

InterAcct for Jobs & Projects

InterAcct Software Pty Ltd

ABN 47 003 411 658

B1a 15 Narabang Way

Belrose NSW 2085

Ph: 1300 66 26 26

support@interacct.com.au



InterAcct
SOFTWARE PTY LTD



InterAcct for Jobs & Projects

Why InterAcct?

- ✓ **The 'Jobs Database'**

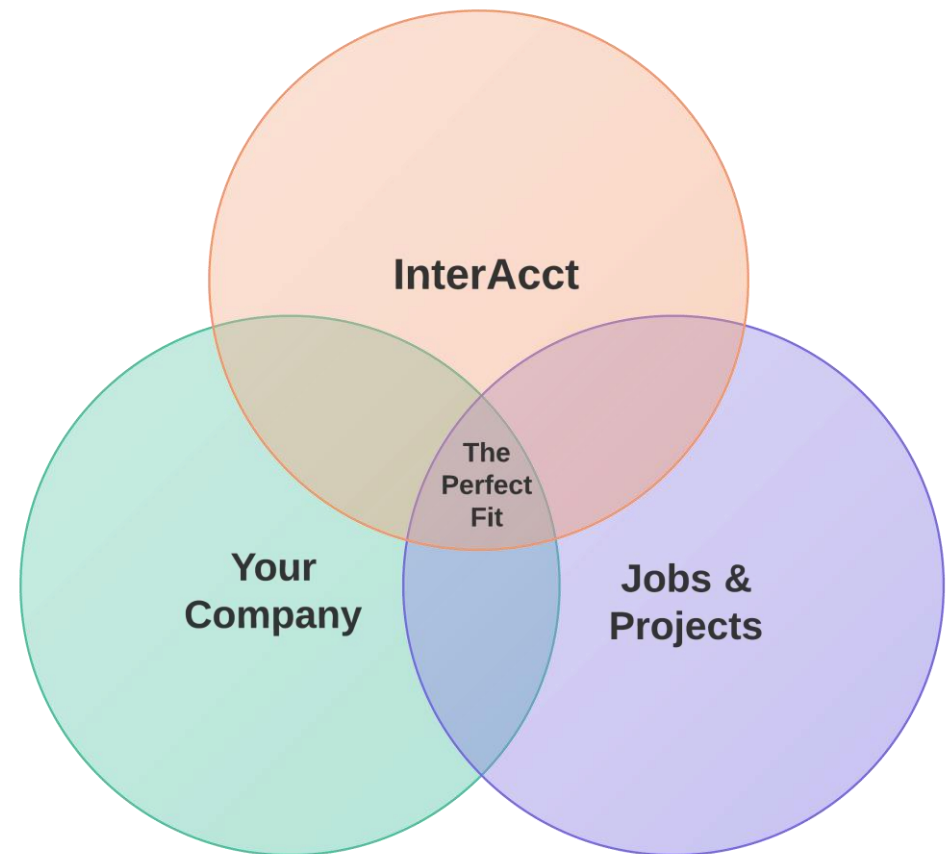
The Jobs Database can be used for both internal and external (client) jobs
- ✓ **Small or Large**

A job might be a small repair job, or a large long running project
- ✓ **Industry Variations**

There are numerous Industry specific versions of the Jobs Database - with numerous (no cost) options to consider to handle different types of jobs
- ✓ **Appointments**

Jobs are normally recorded from an initial enquiry onwards - with links to the Sales & Marketing aspects of InterAcct (follow up diaries)
- ✓ **Scheduling**

Once a job has been 'won' it can be opened to enable scheduling of works and employees





Job 'Header' File Example - A New Enquiry

- A** Classify Jobs by Status, Type, Category
- B** Interfaces with the Client / Prospect Database
- C** Option to display a job's total Financial Figures
- D** Drill Down into more detailed job related information

InterAcct Demo - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job No	100013	Job Id	AVOPROBR.100013	Input Date	28-Jan-2015
Status	0.ENQ	Job Type	ENGINEER	Starting	
Category	DESIGN	Order No		Completed	
Prj Mgr	HARRY.C	Origin	EXISTING	Follow Up	
Priority	2.NORMAL	Inv ?	Y	Estimate \$	150,000

Contact	Sally Jones	Phone	9936 7555
Client	Avon Products Pty Ltd	Mobile	
Site	11/98 Old Pittwater Road	Site Ph	0412 334 123
Address	BROOKVALE NSW 2100	Cr Status	1.LARGE
		Cr Limit \$	0

Bud Cost \$	0	WO Let \$	0	Contract \$	0
Client Var \$	0	Reserve \$	0	Pr Claims\$	0
Our Varn \$	0	Committed \$	0	Invoiced \$	0
Contingency\$	0	WIP Bal \$	0	Bal O/s \$	0
F/Cast Cost\$	0	F/Cast Pft \$	0	To Invoice \$	0
Act Cost \$	0	Cost Var \$	0	% Complete	0.00

Project Design, Make and Install New Hydraulic Lifting System
 Comments Remove Existing Old System First

Form help | Field help | Daily-Log | Alerts | Rates | Accounting | Tables | Reports | Sub Jobs

This is the Job Screen.This file contains details on all jobs - past, present, and future.

View Client | Contacts | Documents

Job-Types | Addresses | Video

Map | Directions | Manual

Menu

1. Make Appointments
2. Financial Summary
3. Detailed Estimating
4. Budget/Variances
5. Quotations
6. Questions & Answers
7. Open Job - Schedule
8. Job Invoicing
9. Transactions & Processes
10. Configure Job Reports

Image Folder



Structure of Jobs

'InterAcct controls the profit margin through each step to the final completion invoice'.

Integration:

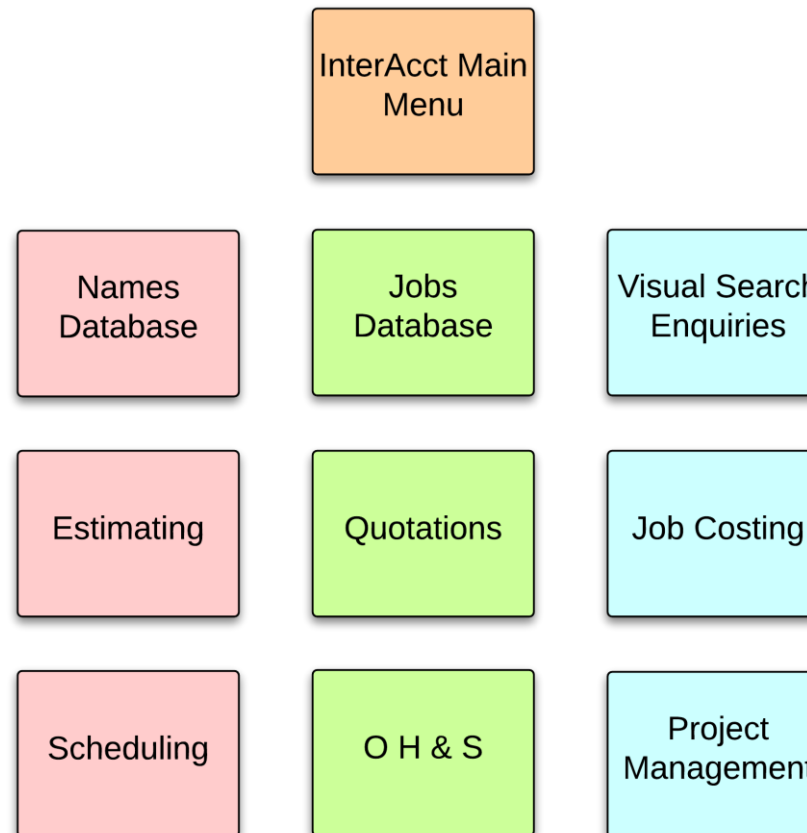
The Jobs database is integrated with the Names (Clients/Prospects) Database, Property (Site Address) database, Accounting, and Diaries/Scheduling.

Natural Flow:

A job may start off as just an enquiry, and then flow through areas such as Estimating (3 Methods), Quotations (numerous format options), and then become an Open Job

Open Job:

Once a job has been classified as Open it is scheduled (Due, Start/Completion dates), this includes employees work tasks





Key Features & Advantages

	Feature :	Advantage :	Base?
Multiple Job Types	Depending on the type of job, the data entry fields and menus can be varied to suit	You need only input and view that information which is relevant to each type of job	Option
Jobs/Projects	InterAcct is suitable for small/quick jobs and well as long running (large) projects	InterAcct can create a balance between rapid data entry of costs, raising of invoices, and storing of relevant information	Option
Make Appointments	The Jobs Database is interfaced to the Follow Up Diary and can produce a Job Sheet for new enquiries	Information about a (potential) job is captured from the very early stages through to when the job is won, or lost	Option
Revenue Posting	You can control which Revenue Accounts in the General Ledger are automatically updated when a Job Invoice is created - by each type of Job	Revenue analysis in the General Ledger can compare actual top budgeted results	Option
Issue Kits	Another option is create "Kits" that are required for a (service) job - being a combination of materials, labour, machine time, and sundry costs	The automatic issue process of a kit saves greatly on admin time and potential mistakes	Option
Service/Maintenance	This is an option to service a client's plant & equipment and update Service History by item	There is a separate database of a Client's Plant & Equipment - type, make, model, serial number	Option
Small Repairs	This is a popular option for Estimating, Quoting, Job Costing and Invoicing	One job can be any number of Repair Tasks associated with it - for employees/Sub Contractors	Option
Internal Jobs	InterAcct job costing can also be used for internal jobs - such as servicing plant & equipment	The system posts the completed job costs against a General Ledger expense account	Option
Insurance Jobs	Building repairs under an insurance policy creates yet another variation of the Job Costing system	Record all the parties involved - Insurance Co, Loss Adjuster, Client, Tenant, etc.	Option
Win - Schedule	Once the job has been "won" it is scheduled for the due start and completion dates	Work schedules can also be prepared for each employee involved	Option



Screen 1: Getting Started

Before you start adding Jobs:

There is a logical process to follow in first setting up your Jobs Database:

- ✓ Add your Client/Prospect information.
- ✓ Set up your Job Types, Menu [3]. This will control many aspects of a job - see next page.
- ✓ Work through each of the Classification Tables, Menus [4] - [22]. There are often examples already set up. Add/change/delete them to suit.
- ✓ Some of these menus relate to optional software modules, and so may not appear on your InterAcct system (example: Job "Phases")
- ✓ Some are optional - and not needed initially before you can add a new Job to the system.


Clients


Manufacturing


Creditors


Inventory


Debtors

Menu		
<ul style="list-style-type: none"> 1. Enquiries/Jobs Database 2. Clients/Prospects <p>Getting Started :</p> <ul style="list-style-type: none"> 3. Job Types - Q&A Forms 4. Job Categories 5. Job Task Checklist 6. Cost Groups, Items 7. Cost Groups - Works Orders 8. Machines/Equipment 9. Service/Maintenance 10. Job Billable Stages 11. Job Phases 12. Summary Estimate Types 13. Job Templates, Kits 14. Estimating Defaults 15. Stock/Purchasing Menu 16. Employees <p>Invoice Standard Message</p> <ul style="list-style-type: none"> 17. Invoice Standard Message 18. Quote/Invoice Lines 19. Quote Terms & Conditions 20. Quotation Clauses 21. Notes and Exclusions 22. Job Safety Setup <p>Job Cost Transactions :</p> <ul style="list-style-type: none"> 23. WIP Opening Balances, Detailed 24. WIP Opening Balances, Simple <ul style="list-style-type: none"> 25. Update Scheduler Timesheets 26. Quick Timesheets 	<ul style="list-style-type: none"> 27. Timesheets, Date/Employee 28. Timesheets, by Date <ul style="list-style-type: none"> 29. Stock Reserved for Jobs 30. Stock Issues to Jobs 31. Job Expense Recovery 32. Machine Hire to Jobs 33. Job Kits - Auto Issue <ul style="list-style-type: none"> 34. Works Orders for Sub Assemblies 35. Subbie's Works Orders 36. Claims from Subbies 37. Creditor Invoices 38. Accrue Job Costs <ul style="list-style-type: none"> 39. Job Invoicing 40. Auto Draft Invoicing 41. Invoices, Check Costings 42. Automatic Job Invoicing 43. Job Credit Notes 44. Month End Update <p>Job Schedules :</p> <ul style="list-style-type: none"> 45. Jobs by Won Date 46. Jobs by Start Date 47. Jobs by Type, Start Date 48. Jobs by Due Completion Date 49. Jobs by Branch 50. Jobs by Region, Post Code 51. Jobs by Sub Contractor 52. Equipment Service Jobs 53. Task Checklist by Start Date 	<ul style="list-style-type: none"> 54. Task Checklist by Finish Date 55. Task Checklist by Employee <p>Job Enquiries :</p> <ul style="list-style-type: none"> 56. Job Tracking by Dates 57. Job Cost Analysis 58. Work in Progress 59. Weekly Timesheet Summary 60. Employee Performance 61. Job Origin Analysis 62. Revenue Writeoff Analysis 63. Jobs Quotations 64. Lost Business Analysis 65. Job Type Profit Analysis 66. OH&S Risk Assessments 67. Service Enquiries <ul style="list-style-type: none"> 68. Delete Unwanted Estimates 69. Progress Claims 70. Tools Database 71. Document Register 72. Drawings Database 73. Job Site Properties <ul style="list-style-type: none"> 74. Jobs Open Schedule 75. Jobs Closed <ul style="list-style-type: none"> 76. Job Reports Menu

Form help	Field help	Contact-Us	Management	Payroll	Stock	Debtors	Creditors	Marketing	Sales	Manuals
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Welcome to InterAcct Software - Job Menu.



Screen 2: Job Types

Job Types:

This screen show one example of a Job Type classification. When adding a new job, a table of valid Job Types will be displayed for you to choose from.

Your selection of a Job Type will control :

- ✓ Where the Sales Revenue for that job will be posted in the General Ledger
- ✓ Does the job involve a Client, and a Site Address? (if not, these fields will not be shown when adding a job of this type.)
- ✓ Does this type of job need to show menus accessing the various Estimating methods, and Quotations?

In other words, you can control many things for each particular type of job - limiting what fields and menus will appear.

InterAcct Demo - [JOB TYPES - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job Type: ENGINEER
 Job Type: Engineering Job
 Lite ? N
 Service ? Y

GL Account: SALES.JOB
 GL Description: Job Revenue

Client ? Y
 Site Visit? Y
 Summary Estimates N
 Estimates ? Y
 Quotations ? Y
 Budgets ? Y
 Employee: HARRY.C
 Estimate \$: 0

Machines ? Y
 Kit ? N
 Progress Claims ? Y
 Basis: DO-CHARGE
 Schedules ? Y
 With Phases ? N
 Billable Stages ? N

Inv Format ? Y
 Priority ? 2.NORMAL
 Detailed Draft Invoice
 Allocate All ? Y
 Copy Phases ? N
 Equipment ? N
 Repair Tasks ? N
 Bottom Fields? Y
 Professional ? N

Comments: Workshop Jobs Mainly

Form help | Field help | GL-Accounts | Job-Kits | Subbies | GL-Chart | Employees | Contract-Types

Job Types are used to categorise your Jobs. This is used for searching and reporting, and also to control the posting of Job Revenue to the General Ledger.

Menu
 1. Go Back One Step
 2. View : Jobs by Type
 3. View : GL Account



Screen 3: Job “Header” Screen (one example)

Job Header:

This screen shows just one “Type” of job. On the following pages you will see other examples - some involving optional software modules.

- ✓ The “Status” field is the first of a number of automatic ‘pop-up’ tables of allowed values. These values were previously set up under the Getting Started Job Menu (refer Page 5 previous)
- ✓ In this example, we elected to show a lot of the financial summary figures (in this case they are blank as it is only at the Enquiry stage)
- ✓ There are ‘buttons’ on the far right hand side linking you into related areas of the system, plus to Google Maps and Directions
- ✓ Job Enquiries are available by Client, Site Address
- ✓ Jobs are sorted automatically so that the most recent job is shown first
- ✓ You can search to locate jobs based on the values in one or more fields - powerful search capabilities.

InterAcct Demo - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job No	100013	Job Id	AVOPROBR.100013	Input Date	28-Jan-2015
Status	0.ENQ	Job Type	ENGINEER	Starting	
Category	DESIGN	Order No		Completed	
Prj Mgr	HARRY.C	Origin	EXISTING	Follow Up	
Priority	2.NORMAL	Inv ?	Y	Estimate \$	150,000

Contact	Sally Jones	Phone	9936 7555
Client	Avon Products Pty Ltd	Mobile	
Site	11/98 Old Pittwater Road	Site Ph	0412 334 123
Address	BROOKVALE NSW 2100	Cr Status	1.LARGE
		Cr Limit \$	0

Bud Cost \$	0	WO Let \$	0	Contract \$	0
Client Var \$	0	Reserve \$	0	Pr Claims\$	0
Our Varn \$	0	Committed \$	0	Invoiced \$	0
Contingency\$	0	WIP Bal \$	0	Bal O/s \$	0
F/Cast Cost\$	0	F/Cast Pft \$	0	To Invoice \$	0
Act Cost \$	0	Cost Var \$	0	% Complete	0.00

Project: Design, Make and Install New Hydraulic Lifting System
 Comments: Remove Existing Old System First

Form help | Field help | Daily-Log | Alerts | Rates | Accounting | Tables | Reports | Sub Jobs

This is the Job Screen.This file contains details on all jobs - past, present, and future.

View Client | Contacts | Documents

Job-Types | Addresses | Video

Map | Directions | Manual

Menu

1. Make Appointments
2. Financial Summary
3. Detailed Estimating
4. Budget/Variations
5. Quotations
6. Questions & Answers
7. Open Job - Schedule
8. Job Invoicing
9. Transactions & Processes
10. Configure Job Reports

Image Folder



Screen 4: Job “Header” screen (second example)

Job Repair Work:

A very similar looking Job Header screen to the previous one, but this one shows :

- ✓ Much fewer fields at the foot of the screen (not as many financial summary fields)
- ✓ A new menu displayed, being “Repair Work”. Menu [2]
- ✓ This is yet another basis to estimate, quote, and invoice a job that has numerous repair “Tasks” associated with it.
- ✓ Refer to the separate note on the Repair Jobs system.

InterAcct Demo - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job No	100009	Job Id	MILLANBA.100009	Input Date	14-Oct-2014
Status	4.WIP	Job Type	REPAIRS	Starting	15-Oct-2014
Category	REPAIRS	Order No		Completed	
Prj Mgr	FRED.P	Origin	EXISTING	Follow Up	
Priority	2.NORMAL	Inv ?	Y	Estimate \$	1,427

Contact	Annette Miller	Phone	9977 6544
Client		Mobile	
Site	BLUE WATER, BAYLINER 2855 CIERA 2007	Site Ph	
Address	BALGOWLAH NSW 2093	Cr Status	3.SMALL
		Cr Limit \$	667

Contract \$	1,427
Pr Claims \$	0
Invoiced \$	0
Bal O/s \$	0
To Invoice \$	1,427
% Complete	106.21

Project Repairs to Flybridge Area
Comments Fibreglass Work Mainly

Form help Field help Daily-Log Alerts Rates Accounting Tables Reports Sub Jobs

This is the Job Screen.This file contains details on all jobs - past, present, and future.

View Client Contacts Documents

Job-Types Addresses Video

Map Directions Manual

Menu

1. Make Appointments
2. Repair Work
3. Financial Summary
4. Questions & Answers
5. Open Job - Schedule
6. Job Invoicing
7. Transactions & Processes
8. Site Details, OH&S
9. Configure Job Reports
10. View : Job Transactions

Image Folder

Once again, the fields and menus were simply controlled by the Job Type value. You can add/change these attributes by clicking on the button.



Screen 5: Job “Header” screen (third example)

Marine Vessel Database:

In this example, the job is related to a Boat. Against the Client Database is an in-depth database on a client’s boats, equipment, engines, and accessories.

An adaption of this system could relate to other items of plant and machinery owned by a Client (e.g. Motor Vehicles). See also the Service/Maintenance version of InterAcct - another optional Software Module)

- ✓ By linking the Boat Registration code to the job, the system automatically updates Job History by that boat.
- ✓ There is a separate Marine Work Tasks system here that is similar to the Repair Tasks (no cost) option.
- ✓ Menu links take you back the Client Database where you can view the boat’s full details.

InterAcct Demo - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job No	100009	Job Id	MILLANBA.100009	Input Date	14-Oct-2014
Status	4.WIP	Job Type	REPAIRS	Starting	15-Oct-2014
Category	REPAIRS	Order No		Completed	
Prj Mgr	FRED.P	Origin	EXISTING	Follow Up	
Priority	2.NORMAL	Inv ?	Y	Estimate \$	1,427

Contact	Annette Miller	Phone	9977 6544
Client		Mobile	
Site	BLUE WATER, BAYLINER 2855 CIERA 2007	Site Ph	
Address	BALGOWLAH NSW 2093	Cr Status	3.SMALL
		Cr Limit \$	667

Boat Rego	ABC123	Contract \$	1,427
		Pr Claims \$	0
		Invoiced \$	0
		Bal O/s \$	0
		To Invoice \$	1,427
		% Complete	106.21

Project Repairs to Flybridge Area
Comments Fibreglass Work Mainly

Form help Field help Daily-Log Alerts Rates Accounting Tables Reports Sub Jobs

This is the Job Screen.This file contains details on all jobs - past, present, and future.

View Client Contacts Documents

Job-Types Addresses Video

Map Directions Manual

Menu

1. Marine Work Tasks
2. Make Appointments
3. Repair Work
4. Financial Summary
5. Questions & Answers
6. Open Job - Schedule
7. Job Invoicing
8. Transactions & Processes
9. Site Details, OH&S
10. Configure Job Reports
11. View : Job Transactions

Image Folder



Screen 6: Building Insurance Repair Jobs

InterAcct Master - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job Info

Job No	100006	Status	4.WIP	Job Type	INSUR.D.<	Category	ELECT	Input Date	12-Jul-2013
Job Name	Electrical Switch Box Hit by Lighting			Starting		Time Rec'd	10:47 AM	Job Id	PROINVSKMAC.100
Job Notes	Needs A New Switch Board Probably			Complete		Supervisor	ANDREW.L	Order No	
Customer Info	Property Investment Syndicate, Sarah Jon			After Hrs		Department	BRIS	Priority	2.NORMAL
Cust Name	Sarah Jones			Mob	0415 889 655	Bus Ph	9788 6677	Estimate \$	0
Site	120 Harrison Road			Email	sarah@propinvest.com.au	Follow Up	12-Jul-2013		
Site Address	Cnr West Street ST KILDA JUNCTION VIC 3182								
Tenant	Peter Johnson			Ten Ph	0414 556 778				
Excess	Y	Excess \$	500.00	Excess Invoiced ?					
Insurance company Info									
Insurance Co	AAMIMELB	Address	1.MAIN	Business Name	Insurance AAMI	Menu			
Address	601 St Kilda Road			Ph	132 244	1. Make Appointments			
	MELBOURNE VIC 3004			Fax	132 444	2. Financial Summary			
Contact Name	Andrew Scanlan			Ph	9766 5544	3. Detailed Estimating			
Claim No	43TGT5			Mob	0413 223 555	4. Job Notes			
Loss Adjuster Info									
Loss Adjuster	AUSTRARI	Address	1.MAIN	Business Name	Adjuster Australian Network Adjusters Pty Ltd	5. Budget/Variances			
Address	15-17 Adolphson Avenue			Ph	9870 8799	6. Site Checklist			
	RINGWOOD NORTH VIC 3134			Fax		7. Quotations			
Contact Name	A Lang			Ph	9233 4433	8. Open Job - Schedule			
Ref #1	55454T			Mob	0412 334 887	9. Job Invoicing			
Ref #2	HGHG65					10. Excess Invoice			
						11. Transactions & Prozesse			
						12. Configure Job Reports			
						13. View : Job Transactions			
						14. Print : Job Work Ticket			

Form help | Field help | Alerts | P/Orders | Rates | Accounting | Tables | Ins-Comp | Loss-Adj | Reports

This is the Job Screen.This file contains details on all jobs - past, present, and future.

View Client | Contacts | Addresses | Contact History

Map | Directions

Insurance Companies | Loss Adjusters | Addresses

Job-Types

Documents

Manual | Video



Screen 7: Service/Maintenance Jobs

Service/Maintenance:

This is yet another optional Software Module.

It allows you firstly to record a database of a client's plant & equipment by location. That equipment could also be covered by a Service Contract for scheduled services throughout the year. Refer to the separate Software Profile on this module.

- ✓ The job is linked to the Plant/Equipment item by its Serial/Asset number.
- ✓ Job Service History is automatically maintained by each item.
- ✓ The item's Type, Make, Model are recorded along with the Installation, Warranty Expiry, and Service Control expiry dates

InterAcct Demo - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job No	100015	Job Id	CORENTFA.100015	Input Date	28-Jan-2015
Status	3.WON	Job Type	SERVICE	Starting	
Category	REPAIRS	Order No		Completed	
Pri Mgr	N/A	Origin	YELLOW-P	Follow Up	
Priority	2.NORMAL	Inv ?	Y	Estimate \$	500

Contact	Kenneth Carruthers			Phone	9976 4433
Client	Corporate Enterprises Pty Ltd			Mobile	0413 223 332
Site	100 Sydney Road			Site Ph	0415 333 222
Address	The "Cleveland" Building LINDFIELD NSW 2070			Cr Status	1.LARGE
				Cr Limit \$	4,704

Location	BOARD ROOM	Contract \$	0
Serial #	X4GB2TB-88776	Type	PC
Make	XEON	Model	XEON-4GB-2TB
Installed	22-Oct-2014	Warr Exp	21-Oct-2015
Location	BOARD ROOM	Serv Exp	30-Jun-2015

Project	Repairs to Computer System - Noisy	Contract \$	0
Comments	Replace Fan Unit ?	Pr Claims \$	0
		Invoiced \$	0
		Bal O/s \$	0
		To Invoice \$	0
		% Complete	0.00

Form help Field help Daily-Log Service-Menu Alerts Rates Accounting Tables Reports Sut

This is the Job Screen.This file contains details on all jobs - past, present, and future.

Image Folder

Menu

1. Financial Summary
2. View : Stock Item
3. Budget/Variances
4. Quotations
5. Questions & Answers
6. Open Job - Schedule
7. Job Invoicing
8. Transactions & Processes
9. Service Menu
10. Equipment Serviced
11. Configure Job Reports
12. View : Job Transactions



Screen 8: Jobs with Service “Kits”

Service Kits:

This example shows how a job could be linked to a “Kit”.

A kit is a group of Cost Items associated with a task. Those items could be a combination of -

- ✓ Materials
- ✓ Labour
- ✓ Sundries
- ✓ Machine time

This might relate to a standard service (say a 20,000 km service) where you have a standard kit of items that you normally need.

Once the kit(s) is linked to the job, you can automatically ‘issue’ those cost items to the job - thus saving on the admin time to process those accounting transactions ‘manually’.

InterAcct Demo - [JOBS & ENQUIRIES DATABASE - display]

File Record Edit View Go Advanced Menu Graph Design Help

Job No	100016	Job Id	CORENTFA.100016	Input Date	28-Jan-2015
Status	3.WON	Job Type	REPAIRS	Starting	
Category	REPAIRS	Order No		Completed	
Prj Mgr	N/A	Origin	YELLOW-P	Follow Up	
Priority	2.NORMAL	Inv ?	Y	Estimate \$	500

Contact	Kenneth Carruthers	Phone	9976 4433
Client	Corporate Enterprises Pty Ltd	Mobile	0413 223 332
Site	100 Sydney Road	Site Ph	0415 333 222
Address	The "Cleveland" Building LINDFIELD NSW 2070	Cr Status	1.LARGE
		Cr Limit \$	4,704

Contract \$	0
Pr Claims \$	0
Invoiced \$	0
Bal O/s \$	0
To Invoice \$	0
% Complete	0.00

Kit Id: TESTKIT

Project: Repairs to Lift - 6 Monthly Visit
Comments: Issue Service Kit

Form help | Field help | Daily-Log | Alerts | Rates | Accounting | Tables | Reports | Sub Jobs

This is the Job Screen.This file contains details on all jobs - past, present, and future.

View Client | Contacts | Documents

Job-Types | Addresses | Video

Map | Directions | Manual

Menu

1. Repair Work
2. Financial Summary
3. Questions & Answers
4. Open Job - Schedule
5. Auto Issue Kits
6. Job Invoicing
7. Transactions & Processes
8. Site Details, OH&S
9. Configure Job Reports
10. View : Job Transactions

Image Folder



Screen 9: Joinery Jobs (e.g. Kitchens)

Joinery Software Module:

Another optional software module relates to the Joinery Industry.

This screen relates to the various stages a job progresses through until finalized.

Some of these menus are standard InterAcct, and other are specific to this module. Please refer to the separate note on this module.

- ✓ Pre-Production Planning - Check Measure
- ✓ Scheduled Production - by Work Area
- ✓ Sub-Contractor involvement
- ✓ Installation/Delivery
- ✓ Queries - Quality Control

InterAcct Demo - [JOB SCHEDULE MENU - display, Replace Existing Kitchen Cupboards, JOINERY, 10 West Str]

File Record Edit View Go Advanced Menu Graph Design Help

Job Name: Replace Existing Kitchen Cupboards, JOIN
 Details: Stained Timber Finish
 Site Address: 10 West Street
 Site Details: BALGOWLAH NSW 2093

Job No: 100011
 Status: 12.BILLQTY
 Installer: AJ-KIT

Bill of Quantities Returned

Menu	
1. Step 1 : Input Estimate	
2. Step 2 : Win Details	
3. Step 3 : Pre-Production	
4. Step 4 : Production	
5. Step 5 : Subbies Involved	
6. Step 6 : Delivery/Complete Job	
7. Step 7 : Query Details	
8. Job Totals Menu	
9. View : Customer File	
10. Print : Profile	

Estimate \$ 15,000.00 Estimated
 Quote \$ 15,000.00 Quoted Wed 12-Nov-2014
 Exp Close
 Factory \$ 11,000.00 Reqd By Mon 24-Nov-2014
 Won Date Mon 17-Nov-2014
 Contract \$ 15,000.00 Chk/Meas Wed 19-Nov-2014
 Var Cont \$ 0.00 CAD Due Sat 22-Nov-2014
 Adj Sum \$ 15,000.00 CAD Done Mon 24-Nov-2014
 Final Chk Tue 25-Nov-2014
 Invoiced \$ Purchases Mon 1-Dec-2014
 To Be Inv\$ 15,000.00 Prodn Start
 Completed Tue 9-Dec-2014
 Last Inv Installed
 Finalised

MD Mug

Form help | Field help | Accounting | Variations | Appointments

Manual Video



Screen 10: Manufacturing Jobs

InterAcct Production:

There are two options to handle a Production (manufacturing) process. One is the full Manufacturing system using a Bill of Materials and the Job Costing system (see sample screen opposite).

The other option is the (simple) manufacturing process via the "Kit Conversion" software module.

The manufacturing system is described in a separate Note in much greater detail. It relates to producing items for stock and/or Sales Backorders.

- ✓ Multiple Sub-Assemblies
- ✓ Auto raise Works Orders, Purchase Orders
- ✓ Auto Issue materials from Stock

Menu [2] links you through to the Manufacturing Processes.

The screenshot displays the InterAcct software interface for a Manufacturing Job. The main window is titled "InterAcct Demo - [JOBS & ENQUIRIES DATABASE - display]". It features a menu bar (File, Record, Edit, View, Go, Advanced, Menu, Graph, Design, Help) and a toolbar with various icons. The main area is divided into several sections:

- Job Information:** Job No: 100020, Job Id: MAKE, Input Date: 28-Jan-2015, Status: 4.WIP, Job Type: MAKE, Starting: 16-Feb-2015, Category: WORKSHOP, Order No, Completed, Follow Up, Estimate \$: 0, Priority: 2.NORMAL, Inv?: M.
- Product Information:** Product Id: FG-ITEM, Group: MAKE.FG, Prodn Qty #: 10.
- Financial Summary:** Contract \$: 0, Pr Claims \$: 0, Invoiced \$: 0, Bal O/s \$: 0, To Invoice \$: 0, % Complete: 0.00.
- Project Information:** Project: Manufacturing Job - Sample, Comments: Sample Finsihed Good Item (Manufactured).

On the right side, there is a navigation panel with icons for New Client, Documents, Job-Types, Video, and Manual. Below this is a menu with the following items:

1. Production Quantities
2. Manufacturing Processes
3. Financial Summary
4. View : Stock Item
5. View : Bill of Materials
6. Budget/Variances
7. Quotations
8. Questions & Answers
9. Open Job - Schedule
10. Job Invoicing

At the bottom, there is a "PRODUCTION QUANTITIES list, Manufacturing Job - Sample, MAKE" window. It contains a table with the following data:

	Updated?	Product Item	Type	Reference	Reqd Qty #	Prodn Qty #	Made Qty #	To Make #	Reqd By	Prodn Date
1	Y	FG-ITEM	S		0.000	5.000	0.000	5.000		
2	Y	FG-ITEM	I	200023	2.000	5.000	0.000	5.000		
					2.000	10.000	0.000	10.000		



Screen 11: Internal Jobs

Internal Jobs:

This is part of the standard Job Costing software module.

It might relate to internal jobs where you are servicing your own plant and equipment.

The accumulated costs would generally be posted against a Repairs & Maintenance Account in the General Ledger.

The job is linked to one of your “Machines” to show :

- ✓ Type
- ✓ Make/Model
- ✓ Location - Repair Type

There is a menu link to the Machines Database.

Job No	100018	Job Id	TEST-MAC.100018	Input Date	28-Jan-2015
Status	4.WIP	Job Type	INTERNAL	Starting	
Category	WORKSHOP	Order No		Completed	
Prj Mgr	N/A			Follow Up	
Priority	2.NORMAL			Estimate \$	600

Machine Id	TEST-MAC
------------	----------

Make	WESTHOUSE	Type	COOKING	Contract \$	0
Installed	1-Jan-2015	Model	WO-WEST/POR663	Pr Claims \$	0
Location	ROUTINE	Warr Exp		Invoiced \$	0
		Serv Exp		Bal O/s \$	0
				To Invoice \$	0
				% Complete	0.00

Project	Repairs to Cook Machine In Canteen
Comments	Not Hot Enough

Form help | Field help | Daily-Log | Alerts | Rates | Accounting | Tables | Reports | Sub Jobs

This is the Job Screen. This file contains details on all jobs - past, present, and future.



Screen 12: Schedule a Job Appointment

Make Appointment:

Often, when a new sales/job enquiry is received in the office, and basic details of the client, site, and work required is recorded.

The next step is often to schedule a site visit to measure up, and discuss requirements. This is generally prior to doing a Cost Estimate and Quotation.

Appointments entered under the Job update :

- ✓ InterAcct's Diary Alert system by employee
- ✓ Optionally the Visual Scheduler
- ✓ Optionally MS-Outlook - to Smart Phone

This report layout can be personalized to suit.

Sales Enquiry : 100009					Page: 1
Date	Employee	Time			
03/02/2015	Harry Chamber	10:47:09 AM			
*** Appointment Details ***					
Date	From	Till	Contact		
04/02/2015	10:00 AM	10:45 AM	Annette Miller		
Notes					
Discuss their Requirements					
*** Job Details ***					
Job Name	Replace Existing Kitchen Cupboards				
Description	Stained Timber Finish				
Address	10 West Street,				
Suburb	BALGOWLAH NSW 2093	Site Ph		:0414 223 445	
*** Prospect Details ***					
Business Name					
Address	10 West Street, BALGOWLAH,NSW,2093				
Ph No	Fax	Mobile	Aft Hrs		
(02)9977 6544		0413 223 444			
*** Contact Names ***					
Annette Miller					
*** Contact History ***					
04/02/2015	Last	Discuss their Requirements			
VISIT	Next	Repairs to Flybridge Area			
HARRY.C	Contact	Annette Miller	Follow-up		
*** Action Performed ***					
Date	Last				
Event	Next				
Employee	Contact			Follow-up	
*** NOTES ***					



Screen 13: Open Job

Win - Open Job:

Hopefully, at some point, the job is “won”. The system updates the numerous enquiry files, including Win Analysis.

If not, the Job Status can be changed to being “LOST”, and then you can record the Lost Sale details - competitor, reason, and value lost etc.

When the job is “won”, you can enter the expected Job Start and Finish Dates. This then updates the job schedules.

At the next menu you can -

- ✓ Schedule the employees that will work on it
- ✓ Schedule Sub Contractors involved
- ✓ Record OH&S Job Safety details
- ✓ Input the Job Site Details
- ✓ Update the Job Checklist of Tasks
- ✓ Go straight into Job Accounting & Processes

The screenshot displays the 'InterAcct Demo' application window. The main area shows job details for 'Repair Work to Roof and Guttering/Downpipes, REPAIRS, 65'. The job status is '4.WIP' and the employee is 'ANDREW.W'. The job start and finish dates are '3-Feb-2015'. The job site details include '650 Military Road' in 'MOSMAN'. The job name is 'Repair Work to Roof and Guttering/Downpipes'. The comments are 'Water Leaks - Needs New Flashing At Least'. The job schedule table shows two employees, ANDREW.W and GERRY.S, working from 7:30 AM to 4:00 PM on Tuesday, 3-Feb-2015. The estimated time is 8:30:00 and the actual time is 0:00:00.

Job Status	Employee	Schedule Date	Start Time	Finish Time	Est Time	Act Hrs
4.WIP	ANDREW.W	Tue 3-Feb-2015	7:30 AM	4:00 PM	8:30:00	0.00
4.WIP	GERRY.S	Tue 3-Feb-2015	7:30 AM	4:00 PM	8:30:00	0.00
					17:00:00	0.00



Screen 14: Schedule Tasks

Schedule Work Tasks :

Once a job is first won, there is often a list of Work Tasks then need to be completed - even before the actual work starts.

A list of these 'standard' tasks can be created in the "Getting Started" area, and then when you win a new job, these tasks are automatically copied across to the job.

All that remains is for this list to be updated - which will then update the centralized list for all employees and jobs.

Update the fields/columns :

- ✓ Employee responsible for the Task
- ✓ Current status - completed?
- ✓ Expected/(Actual) Start Date
- ✓ Expected/(Actual) Completion Date
- ✓ Expected time/hours (Actual time)

The screenshot displays two windows from the InterAcct software. The top window, titled "InterAcct Demo - [SCHEDULE JOB - display, Repair Work to Roof and Guttering/Downpipes, REPAIRS, 65]", shows job details in a grid format:

Status	4.WIP	Date Won	28-Jan-2015	Job Type	REPAIRS
Basis	DO-CHARGE	Contract #		Branch	HO
Employee Name	ANDREW.W Andy Wentworth	Quote No	300010	Region	VIC
		Priority	2.NORMAL	S/Person	MADDIE.I
Class	APPRENT	Start Time	7:30 AM	Markup %	25.00
Exp Start	3-Feb-2015	End Time	4:00 PM	Estimate \$	4,500
Exp Finish	3-Feb-2015	Est Hrs #	17.00	Bud Profit	1,358

The bottom window, titled "EMPLOYEE TASK CHECKLIST list, Repair Work to Roof and Guttering/Downpipes, REPAIRS, 65", shows a table of tasks:

	Seq No	Employee	Status	Task/Activity	Exp Start	Exp Finish	Exp Hrs #
1	10	GERRY.S	CURRENT	Home Warranty Insurance	3-Feb-15	3-Feb-15	0.00
2	20			Completed Job Checklist			0.00
3	30			Plans to Council			0.00
4	40			Council Approval			0.00
5	50			Check Measure			0.00
6	60			Order Materials			0.00
7	70			Arrange Sub Contractors			0.00
8	80			Issue Materials to Job			0.00
9	90			Manufacture			0.00
10	100			Quality Control Check			0.00
11	110			Send Invoice to Client			0.00
12	120			Arrange Delivery & Installation			0.00
13	130			Payment Received ?			0.00
14	140			Installation Completed & Checked			0.00
15	150			Standard Thank you Letter Sent			0.00
16	160			Sales Lead Referral Contact Made			0.00
							0.00



Screen 15: Site Details - Scope - Job Stages

InterAcct Demo - [SITE ANALYSIS CHECKLIST - display, Repair Work to Roof and Guttering/Downpipes, REPAIRS, 65]

File Record Edit View Go Advanced Menu Graph Design Help

Job Date: Thu 20-Mar-2014 Time In: 10:59 AM
 Main Job Area: Guttering & Downpipe Repairs Job No: 100006
 Make Safe? Y Exposed? 2.MOD Job Type: REPAIRS
 Classification: DOMESTIC Type: HOUSE Category: REPAIRS
 Stories: 1 Age: 25 Status: 4.WIP
 Storage? ON-SITE Waste? REQUIRED Prj Mgr: GERRY.S
 Power? ON-SITE Water? WATER S/person: MADDIE.I
 Amenities: IN-SIDE Access Hrs: 7am
 Security: None Guard? N

Ease of Access: Good
 Access Via: Driveway from Street
 Special Needs: Extension Ladder

Client Name: Blue Pearl Property Services, Maria Tsao
 Address: 650 Military Road
 Suburb: MOSMAN
 Job Name: Repair Work to Roof and Guttering/Downpipes

Menu
 1. Order of Work
 2. Scope of Works
 3. Equipment Needed
 4. Trades Required
 5. Risk Assessments
 6. Opportunities
 7. Contact History
 8. Attached Documents
 9. View : Client File

Appointments Tables
 Estimating Open Job
 Budget/Actual Financials Processes

JOB STAGES - ORDER OF WORK list, Rep...
 File Record Edit View Go Advanced Graph New Design Help

Stage	Stage Description - Sequence
1	Remove Old Guttering and Downpipes
2	Place Old Items In Rubbish Bin
3	Bring Materials to Site
4	Fix New Materials to House
5	Test for Water Leaks
6	Clean Up Area
7	Get Client to Sign Off Works Order

Form help Field help Room-Types Ext-Areas Job-Areas Equipment Dwelling-Types Client-File

This is where you can record details about the job site, and (in the lower menus) the tasks to be performed, the

SCOPE OF WORK, Repair Work to Roof and Guttering/Downpipes, REPAIRS, 65

New Update Lookup Page Up Page Down Delete Function Design Help

*Scope of Work	Stage	Internal ?	Room	External Area	Construction	Materials	Persons ?	Trade
1 Repair Flashing of Roof - Replace Lead								
2 Replace Guttering and Downpipes								
3 Cherry Picker - Plant Hire - Roof Access								



Screen 16: Job/Employee Schedules

Job/Employee Schedules :

This menu is normally viewed from the Main Menu.

Under each job, you can create various schedules which then update various centralised work schedules. The two sets of files can update each other.

Work schedules can be by employee - with the option of then interfacing with timesheets.

Job schedules by Won, Start, and Completion Dates.

Jobs by Region, Branch, and Sub Contractor.

Repair tasks are also listed separately.

This is also where an employee to view and update Work Tasks that have been assigned to them.

InterAcct Demo - [JOB SCHEDULING MENU - display]

File Record Edit View Go Advanced Menu Graph Design Help

Quick Timesheet Input :

- 1. Employee Schedule/Timesheet

Job Schedules :

- 2. Jobs by Date Won
- 3. Schedule by Start Date
- 4. Jobs by Due Completion Date
- 5. Jobs by Branch
- 6. Jobs by Region, Post Code
- 7. Equipment Service Jobs
- 8. Sub Contractor's Jobs
- 9. Jobs by Type, Start Date

Repair Work Tasks :

- 10. Repair Tasks - by Employee
- 11. Repair Tasks - by Sub Contractor
- 12. Repair Tasks - by Start Date

Manufacturing :

- 13. Manufacturing Jobs
- 14. Production Schedule

Job Data Source :

- 15. Jobs Open Schedule
- 16. Jobs Closed

Task Schedules :

- 17. Task Checklist, by Employee
- 18. Task Schedule, by Start Date
- 19. Task Schedule, by End Date
- 20. Task Schedule, by Job
- 21. Follow-Up Call Campaign
- 22. View : Results Analysis
- 23. View : Activity Summary
- 24. View : Weekly Performance
- 25. Search : Set-Up Campaigns

Form help Field help Jobs Clients Diary Accounting Products

The files listed on this job schedule menu are all updated when you "Open a Job".



InterAcct Pricing (Per User)

Users	Base InterAcct	Job Costing, Estimating, Quoting (A)	Costing by Phase (B)	Building Repairs, Insurance Claims (C)
1	\$1,650 (15-25)	+ \$550 (10)	+ \$385 (5)	+ \$275 (2-3)
2-3	\$1,100 (20-30)	+ \$550 (10)	+ \$385 (5)	+ \$275 (2-3)
4	\$825 (20-30)	+ \$413 (10)	+ \$275 (5-8)	+ \$207 (2-3)
5-9	\$660 (25-35)	+ \$330 (10-15)	+ \$220 (5-8)	+ \$165 (3-5)
10-19	\$550 (30-40)	+ \$303 (10-15)	+ \$193 (5-8)	+ \$138 (3-5)
20-49	\$440 (40-60)	+ \$275 (10-15)	+ \$165 (10-15)	+ \$110 (3-5)
50+	\$385 (50-75)	+ \$253 (15-25)	+ \$143 (10-20)	+ \$99 (5-10)

Software Pricing

Software Pricing is per Computer Network "User" as defined in the above table. The optional software modules (e.g. Job Cost Estimating) require the Base InterAcct as well, and are purchased based on the number of base Network Users. Prices are all ex GST.

+ Annual Support Pricing

Yearly support is calculated at 20% of purchase price, with no CPI annual increases. Support is reduced by 30% after 3 years. For example a single User (with just the base InterAcct) would be $(\$1,650 \times 20\%) = \330

+ Implementation & Training Budget

The (Number) denotes the estimated min/max hours of Implementation & Training required in the budget per installation / module (not per User). Implementation / training "Advanced" is currently charged at the average rate of \$180 per hour.

Modules

There is a wide variety of software modules available for purchase, talk to InterAcct staff about your specific software needs.

Request a Cost Estimate:

InterAcct Software Pty Ltd

Toll Free: 1300 66 26 26

Email: sales@interacct.com.au

Web: <http://www.interacct.com.au>