaults Form

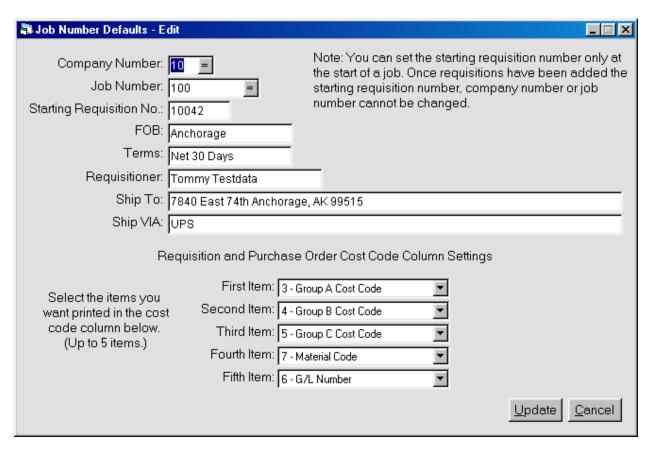The Job Number Defaults Form is displayed below as it appears in edit mode.

Figure 3.5 The Job Number Defaults Form in Edit Mode

This form allow you to set up defaults for a job number. First item is the starting requisition number which must be in place prior to entering any new requisitions. The Materials Tracking Module assigns a unique requisition number based upon this counter, the job number and requisition type.

The default text for several fields in the main information form for requisitions and purchase orders are entered here. The second part allows you to select which codes you want included in the cost code column of the requisition or purchase order form when it is printed out.

Besides the tab key you can move from one field to the next by pressing the enter key.
To save a new item or changes press **Alt-U** or click on the update command button. To exit this form without making any changes or adding a new item press the **Esc** key, **Alt-C** or click on the Cancel button. When viewing press the space bar to exit back to the browse form.

Requisition Types

From the main menu select "Support Tables" then "4 – Requisition Types" to display the Requisition Types Table Maintenance Form in Figure 3.6. The keyboard sequence is **Alt-S4**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.
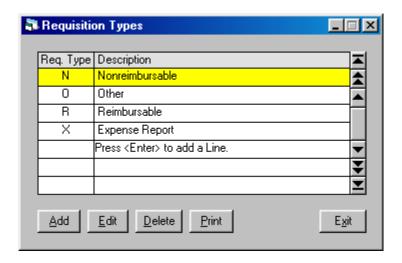

Figure 3.6 Requisition Types Table Maintenance Form

Requisition Types are part of the header information that is entered when creating a new requisition. If you are have the automatic assignment of PO numbers then this code becomes part of the PO number.

The columns in this form are:

Req Type – A one character code.

Description – A string of text up to 16 characters long.

Part 4 – Material Requisitions

Once the support tables are populated you are ready to begin entering material requisitions. A useful feature of the Materials Tracking Module is that one or more purchase orders can be created from a single requisitions. This means that line item detail entered into a requisition does not have to be re-keyed to create a purchase order. A large material requisition can be split up into several purchase orders and sent to different vendors.

Purchase orders are cut from a requisition by tagging line items and then posting those items to create a new purchase order.

Once purchase orders have been created you can post payment and receiving detail to the line items under each PO.

Requisition line items are entered against the same set of cost codes used for labor and equipment costs. From this information material cost reports and project cost reports can be generated.

Main Browse Form

To display the browse form for material requisitions first select menu item Requisitions/POs and then 1 – Requisitions. The keyboard sequence is **Alt-R1**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.
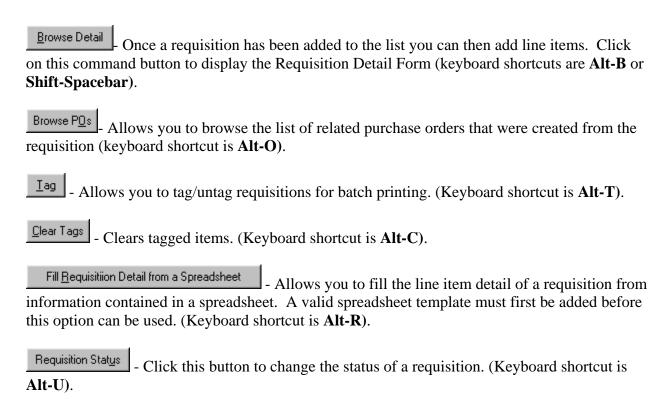

Req. #	PO # Prefix	Co.	Job #	Date	Vendor #	Vendor Name	Amount	Req. Status
10001	100R10001	10	100	02/15/2005	O54454	OFFICEMAX	640.31	Open
10002	100R10002	10	100	05/20/2005	B90232	B & B TOOL SUPPLY	13,626.31	RFQ Sent
10003	100R10003	10	100	05/21/2005	O54454	OFFICEMAX	63.02	Closed
10004	100R10004	10	100	05/22/2005	E45061	EDI DISTRIBUTORS	292.56	Voided
10005	0100R10005	10	100	05/25/2005	C09334	COMPUSA INC.	11,039.09	Open
10007	0100R10012	10	100	06/14/2005	A90232	ALASKA FASTENERS AND TOOL	408.25	Closed
10008	0100R10008	10	100	06/16/2005	T93434	THOMPSON METAL FAB, INC.	9,920.00	Open
10009	100N10009	10	100	06/12/2005	A29987	ALASKA SALES & SERVICE	115,132.00	Open
10011	100R10011	10	100	06/12/2005	A90232	ALASKA FASTENERS AND TOOL	.00	Open
10014	0100R10014	10	100	06/17/2005	A12121	A & W WHOLESALE CO.	132.00	Open
10015	100R10015	10	100	11/27/2005	I78772	INTERNET ALASKA, INC.	.00	Open
10017	0100N10017	10	100	11/28/2005	G34343	GREER TANK AND WELDING	.00	Open
10019	100R10019	10	100	11/07/2005	A12121	A & W WHOLESALE CO.	.00	Open
10020	100N10020	10	100	11/23/2005	A12121	A & W WHOLESALE CO.	.00	RFQ Sent
10021	100N10021	10	100	02/04/2005	B90232	B & B TOOL SUPPLY	95.33	Open
10022	100N10022	10	100	10/12/2005	A90232	ALASKA FASTENERS AND TOOL	39.97	RFQ Sent

Figure 4.1 Material Requisitions Main Browse Form

Besides the standard command buttons for Add, Edit, Delete and View there are several others on this form. They are:
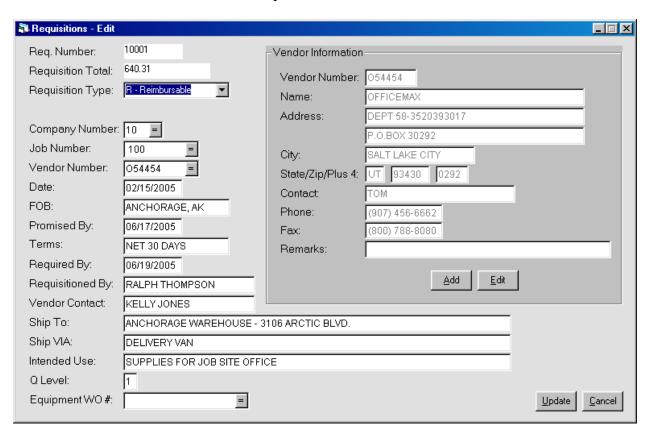
Print - Print a Materials Requisition or a Request for Quotation form.

Find - Find a requisition number. Click on this command to get a dialog box where you can enter the requisition number you are looking for (keyboard shortcut is **Alt-F**).

Search - Allows you to select a vendor and then select the desired requisition from a list (keyboard sort cut is **Alt-S**).

Search by Keyword - Allows you to search all requisitions for a keyword in the description field of the line items, such as "welding rods"(keyboard shortcut is **Alt-K**).

Browse Detail - Once a requisition has been added to the list you can then add line items. Click on this command button to display the Requisition Detail Form (keyboard shortcuts are **Alt-B** or **Shift-Spacebar)**.

Browse POs - Allows you to browse the list of related purchase orders that were created from the requisition (keyboard shortcut is **Alt-O)**.

Tag - Allows you to tag/untag requisitions for batch printing. (Keyboard shortcut is **Alt-T)**.

Clear Tags - Clears tagged items. (Keyboard shortcut is **Alt-C)**.

Fill Requisitiion Detail from a Spreadsheet - Allows you to fill the line item detail of a requisition from information contained in a spreadsheet. A valid spreadsheet template must first be added before this option can be used. (Keyboard shortcut is **Alt-R)**.

Requisition Status - Click this button to change the status of a requisition. (Keyboard shortcut is **Alt-U)**.

Requisition Header

The Material Requisition Header Form is displayed below. This form allows you to enter information needed in the header of a requisition.

Form 4.2 Material Requisition Header Form

On the right side of the form is the Vendor Information frame. Within this frame are command buttons to allow you to add or edit the vendor information.

Here is a summary of the labels and data entry fields on this form:

Requisition Number – Assigned automatically based upon the starting requisition number established in the job number defaults and the number of requisitions entered so far.

Requisition Total – monetary total of all related requisition line items.

Requisition Type – Select the Requisition Type from the drop down combo box.

Company Number – 2 digit number.

Job Number – 8 character alphanumeric string.

Vendor Number – 7 character alphanumeric string.

Date – 10 character field.

F.O.B. – Free On Board designation, 20 characters.

Promised By – 10 character field.

Date – 10 character field.

Terms – 20 character field.

Required By – 10 character field.

Requisitioned By – 30 character field.

Vendor Contact – 30 character field.

Ship To – 70 character field.

Ship Via – 70 character field.

Intended Use – 70 character field.

Q Level – 1 character field.

Equipment Work Order Number – A requisition can be linked to an equipment maintenance work order in the Equipment Tracking Module if desired.

Remember that the enter key is the same as the tab key for moving to the next field.

Notice that the Vendor Information Frame has two command buttons that allow you to add a new vendor or update (edit) the vendor information if needed directly from this form.

Once a requisition has been added and you return to the main browse form and enter detail by clicking on the button (keyboard shortcuts are **Alt-B** or **Shift-Spacebar**).

Requisition Detail

The Requisition Detail Form is displayed below. This form allows you to add, edit and delete line items for the requisition. This form is displayed when you click on the Browse Detail button found on the Main Requisition Browse Form.
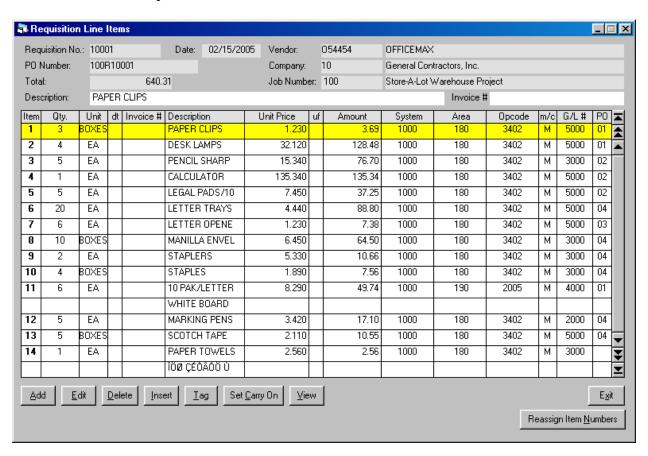

Figure 4.3 Material Requisition Detail Form

For your reference the top of this form shows information contained in the header part of the requisition.

Besides the standard Add, Edit and Delete command buttons there are:

Insert - Allows you to insert 1 or more lines above or below the current highlighted line.

Tag - Allows you to tag individual line items for posting to a PO (keyboard shortcut is **Alt-T**).

Set Carry On - Allows the user to turn on or off the Carry On feature which duplicates the last line that has been added or edited when you add a new line. The new line can then be edited where needed before you update the table.

View - Switches display from standard to full description view and back.

Reassign Item Numbers - Sometimes when you insert or delete line items you will need to click this command button to reassign the line item numbers, sort of like a spreadsheet recalc.

The columns in this form are:

Item Number – Assigned by the application when a new item is added. Only lines with a quantity are assigned an item number (an item can have the main line with a quantity and multiple additional lines that are description only lines and are considered part of the main line above them).

Qty. – A number with one decimal place.

Unit – A 5 character string.

d/t – Document Type, optional field, 1 character. Indicates where the number in the next column (Invoice Number) came from. Choices are: I – Invoice, P – Packing Slip or R – Reference number. The default (blank) is set to Document Type: Invoice.

Invoice # - Invoice Number, optional field, 20 character string.

Description – 70 character string.

Unit Price – Number with 2 decimal places.

Unit Factor – 1 character string. Used to calculate amount when unit price is based upon a multiplier other than one. Allowable characters are d – dozen, g – gross, c – 100 and m – 1000. As an example, if the unit price of some wire was $50.00 per 1000 ft and the quantity was 500 ft and the unit factor was "m" the amount would be $25.00.

Amount – Calculated and displayed under program control.

Group A Cost Code – In Figure 4.3 the cost code name is "Area". 1 –10 character code.

Group B Cost Code – In Figure 4.3 the cost code name is "Phase". 1 –10 character code.

Group C Cost Code – In Figure 4.3 the cost code name is "Opcode". 1 –10 character code.

M/C – Material Code, an optional 1 character string.

G/L # - General Ledger Number, a 6 character string.

PO – Purchase Order prefix, blank or 1 – 99. Indicates which purchase order the line item belongs to since one requisition can be split up into one or more purchase orders.

Remember that the enter key is the same as the tab key for moving to the next field.

Creating a PO from Requisition Detail

As mentioned earlier, on of the unique features of the Materials Tracking Module is the ability to cut one or more purchase orders directly from the requisition line items. To do this you need to only "tag" or select the desired items and post them to a purchase order. Tag items by clicking on the Tag command button or by pressing the ⌷T⌷ key (notice that just the key needs to be pressed and not the Alt-T combination although that will work also). The ⌷T⌷ key acts like the down arrow cursor key, moving you down to the next item. By holding the ⌷T⌷ key down you can quickly tag a group of items. Note: **Shift-T** tags all of the items that have not yet been posted to a purchase order.

Item	Qty.	Unit	dt	Invoice #	Description	Unit Price	uf	Amount	Workorder	SubJob	OpCode	m/c	G/L #	PO
1	6	BOXES			#12 WIRE NUTS	6.780		40.68	780	5	784	M	2000	
2	1	EA			10 AWG 3 COND	313.780		313.78	224	5	784	M	2000	
3	10	EA			GE LIGHT SWIT	2.390		23.90	224	5	784	M	4000	
4	6	BOXES			#10 WIRE NUTS	4.120		24.72	780	5	784	M	2000	
5	4	EA			LIGHT FIXTURE	67.450		269.80	780	5	784	M	1000	
6	1	EA			200 W FLOODLI	2.200		2.20	780	5	784	M	1000	
7	3	BOXES			40 WATT BULBS	3.450		10.35	780	5	784	M	1000	
8	5	BOXES			60 WATT BULBS	4.120		20.60	780	5	784	M	1000	
9	1	BOXES			100 WATT BULB	5.570		5.57	780	5	784	M	1000	
10	2	EA			LIGHT FIXTURE	87.120		174.24	780	5	784	M	1000	
					End of List.									

Requisition No.: 40001   Date: 02/02/2005   Vendor: E45061   EDI DISTRIBUTORS
PO Number: 200R40001   Company: 10   General Contractors, Inc.
Total: 885.84   Job Number: 200   Crestview Condominiums
Description: 200 W FLOODLIGHT BULB   Invoice #

Add   Edit   Delete   Insert   Tag   Set Carry On   View   Exit
Post to New PO   Transfer   Reassign Item Numbers

Figure 4.4 Tagging Line Items to be Posted to a New Purchase Order

After tagging the first item the [Post to New PO] command button appears. To post your tagged items click on this button. The following dialog box appears:

Figure 4.5 Message Box for Verifying New PO

The new purchase order number is automatically created and consists of the Job Number, Requisition Type, Requisition Number, and PO suffix. The PO suffix is a counter indicating how many purchase orders have been cut from a single materials requisition. Click on OK to begin posting.

When the process is complete the following message box appears displaying the new PO Number and the number of line items that were posted

Figure 4.6 Message Box Announcing the Newly Created Purchase Order

Item	Qty.	Unit	dt	Invoice #	Description	Unit Price	uf	Amount	Workorder	SubJob	OpCode	m/c	G/L #	PO
1	6	BOXES			#12 WIRE NUTS	6.780		40.68	780	5	784	M	2000	01
2	1	EA			10 AWG 3 COND	313.780		313.78	224	5	784	M	2000	01
3	10	EA			GE LIGHT SWIT	2.390		23.90	224	5	784	M	4000	01
4	6	BOXES			#10 WIRE NUTS	4.120		24.72	780	5	784	M	2000	
5	4	EA			LIGHT FIXTURE	67.450		269.80	780	5	784	M	1000	
6	1	EA			200 W FLOODLI	2.200		2.20	780	5	784	M	1000	

Figure 4.7 New PO Suffix is Displayed in Far Right Hand Column

Notice that the new PO Suffix has been assigned to the newly posted items.

When you are browsing the list of requisitions you can switch to the list of purchase orders assigned to a requisition by clicking on the [Browse POs] command button The keyboard shortcut is **Alt-O.** The list of related purchase orders will appear as shown in the Figure 4.8

PO Number	Req. #	Co.	Job #	Date	Vendor #	Vendor Name	Amount	PO Status
100R1000101	10001	10	100	10/14/2005	054454	OFFICEMAX	181.91	Closed
100R1000102	10001	10	100	10/14/2005	054454	OFFICEMAX	249.29	Closed
100R1000103	10001	10	100	10/22/2005	054454	OFFICEMAX	7.38	Open
100R1000104	10001	10	100	10/22/2005	054454	OFFICEMAX	199.17	Urgent
100R1000105	10001	10	100	10/20/2005	054454	OFFICEMAX	63.02	Open
						End of List		

Company Name: General Contractors, Inc.
Job Name: Store-A-Lot Warehouse Project

Add   Edit   Delete   View   Print   Tag   Clear Tags   Browse Detail   Change PO Status   Exit
Search by P.O. No.   Tag Search by Keyword Results   View PO Status Grid   Search by Pay Inv #

Figure 4.8 Browsing the List of Related Purchase Orders for a Requisition

Searching for a Keyword

A useful feature of the Materials Tracking Module is the ability to search for a keyword in the description field of the requisition or purchase order line items. To search for a keyword click on the ⸢Search by Keyword⸥ command button found on the main requisition and PO browse forms. After clicking the following form appears:
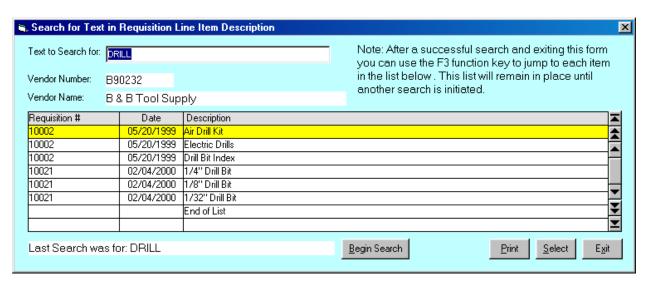
Figure 4.9 Search by Keyword Form

The last keyword entered and results from that earlier search are retained. Type over the old keyword and click on the ⸢Begin Search⸥ command button. The form displays the results:
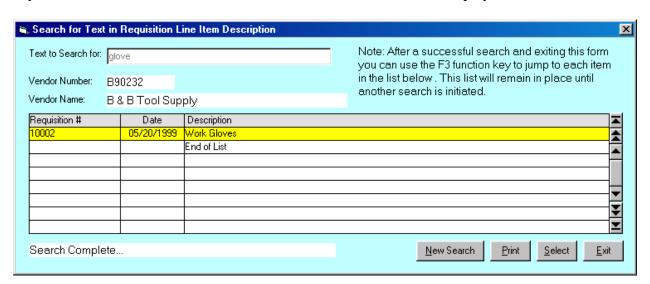
Figure 4.10 Results From New Search for Keyword "gloves"

If the results of your keyword search find more than one requisition or PO there is an easy way to access each one on the list. After returning to the main browse form press the **F3** function key to jump to the first item on the list. If you keep pressing F3 you can jump to each item on the list eventually returning to the first item. This feature allows you to quickly access each item with detail that contains the keyword.

Printing a Requisition

The best way to review a completed requisition is to print it and then view the printed form in the Report Viewer. In this section a few tips on viewing reports and forms in the report viewer window will also be discussed

To print a requisition click on the [Print] command button or key press **Alt-P** when in the Requisition Browse form. The form in Figure 4.11 will be displayed.
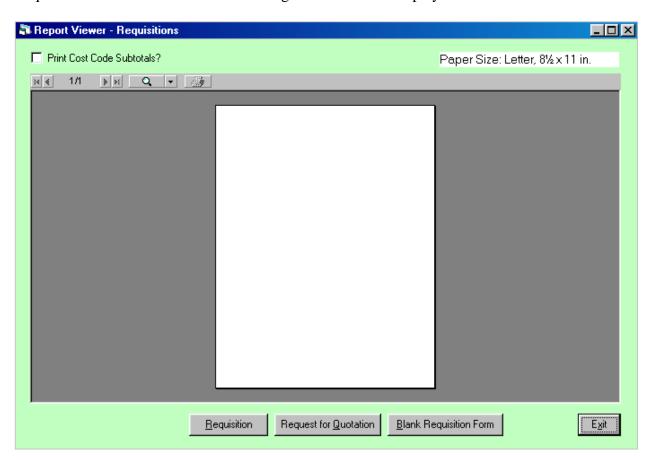
Figure 4.11 Report Viewer – Requisitions with Print Option Command Buttons

Notice the command buttons that allow you to print the requisition as a Request for Quotation for as a standard Requisition. You can also print a blank requisition form if needed. At the top of the form is a option to print subtotals for each unique combination of cost codes encountered in the requisition line item detail. A label at the top of this form indicates the default printer's paper selection setting. The forms in this module can be printed on either standard letter sized paper or A4 paper. The printer paper size needs to be pre-selected before selecting this form.

After printing the completed requisition form is displayed in the report viewer as shown in Figure 4.12.

Figure 4.12 The Completed Requisition Form can be Viewed in the Report Viewer

One way to see the complete form is to click on the Max View button (**Alt-M**) in order to expand the report viewer to the limits of the main Materials Tracking Module form. If the Materials Tracking Module MDI form is not already filling your computer screen you can maximize this parent form before clicking the Max View button.

After clicking the "Max View" button the entire form can be displayed as shown in Figure 4.13
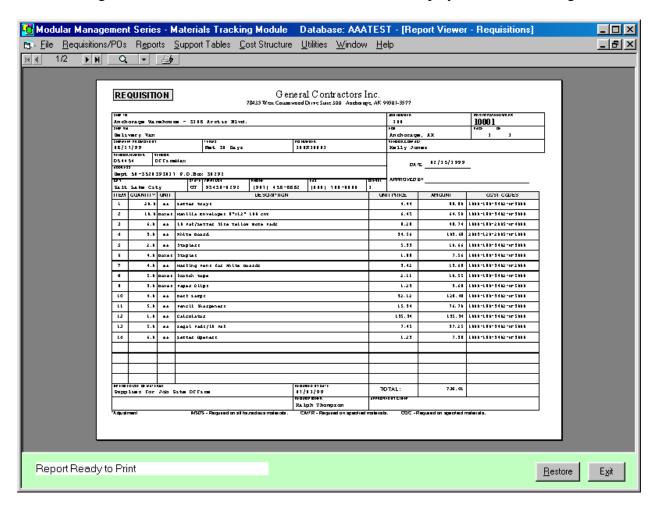
Figure 4.13 Viewing a Requisition After Clicking on the "Max View" Button

You can also zoom in on parts of the form by placing the mouse pointer over the window area and then clicking the left mouse button. You can then place the pointer over part of the window and drag the enlarged form around by holding down the left mouse button while moving the mouse. An example of viewing an enlarged portion of the form is displayed in Figure 4.14
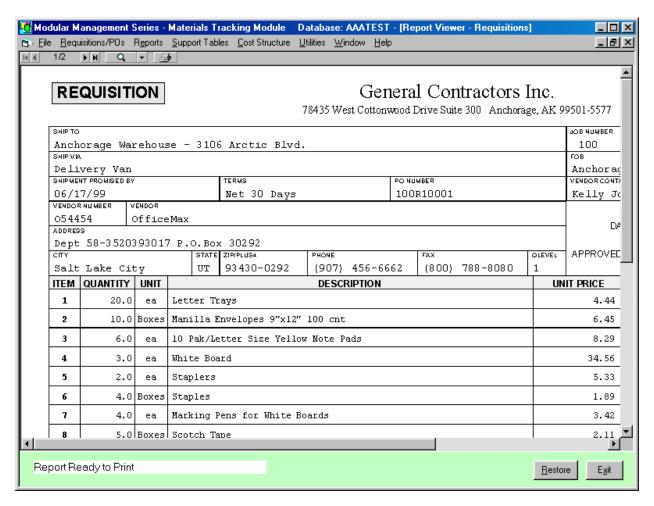
Figure 4.14 Viewing an Enlarged Part of a Requisition Form

To send the form to a printer click on the printer button at the top of the report viewing window (or key press **P)** and a standard Printer Dialog Box will appear for you to select the printer, number of copies, etc.

Filling a Requisition from a Spreadsheet

The Material Tracking Module now has a feature that allows you to upload spreadsheets with material lists into a material requisition. The process uses a spreadsheet template which tells the program which spreadsheet columns contain the information to be uploaded into the requisition detail fields. Once the spreadsheet template is created it can be used repeatedly to upload your spreadsheets into material requisitions.

Uploading a spreadsheet is done in two steps – adding a requisition record to the requisition table and then uploading the requisition detail from the spreadsheet.

Creating a Spreadsheet Template

A typical spreadsheet may look like the sample in Figure 4.15. There are columns for quantity, unit, size, description and a cost code.
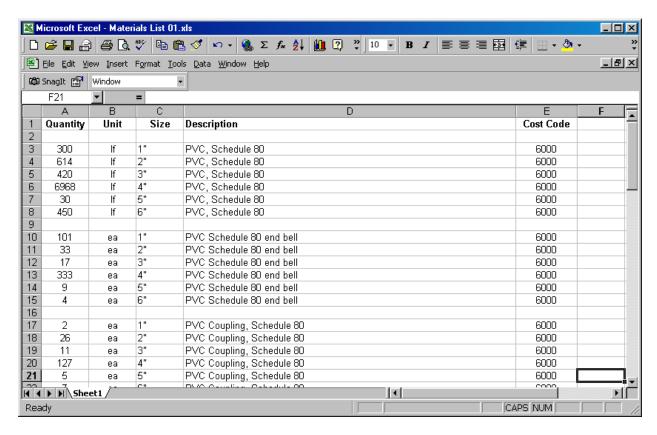
Figure 4.15 A Sample Spreadsheet with a Materials List

There are no columns with pricing information, and this is typical, as figures will be obtained from a vendor at a later time. The description field in the requisition will be a combination of columns C and D.

To add a new spreadsheet template select the menu option [Support Tables] from the main menu in the Materials Tracking Module.

Next, select the sub menu item: "5 - Requisition Spreadsheet Upload Templates". The Requisition Spreadsheet Upload Templates form in Figure 4.16 will appear:
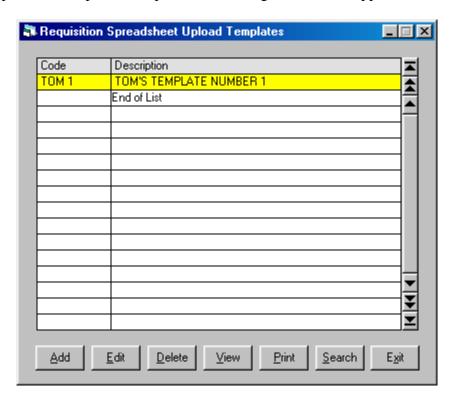
Figure 4.16. The Requisition Spreadsheet Upload Templates Form

You can add a new template in one of three ways:

Move down to the "End of List" line and press the [Enter ↵] key.

Use the mouse to click on the [Add] button or use the keyboard shortcut: **Alt-a**.

When you do one of the above the Requisition to Spreadsheet Template Specs form in Figure 4.17 will appear.

Figure 4.17. The Requisition to Spreadsheet Template Specs Form

The form contains text boxes for the Template Code and Description. Each field in the requisition detail table has a corresponding text box where the column letter is entered.

There are text boxes for each field in the Requisition Line Items table. The fields are:

> **Quantity** – a double precision number with up to two decimal places.
> **Unit of Measure** – a character string, up to four characters in length.
> **Description** – a character string, up to seventy characters in length.
> **Unit Price** – a double precision number with up to three decimal places.
> **Unit Factor** – a character string, one character in length (e.g. c, m, etc.)
> **Cost Code #1** – a character string, up to fifteen characters in length.
> **Cost Code #2** – a character string, up to fifteen characters in length.
> **Cost Code #3** – a character string, up to fifteen characters in length.
> **Material Code** – a character string, one character in length.
> **G/L Code** – a character string, up to six characters in length.

The contents of your spreadsheet must be compatible with these field specifications. For example, Unit of Measure should not be longer than four characters.

Figure 4.18. Spreadsheet Template Specs Have Been Entered

When the sample spreadsheet is examined it is found that the column for the first field, quantity, is column A. Likewise, the unit of measure is in column B, the description is a combination of columns C and D and Costcode #1 is listed in column E.

The text boxes in Figure 4.18 have the template specs entered. This template can be used with any spreadsheet that has the same format as the sample spreadsheet in Figure 4.15.

Save the template specs by clicking on the Update button (keyboard shortcut is **Alt-u**).

Now the list of templates contains the new template as shown in Figure 4.19 below:
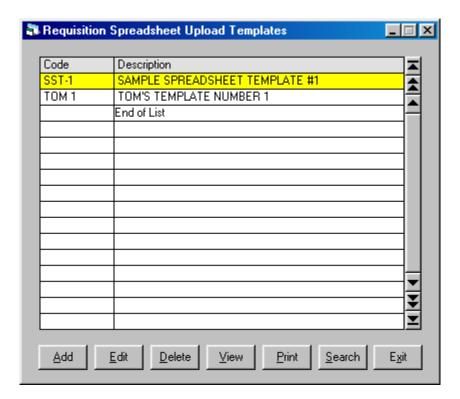
Figure 4.19 List of Spreadsheet Templates with New Item

Notice that the newly added template is at the top of the list. This is because this list is sorted by the template code.

Creating a New Requisition

Before uploading any spreadsheet information a new requisition must be added to the List of Material Requisitions. This establishes a new record from which information in the spreadsheet can be linked to when it is loaded into the table of Requisition Detail.

To begin select the main menu heading: [Requisitions/POs] and then select the sub menu item: 1-Requisitions. The Requisitions browse form will appear as shown in Figure 4.20 below.
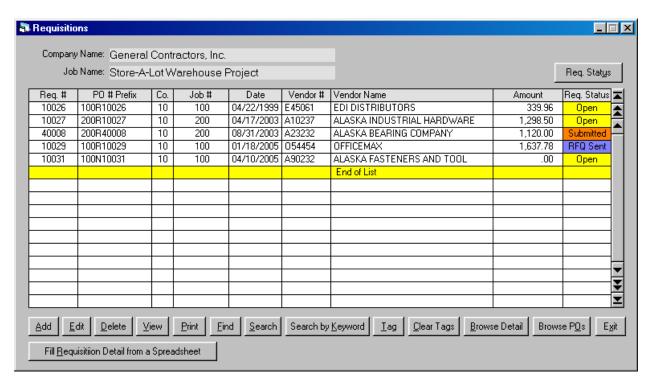
Figure 4.20 The Requisitions Browse Form

You can add a new requisition in one of three ways:

Move down to the "End of List" line and press the [Enter] key.

Use the mouse to click on the [Add] button (keyboard shortcut: is **Alt**-a).

When you do one of the above the Requisition Information form in Figure 4.21 will be displayed.
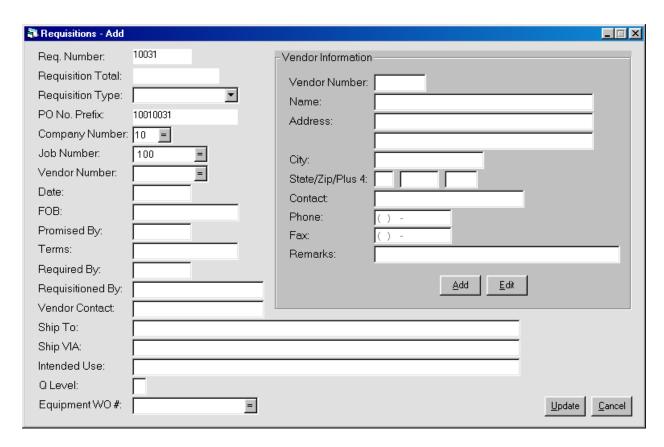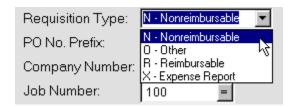
Figure 4.21. The Requisition Information Form

The only required fields are the Requisition Type, Company Number and Job Number. The other information can be entered by you later or by the Materials Coordinator. Notice the requisition number is automatically assigned by the Materials Tracking Module.

Select the requisition type from the drop down combo box:

Just click on the desired item in the list. You can move to the next text box by pressing the
 key or the key.

Dates can be entered as six digits (single digit months need a leading zero, e.g. 060405) or with slashes (e.g. 06/04/05).

Once the Company Number and Job Number have been entered those items will automatically be placed in the respective text boxes the next time you add a new requisition. If these text boxes are empty click on the ⊟ button or press the [?/] key to display a Company Number or Job Number selection box.

A vendor can be selected from a Search Vendors form by clicking on the ⊟ button located on the right side of the Vendor Number text box. Another way is to press the [?/] key when you first move to the Vendor Number text box.
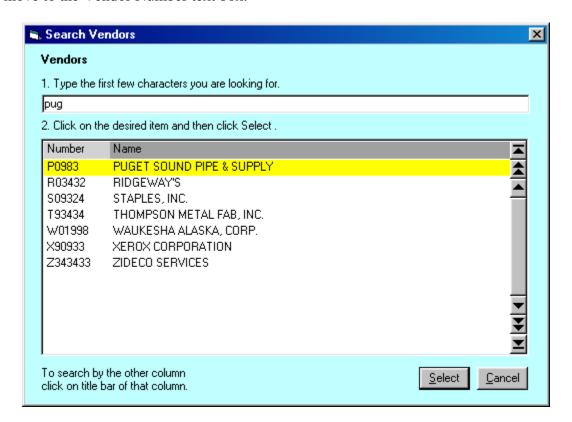
Figure 4.22. The Search Vendors Form

When the Search Vendors form is displayed type in the first few characters of the vendor name and the list will change to display any items found that begin with those characters.
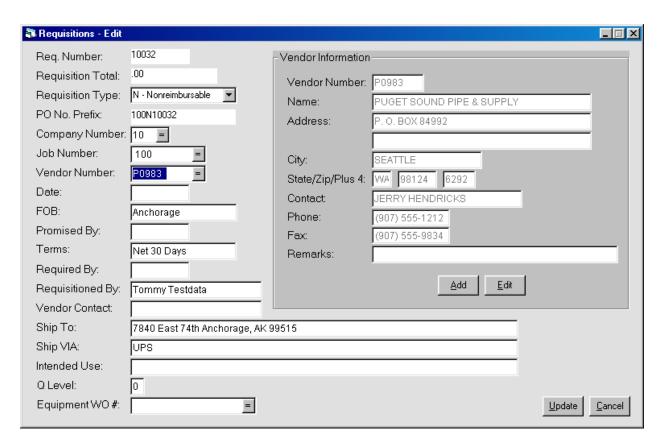
Figure 4.23. The Requisition Information Form with Vendor Added

When the Search Vendors form is displayed type in the first few characters of the vendor name and the list will change to display any items found that begin with those characters.

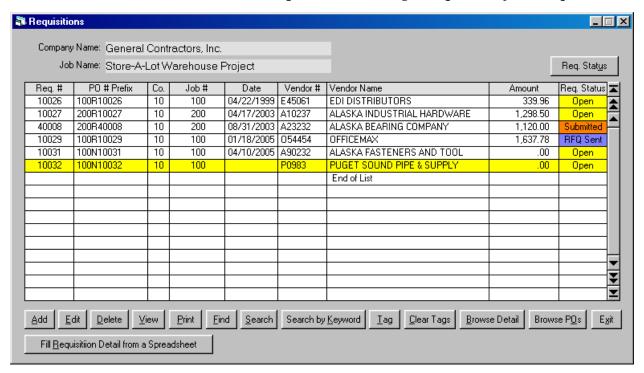Save the requisition by clicking on the Update button (keyboard shortcut is **Alt-u**).

Figure 4.24. The Requisition Browse Form with the New Requisition

Now that the requisition is established in the list you can add line items directly from your spreadsheet as explained in the next section.

Uploading Requisition Detail from a Spreadsheet

To display the Upload Requisition Line Items from a Spreadsheet form click on the
Fill Requisitiion Detail from a Spreadsheet button (keyboard shortcut is **Alt-r**).

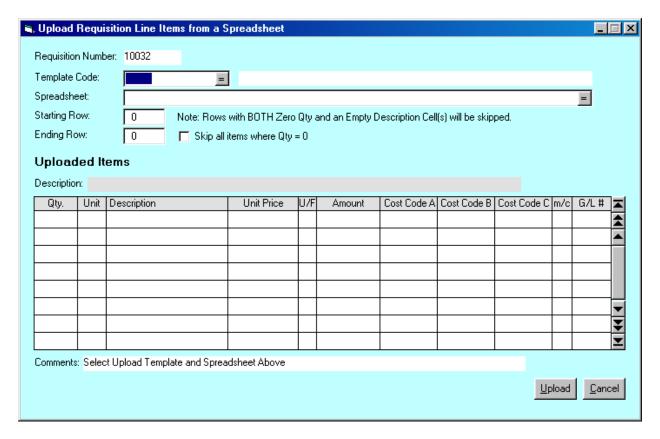The form in Figure 4.25 will be displayed:

Figure 4.25. The Upload Requisition Line Items from a Spreadsheet Form

The first step is to select the Spreadsheet Template. Enter the desired code into the above

Template Code text box or click on the ▤ button or press the ⌨ key to display a search form.

The next step is to select the spreadsheet file. You can enter the path and file name directly or find the file using the Select a Spreadsheet File form. To display this form when the spreadsheet

text box is selected click on the ▤ button or press the ⌨ key.

The Select a Spreadsheet File form will then appear as shown in Figure 4.26.
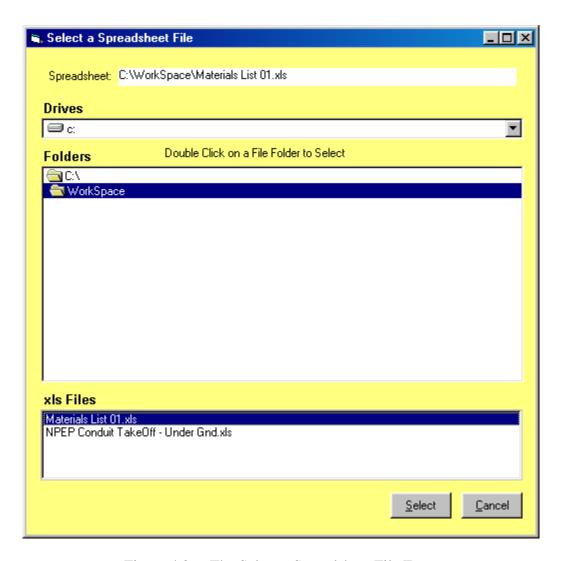
Figure 4.26. The Select a Spreadsheet File Form

This form is made up of three sections, The Drive box, the Folder box and the Files box. You can select a drive by clicking on the button and then clicking on the desired drive.

Note: This form can only access drive letters. If your spreadsheets are in a folder on a network server that folder must be mapped to a drive letter. For information on how to map a network folder contact your system administrator. You will find the "Map Network Drive" option in the tools menu in Windows Explorer. However, some Windows Explorer screens do not have a tools menu option.

Select a folder by clicking on it. Finally, select a file by clicking on it and then clicking on the Select button (keyboard shortcut is **Alt-s**).

The selection is then displayed in the Spreadsheet text box as illustrated in Figure 4.27 below.
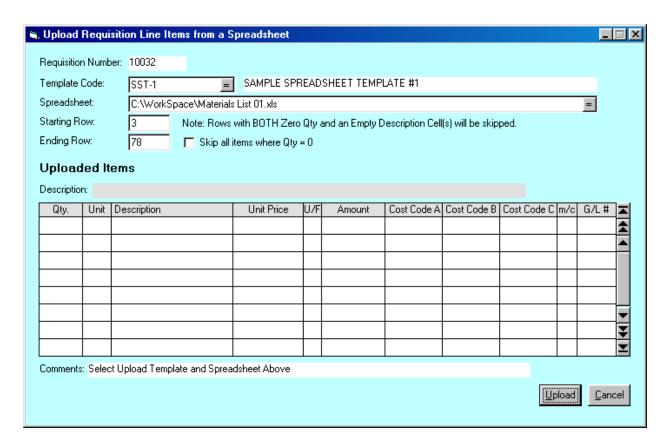
Figure 4.27. The Path and File Name are Displayed After the Selection Process

This utility will skip rows in the spreadsheet where the description column(s) are blank. There is a check box which when checked will cause the utility to skip any items with a zero quantity.

The beginning and ending rows have also been defined. These will change from spreadsheet to spreadsheet so be sure not to ignore them. They tell the utility which area of the spreadsheet to process. In this example material items start at row 3 (see Figure 4.15.) and end at row 78.

To start the upload process click on the [Upload] button (keyboard shortcut is **Alt-u**). The comments line near the bottom of the form will display the upload progress.
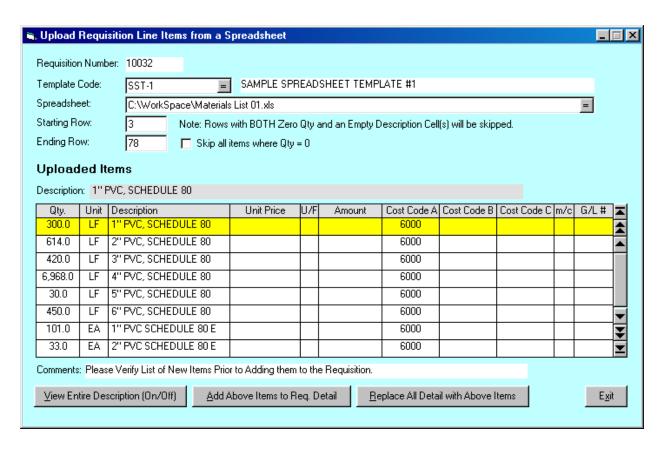
Figure 4.28 The Requisition Line Items are Displayed After the Upload Process

The uploaded line items are displayed in this form. This allows you to browse and review the results before the final upload into the requisition. You can view the entire description by clicking on the button ![View Entire Description (On/Off)] (keyboard shortcut is **Alt-v**). The display will then change as shown in Figure 4.29:

Figure 4.29. As an Option the Browse List Will Display the Entire Description

Once you have reviewed the list you can either add the items to the requisition or replace all existing detail with the current list that has just been uploaded into the buffer file. If you see any changes that have to be made to the spreadsheet contents you can exit this form without running the final upload into the spread sheet. Once the spreadsheet has been revised you can repeat the above steps to get a revised list of items for final uploading.

To add items click the [Add Above Items to Req. Detail] button (keyboard shortcut is **Alt-a**).

To replace existing items click on the [Replace All Detail with Above Items] button (keyboard shortcut is **Alt- r**).

Once the items have been uploaded into the requisition line item detail table you can exit this form by clicking on the [Exit] button (keyboard shortcut is **Alt- x**). You can also exit this form or any form in this application by pressing the [Esc] key.

Once you return to the Requisition Browse form you can view the detail by clicking the [Browse Detail] button (keyboard shortcut is **Alt-b**). The requisition detail will be displayed as shown in Figure 4.30:

Requisition Line Items

Requisition No.:	10032	Date:		Vendor:	P0983	PUGET SOUND PIPE & SUPPLY
PO Number:	100N10032			Company:	10	General Contractors, Inc.
Requisition Total:		.00		Job Number:	100	Store-A-Lot Warehouse Project
Description:	1" PVC, SCHEDULE 80					Invoice #

Item	Qty.	Unit	Invoice #	Description	Unit Price	U/F	Amount	System	Area	Opcode	m/c	G/L #	PO
1	300	LF		1" PVC, SCHEDU				6000					
2	614	LF		2" PVC, SCHEDU				6000					
3	420	LF		3" PVC, SCHEDU				6000					
4	6,968	LF		4" PVC, SCHEDU				6000					
5	30	LF		5" PVC, SCHEDU				6000					
6	450	LF		6" PVC, SCHEDU				6000					
7	101	EA		1" PVC SCHEDU				6000					
8	33	EA		2" PVC SCHEDU				6000					
9	17	EA		3" PVC SCHEDU				6000					
10	333	EA		4" PVC SCHEDU				6000					
11	9	EA		5" PVC SCHEDU				6000					
12	4	EA		6" PVC SCHEDU				6000					
13	2	EA		1" PVC COUPLIN				6000					
14	26	EA		2" PVC COUPLIN				6000					
15	11	EA		3" PVC COUPLIN				6000					
16	127	EA		4" PVC COUPLIN				6000					

Add   Edit   Delete   Insert   Tag   Set Carry On   View   Exit
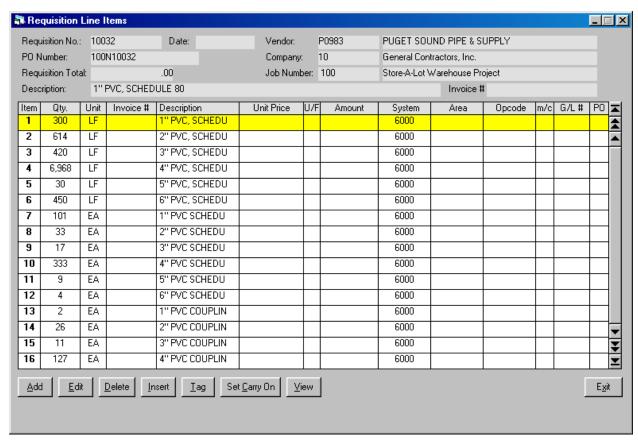
Figure 4.30 Uploaded Items Displayed in the Requisition Detail Form

Click on the View button (keyboard shortcut is **Alt-v**) to view the entire description. You can also make changes to the line items while in this form. Lines can be added, edited, inserted or deleted. When you return to the main requisition browse form you can print the requisition for final review and approval.

Part 5 – Purchase Orders

Once the support tables are populated you are ready to begin entering purchase orders. Purchase Orders can be entered directly into the database or created from the line items in a requisition. As described in Part 4 of this user guide you can tag selected requisition line items and then post them to a new purchase order. When you add purchase orders to the database directly the PO number must be entered. When purchase orders are created from a requisition the PO number is a combination of the Job Number, Requisition Type, Requisition Number, and PO suffix. The PO suffix is a counter indicating how many purchase orders were cut from a single requisition.

When line items are added to a purchase order they are posted to the same set of cost codes as those used for labor and equipment costs. From this information material cost reports and overall project cost reports can be generated.

The Materials Tracking Module also allows you to post payment detail against each PO line item. From this payment detail reports for invoice backup can be generated on those jobs where materials are reimbursable. You can also post receiving detail to the line items. Based upon this detail you can print a materials receiving report and track the status of your purchase orders as open , closed or void.

Main Browse Form

To display the browse form for purchase orders first select menu item Requisitions/POs and then 2 – Purchase Orders. The keyboard sequence is **Alt-R2**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 5.1 Purchase Orders Main Browse Form

From this form you can maintain the list of purchase orders. Notice that some of the purchase orders were created from an existing material requisition (with the corresponding requisition number indicated in the second column) while others have been entered directly into the database. Also notice the color coded PO Status column. The colors are an option that can be turned on or off in the PO Status Selection form.

Besides the standard command buttons for Add, Edit, and Delete there are several others on this form. They are:

 - View the PO header information (keyboard shortcuts are **Alt-V** or **Shift-Spacebar**).

 - Print a purchase order or a Materials Receiving Report (keyboard shortcut is **Alt-P**).

 - Find a purchase order number. Click on this command to get a dialog box where you can enter the PO number you are looking for (keyboard shortcut is **Alt-F**).

[Tag] - Tag a purchase order for batch printing (keyboard shortcut is **Alt-T** or just **T**).

[Clear Tags] - Clear Tags from tagged purchase orders in order to tag a new group (keyboard shortcut is **Alt-C**).

[Browse Detail] - Once a purchase order has been added to the list you can then add line items. Click on this command button to display the PO Detail Form (keyboard shortcuts are **Alt-B** or **Spacebar**).

[Change PO Status] - Allows you to change the status of a purchase order (keyboard shortcut is **Alt-O)**.

When the [Change PO Status] button is clicked the following PO Status Selection Form Appears:

Figure 5.2 PO Status Selection Form

Just check the desired status bar and click on the OK button.

[Search by Vendor] Allows you to select a vendor and then select the desired PO from a list (keyboard sort cut is **Alt-S**).

[Search by P.O. No.] Allows you to search by PO Number and then select the desired PO from a list (keyboard sort cut is **Alt-N**).

[Search by Keyword] - Allows you to search all purchase orders for a keyword in the description field of the line items, such as "welding rods" (keyboard shortcut is **Alt-K**).

Tag Search by Keyword Results - After searching for purchase orders with a specific keyword (i.e., "gloves") you can then click this command button to tag all applicable POs. You can then print out these POs as a batch (keyboard shortcut is **Alt-R**).

View PO Status Grid - Allows you to view what items have been received, backordered, or issued to the job (keyboard shortcut is **Alt-G**).

Search by Pay Inv # - This command button allows you to search for an invoice number that has been entered into the payment detail for purchase orders.

PO Header

The Purchase Order Header Form is displayed below. This form allows you to enter information needed in the PO header. The form shows the related Requisition Number (if any), PO Total and PO Status.

Figure 5.3 Purchase Order Header Form

On the right side of the form is the Vendor Information frame. Within this frame are command buttons to allow you to add or edit the vendor information.

Here is a summary of the data entry fields on this form:

PO Number – 16 character alphanumeric string.

Company Number – 2 digit number.

Job Number – 8 character alphanumeric string.

Vendor Number – 7 character alphanumeric string.

Date – 10 character field.

F.O.B. – Free On Board designation, 20 characters.

Promised By – 10 character field.

Date – 10 character field.

Terms – 20 character field.

Required By – 10 character field.

Requisitioned By – 30 character field.

Vendor Contact – 30 character field.

Ship To – 70 character field.

Ship Via – 70 character field.

Intended Use – 70 character field.

Q Level – 1 character field.

Equipment WO Number – 10 character field, used to reference an equipment work order if you are using the Equipment Tracking Module.

Remember that the enter key is the same as the tab key for moving to the next field.

Notice that the Vendor Information Frame has two command buttons that allow you to add a new vendor or update (edit) the vendor information if needed directly from this form.

Once a purchase order has been added and you return to the browse form line items can be entered by clicking on the button (keyboard shortcuts are **Alt-B** or **Shift-Spacebar**).

Purchase Order Detail

The Purchase Order Detail form is displayed below. This form allows you to add, edit and delete line items for a purchase order. This form is displayed when you click on the Browse Detail button found on the Main PO Browse Form.
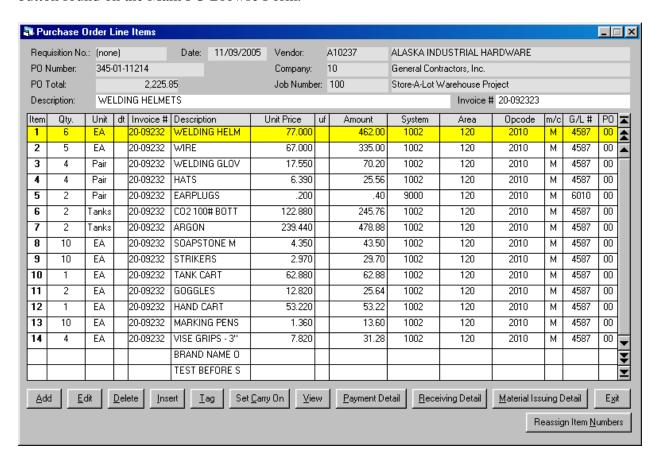
Figure 5.4 Purchase Order Line Items Browse Form

The top of this form shows information from the body of the purchase order along with the complete text of the description and invoice number since those columns are to narrow to display all of the text. The invoice number and description columns will expand when activated for adding or editing a line item. The document type and invoice number are optional. They have to be activated using the Job Site Settings utility. The following is a description of each column:

Item Number – Assigned by the application when a new item is added. Only lines with a quantity are assigned an item number (an item can have the main line with a quantity and multiple additional lines that are description only lines and are considered part of the main line above them).

Qty. – A number with one decimal place.

Unit – A 5 character string.

d/t – Document Type, optional field, 1 character. Indicates where the number in the next column (Invoice Number) came from. Choices are: I – Invoice, P – Packing Slip or R – Reference number. The default (blank) is set to Document Type: Invoice.

Invoice # - Invoice Number, optional field, 20 character string.

Description – 70 character string.

Unit Price – Number with 2 decimal places.

uf – 1 character string. Unit Factor is used to calculate amount when unit price is based upon a multiplier other than one. Allowable characters are d – dozen, g – gross, c – 100 and m – 1000. As an example, if the unit price of some wire was $50.00 per 1000 ft and the quantity was 500 ft and the unit factor was "m" the amount would be $25.00.

Amount – Calculated and displayed under program control.

Group A Cost Code – In Figure 5.4 the cost code name is "Area". 1 –10 character code.

Group B Cost Code – In Figure 5.4 the cost code name is "Phase". 1 –10 character code.

Group C Cost Code – In Figure 5.4 the cost code name is "Opcode". 1 –10 character code.

m/c – Material Code, an optional 1 character string.

G/L # - General Ledger Number, a 6 character string.

Remember that the enter key is the same as the tab key for moving to the next field.

Besides the standard Add, Edit and Delete command buttons there are:
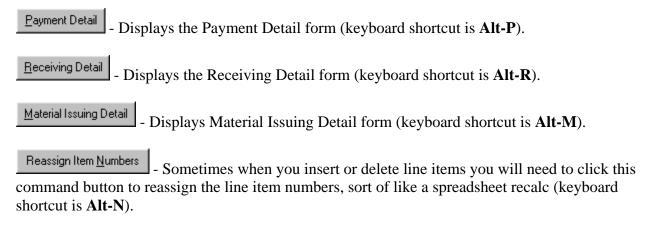
Insert - Allows you to insert 1 or more lines above or below the current highlighted line.

Tag - Allows you to tag individual line items for posting payment and receiving information (keyboard shortcut is **Alt-T**).

Set Carry On - Allows the user to turn on or off the Carry On feature which duplicates the last line that has been added or edited when you add a new line. The new line can then be edited where needed before you update the table.

View - Switches display from standard to full description view and back.

Payment Detail - Displays the Payment Detail form (keyboard shortcut is **Alt-P**).

Receiving Detail - Displays the Receiving Detail form (keyboard shortcut is **Alt-R**).

Material Issuing Detail - Displays Material Issuing Detail form (keyboard shortcut is **Alt-M**).

Reassign Item Numbers - Sometimes when you insert or delete line items you will need to click this command button to reassign the line item numbers, sort of like a spreadsheet recalc (keyboard shortcut is **Alt-N**).

Once you tag an item three other command buttons will appear that allow you to post specific information to the items you have tagged:

1 - Post Payment Detail - Post payment information (keyboard shortcut is **Alt-1**).

2 - Post Receiving Detail - Post receiving information (keyboard shortcut is **Alt-2**).

3 - Post Issuing Detail - Post material issuing information (keyboard shortcut is **Alt-3**).

Payment Detail

When you click on the [Browse Payment Info] command button in the PO Detail form the Payment Detail Form in Figure 5.5 is displayed. Payment detail includes information about the vendor invoice, your company check number and date (sometimes required for invoice backup) and an invoice code used to tie this backup to an invoice your company creates.
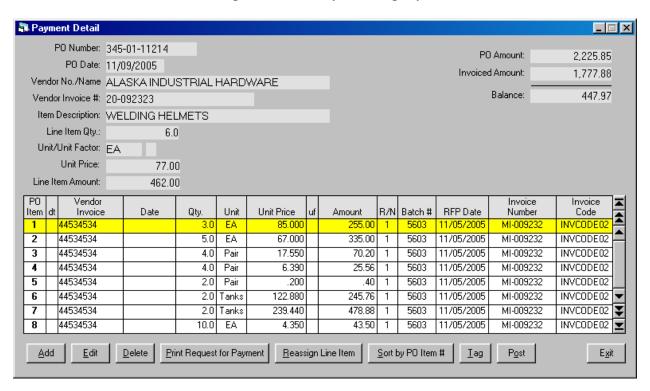
Figure 5.5a Payment Detail Form for Entering Payment Information Related to PO Line Items

At the top of this form the PO Number, PO Date and Vendor No./Name from the purchase order are displayed. Also information from the purchase order line item that is tied to the highlighted line of payment detail is also displayed This information will change as you move up and down the list of payment items.

The columns on this form are:

PO Item – This is the item number of the line item in the PO detail, not the item number of the payment detail. Payment detail can be displayed in order of the release number (the R/N column above) or by PO line item.. Figure 5.5b shows the payment detail listed by PO Line Number. Notice there are two lines of payment detail for PO line item 1. Both have a quantity of 3 for a total quantity of 6 matching the total quantity of the PO line item.

PO Item	dt	Vendor Invoice	Date	Qty.	Unit	Unit Price	uf	Amount	R/N	Batch #	RFP Date	Invoice Number	Invoice Code
1		44534534		3.0	EA	85.000		255.00	1	5603	11/05/2005	MI-009232	INVCODE02
1		20-092323		3.0	EA	77.000		231.00	2	5605	11/16/2005	MI-009238	INVCODE01
2		44534534		5.0	EA	67.000		335.00	1	5603	11/05/2005	MI-009232	INVCODE02
3		44534534		4.0	Pair	17.550		70.20	1	5603	11/05/2005	MI-009232	INVCODE02
4		44534534		4.0	Pair	6.390		25.56	1	5603	11/05/2005	MI-009232	INVCODE02

Figure 5.5b Payment Detail Displayed in Order of PO Line Item Number

d/t – Document Type, optional field, 1 character. Indicates where the number in the next column (Invoice Number) came from. Choices are: I – Invoice, P – Packing Slip or R – Reference number. The default (blank) is set to Document Type: Invoice.

Invoice Number – A 20 character field used for entering the vendor's invoice number. There may be instances where you receive several invoices from a vendor for materials that are on a single purchase order. This can happen if materials are sent to the job site in more than one shipment. Or back ordered items may appear on a new invoice. This form allows you to enter a unique vendor invoice number for each PO line item if needed or multiple invoices per PO line item.

Vendor Invoice Date – A 10 character field.

Qty. – The quantity may be different from the original quantity of the PO line item. This can happen if you receive partial shipments over time.

Unit – A 5 character string.

Unit Price – Number with 2 decimal places.

uf – 1 character string. The Unit Factor is used to calculate the amount when the unit price is based upon a multiplier other than one. Allowable characters are d – dozen, g – gross, c – 100 and m – 1000. As an example, if the unit price of some wire was $50.00 per 1000 ft and the quantity was 500 ft and the unit factor was "m" the amount would be $25.00.

Amount – Calculated and displayed under program control.

R/N – Release Number. Payment detail is grouped and printed based upon this release number. Only items with the same release number will be included on the Release for Payment Form described below.

Batch Number – The name of this column is set up under the Utilities menu option – Job Site Settings. This column can be used for a batch number as in this example, check number or other reference number you may need to track payments made to vendors.

RFP Date – This column name is also set up under the Utilities menu option – Job Site Settings. In this example it is the Request for Payment Date.

Release Number – Determines which payment detail line items are to be printed on the Authorization for Payment form.

Invoice Number – Determines which payment detail items are included on an invoice with the same number. This number is used by the Electronic Invoicing Module.

Invoice Code – Determines which payment detail items are to be included on a report for invoice backup.

This form basically allows you to post more than one line of payment detail to each individual item on a purchase order. If you have a vendor invoice that includes everything on the purchase order then you should tag the purchase order line items and post the payment information. This process is described in the next section and is much faster than keying in payment information for each purchase order item in this form. This form is generally used when you have a special case where you have to enter more than one line of payment detail to an individual PO line item.

When adding a new line you will first select the PO line item from a list.

Besides the standard command buttons for add, edit and delete there are:

[Print Request for Payment] - You can print a Request for Payment form by clicking on this command button (keyboard shortcut is **Alt-P**). Only items with the same release number as the active line of payment detail you are currently on will be printed on the RFP. If you have more than one release number you must cursor down to the line with the target release number and then click on this command button to print the RFP for that release number.

[Reassign Line Item to PO Detail] - If you need to change which PO Item the payment detail is related to then you can click on this button and select the proper PO line item from a list (keyboard shortcut is **Alt-R**).

[Sort by PO Item #] - Toggles display to list items by Release Number or PO Item Number.

[Tag] - Tag/Untag line items for posting information to various columns.

[Post] - Post information to columns of line items that have been tagged.

The Tag and Post command buttons allow you to quickly add redundant information to selected columns such as invoice number and invoice code. Once you have tagged one or more lines the form in Figure 5.6 appears:
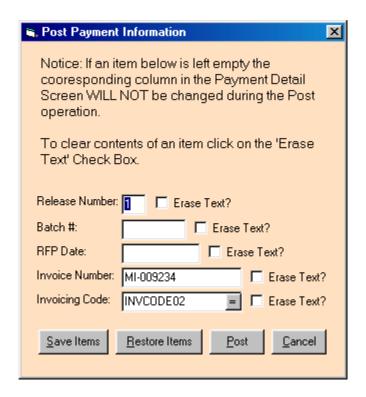
Figure 5.6 Post Payment Information form

The above form allows you not only to post information to the five columns but also as an option to empty the contents of the column. **Note: Items where nothing is entered will be left unchanged during the posting operation**. They will not be overwritten with blanks. Only items where you have entered information will be updated. However, any column where the erase check box is checked will be cleared.

The [Save Items] button is used to save the information to a temporary location (sort of like the windows clipboard). When you are in another PO and in another batch of payment detail you can then click the [Restore Items] button to fill the above text boxes and then post the same information to the new group of payment detail items. This is useful if you are including a number of different Purchase Orders on the same target Invoice Number as shown in the example above.

Posting Payment Detail

When you have a vendor invoice that includes everything on the purchase order then you should tag the purchase order line items and post the payment information. The "tag and post" option is much faster than manually keying in payment detail for each individual line item. Even if there is one or two items that have not been received or voided it is better to tag and post and then delete the appropriate lines in the payment detail.

In Figure 5.7 all of the line items for a purchase order have been tagged and are ready for posting. When the first line is tagged two command buttons appear on the lower right hand side of the form. They allow you to post payment detail to the tagged items. Tagged items will have a green back color and the active line will have a blue back color as opposed to the standard yellow color reserved for the active line.

Item	Qty.	Unit	dt	Invoice #	Description	Unit Price	uf	Amount	System	Area	Opcode	m/c	G/L #	PO
1	4	EA			IBM 1750 I SERI	2,399.000		9,596.00	1001	120	1006	W	2000	00
2	4	EA			XIRCON PCMCIA	149.450		597.80	1001	120	1006		3000	00
3	1	EA			HP 650 LASER P	845.290		845.29	1001	120	1006		3000	00
					End of List.									
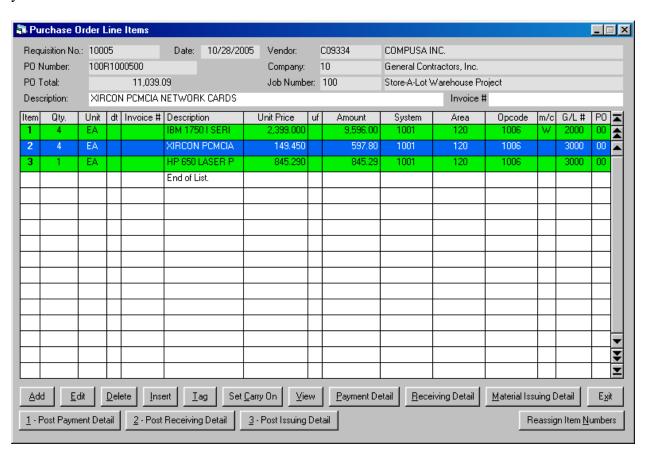
Figure 5.7 Purchase Order Line Items Tagged and Ready for Posting

When you click on the [1 - Post Payment Detail] button the dialog box in Figure 5.8 appears.
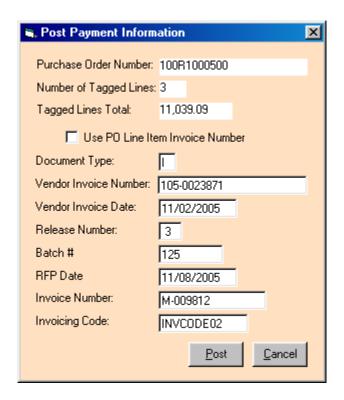
Figure 5.8 Dialog Box for Posting Payment Information

This dialog box indicates the purchase order number you are working with, the number of tagged items and their total. There is a check box that if checked will use the vendor invoice numbers that have been entered on each PO line item instead of the vendor invoice number that can be entered in this dialog box. Remember, you must activate the invoice column in the Job Site Setup utility to use this feature.

Next are text boxes to enter the Document Type, Vendor Invoice Number,Vendor Invoice Date, Release Number, Batch #, RFP Date, your company's Invoice Number and and the Invoicing Code. Batch # and RFP Date are titles that were assigned to the two cooresponding payment columns using the Job Site Setup utility.

The Release Number determines which payment line items will appear on an individual Request for Payment form. You may have a situation where only part of the PO line items are going to be paid. Once the other items are received a second Request for Payment can be printed using a different release number.

The Invoicing Code determines which payment detail line items you want to appear on invoice backup for an invoice that you company is going to submit to your client.

When you click on the [Post] command button the payment detail will be posted and the message box in Figure 5.9 will appear to verify that the posting process is complete:

Figure 5.9 Message Box Verifies Posting Process is Completed

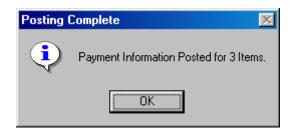When you activate the Payment Detail form you will see the payment detail that has been added by the posting process as indicated in Figure 5.10
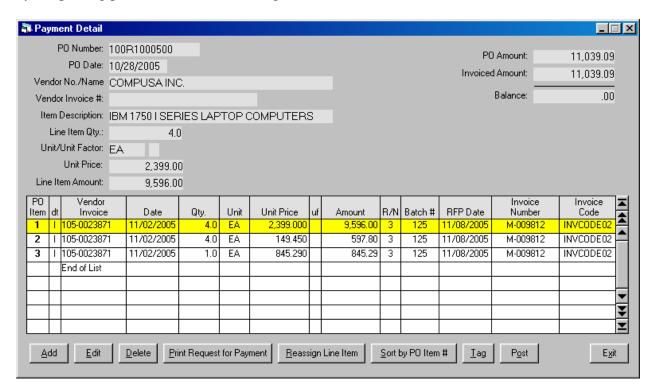

Figure 5.10 New Payment Detail Added Using the Posting Process

Posting Receiving Detail

When you have shipping manifests and other documents to verify that everything on the purchase order has been received then you should tag the purchase order line items and post the receiving information. The "tag and post" option is much faster than manually keying in receiving detail for each individual line item. Even if there is one or two items that have not been received or voided it is better to tag and post and then delete the appropriate lines in the receiving detail.

Refer to Figure 5.7 to see how PO line items are tagged so they can have related detail posted to them. When the first line is tagged two command buttons appear on the lower right hand side of the form. They allow you to post receiving detail to the tagged items. Tagged items will have a green back color and the active line will have a blue back color as opposed to the standard yellow color reserved for the active line.

When you click on the [2 - Post Receiving Detail] button the dialog box in Figure 5.11 appears.
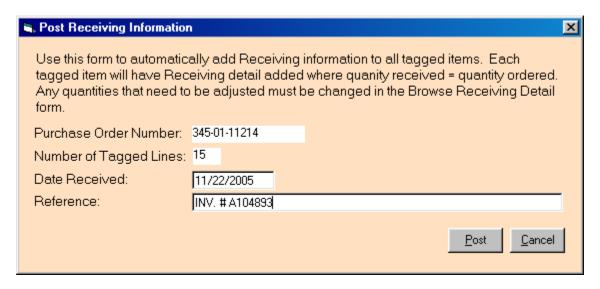
Figure 5.11 Dialog Box for Posting Receiving Information

This dialog box indicates the purchase order number you are working with and the number of tagged items that will have receiving information posted. There are two text boxes for the Date Received and a Reference, either an invoice number, manifest number, or some other document number you may wish to enter. This reference is an optional field and can be left blank.

When you click on the [Post] command button the receiving detail will be posted and the message box in Figure 5.12 will appear to verify that the posting process is complete:

Figure 5.12 Message Box Verifies Posting Process is Completed

When you activate the Receiving Detail form you will see the receiving detail that has been added by the posting process as indicated in Figure 5.13
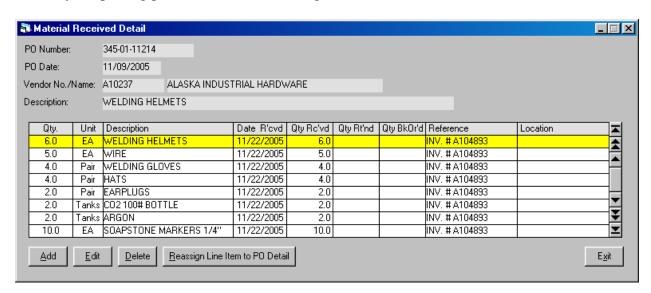
Figure 5.13 Receiving Detail Added Via the Posting Process

The Receiving Detail form shows only the detail for an individual line item. To see the complete results of the posting process print a Materials Receiving Report which you can then view in the report viewer.

Printing Purchase Orders

The best way to review a completed purchase order is to print it and then view the printed form in the Report Viewer. The report viewer allows you to see the PO in its entirety where you can double check header and detail information.

To print a purchase order or other related forms click on the Print command button or key press **Alt-P** when in the Main Purchase Order Browse form. The form in Figure 5.14 will be displayed.
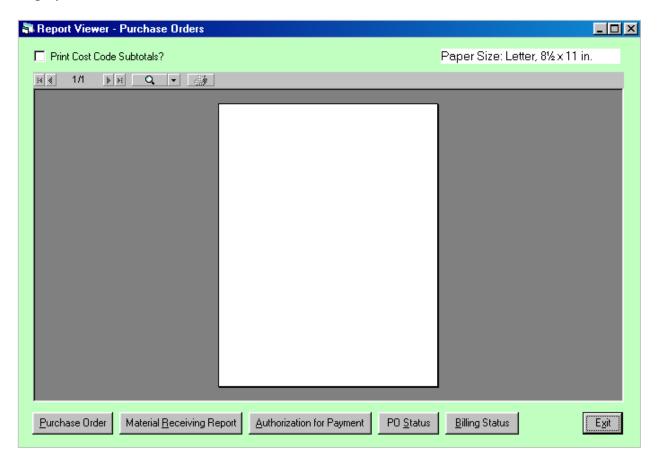
Figure 5.14 Report Viewer – Purchase Orders with Print Option Command Buttons

The command buttons in this form allow you to print

After printing the completed PO form is displayed in the Report viewer as shown in Figure 5.15.
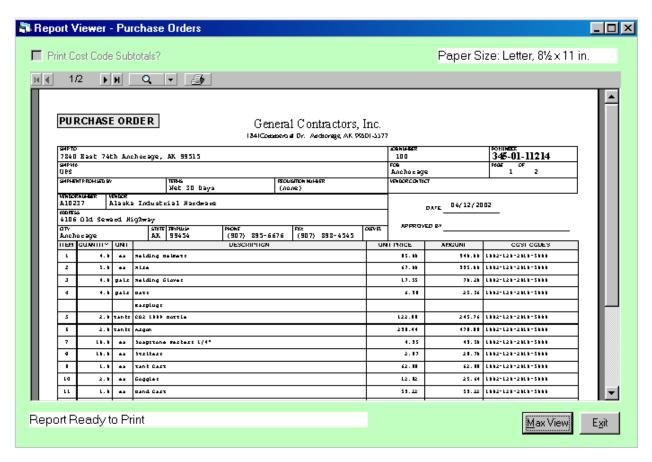
Figure 5.15 The Completed PO Form can be Viewed in the Report Viewer

One way to see the complete form is to click on the Max View button (**Alt-M**) in order to expand the report viewer to the limits of the main Materials Tracking Module form. If the Materials Tracking Module MDI form is not already filling your computer screen you can maximize this parent form before clicking the Max View button in order to achieve the largest view possible of your PO form.

If you are adding receiving detail to you purchase orders then you may want to print a record of this activity by printing a Material Receiving Report (MRR). To Print an MRR click on the

Material Receiving Report command button in the PO Report Viewer – Purchase Orders form. A separate form can be printed for each receiving date found in the detail. The module will examine the PO receiving information and display the following form which lists each date received encountered in the receiving detail of the parent PO.
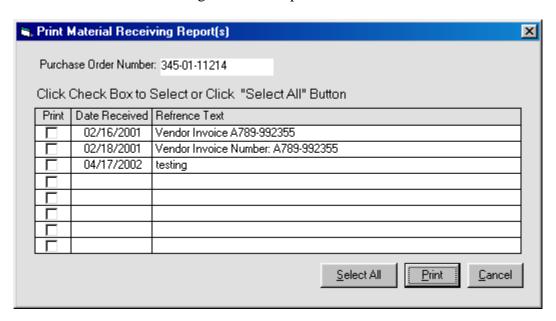
Figure 5.16 The MRR Date Received Selection Form

You can select which dates to print by checking the check boxes on the left and then clicking on the Print command button.

Part 6 – Electronic Invoicing

If you are using the Electronic Invoicing Module in conjunction with the Materials Tracking Module there are two items that need to be looked at. The first is the list of Invoicing Codes that will appear in the body of the electronic invoice text file. The second is the optional Cost Code Cross Reference table that links a combination of cost codes to a target cost object code needed for electronic invoicing.

Invoice Codes

From the main menu select "Cost Structure" then "6 – Invoice Codes" to display the Invoice Codes Table Maintenance Form in Figure 6.1. The keyboard sequence is **Alt-C6**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 6.1 Invoice Codes Table Maintenance Form

Invoice Codes are entered for a unique Company/Job Number pair. These Invoice Codes are used by the Electronic Invoicing Module and will appear in the text file generated by the invoicing program.

The columns in this form are:

Invoice Code – A ten character code that will be part of the electronic invoice text file.

Description – A string of text up to 30 characters long.

Unit of Measure – A three character string that will be part of the electronic invoice text file.

Use the command button [Select Co./Job] to select another Company/Job Number Pair.

Electronic Invoicing - Cross Reference Table

From the main menu select "Cost Structure" then "7 – EIM X-Ref Table" to display the Electronic Invoicing Cross Reference Table Maintenance Form in Figure 6.2. The keyboard sequence is **Alt-C7**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.
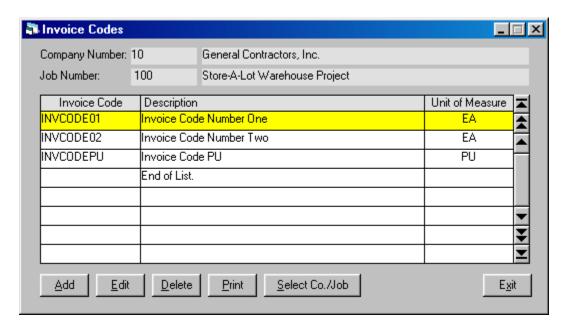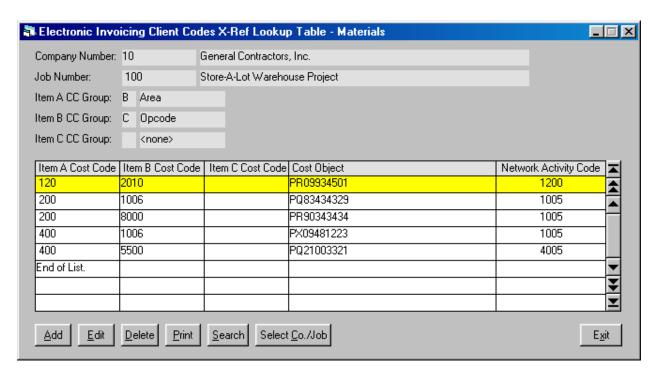

Figure 6.2 Electronic Invoicing Cross Reference Table Maintenance Form

Cost Code Groups/Cost Object cross references line items are entered for a unique Company/Job Number pair. The cross reference table has three columns, Items: A, B and C along with the Cost Object and Network Activity Code. Each item has one of the three available cost code groups assigned to that item. In the example above the first column has the B group of cost codes linked to it. Likewise, the second column, the Item B column, has the C group of cost codes linked to it. Item C is not used in the above example. In summary, a unique pair of B and C cost codes are linked to a Cost Object and Network Activity Code. Note that in actual use many pairs of cost codes may link to the same Cost Object or Network Activity Code. Each unique pair of cost codes make up a single line in the above cross reference table.

Cost Code Groups are assigned to the Item A, B and C columns above in a set up form described in the next section.

The Electronic Invoicing routine will use the cost codes that were entered for a line item of a purhcase order being processed and look up the Cost Object and Network Activity Code in the cross reference table. The Cost Object and Network Activity Code are included in the text of the electronic invoice file that is being created by the invoicing program.

The columns in this form are:

Item A Cost Code – Cost Code selected from the available list, 15character string.

Item B Cost Code – Cost Code selected from the available list, 15character string.

Item C Cost Code – Cost Code selected from the available list, 15character string.

Cost Object – A 24 character string.

Unit of Measure – A 4 character string.

Use the command button [Select Co./Job] to select another Company/Job Number Pair.

Electronic Invoicing - Cross Reference Table Setup

To setup the EIM X-Ref Table options from the main menu select "Utilities" then "2 – Job Site Setup" to display the Job Site Settings Form. The keyboard sequence is **Alt-U2**. Next, click on the Invoicing tab to display the Cost Codes/Client Invoice Codes Cross Reference Settings as shown in Figure 6.3 below.
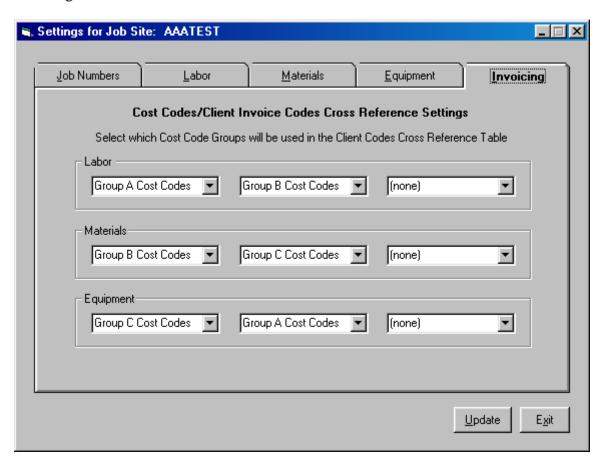
Figure 6.3 Cost Codes/Client Invoice Codes Cross Reference Settings Form

The above form allows you to setup which cost code groups are used for which cross reference table item for each of the three main modules. The drop down combo boxes will allow you to make your selections for each column. Click on the Update button to save your settings.

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Part 7 – MTS Reports

The Material Tracking Module has numerous reports grouped into several categories. The first category is reports for maintaining the database such as the list of vendors, requisition and PO logs, etc.. The second catgory is internal cost reports and payment activity reports. The third category are reports designed to act as backup for invoicing your client.

MTS Reports – Requisition Log by Company/Job Number

To select the Requisition Log by Company/Job Number report from the main menu select
"Reports" then "1 – Requisition & PO Logs" and then "1- Requisition Log by Co./Job"
(Keyboard shortcut is **Alt-E11**).   The form in Figure 7.1 will appear:

Figure 7.1 Form for Printing the Requisition Log by Company/Job Number

This form will automatically insert the first and last requisiton numbers found for the
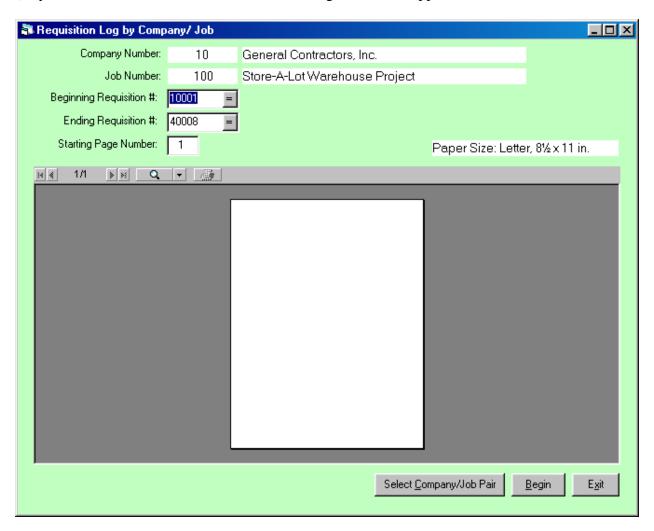Company/Job Number that was selected. To select a Company/Job Number click on the
Select Company/Job Pair button. The sub form in Figure 7.2 will appear:
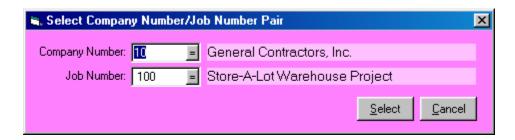
Figure 7.2 Company/Job Number Selection Sub Form

To display a search window for selecting the company or job number press the ⬚ key when the text box is selected. (Text will be highlighted in reverse when text box is selected). You can also click on the ▣ button inside the text box to display the search window. After entering the company number and job number click on the [Select] button to make your selection and exit the form.

Notice that the page number can also be entered in the report display form. The log is printed in order of requisition number. If each new requisition is in sequence you do not have to reprint the entire log. You can start the printing at any page you desire. Go to the last page of the log and note the first requisition number at the top of the page. This number will then be entered as the starting requisition number. Leave the ending requisition number alone. Then enter the page number of the last page in the log. The report will start printing at the starting point you selected.

After making your selections click on the [Begin] button to start printing the report. The report will be displayed in the report viewer. To send the report to the printer press "P" or click on the button with the little printer symbol at the top of the report viewer area.

An example of a Requisition Log by Company/Job Number is displayed in Figure 7.3:

General Contractors, Inc.

Requisition Log by Company/Job Number

Job Number: 100 Store-A-Lot Warehouse Project

Req. #	Date	Type	Vendor #	Vendor	PO Number	Intended Use	Amount
10001	02/15/2005	R	O54454	OFFICEMAX	100R10001	SUPPLIES FOR JOB SITE OFFICE	640.31
10002	05/20/2005	R	B90232	B & B TOOL SUPPLY	100R10002	tools for electricians. mat'l are needed by the carpenters	13,626.31
10003	05/21/2005	R	O54454	OFFICEMAX	100R10003	FIELD OFFICE	63.02
10004	05/22/2005	R	E45061	EOI DISTRIBUTORS	100R10004	TEMPORARY ELECTRICAL SERVICE	292.56
10005	05/25/2005	R	C09334	COMPUSA INC.	0100R10005	Computer equipment for Anchorage market office	11,039.09
10007	06/14/2005	R	A90232	ALASKA FASTENERS AND TOOL SUPPLY	0100R10012		408.25
10008	06/16/2005	R	T93434	THOMPSON METAL FAB, INC.	0100R10008		9,920.00
10009	06/12/2005	M	A29987	ALASKA SALES & SERVICE	100M10009	PICKUPS FOR FOREMEN.	115,132.00
10011	06/12/2005	R	A90232	ALASKA FASTENERS AND TOOL SUPPLY	100R10011		.00
10014	06/17/2005	R	A12121	A & W WHOLESALE CO.	0100R10014		132.00
10015	11/27/2005	R	I78772	INTERNET ALASKA, INC.	100R10015	tool is a really long to the intended use field. t	.00
10017	11/28/2005	M	G34343	GREER TANK AND WELDING	0100M10017		.00
10019	11/07/2005	R	A12121	A & W WHOLESALE CO.	100R10019		.00
10020	11/23/2005	M	A12121	A & W WHOLESALE CO.	100M10020		.00
10021	02/04/2005	M	B90232	B & B TOOL SUPPLY	100M10021		95.33
10022	10/12/2005	M	A90232	ALASKA FASTENERS AND TOOL SUPPLY	100M10022		39.97
10023	10/23/2005	R	A00223	ALASKA HYDRAULICS, INC.	100R10023		.00
10025	07/05/2005	R	A12121	A & W WHOLESALE CO.	100R10025		9.00
10026	04/22/2005	R	E45061	EOI DISTRIBUTORS	100R10026		339.96
10029	01/18/2005	R	O54454	OFFICEMAX	100R10029		2,077.15
10031	04/10/2005	M	A90232	ALASKA FASTENERS AND TOOL SUPPLY	100M10031		.00
10033		M	???????	????????????????????????????????	100M10033		.00
10034		M	P0983	PUGET SOUND PIPE & SUPPLY	100M10034		7,491.04
10036		M	A89834	AIRPORT MACHINERY CO. INC	100M10036		69.32
10036	06/15/2005	M	???????	????????????????????????????????	100M10036		.00
10037		M	???????	????????????????????????????????	100M		.00
10038		M	???????	????????????????????????????????	100M		.00
10039		R	???????	????????????????????????????????	100R		.00
10040		R	???????	????????????????????????????????	100R		.00
10041		R	???????	????????????????????????????????	100R		.00
40008	08/01/2005	R	A23232	ALASKA BEARING COMPANY	100R40008		75.00
						Page Total:	161,450.31
						Total (All Requisitions for Company/Job):	161,450.31

| Module | Materials Tracking Module | Report | Requisition Log by Company/Job Number | | Date | 03/10/2006 | Time | 4:31 AM | Page | 1 |

Figure 7.3 Requisition Log by Company/Job Number