

# Creating Daily Field Ticket

This eCMS modification adds the ability to create a Time and Material Daily Field Ticket for Labor and Equipment. This is accomplished through Time and Material create LEM.

Menu Path: Administration; Application Installation; Set Up Defaults

Do Not Markup Travel Pay will keep a markup from happening

Do Not Markup Travel

Pay-Code 8 & 9

Example: Created job 71316 as a T&M job

Job Cost		Job Description Maintenance				Mode: Update		JCPM04 - 1	
Job Number: 71316		Sub Job Number:							
General 1		General 2		General - Billing		Lien Waiver		Equipment	
General Ledger		T & M Billing		Collaborator		UDC			
Description 1: <input type="text" value="Bluesville PetMar"/> x Description 2: <input type="text"/> Address 1: <input type="text" value="4197 W Main"/> Address 2: <input type="text"/> City: <input type="text" value="Bluesville"/> State: <input type="text" value="NC"/> Zip/Postal Code: <input type="text" value="22111"/> Website: <input type="text"/> Geographic Area 1: <input type="text"/> <input type="text"/> GPS Coordinates (Latitude/Longitude): <input type="text" value="0"/> <input type="text" value="0"/> Job Type: <input type="text" value="B"/> Department Number: <input type="text" value="313"/> Overhead Type: <input type="text" value="N"/> 100% Complete: <input type="text" value="No"/> Edit P.O. for Over Budget: <input checked="" type="checkbox"/> Job Quantity: <input type="text" value="0"/> Unit of Measure: <input type="text"/> Unit of Measure Type: <input type="text" value="Imperial"/> Override PM Edit: <input type="checkbox"/>				Customer Number: <input type="text" value="6446"/> Customer Location: <input type="text"/> Time and Material: <input type="text" value="Yes"/> G/L Sub Account: <input type="text" value="0"/> Subcontract Retention %: <input type="text" value="0.00"/> Auto Number Subcontracts: <input type="text" value="No Auto Numbering"/> <hr/> <div style="text-align: center;">Sales Tax Codes</div> Use Customer/Location First: <input type="text" value="No"/> State Code: <input type="text" value="0"/> Local Code: <input type="text" value="0"/> <hr/> <div style="text-align: center;">Payroll Tax Codes</div> State Income Tax: <input type="text" value="0"/> Exempt from SIT: <input type="checkbox"/> Local Income Tax: <input type="text" value="0"/> Multiple Locals: <input type="checkbox"/> State Disability: <input type="text" value="Income Tax"/> <hr/> <div style="text-align: center;">Worker's Comp</div> Reference: <input type="text" value="0"/> Code: <input type="text" value="0"/> New York Territory: <input type="text" value="Blank"/> New York Type: <input type="text" value="Blank"/>				Certified Job: <input type="checkbox"/> Union Number: <input type="text"/> Crew Number: <input type="text" value="0"/> Post by Employee: <input type="checkbox"/> Overtime Hours-Day: <input type="text" value="0"/> Overtime Hours Week: <input type="text" value="0"/> <hr/> <div style="text-align: center;">Standard Cost</div> Standard Cost Job: <input type="checkbox"/> Burden Posting: <input type="text" value="Percent"/> Percent Basis: <input type="text" value="Standard Labr Rate"/> <hr/> <div style="text-align: center;">Prevailing Wage</div> Prevailing Wage Job: <input type="checkbox"/> Use Benefit/Rate Calc: <input type="checkbox"/> <hr/> <div style="text-align: center;">Payroll Bank Account</div> Account Number: <input type="text"/> Cash Company Number: <input type="text" value="0"/> Cash Division Number: <input type="text" value="0"/>	

On the T&M Billing tab, Provide Supporting Detail options must be chosen, all three

Job Cost		Job Description Maintenance				Mode: Update		JCPM04 - 1	
Job Number: 71316		Sub Job Number:		Description 1:		Bluesville PetMart			
General 1	General 2	General - Billing	Lien Waiver	Equipment	General Ledger	T & M Billing	Collaborator		
<b>Create T&amp;M Detail From:</b>		<b>Information Required</b>				<b>Summarize Invoices By</b>			
Accounts Payable:	<input checked="" type="checkbox"/>	Expense Reports:	<input type="checkbox"/>	Payroll:	No Summarization.....				
Accounts Receivable:	<input checked="" type="checkbox"/>	Invoices:	<input type="checkbox"/>	Inventory:	No Summarization.....				
Equipment:	<input checked="" type="checkbox"/>	Time Cards:	<input type="checkbox"/>	Equipment:	No Summarization.....				
General Ledger:	<input checked="" type="checkbox"/>	Combine Tickets on Invoice:	<input type="checkbox"/>	Accounts Payable:	No Summarization.....				
Payroll:	<input checked="" type="checkbox"/>	Bill Subcontract Retention:	<input checked="" type="checkbox"/>	Subcontract:	No Summarization.....				
Order Processing:	<input checked="" type="checkbox"/>	Provide Supporting Detail:	<input checked="" type="checkbox"/>	General Ledger:	No Summarization.....				
Service Request:	<input checked="" type="checkbox"/>	Print Supporting Detail:	<input checked="" type="checkbox"/>	Billing Job No:	71316				
		Save Supporting Detail to File:	<input checked="" type="checkbox"/>	Billing Income Acct :					
		T&M Output Location:	<input type="text"/>	Exclude-Equip to T/M Daily:	<input type="checkbox"/>				


Once payroll and equipment billing has been done for job,

Menu Path: TMP; Maintenance; Maintain LEM Number

Time & Material

LEM Number Maintenance

TMP218

Company Number:	<input type="text" value="3"/>
Division Number:	<input type="text" value="23"/> <
Job Number:	<input type="text" value="71316"/>
Sub Job Number:	<input type="text"/> <
LEM Date:	<input type="text" value="01/16/2016"/> 
Existing LEM Number:	<input type="text" value="23"/> x <

Enter any and/or all information required such as LEM Description, LEM Approved By, LEM Approved By Date, Description/Notes; Check Labor and/or Equipment to be on the Daily Work Order; Click on Print

Time & Material	LEM Maintenance	Mode: UPDATE	TMP218    TMPM04 - 11
Job 71316    Sub	LEM Date 01/16/2016		

LEM Description:

LEM Approved By:

LEM Approved By Date:

LEM Customer Approver:

LEM Customer Approval Date:

Site Instruction Number:

LEM Number:

Description/Notes: 

LEM for 01/16/2016 for payroll & equipment to be sent to customer for approval.

Include

Labor:

Equipment:

In eForms form appears with Menu Option Maintain LEM Number

Company/Division: 03/023-QA 4.1					
Processes		Active <input type="button" value="v"/>			
<input type="checkbox"/>	Status	Application	Menu Option	Creation Date/Time	Count
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Maintain LEM Number	08/23/2016 10:45 AM	1
					<input type="button" value="View"/>

In viewing eForm, Payroll, including Standard hours, Overtime hours, Other hours and Per Diem are on form; Equipment transactions are on form; Description/Notes are on form

This can now be sent to the customer for approval

**Daily Field Ticket**

QA 4.1  
Carsonville, AZ 85253

**Work Date:** 01/16/2016  
**Customer:** Bluesville Group  
**Cust PO#:**  
**Job-SubJob:** 71316-  
**Job Name:** Bluesville PetMart

**Daily Field Ticket No. 23**

Summary	
Labor:	10,175.00
Per Diem:	164.00
Equipment:	619.96
<b>Ticket Total:</b>	<b>10,958.96</b>

**Labor & Per Diem**

Class Description	Employee Class	Employee Number	Employee Name	ST Hours	OVT Hours	OTH Hours	ST Rate	OVT Rate	OTH Rate	Total	Per Diem
Class 300 18.m	300	151	Employee One FiftyOne	40.00	10.00	10.00	40.00	60.00	80.00	3,000.00	
Class 300 18.m	300	153	Employee One FiftyThree	40.00	5.00		40.00	60.00		1,900.00	85.00
Class 300 18.m	300	154	Employee One FiftyFour	40.00	1.00		40.00	60.00		1,660.00	79.00
Class 400 18.m	400	159	Employee One FiftyNine	20.00	10.00	10.00	30.00	45.00	60.00	1,650.00	
Class 400 18.m	400	160	Employee One Sixty	25.00	7.00	15.00	30.00	45.00	60.00	1,965.00	
<b>Labor &amp; Per Diem Totals</b>				<b>165.00</b>	<b>33.00</b>	<b>35.00</b>				<b>10,175.00</b>	<b>164.00</b>

**Equipment**

Equipment Description	Equipment Class	Equipment Number	Class Description	UoM	Total Units	Rate	Total
Big Dozer	100	BIGDOZER	EXCAVATION/EARTH MOVING	D	1.00	34.25	34.25
small crane	100	CRANE	EXCAVATION/EARTH MOVING	DA	1.00	585.71	585.71
<b>Equipment Total</b>							<b>619.96</b>

**Description / Notes**

LEM for 01/16/2016 for payroll & equipment to be sent to customer for approval.


Once received back from customer it needs to be imported to the LEM transaction

Menu Path: TMP; Maintenance; Maintain LEM Number

Time & Material

LEM Number Maintenance

TMP218

Company Number:	<input type="text" value="3"/>
Division Number:	<input type="text" value="23"/> <
Job Number:	<input type="text" value="71316"/>
Sub Job Number:	<input type="text"/> <
LEM Date:	<input type="text" value="01/16/2016"/> 
Existing LEM Number:	<input type="text" value="23"/> <



Click on the Image button in the upper right corner

Time & Material LEM Maintenance Mode: UPDATE TMP218 TMPM04 - 11

Job 71316 Sub LEM Date 01/16/2016

LEM Description:  x

LEM Approved By:

LEM Approved By Date:

LEM Customer Approver:

LEM Customer Approval Date:

Site Instruction Number:

LEM Number:

Description/Notes:

Labor:

Equipment:



Import the document that is to be attached to the LEM

Imaging		Import Documents		impoc
Name:	<input type="text" value="Approved LEM for 1-16"/>	Description:	<input type="text" value="Approved LEM for 1-16"/>	Create One Multi-Page Document: <input type="checkbox"/>
Category:	<input type="text" value="T&amp;M LEM - T&amp;M LEM"/>	Company/Division:	3/23	
Storage Path:				
Comment:	<input type="text"/>			

	<input type="button" value="+ Add"/> <input type="button" value="Upload"/>	<b>Uploaded Files Info</b> No files currently uploaded
	daily field ticket 23.pdf <a href="#">Cancel</a>	


The imaging button has turned yellow indicating the image was attached

→  


Time & Material	LEM Maintenance	Mode: UPDATE	TMP218    TPM04 - 1
Job 71316	Sub	LEM Date 01/16/2016	

LEM Description:

LEM Approved By:


LEM Approved By Date:  

LEM Customer Approver:

LEM Customer Approval Date:  

Site Instruction Number:

LEM Number:

Description/Notes:  

**Include**

Labor:

Equipment:

Menu Path: TMP; Processing; Invoice Print Ticket; make sure Print Final Format and Provide Supporting Detail have both been checked

Print invoice for job 71316

Time & Material		Invoice Print - Tickets		TMP00801	TMPM10 - 1
<b>Preliminary:</b> <input checked="" type="checkbox"/> <b>Print Final Format:</b> <input checked="" type="checkbox"/> <b>Produce Billing Report Only:</b> <input type="checkbox"/>		<b>Retrieve Segment Description From File</b> <b>Segment Description:</b> <input checked="" type="checkbox"/> <b>Job Cost Master:</b> <input type="checkbox"/> <b>Print Employee Class/Type:</b> <input checked="" type="checkbox"/>			
<b>Invoice Date:</b> 08/23/2016 <b>Due Date:</b> 08/23/2016 <b>Journal Date:</b> 08/23/2016 <b>Cost Distribution Report:</b> <input type="checkbox"/> <b>Print Ticket Date:</b> <input type="checkbox"/> <b>Special Form:</b> <input type="checkbox"/> <b>Include Retention Tickets:</b> N					
<b>Print Held Items:</b> N <b>All Batches:</b> <input checked="" type="checkbox"/> <b>Number:</b> 0 <b>Select by Ticket Number:</b> <input type="checkbox"/>		<b>Report Location:</b> <input type="text"/> <b>Job Queue:</b> <input type="checkbox"/> <b>Provide Supporting Dtl:</b> <input checked="" type="checkbox"/>			
<b>Bypass Job Description Summarization:</b> <input checked="" type="checkbox"/>					
<b>Summarize</b>					
<b>Payroll:</b>		No Summarization.....			
<b>Inventory/Unit Pr:</b>		No Summarization.....			
<b>Equipment:</b>		No Summarization.....			
<b>Accounts Payable:</b>		No Summarization.....			
				Exit	Ok

Value Selection Criteria

<b>Customer:</b>	<input checked="" type="checkbox"/>	<b>Range From:</b>	<input type="text" value="0"/>	<b>Range To:</b>	<input type="text" value="99999"/>
<b>Job Number:</b>	<input type="checkbox"/>		<input type="text" value="71316"/> <input type="text"/>		<input type="text" value="71316"/> <input type="text"/>
<b>Display Job List:</b>	<input type="checkbox"/>				
<b>Ticket Number:</b>	<input checked="" type="checkbox"/>		<input type="text" value="0"/>		<input type="text" value="9999999999"/>
<b>Alternate Cost Dist:</b>	<input type="checkbox"/>				
	<input type="checkbox"/>				
<b>Distribution Seg.:</b>	<input type="checkbox"/>		<input type="text" value="1"/> <input type="text"/>		<input type="text" value="1"/> <input type="text"/>
			<b>*=Wildcard</b>		
<b>LEM Number:</b>	<input checked="" type="checkbox"/>		<input type="text" value="0"/>		<input type="text" value="999999999999999"/>
<b>Approved LEM Only:</b>	<input type="checkbox"/>				
<b>Payroll Date:</b>	<input checked="" type="checkbox"/>		<input type="text"/> <input type="text"/>		<input type="text" value="99999999"/> <input type="text"/>
<b>Equipment Date:</b>	<input checked="" type="checkbox"/>		<input type="text"/> <input type="text"/>		<input type="text" value="99999999"/> <input type="text"/>
<b>Subcontract Date:</b>	<input checked="" type="checkbox"/>		<input type="text"/> <input type="text"/>		<input type="text" value="99999999"/> <input type="text"/>
<b>Job Cost Date:</b>	<input checked="" type="checkbox"/>		<input type="text"/> <input type="text"/>		<input type="text" value="99999999"/> <input type="text"/>
<b>Inventory Date:</b>	<input checked="" type="checkbox"/>		<input type="text"/> <input type="text"/>		<input type="text" value="99999999"/> <input type="text"/>

Previous      Exit      Ok

eForms set up will need to be done to place the Invoice Print Ticket to status of Hold

Check box left of Hold/Time and Material/Invoice Print – Tickets; then click release

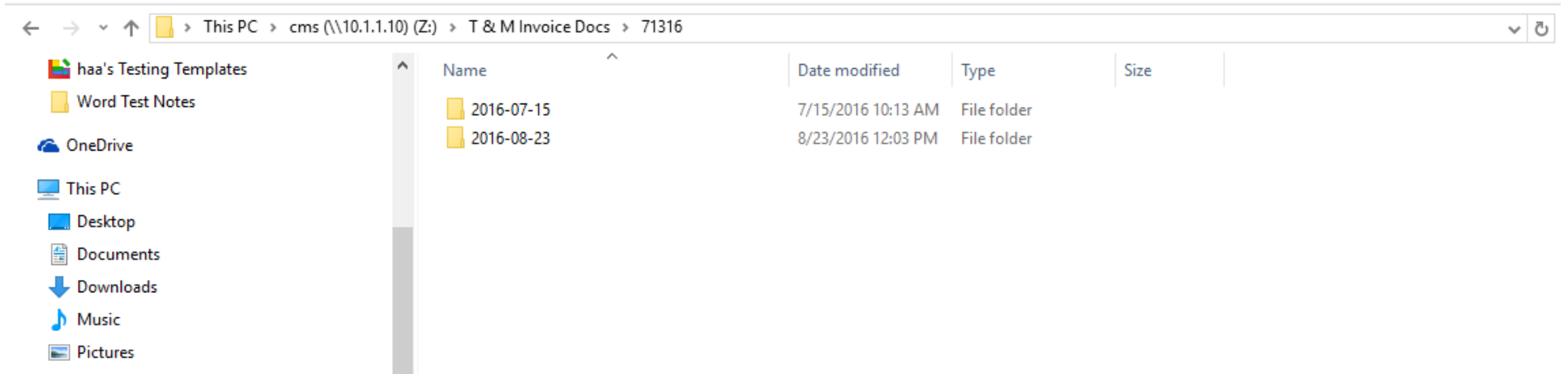
Company/Division: 03/023-QA 4.1 HAA350

Processes Active

<input type="checkbox"/>	Status	Application	Menu Option	Creation Date/Time	Count	
<input checked="" type="checkbox"/>	Hold	<u>Time and Material</u>	Invoice Print - Tickets	08/23/2016 12:02 PM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Maintain LEM Number	08/23/2016 10:45 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Invoice Print - Tickets	08/23/2016 10:41 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Maintain LEM Number	08/23/2016 10:36 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Maintain LEM Number	08/23/2016 10:35 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Maintain LEM Number	08/23/2016 10:35 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Maintain LEM Number	08/23/2016 10:32 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Maintain LEM Number	08/23/2016 10:29 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Accounts Payable</u>	Cash Disbursement 2 Checks	08/23/2016 9:08 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Payroll</u>	Process 3 Payroll Checks	08/23/2016 7:19 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Payroll</u>	Process 3 Payroll Checks	08/22/2016 11:21 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Order Processing</u>	Field Order Entry	08/12/2016 12:11 PM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Order Processing</u>	Field Order Entry	08/12/2016 12:10 PM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Order Processing</u>	Field Order Entry	08/12/2016 12:09 PM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Order Processing</u>	Field Order Entry	08/12/2016 11:40 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Order Processing</u>	Field Order Entry	08/12/2016 9:02 AM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Invoice Print - Tickets	08/11/2016 12:56 PM	1	<input type="button" value="View"/>
<input type="checkbox"/>	Hold	<u>Time and Material</u>	Invoice Print - Tickets	08/11/2016 12:55 PM	1	<input type="button" value="View"/>

20 of 282

If invoice is set to print, it will print with all pages of back up; if going to IFS:



Daily Field Ticket

QA 4.1  
Carsonville, AZ 85253

Work Date 01/16/2016

Customer: Bluesville Group  
Cust PO#:   
Job-SubJob: 71316-  
Job Name: Bluesville PetMart

Daily Field Ticket No. 23

Summary	
Labor:	10,175.00
Per Diem:	164.00
Equipment:	619.96
<b>Ticket Total:</b>	<b>10,958.96</b>

Labor & Per Diem

Class Description	Employee Class	Employee Number	Employee Name	ST Hours	OVT Hours	OTH Hours	ST Rate	OVT Rate	OTH Rate	Total	Per Diem
Class 300 18.m	300	151	Employee One FiftyOne	40.00	10.00	10.00	40.00	60.00	80.00	3,000.00	
Class 300 18.m	300	153	Employee One FiftyThree	40.00	5.00		40.00	60.00		1,900.00	85.00
Class 300 18.m	300	154	Employee One FiftyFour	40.00	1.00		40.00	60.00		1,660.00	79.00
Class 400 18.m	400	159	Employee One FiftyNine	20.00	10.00	10.00	30.00	45.00	60.00	1,650.00	
Class 400 18.m	400	160	Employee One Sixty	25.00	7.00	15.00	30.00	45.00	60.00	1,965.00	
Labor & Per Diem Totals				165.00	33.00	35.00				10,175.00	164.00

Equipment

Equipment Description	Equipment Class	Equipment Number	Class Description	UoM	Total Units	Rate	Total
Big Dozer	100	BIGDOZER	EXCAVATION/EARTH MOVING	D	1.00	34.25	34.25
small crane	100	CRANE	EXCAVATION/EARTH MOVING	DA	1.00	585.71	585.71
Equipment Total							619.96

Description / Notes

LEM for 01/16/2016 for payroll & equipment to be sent to customer for approval.

*Approved by customer 01/20/2016*