



**For**

**Quoting & Job Costing**

**Feature Guide**

Copyright © 2002 Robert Skellern & Associates Limited

This material is not to be reproduced, used or disclosed except upon the written permission of Robert Skellern & Associates Ltd.

ROBERT SKELLERN & ASSOCIATES LTD  
PO BOX 1186  
ROTORUA  
NEW ZEALAND

[www.maxim-software.co.nz](http://www.maxim-software.co.nz)

Phone: 07 350 1174  
Email: [robert@maxim-software.co.nz](mailto:robert@maxim-software.co.nz)

Updated: 16 September 2003

Associated Documents: Job Costing Transactions And WIP Control  
Using Jobs To Control The Purchase & Processing Of Product  
For On Selling  
Using Progress Claim Jobs & Using Sub Contractor Tracking  
Job Control & Job Despatch Functions  
Job Invoicing Functions

---

<b>Maxim For Quoting &amp; Job Costing – Feature Guide .....</b>	<b>4</b>
<b>Introduction.....</b>	<b>4</b>
A Maxim user’s thoughts on Maxim.....	4
<b>Guide Cannot Show All Features .....</b>	<b>4</b>
<b>Your Business Requires Competitive Advantage.....</b>	<b>4</b>
Coping With Change .....	5
<b>Your Industry Is Competitive .....</b>	<b>5</b>
1. Better control of trading gross profit margins. ....	5
2. Superior Customer Service.....	5
3. Better Credit Control.....	5
4. Effective Tracking Of Purchase Orders.....	6
5. Effective Tracking Of Job Costs.....	6
<b>Summarised Maxim Overview .....</b>	<b>6</b>
Data Base Structure .....	6
Accounting Periods.....	6
Data Input.....	6
Reporting.....	7
Inquiry Screens .....	7
User Rights.....	7
<b>Quotes .....</b>	<b>8</b>
Credit Check.....	8
Pricing Quotes.....	8
1. Standard Pricing.....	9
2. Using Cost Plus .....	9
Quote Levels .....	9
Multiple Item Price Change .....	10
Discount % Change And Sub Category Items .....	10
Quote Special Buy Price.....	10

---

Items Not Stocked .....	11
Previous Quoted Prices.....	11
Print Options .....	12
<b>Quote Is Accepted .....</b>	<b>12</b>
1. Quote Type.....	12
2. Create A Job .....	13
3. Create Purchase Orders.....	13
How Quotes And Jobs Inter-Relate .....	13
1. Quoted Price(Fixed).....	13
2. Quoted Materials .....	14
3. Actual Cost .....	14
<b>Estimator Import .....</b>	<b>15</b>
<b>Jobs .....</b>	<b>16</b>
Activities.....	16
Job Inquiry.....	17
Job Set Up Is Option Driven .....	18
Job Cost Markups .....	18
Invoicing.....	19
Various invoicing options exist.....	19
Easy To Correct Incorrect Postings .....	19
Sundry Invoices.....	20
Create Invoice .....	20
<b>Job Logging And Dispatch .....</b>	<b>21</b>
<b>Progress Claims, Retentions, Sub Contractor Tracking .....</b>	<b>21</b>
<b>E_commerce .....</b>	<b>21</b>
<b>E_Intelligence.....</b>	<b>23</b>
<b>General Ledger .....</b>	<b>23</b>
<b>Sales / Customers.....</b>	<b>23</b>
<b>Purchases / Suppliers .....</b>	<b>23</b>

# Maxim For Quoting & Job Costing – Feature Guide

## Introduction

Maxim provides a business and accounting software solution to companies that require more than off the shelf software. Maxim is fully integrated, industrial strength with powerful features, is an affordable solution with low ongoing maintenance costs.

### A Maxim user's thoughts on Maxim.....

From Roger Levie:           *“When I think Maxim I think the following:*

- *fully integrated, industrial strength, powerful features,*
- *affordable solution – I would imagine that there are many large companies around that have spent six or seven figure sums for products such as Oracle Financials or SAP, that would have ended up with far less capability than we had in the NHLL/PCNZ system,*
- *can grow with the business – a Maxim user should be set for life no matter how big their business grows... certainly it should offer a good long term solution for most businesses.*
- *easy to track data through the system – can easily see the impact of an entry through the system making it easy to sort out errors or explain strange results,*
- *quick, easy and relatively inexpensive to modify your specific business requirements,*
- *developer has good knowledge of business processes,”*

## Guide Cannot Show All Features

This guide cannot show all the features that are available within Maxim. It is intended to highlight the key features relating to jobs and job quoting.

## Your Business Requires Competitive Advantage

Maxim is able to provide software and support that will:

### ***Put Your Business In Front Of Your Competitors***

Maxim's view is that to get in front of your competitors and to then remain in front, requires systems and processes to be continually reviewed and refined. Change becomes an ongoing requirement, as new ideas are presented and incorporated into systems and processes.

## Coping With Change

Maxim has a track record of being able to cope with change. Maxim is able to deliver system changes in a timely and cost effective way. When changes are required it can be quite difficult for users to understand the full impact of change requirements. Users are also very busy coping with day to day requirements, so it can be difficult for them to respond appropriately.

Maxim uses prototyping as the methodology to deliver change. This is the best solution to be able to keep moving forward. Putting something in front of users to use, in a controlled way, is a sure way of getting them to tell you whether it is right or wrong.

The development tool Maxim uses is called Magic. The Magic paradigm enables us to prototype system changes in a controlled way to achieve results.

*What you have or need today, will be different tomorrow.*

## Your Industry Is Competitive

Your industry is very competitive, so therefore systems need to be able to provide ways that enable one industry group to do it better than another industry group.

Some key elements to this include:

### 1. Better control of trading gross profit margins.

- This requires tight control of inventory costs and inventory selling prices.
- Requires up to date supplier costs to ensure that actual supplier invoice costs match system costs.
- Require an effective price book.

### 2. Superior Customer Service

- Giving the best possible prices to customers – while maintaining adequate margins.
- Providing accurate and timely quotes.
- Delivering products on time and to the correct site.
- Electronic dispatch of documents as appropriate.
- Information for your customers - builders for example - comparison of job quantities quoted against job quantities dispatched.

### 3. Better Credit Control

- Accurate and timely dispatch of quotes, invoices and statements to customers.
- Customer incentives to pay on time, such as settlement discounts.

- 
- Good credit control practices, including recording of notes and reporting and credit follow up.
  - Effective management reporting.

#### **4. Effective Tracking Of Purchase Orders**

- Avoid ‘costs falling through the cracks’ – ie, products delivered and paid for but not billed to customers.
- Tight control of purchase orders, dispatching and invoicing and matching purchase orders with supplier invoices.

#### **5. Effective Tracking Of Job Costs**

- Integrated processing of transactions to a job.
- Purchase Orders linked to jobs.
- Compare job costs with quoted cost.

## **Summarised Maxim Overview**

### **Data Base Structure**

Multiple corporate databases.

Each corporate database can contain multiple business structures.

A corporate database provides facilities for enhanced group reporting.

### **Accounting Periods**

There are no month end rollovers required.

Accounting period settings control logical month end cutoffs.

Individual user settings control the selection of accounting periods – Point of sale users get an accounting period based on today’s date. Back office users can get an accounting period based on the current period setting. This allows for real time processing to occur.

Financial year-end is no different to month end – real time business processes continue on while year-end financial reports are finalised.

### **Data Input**

All Maxim functions and processes are fully integrated, data is entered once.

A transaction can be processed to multiple ledgers.

Database updates occur in real time. There is no subsequent batch processing required to present data to users.

Data updates are protected by transaction processing techniques.

Transaction input can occur to any open accounting periods.

Transaction input errors can be corrected without the need to generate subsequent journal entries.

**Reporting**

Reports can be produced for any accounting period.

Reporting within a prior year is available.

Reports can be scheduled to run in ‘off peak’ and in a client and server environment reports can be ‘batched’ and run from the server.

**Inquiry Screens**

Inquiry screens ‘drill down’ to the original transaction input screens.

**User Rights**

Full User Right allocation capabilities are available to ensure that users only have access to appropriate screens.

## Quotes

Maxim functions ensures that quotes can be provided accurately and timely to customers. Quoting interfaces directly to the inventory files and to the pricing routines relevant for the customer. Therefore quote costings and margins are accurate, as they are based on current costs.

### Credit Check

If the customer has no credit the quote cannot be completed.

The quote summary screen provides a summarized view of the margins expected from the job.

**JCQUOTE:Quotes[]**

Crookford Bridge Club  
 Client: CROOBC Main Quote Nbr: Main Quote QuoteNbr: 420 Quote Type: Standard

Division: W/S WORKSHOP Quote Date: 10/10/01  
 Job Detail: FLOOR SAFE INFORMATION Follow Up: 14/10/01  
 Job Name: CROOKFORD BRIDGE CLUB P O BOX 31130 218 RICCARTON ROAD S D M L C R Q

Status: Open Reference: Dept: MOR  
 Prepared By: RB Roger Barriball PriceGroup: RETAIL

	Cost	Charge	Quoted	Margin	Margin %	Est GP%
Plant	0.00	0.00	0.00	0.00	0.00%	0.00%
Material	1,171.78	1,831.12	1,831.12	659.34	56.27%	36.01%
Labour	44.00	269.33	269.33	225.33	512.11%	83.66%
Sub Contracts	0.00	0.00	0.00	0.00	0.00%	0.00%
Job	1,215.78	2,100.45	2,100.45	884.67	72.77%	42.12%
		GST:	262.56			
		Quoted Total:	2,363.01			

Buttons: Create Job, Link To Job, Contracts, Sub Contractors, Print Options, Despatch Materials, Purchase Orders, Email, View Activities, Notes

SF1 CLIENT SF2 CLTCON SF3 CLTNOT SF4 ARBIN SF5 ARCOI SF6 SF7 SF8

Quote templates can be created.

Quotes can be copied.

Quotes can be recomputed.

**Recompute**

Will do nothing.

Will delete all transactions for quote and reset values back to zero. Can't reset a main job if sub jobs are present.

Will recompute totals for quote from existing quote transactions.

Recompute quote and update item prices using:  
 Standard Pricing   
 With: RETAIL  
 Price Effective 10/10/01  
 Date:

Plant 0.00 0.00 0.00 0.00 0.00%

## Pricing Quotes

There are different methods for pricing quotes. The quote is recomputed when a different pricing method is selected.

### 1. Standard Pricing

Standard pricing uses by default the discounting structure for the customer. The discount structure can be changed.

**JCQUOTE**

St Thomas of Canterbury College  
 Client: STTHOCC Main Quote Nbr: 404 Quote Nbr: 404 Quote Type: Standard

Division: W/S WORKSHOP  
 Job Detail: REKEY SCHOOL  
 Job Name: ST THOMAS OF CANTERBURY COLLEGE P O BOX 11314 67 MIDDLEPARK

Quote Date: 03/11/00  
 Follow Up: 07/11/00

2 ENGLISH  
 Kits Activities \$ 912.10  
 Accepted? Standard Pricing RETAIL Copy Levels Pricing is based on Quote Date.

Item		Loc	Act'y	Qty	ExStock	UOM	Price	Rate	Charge
MC16SSLS	SECURI DEADBOLT SINGLE CYL 8	MOR	MATEF	11	11	EA	EA	40.000	D 332.44
3572SC	LOCKWOOD PRIMARY LOCK	MOR	MATEF	1	1	EA	EA	83.950	D 63.43
BPASA8221S	BINARY PLUS SCHLAGE CYLINDE	MOR	MATEF	11	11	EA	EA	40.000	D 332.44
BPASA570SC	BINARY PLUS 570 OVAL MORTICE	MOR	MATEF	1	1	EA	EA	51.800	D 39.14
355-NSC	LOCKWOOD 355 DEADLOCK SC	MOR	MATEF	1	1	EA	EA	125.450	D 94.78
BPASA201SC	BINARY PLUS 201 RIM NIGHTLATC	MOR	MATEF	1	1	EA	EA	54.000	D 40.80
BPA1PL570S	BINARY PLUS 570 CYLINDER PLU	MOR	MATEF	1	1	EA	EA	12.000	D 9.07

Supplier: 1284  
 Last Price Price Sp Buy Price Comment Kits

SF1 CLIENT SF2 CLTCON SF3 CLTNOT SF4 ARBIN SF5 ARCOI SF6 SF7 SF8

### 2. Using Cost Plus

2 SAFEGUARD B15 FLOOR SAFE  
 Kits Activities \$  
 Accepted? Cost Plus Cost Plus: 25% Update All Levels? Copy Levels Pricing on

### Quote Levels

Quotes can be broken down into areas or options.

**JEB**

St Thomas of Canterbury College  
 Client: STTHOCC Main Quote Nbr: 404 Quote Nbr: 404 Quote Type: Standard

Division: W/S WORKSHOP  
 Job Detail: REKEY SCHOOL  
 Job Name: ST THOMAS OF CANTERBURY COLLEGE P O BOX 11314 67 MIDDLEPARK

Quote Date: 03/11/00  
 Follow Up: 07/11/00

**QuoteLevels()**

ID Nbr	Accept?		Material	Labour	SubContract	Plant
1	<input checked="" type="checkbox"/>	ADMIN	665.34	302.22	0.00	0.00
2	<input checked="" type="checkbox"/>	ENGLISH	912.10	444.44	0.00	0.00
3	<input checked="" type="checkbox"/>	SCIENCE	790.61	341.33	0.00	0.00
4	<input checked="" type="checkbox"/>	TOILET BLOCK	149.34	42.67	0.00	0.00
5	<input checked="" type="checkbox"/>	M3	158.67	64.00	0.00	0.00
6	<input checked="" type="checkbox"/>	WKSP & GRAPHICS	684.03	298.67	0.00	0.00
7	<input checked="" type="checkbox"/>	B BLOCK	413.44	145.78	0.00	0.00
8	<input checked="" type="checkbox"/>	A BLOCK	613.52	270.22	0.00	0.00
9	<input checked="" type="checkbox"/>	D BLOCK	891.82	398.22	0.00	0.00

Not Accept F3 Select Cancel

Supplier: AUSTLCP 4695  
 SF1 CLIENT SF2 CLTCON SF3 CLTNOT SF4 ARBIN SF5 ARCOI SF6 SF7 SF8

Levels or options can be copied from the same or another quote.



### Items Not Stocked

Products can be flagged as not being stocked. These products will default the Ex Stock column to 0 and therefore default to creating a Special Buy Price record for a Purchase Order.

**PRMST:Product Master**

Group: HDW Hardware      StockNbr: 6339  
 Product: ROOGR1001026      Nbr of Locations: 3  
 Created: MARIA 09/11/95 16:23:12  
 Confirmed:mb 05/02/02

Short Name: 65 MM DOWNPIPE GALVANISED  
 Long Name: Galvanised Downpipe 65 mm  
 Category: ROOFING      SubCategory: GALVANISED ROOFING

Status: AVA Available        
 Pack Information: STANDARD STANDARD        
 Substitute: \_\_\_\_\_

Optional Input \_\_\_\_\_

### Previous Quoted Prices

Maxim will detect if the item being quoted was quoted in any other quotes for the customer. The previous quoted prices can be displayed.

**Previous Quoted Prices**

For Item: 4.8 Metre Pine Pole 175 mm SED H5  
 2424

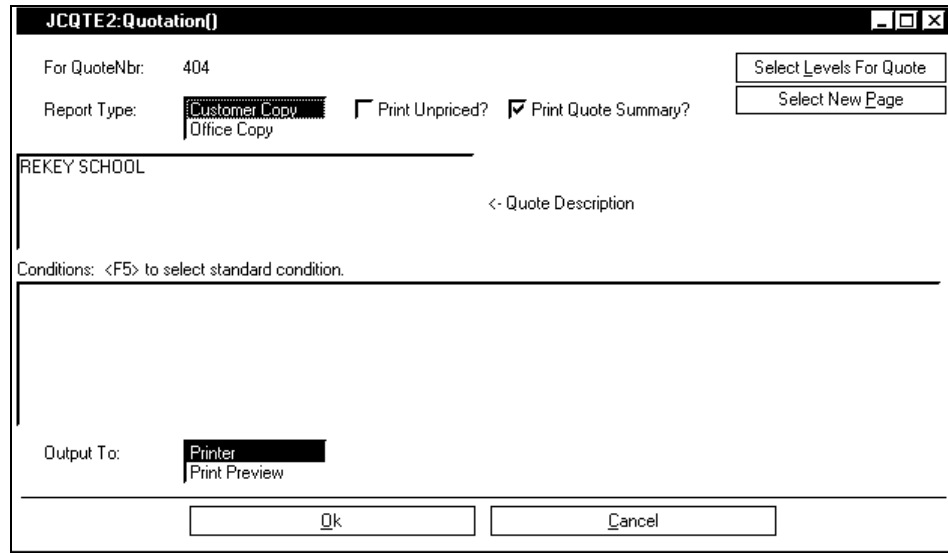
Quote	Option	Rate		Discount	Disc %	
202	1	74.750	EA	0.000	0.00	ROOF
203	1	74.750	EA	0.000	0.00	KITSET SHED - 2 BAY, 3.0 TO 3.6M LEAN TO MODEL
204	1	74.750	EA	0.000	0.00	
205	1	74.750	EA	0.000	0.00	
402	1	74.750	EA	0.000	0.00	

Supplier: \_\_\_\_\_

SF1 CLIENT SF2 CLTCON SF3 CLTNOT SF4 ARBIN SF5 ARCOL SF6 \_\_\_\_\_ SF7 \_\_\_\_\_ SF8 \_\_\_\_\_  
 View previous quoted prices for item

## Print Options

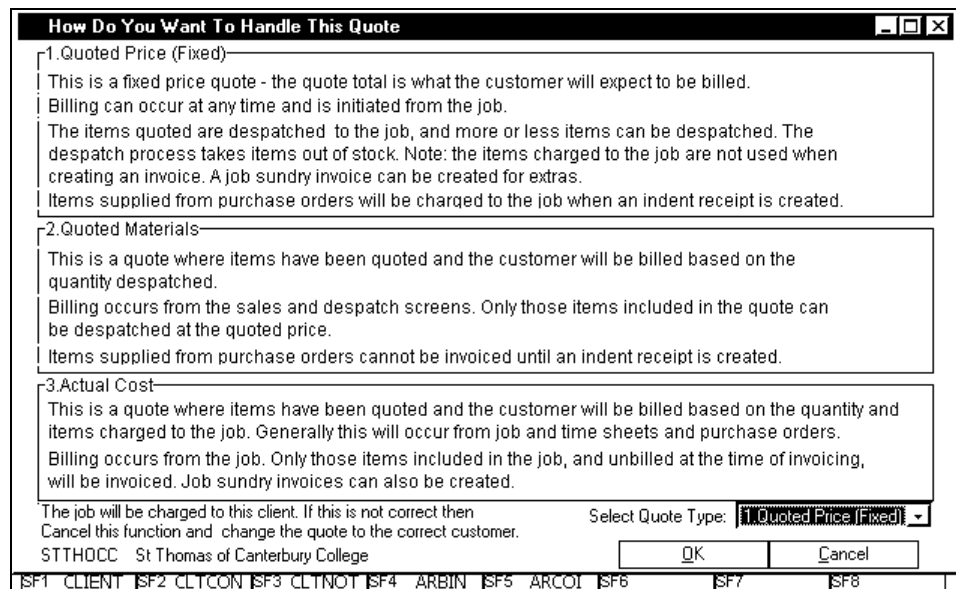
Various options exist for pre viewing quotes. Full details of margins can be printed.



## Quote Is Accepted

### 1. Quote Type

When a quote is accepted a decision is made on the type of quote.



## 2. Create A Job

Maxim will automatically create a job and link the quote to the job.

The screenshot shows the 'JCJOBM: Maintain Jobs' window. It contains the following fields and values:

- Division: WS, Main Job Code: Main Job, Job Code: 10492
- Charge To: AR, STTHOCC, St Thomas of Canterbury College
- Client Reference ID: (empty), Job Detail: REKEY SCHOOL
- GL Profit Centre: 5, Workshop & Fleet
- Date Received: 21/10/01, Completion Date: / /, Status: Open
- Job Type: Quoted Price (Fixed)
- Invoice Format: Q1(Quote Full Amount)
- QuoteNbr: 404
- Job Name: ST THOMAS OF CANTERBURY COLLEGE P O BOX 11314 67 MIDDLEPAI
- Contract Labour Rate: 0.00, Inventory Markup %: 0.000, Cust Price Type: RETAIL
- Sub Contracts Markup%: 0.000, Material Markup %: 70.000
- Assigned Employee: (empty)

Buttons at the bottom include: Contract Rates, Progress Claims, Location/Contact, Print Job Sheet, Email, Notes, OK, Cancel.

Footer tabs: SF1 CLIENT, SF2 CLTCON, SF3 CLTNOT, SF4 ARBIN, SF5 ARCOI, SF6, SF7, SF8

## 3. Create Purchase Orders

Maxim will create purchase orders for those items identified in the quote as a special buy in. The purchase order is linked to the job that is associated to the quote. The PO receipting process will charge the job for the goods ordered.

The screenshot shows the 'JCQI: Create Purchase Orders' window. It contains the following fields and values:

- Client: St Thomas of Canterbury College, Main Quote Nbr: (empty), QuoteNbr: 404, Quote Type: Standard

Supplier	Quantity	UOM	Price	DateRequired
AUSTLCP BINARY PLUS SCHLAGE CYLINDER SC	11	EA	19.520	/ /

Supplier: Australian Lock Company P/L

Confirmed price with Joe.

Buttons at the bottom include: Create Orders, Cancel, View POs.

Footer tabs: SF1 CLIENT, SF2 CLTCON, SF3 CLTNOT, SF4 ARBIN, SF5 ARCOI, SF6, SF7, SF8

## How Quotes And Jobs Inter-Relate

How a quote inter-relates to a job depends on the billing type of the quote.

### 1. Quoted Price(Fixed)

The price the customer is expected to pay is the quoted price.

The materials that are quoted will be dispatched to the customer. The dispatch process takes items out of stock and charges the job. Products can be substituted and quantities can differ to that quoted.

**DEP1: Despatch Products**

ControlNbr: 3231 Depth 9

Despatch Type: Job Transfe To: 10492 DespatchNbr: 0 Department: ROT  
 Charge: STTHOCC Date: 22/10/01 Order No:  
 Sales Rep:  
 JobNbr/Ref:

St Thomas of Canterbury College  
 P O Box 11314  
 67 Middlepark Road RETAIL

Typ	JobCode	Select Item	Loc	Batch	Qty	UOM	UOP	Price	Line Price
					0.000				

## 2. Quoted Materials

An example of this type of quote is where a house quote has been prepared for a builder. The quote holds the quoted item prices for that job. As items are dispatched or invoiced they are recorded against the job. This enables comparisons to be made based on what was quoted and what was actually dispatched.

**Job**

Roger D Hooker  
 Client: HOOKRD Main Quote Main Quote Nbr QuoteNbr: 397 Quote Type: Standard

Division: EX EXOTIC DEPARTMENT Quote Date: 12/03/01  
 Job Detail: TESTING PRICING Follow Up: 16/03/01  
 Job Name: ROGER D HOOKER STAFF

Status: Open JobCode: 201 Reference: Dept: HW

Prep: **TransferMaterialsToJob()** 2 Quoted Materials

Order Date: 22/10/01 Quote: 397

Create Sub Jobs For Quote Levels?

Sub: The materials will be transferred to job: 201

Transfer Levels To Transfer Cancel Reverse Transfer

Margin	Margin %	Est GP%
0.00	0.00%	0.00%
9.36	20.93%	17.31%
0.00	0.00%	0.00%
0.00	0.00%	0.00%
9.36	20.93%	17.31%

Job Inquiry Link To Job Contracts Sub Contractors Print Options  
 Transfer To Job Purchase Orders Email View Activities Notes

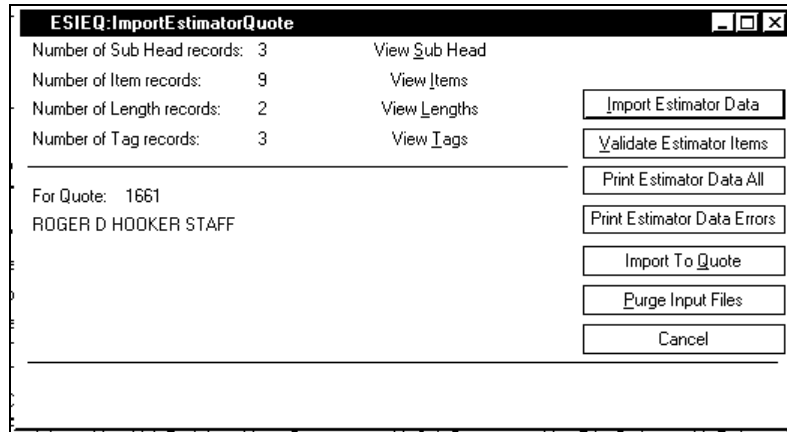
SF1 CLIENT SF2 CLTCON SF3 CLTNOT SF4 ARBIN SF5 ARCOI SF6 SF7 SF8

## 3. Actual Cost

Items and costs that are used or consumed on a job are charged directly to the job. It is expected that the customer will pay actual costs.

# Estimator Import

This function will import quote details that are prepared by an estimator. A matching process occurs of the estimator product code against a Maxim estimator link table to obtain the Maxim product.



Estimator Data		Run: 23/08/2002 12:02:09	sasdev	Page: 1
Quote:	1661	Client:	HOOKRD	
Job Name:	ROGER D HOOKER STAFF			
Job Detail:				
Estimator Product		UOM	Quantity	StockNbr
<b>CONCRETE</b>				
32100864	Structural Concrete 20MPa 19mm FOOTINGS	m3	2.50	10103
32100704	Structural Concrete 20MPa 13mm FLOOR	m3	34.90	10103
<b>FRAMING</b>				
14563104	100x50 D/Fir Gr PG BOTTOM PLATE	m	20.60	4198
14563105	100x50 D/Fir Gr PG STUDS	m	25.60	4198
14563104	100x50 D/Fir Gr PG	m	96.30	4198
14563104	100x50 D/Fir Gr PG LINTELS	m	30.00	4198
	6 x 3.60			
	2 x 4.20			
14563104	100x50 D/Fir Gr PG BOTTOM PLATE	m	24.00	4198
14563105	100x50 D/Fir Gr PG STUDS	m	28.60	4198
<b>INTERIOR LININGS</b>				
28008577	Gib Board Standard 2400x1200x 10.0mm WALLS	sht	25.00	0
<b>Tags</b>				
1 No wastage has been allowed for in these quantities.				
2 100x40 h3 pine decking allowed.				
3 No sisalation has been allowed to roof.				

## Jobs

Jobs record actual costs. Cost inputs into a job can occur from any Maxim transaction screen. These costs can be analyzed in the following ways.

### Main Job

Plant, Material, Labour, Sub Contracts

Activities by Material, Labour, Sub Contracts

### Sub Job

Plant, Material, Labour, Sub Contracts

Activities by Material, Labour, Sub Contracts

## Activities

The activity set up can be as detailed as is required for a particular business type. The activities are driven by tables.

**Standard Table Interfaces**

Vehicle Sub Codes:  Vehicle Expense Sub Codes:  Job Control Status:  Job Control Status

Units Of Measure:  Units Of Measure:  Job Control Types:  Job Control Types

**Inter Division Accounts - GL Interface**

Inter Division Costs:  Inter Division Sales:

Divis	Activity Table	Input Of Qty Required?	Quantity UOM
Material	<input type="text" value="MATACT"/>	<input type="checkbox"/> No	<input type="text"/> <input type="text"/> Hours
Labour	<input type="text" value="LABACT"/>	<input type="checkbox"/> Yes	<input type="text"/> <input type="text"/> Hours
Sub Contracts	<input type="text" value="SCACT"/>	<input type="checkbox"/> No	<input type="text"/> <input type="text"/> Hours

Material UOM can be blank, in which case the transaction UOM is used. Applicable when using inventory file and a one to one activity code.

SF1 SF2 SF3 SF4 SF5 SF6 SF7 SF8

This is an example where full use of activities is being used.

Job Inquiry										
Job	Project	ALLIANCE TO ALP HK								
107	LUG	ALPINEDEER GROUP (HK) LTD								
QuoteNbr:		Status: Open Actual Cost								
Job Opened: 15/03/01		Summary	Activities	Plant	Materials	Labour	SubContracts	Charges	Sub Jobs	Qn PDs
Activity	QUANTITY				COST VALES			Forecast Cost		
	Budget	Actual		%	Budget	Actual	%			
FROZEN PIZZLES LESS THAN		859.30	KG		0	15,609	0	15,609 ▲		
FROZEN PIZZLES 10" - 12"		864.26	KG		0	24,935	0	24,935		
FROZEN PIZZLES 12" - 14"		1003.65	KG		0	21,846	0	21,846		
FROZEN PIZZLES OVER 14"		274.63	KG		0	6,151	0	6,151		
FROZEN PIZZLES FALLOw		179.40	KG		0	1,884	0	1,884		
FROZEN PIZZLES UNGRADED		277.16	KG		0	5,959	0	5,959		
FROZEN SINEW		7327.76	KG		0	58,116	0	58,116		
FROZEN TENDONS		39.81	KG		0	239	0	239		
FROZEN TAIL 0-20Z		100.00	PCS		0	190	0	190		
FROZEN TAIL 2-40Z		4305.00	PCS		0	34,435	0	34,435		
FROZEN TAIL 4-60Z		4495.00	PCS		0	76,864	0	76,864 ▼		
<input type="button" value="View Transactions"/> <input type="button" value="Show Charge Values"/>										
SF1 CLIENT	SF2 CLTNOT	SF3 CLTCON	SF4 ARBIN	SF5 APBIN	SF6 JCNOT	SF7	SF8			

## Job Inquiry

The job inquiry screen provides a view of the position of the job.

JCJOB1: Job Inquiry										
Job	Project	ANN SUTHERLAND 51A SAPPHIRE STREET								
10488	WS	BISHOPDALE								
		Ann Sutherland								
QuoteNbr: 418		Status: Closed Quoted Price (Fixed)								
Job Opened: 28/04/01		Summary	Activities	Plant	Materials	Labour	SubContracts	Charges	Sub Jobs	Qn PDs
	Quoted	WIP Charges	WIP Costs	Margin	Margin%	GP %	Quote Variance			
Plant										
Material	156.53	156.53	87.60	68.93	78.69%	44.04%				
Labour	21.33	21.33	8.00	13.33	166.63%	62.49%				
Sub Contracts										
On PD's										
Job Total	177.86	177.86	95.60	82.26	86.05%	46.25%	0.00			
Charged		177.86		82.26	86.05%	46.25%	0.00			
View Job										▲
Print Job										▼
View Quote										
Invoicing										
Despatch										
Notes										
SF1 CLIENT	SF2 CLTNOT	SF3 CLTCON	SF4 ARBIN	SF5 APBIN	SF6 JCNOT	SF7	SF8			

Drill down capabilities enables transactions to be viewed back to the original transaction input screen.



## Invoicing

Various invoicing options exist.

Job Type:	Quoted Price (Fixed)
Invoice Format:	Actual Cost
QuoteNbr:	Fixed Contract
	Kits
	Materials (Quoted)
	Progress Claims
Job Name:	Quoted Price (Fixed)
	XManufacture
Contract Labour P	Inv from Main Job
Sub Contracts Ma	Non Charge

Job Type:	Quoted Price (Fixed)
Invoice Format:	Q1(Quote Full Amount)
QuoteNbr:	A1(Actual Full Amount)
	A2(Actual Split Amts)
	A3(Actual Items By Type)
Job Name:	A4(Actual Items By Date)
	A5(Actual Quoted)
Contract Labour P	A6(Actual As Entered)
Sub Contracts Ma	F1(Fixed Contracts)
	P1(Progress Claim)
Assigned Employee	Q1(Quote Full Amount)
	Q2(Quote Split Amts)
Contract Rates	K1(Kits)
	NO Invoice

## Easy To Correct Incorrect Postings

Job		Project		VELVET			
105	LUG	ALPINEDEER GROUP (HK) LTD				Status: Open	Actual Cost
QuoteNbr:		<input type="button" value="Summary"/> <input type="button" value="Activities"/> <input type="button" value="Plant"/> <input type="button" value="Materials"/> <input type="button" value="Labour"/> <input type="button" value="SubContracts"/> <input type="button" value="Charges"/> <input type="button" value="Sub Jobs"/> <input type="button" value="Qn POs"/>					
Job Opened: 20/02/01							
Inv'd?	Qty	UOM	Rate	Charge	Cost		
VELVET F N	432.10	KG	18.00	7,777.80	7,777.80	▲	
VELVET F N	111.60	KG	5.00	558.00	558.00		
VELVET F N	104.00	KG	15.00	1,560.00	1,560.00		
VELVET F N	614.66	KG	40.06	24,623.28	24,625.67		
TranDate: 31/01/01    APRECPT    Reference: 265649    LUG							
		<input type="button" value="Re Allocate"/>		<input type="button" value="View Input"/>		<input type="button" value="View Links"/>	
		<input type="button" value="Put On/Off Hold"/>					
SF1 CLIENT	SF2 CLTNOT	SF3 CLTCON	SF4 ARBIN	SF5 APBIN	SF6 JCNOT	SF7	SF8

**Re Allocate**      Calls the transaction input screen where the correction to the job code or activity code can be made. Maxim automatically updates the respective jobs and activities.

**Put On/Off Hold**      Transactions can be put on hold. This allows for other costs to be invoiced.

### Sundry Invoices

Job invoices will be created based on the Job Type. A sundry invoice enables an invoice to be manually created.

The screenshot shows a dialog box titled "JobDebtorInvoicing()". It contains several buttons: "Create Sundry Invoice", "Create Invoice", "Kit Charge Ups", "View Invoice", "Debtor Retentions", "Close Job", "Sub Contractor Payments", and "Exit". On the right side, there are fields for "Charge:" (CASHS), "Job:" (10397), "ControlNbr:" (0), "Period:" (2002 06), and "Invoice Date:" (30/09/01).

### Create Invoice

Maxim will create the invoice based on the Job Type. The invoice can be edited and amended. Multiple invoices can be created from a job.

The screenshot shows the "JCINV:Job Invoices" window. At the top, it displays "Charge: CASHS" with details for "Cash Sales" at "Ross Galt Lock & Key Service, 335 Moorhouse Avenue". It also shows "Invoice Nbr: 269957", "Invoice Date: 16/09/01", "Job Code: 10385", and "Department: MOR". Below this is a table of items:

Item		Loc	Quantity	UOM	Rate	Amount	GL Sales
175C	SECURI 201 CYLINDER BULK SC	MOR	3.000	EA	13.000	34.67	G2200
1MC570PB	SECURI OVAL CYLINDER 6P PB	MOR	5.000	EA	17.500	77.78	G2200
1213NOCY	LOCKWOOD 213 LESS CYLINDER	MOR	2.000	EA	40.800	72.53	G2200
FITT	FITTING FEE	MOR	3.000	UNT	45.000	120.00	G2230
J01	ALTER CYLINDER	MOR	8.000	EA	10.000	71.11	G2230

Below the table, there are buttons for "Price" and "Full Narrative". On the right, summary fields show "Invoice Amount: 376.09", "GST: 47.01", and "Invoice Total: 423.10". At the bottom, there are tabs labeled SF1 through SF8.

Jobs can be invoiced progressively as they are completed. Alternatively a screen is available to select jobs for invoicing.

The screenshot shows the "AutoSelection" dialog box. It has a "Select By Job Type:" dropdown menu with options: "Actual Cost", "View All", "Fixed Contract", "Actual Cost", "Quoted Price(Fixed)", "Materials(Quoted)", "Progress Claims", "Kits", "Inv from Main Job", and "Non Charge". The "Actual Cost" option is currently selected. The background shows a list of jobs with columns for Job No., Name, Date, and Location. At the bottom, there are buttons for "Invoice Job", "F3 To Select", "Invoice Selected Jobs", "Edit Job", "Job Inquiry", "Job Name Search", "Close Job", "AutoSelection", and "View By Client".

## Job Logging And Dispatch

Maxim provides job logging and job dispatch processes.

**JCJOB1: Logging Jobs**

Division:  DESPATCH

---

Client Search:

Client Ref/OrderNbr:

Cash Sales  
Ross Galt Lock & Key Service  
335 Moorhouse Avenue  
CHRISTCHURCH

---

Job Detail:

Job Name:

Expected On Site or Job Required:  at

Monday

SF1 CLIENT SF2 CLTNOT SF3 CLTCON SF4 ARBIN SF5 ARCOI SF6 SF7 SF8

**JCJOB2: Job Control** Number Of Jobs: 111

Job	Required	Allocated	Job Status:	Job Type:	22/10/01
10476/1			HARDWARE		
10476/2			CYLINDER/KEYING		
10476/3			ELECTRIC SWITCH OPTION		
10478/1			SECURITY PROFILE		
10478/2			STANDARD PROFILE		
10411	10/11/00	17/01/01 ME	MS VENNING 40 ILAM RD 1.15-3.15PM FRI		
10421	10/11/00		ALBENSTEAD - 9 MOA PLACE CITY APT 10.15		
10422	10/11/00		CHRISTCHURCH BOYS HIGH SCHOOL STRAVEN ROAD CHRISTCHURCH		
7272	10/11/00	14/07/00 KP	JOHN THACKER 11A WESTON RD PAPANUI-RBG HOLD		
10276	13/11/00	06/11/00 ME	CENTENIAL SWIMMING POOL -HOLD-LOCK ON ORDER		
10397	13/11/00		L.H. CARR - F1/16 BURDALE ST - RICCARTON - 8AM-9.30AM		
7771	13/11/00		CCC - HALSWELL COURTS - 38 KENNEDYS BUSH RD (15)		
8751	13/11/00	08/09/00 JB	GLASSTECH DOUBLE GLAZING - 81 CLARENCE ST-HOLD (JB)		
9738	15/11/00	17/10/00 JB	222 MEMORIAL AVE - RBG-		
10418	17/11/00		LIPSCOMBE - 23 SEDDON ST BECKENHAM - HHOLD		

Job Received: 12/02/01 Completion Exceeded Client Expectation sasdev

Charge: CLUNSL C Lund & Son Ltd (HILLMORTON) Division WS Materials (Quoted)

SF1 CLIENT SF2 CLTNOT SF3 CLTCON SF4 ARBIN SF5 JCJOB1 SF6 JCJOB2 SF7 JCNOT SF8 DEP1

## Progress Claims, Retentions, Sub Contractor Tracking

Maxim provides full support. Please refer to the document titled **Using Progress Claim Jobs & Using Sub Contractor Tracking** for full details.

## E\_commerce

Maxim provides workable e\_commerce type solutions.

Documents such as purchase orders, quotes, invoices, statements supplier payment advices can be sent directly from Maxim by email or efax.

Reports can be emailed or faxed to recipients.

Other e\_commerce solutions will be provided as they become available and can be introduced to clients.

PO Nbr	Date	Supplier	Order Value	Status	eDoc
4058	04/10/00	LOCKAL	4,296.98	Confirmed	
4125	19/10/00	LOCKAL	411.64	Confirmed	
4148	24/10/00	LOCKAL	919.96	Confirmed	
4178	01/11/00	LOCKAL	132.51	Confirmed	
4185	01/11/00	LOCKAL	3,345.66	Confirmed	
4213	08/11/00	LOCKAL	563.50	Confirmed	
4227	25/01/01	LOCKAL	8.80	Confirmed	Yes
4252	29/04/01	LOCKAL	76.55	Confirmed	
4262	25/01/02	LOCKAL	271.00	Open	
4266	12/09/02	LOCKAL	17.60	Open	
4341	12/09/02	LOCKAL	26.40	Open	
4342	12/09/02	LOCKAL	35.20	Open	
4354	13/09/02	LOCKAL	1.00	Open	
4355	13/09/02	LOCKAL		Open	
4351	13/09/02	LOGI		Open	
3676	04/07/00	ROLL		Open	
4239	15/02/01	SECL		Open	
4240	15/02/01	SECL		Open	

**Confirm**

A Non Priced Purchase Order will be sent electronically to: LOCKAL . Is this Ok?

Lockwood Arrow Ltd  
P O Box 59 219  
Mangere Bridge  
AUCKLAND

Ordered By: sasdev SD(DailyOrder)

Efax or Email Order

robert@maxim-software.co.nz

Print Order

Filter View By:

SF1 CLIENT SF2 CLTNOT SF3 CLTCON SF4 CLT TAB SF5 APBIN SF6 APCOI SF7 APRECB SF8 SAOEB1

There has been a lot of talk and hype in respect to e\_commerce and electronic supply network type solutions. There has also been of recent times significant failures in this area. It is Maxim’s strong view that if an organization gets involved in these new technologies, with out the underpinning of a sound business accounting system, with appropriate business processes in place, they will fail.

Simply, e\_commerce type solutions can make ‘things’ happen a lot faster. An organization has to be able to cope with this requirement and be comfortable dealing in a new medium.

**Print Doc**

robert@maxim-software.co.nz

## **E\_Intelligence**

Maxim lets you know immediately, by Email when action is required:

- When goods have been received for a customer – better customer service.
- When goods have been received for a job – more efficient control of jobs.
- When inventory costs have moved outside of the norm – has there been a mistake, do prices need to be increased.
- Job costs have exceeded budget (Quote).

## **General Ledger**

Maxim provides full general ledger integration, including:

Cash book management  
Financial reporting  
Budgeting  
Fixed Assets

## **Sales / Customers**

Flexible allocation of customer table attributes, such as customer type, area, discount table, etc.

Full customer sales and gross profit history available.

Comprehensive reporting and on line inquiries for customer control is provided.

## **Purchases / Suppliers**

Flexible payment methods – computer cheque, direct credit, bank debit, manual cheque.

Flexibility in paying suppliers – on hold, supplier payment priority.

Comprehensive reporting and on line inquiries for supplier control is provided.

Full supplier purchasing history available.