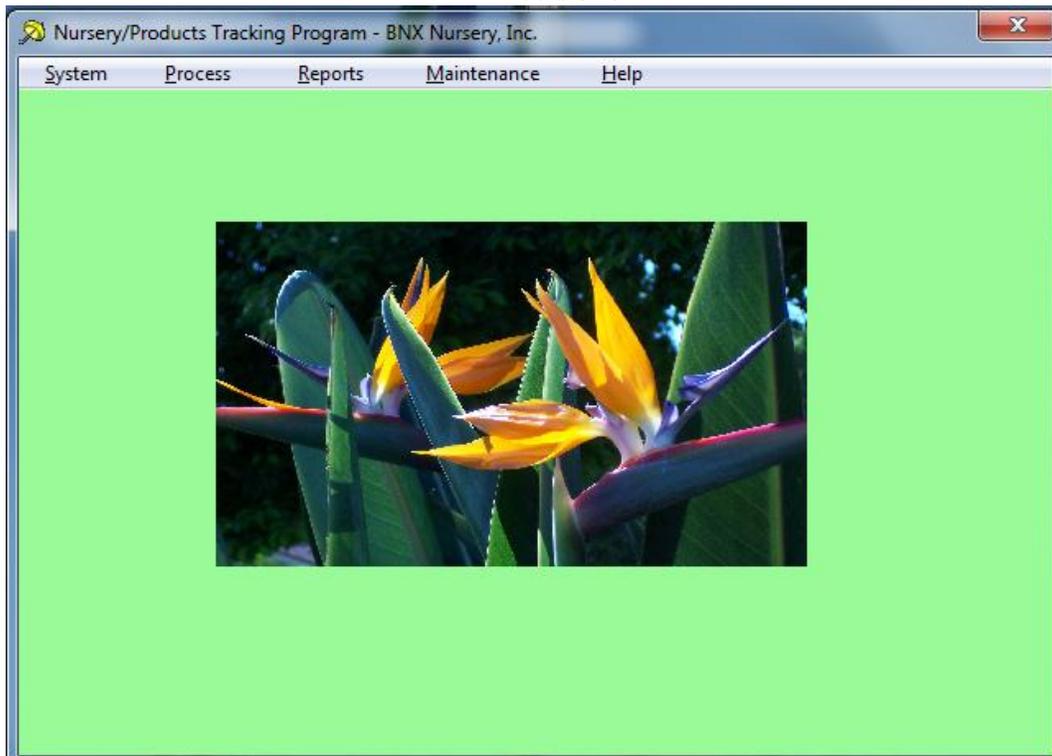# OVERVIEW

JOB/PRODUCTS TRACKING SYSTEM
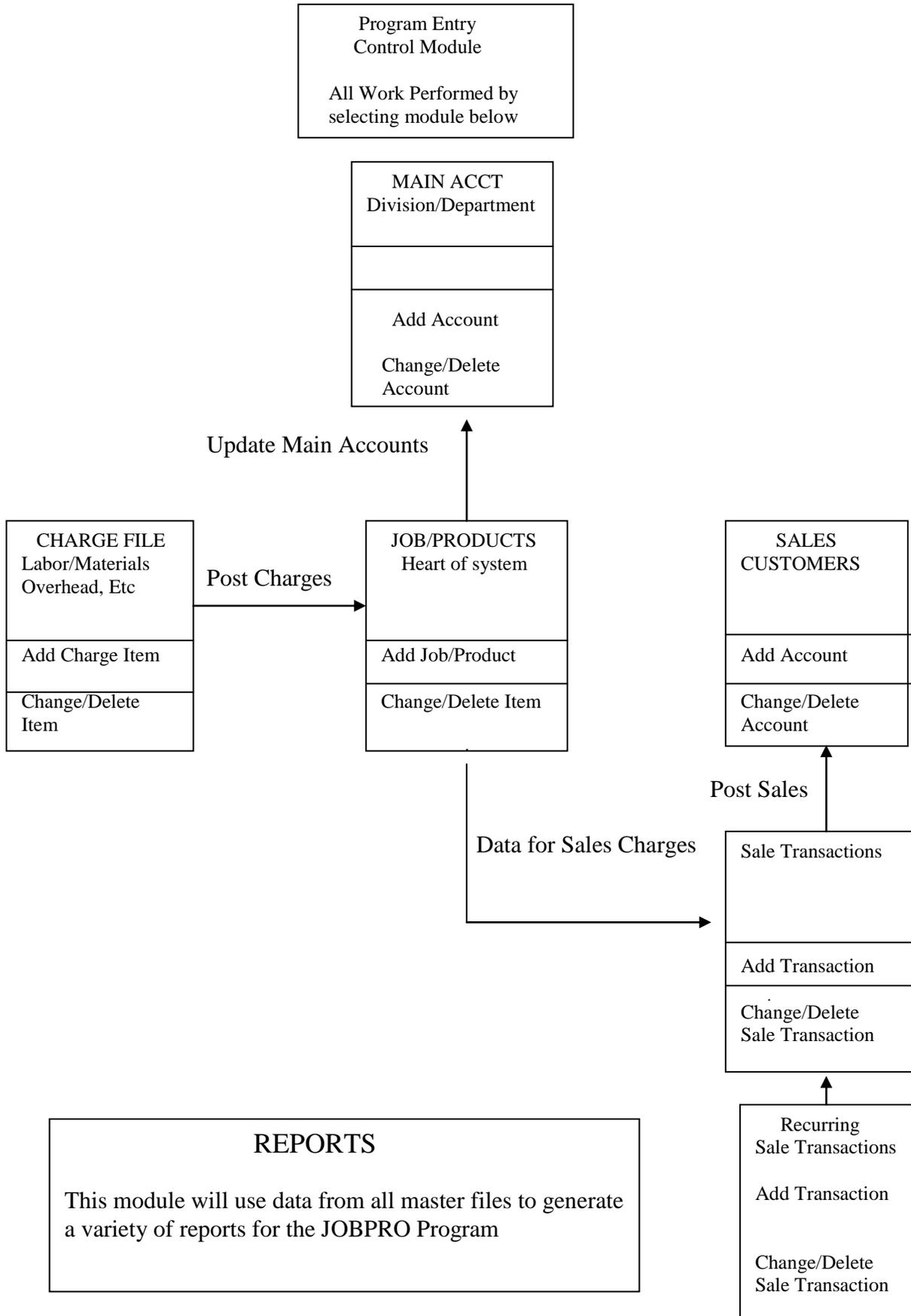**Version 3**

This program has two sections that together form a complete Tracking System for Jobs or Products, from cost to sales.

The first section will track all Cost involved in producing a Job/ Product. This includes Direct Materials and Labor cost to Overhead allocated cost. The Program will track data on Each Job/Product and will show the Location as well as each Main Account where these Job/Products is summarized. The reports section will generate reports on a selective criteria basis. Custom reports are available on request. For additional information see notes at the end of the Help file.

The second section will track the Sale of Jobs/Products to Customers; This section provides for a Customer Sales accounts receivable file and the sales and invoice procedure will prepare a sales Invoice showing each transaction, print a customer invoice, adjust inventory and provide data for extensive reports. For additional information see notes at the end of the Help file.

This program is Year 2000 compliant on date range searches to the end of the year 2080. To speed up the process of inputting data, enter dates in the MMDDYY format.

JOBPRO2 MASTER FILES

```
+-----------------------------+
|   Program Entry             |
|   Control Module            |
|                             |
|   All Work Performed by     |
|   selecting module below    |
+-----------------------------+
```

```
+-----------------------------+
|   MAIN ACCT                 |
|   Division/Department       |
+-----------------------------+
|                             |
+-----------------------------+
|   Add Account               |
|                             |
|   Change/Delete             |
|   Account                   |
+-----------------------------+
```

Update Main Accounts

```
+----------------------+      +---------------------+
|   CHARGE FILE        |      |   JOB/PRODUCTS      |
|   Labor/Materials    |      |   Heart of system   |
|   Overhead, Etc      | Post |                     |
|                      | Charges                    |
+----------------------+      +---------------------+
|   Add Charge Item    |      |   Add Job/Product   |
+----------------------+      +---------------------+
|   Change/Delete      |      |   Change/Delete Item|
|   Item               |      |                     |
+----------------------+      +---------------------+
```

```
+---------------------+
|   SALES             |
|   CUSTOMERS         |
+---------------------+
|                     |
+---------------------+
|   Add Account       |
+---------------------+
|   Change/Delete     |
|   Account           |
+---------------------+
```

Data for Sales Charges

Post Sales

```
+---------------------------+
|   Sale Transactions       |
|                           |
+---------------------------+
|   Add Transaction         |
+---------------------------+
|   Change/Delete           |
|   Sale Transaction        |
+---------------------------+
```

```
+---------------------------------------------------+
|                   REPORTS                         |
|                                                   |
|   This module will use data from all master files |
|   to generate a variety of reports for the        |
|   JOBPRO Program                                  |
+---------------------------------------------------+
```

```
+---------------------------+
|   Recurring               |
|   Sale Transactions       |
|                           |
|   Add Transaction         |
|                           |
|                           |
|   Change/Delete           |
|   Sale Transaction        |
+---------------------------+
```

Basic information must be supplied through the maintenance menu in order to take full advantage of the many features of the program. Please enter the following data.

COMPANY MAINTENANCE

From the main screen, click on "Maintenance," and when the drop-down menu appears, click on "Company Maintenance," to begin the actions below. Throughout this manual, directions to each individual screen will be simplified, such as for this screen, "Maintenance/Company Maintenance."

Company information: The Company Name and the Federal ID Number is permanently embedded in the program and cannot be changed. All other data may be changed as necessary.

Set "Last Transaction Num" field, "Last Charge Item Num" and "Last Transaction Num" field to zero (0). The Program will advance the number as each Transaction and/or Charge item is added to the master files.

To Edit or Change any data in this record, use the Tab Key to move over and down to the desired field and the type over the current data with new information. With the Mouse or Tab Key move to the Update Button and either Left Click the mouse or press enter. This will record the changes to the file.

MAIN ACCOUNT MAINTENANCE

Job/Pro Tracking System - Add/Change Main Account Information - Print Listing

Record N° 1 / 12

Find   Main Acct ID Num 13

Account Name 5 Acre Block   Address 3010 N. Frontage

City State Zip Plant City, FL   33564   Telephone Num

---------------- Information Only - Data Set By Program - Edit Will Not Change -----------------

Production Cost 22910.99   Product Sales 0   Gross Profit 0

Number Of Units 290   Number Units Sold 0   Units On Hand 290

Per Unit Cost 79   Products COGS 0

Print Listing

Prior <<   >> Next   Add   Update   Delete   Close

The main account can be used as a Department or Division where Job/Products activities are summarized. The location of this screen is: Maintenance/Main Account Maintenance

The ID Number may be any number from 01 to 99,999. If the Number is associated with the Job/Products numbers then the ID number will depend on the numbering system used in Job/Products set up. Many set the ID Number range from 01 - 99.   The same number must not be used for more than one (1) Main Account. *In other words each Main Account must have a unique ID number*. All data fields after "Telephone Number" are filled by the actions of the program. They are displayed here for information only.

Please note in the upper right corner of the input screen there is a Record Information Section showing the number of the current record and the total number of records in this file.

To Add a Main Account, simply type new information over the Main Acct ID Number showing in the input screen and then Press The Tab Key to Move to the Next Data Field and then Type in any new information. Continue until all new information has been entered. With the mouse, move to and click on the ADD Key. You will note that the total number of records in the Record Information Field has changed.

To Edit or Change any data in this or any record, use the Tab Key to move over and down to the desired field and the type over the current data with new information. With the Mouse or Tab Key move to the Update Button and either Left Click the mouse or press enter. This will record the changes to the file. As with most all actions of this type, you must close this screen and re-open it before the additions or changes made will be seen when you use the Preview/Print function.

JOB/PRODUCTS DATA MAINTENANCE

This screen location is: Maintenance/Products Account Maintenance

The Job/Product code has 7 spaces. (You may use 6 numbers and a decimal in the Product Code) This code may be connected to the Main Account number when the Main Account number is located to the left of the decimal point. If the Main Account ID numbers runs from 1 to 99. The Numbers to the right of the decimal should be assigned from .0000 to .9999 (Example 01.0101 would be a correct number for a product reporting to Division or Department 1 and the Job/Product id would be 0101.   The Product Code does not have to have any special meaning. ***As with the Main Account ID, This Code must be unique to each Job/ Product and it's production location.*** The Job/Products cost and sales are tracked by this ID Code. The Code does need to be in any order as noted above. You will see in the upper right corner of the input screen that there is a record number of the current record and the total number of records in this file.

To Add a new Job/Product record, simply type new information over the Product ID Number showing in the input screen and then Press The Tab Key to Move to the other Fields and then Type in the new information. With the mouse, move to and click on the ADD Key. You will note that the total number of records in the Record Information Field has changed. This file will automatically be sorted in alphabetical order based on the Product Name data field.

To Edit or Change any data in this or any record, use the Tab Key to move over and down to the desired field and the type over the current data with new information. With the Mouse or Tab Key move to the Update Button and either Left Click the mouse or press enter. This will record the changes to the file.

CHARGE FILE CODE MAINTENANCE
Add Charge Item

```
Grove Caretaking Tracking - Add Charge Item                              x

     Charge Item Number  [51|]        Location (Bin/Barn) Code  [        ]
   Charge Item Description [              ]   Unit (Hours, Gals, etc) [      ]
          Cost Per Unit  [        ]            Begin Inv Qty  [        ]
      [ Exp Category ID ] [      ]           Sales Type Code  [      ]

                                          [ Charge Item Type ] [      ]

   Worker Reentry(H=Hrs D=Days) [    ]   Harvest ReEntry(H=Hrs D=Days) [    ]
             Epa Code [          ]       Active Ingredient [                ]
      Application Method [S = Surface  ▼]

      ------------------------------------    ------------------------------------

         Exp Category Code 1: CONTAINERS       Exp Category Code 2: PEAT
         Exp Category Code 3: FERTILIZATION    Exp Category Code 4: IRRIG_DRAINAGE
         Exp Category Code 5: SUPPLIES/STMTS   Exp Category Code 6: HAULING
         Exp Category Code 7: HERBICIDE SPRAY  Exp Category Code 8: GROWBAGS
         Exp Category Code 9: MISCELLANEOUS    Exp Category Code 10: OVERHEAD

                      [ Add ]                       [ Close ]
```

This screen location is: Maintenance/Add Charge Items To File

Charge File Item Codes: This file is used to control the cost of each item, labor, use of equipment, Materials and overhead and any miscellaneous cost involved in producing a Job/Product ready for Sale.   The Charge Item Code must be Numbers. **Each Charge Code must be unique.**   . To make sure that this code is not duplicated, the code is assigned by the program.

To Add a New Charge Code, Type in the information called for in each Data Field and then Press the Tab Key to Move to the Next Field. Continue until all information has been entered. . With the mouse, move to and click on the ADD Key.

Charge Code descriptions can be up to 20 spaces long. You may use any Letter or Number in the name/description field.

EDIT CHARGE ITEM

This screen location is: Maintenance/Edit Charge Items File.

Please DO NOT CHANGE THE CHARGE ITEM NUMBER

To Edit or Change any data in this or any record, use the Tab Key to move over and down to the desired field and the type over the current data with new information.. With the Mouse or Tab Key move to the Update Button and either Left Click the mouse or press enter. This will record the changes to the file.

To add to the charge items count section, enter the number of units to be added to "Units Received" field. The system will perform the calculations to update all remaining fields.

The Charge Item codes will be automatically sorted and will be placed in Charge Item Description alphabetical order when you return to this Maintenance operation.

SPECIAL NOTE

This is all of the SetUp that is required for tracking Job/Products Cost. However additional Setup is required to take full advantage of the Sales and Inventory tracking of Jobs or Products for sale. You should now archive these changes as shown on the next page. After archiving, continue to add the following data.

BACK UP AND ARCHIVE PROGRAM AND DATA
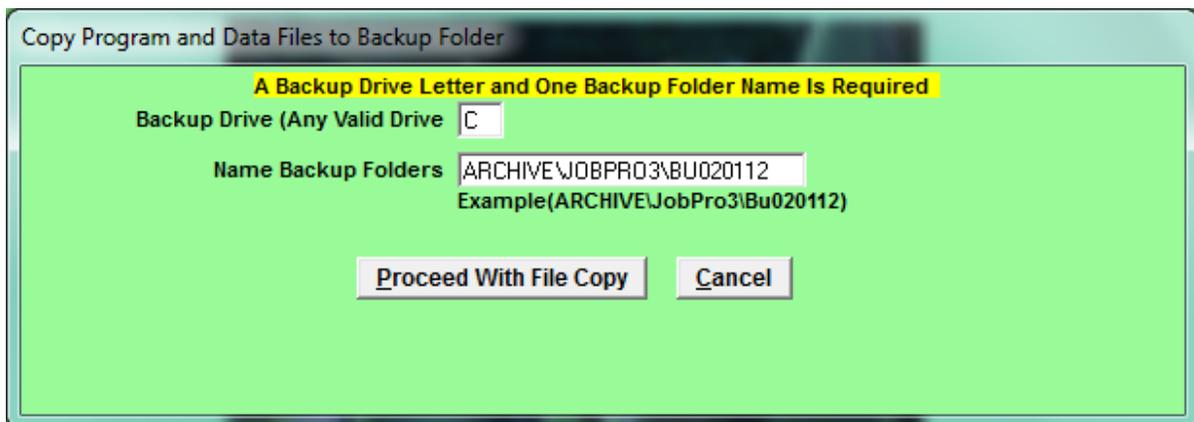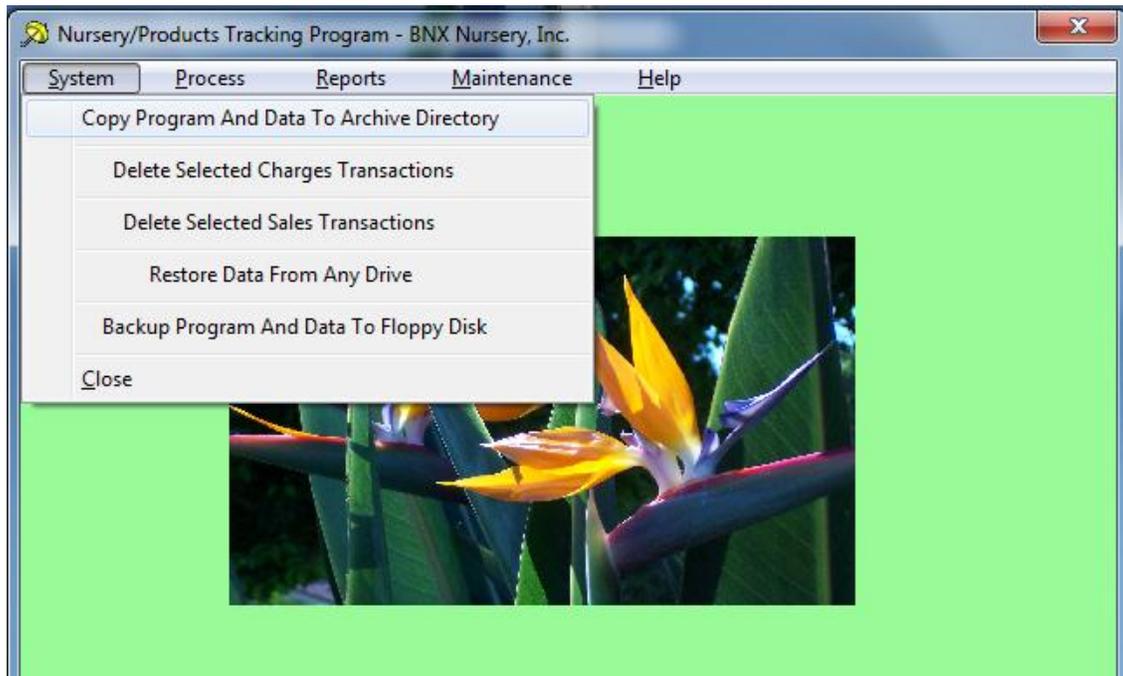
With the large storage space in all modern computers, there is no longer any reason to be caught without a current copy of your valuable program and data. We strongly recommend that you use the ability to select a menu option and make a copy of the Program And Data To Any Valid Disk and Folder. This will take less than one minuet of your time and may save hours of work.

As shown above the Default location is to copy the program and data to your C, (main computer hard drive), into the Archive folder and place the copy into a sub folder "JobPro3" and then into a folder holding this copy of the program and data that you can name. example "Jp3-2011" OR "Jp041012" which is the date of the backup OR "WIP", which means "work in progress".

By changing the Drive Letter, you can copy the program and data to any external storage device, such as a memory stick, thumb drive OR a USB external drive. This will allow you to store this valuable information off site. This action will protect you from fire or theft. With any BNX Company software you may operate the program directly from the external storage unit or transfer the program and data to any computer that operates with Windows operating system.

SALES CUSTOMER FILES

This screen location is: Maintenance/Sales Customer Maintenance

The ID number may be any number from 00001 - 99999. The same number must not be used for more than one (1) Customer. *In other words each Customer must have a unique ID number.* All data fields after "Sur Tax Ctl Num" are filled by the actions of the program. They are displayed here for information only.

Please type the Name, Address, City State Zip and telephone number just as you want them to appear on the Customer Invoice produced by the program. All Sales data for the customer is tracked by the Customer ID number. We suggest that you set up Customer number 01 and list the name as "Cash Sales" and list the Address as "Main Office Pickup" and the City as your Office Location. At the time of invoicing you can type over the Customer Name "Cash Sales" with the actual customer name. This customer will be Taxable and the Sales Tax Rate will be that of you home county.

Sales Tax Note: If you have customers who are tax exempt on a regular basis and the "Sales Tax (Y/N)" box is marked N for no, you may still charge tax on selected invoices if you fill in the data for "Sales Tax Rate", "Sur Tax Rate " and "Sur Tax Ctl Num" for the county where the product is delivered.   At time of entering the sales transaction you will override the "Sales Tax (Y/N)" box N with a Y for yes. This will cause *this transaction only* to appear in your Sales and SurTax Report information for you State Sales Report. If you override the Sur Tax Rate with another Rate *then you Must* override the Sur Tax Ctl Number to the correct number in order for your sales tax report to be correct.

Please note in the upper right corner of the input screen there is a Record Information Section showing the number of the current record and the total number of records in this file.

To Add a Customer, simply type new information over the Customer ID Number showing in the input screen and then Press the Tab Key to Move to the Next Data Field and then Type in any new information. Continue until all new information has been entered. With the mouse, move to and click on the ADD Key. You will note that the total number of records in the Record Information Field has changed.

DAILY PROCESSING – CHARGE TICKETS

This screen location is: Process/Add Charge Item To Job-Products

Work Order Number. You must enter a Work Order Number. Use the Number of the order given to the maintenance crew for the Work Order Number or any number you choose.

Ticket Date. The Ticket Date is six numbers in MMDDYY format. Example 010112 for Jan. 1, 2012.

Enter the Job/Product Number, the program will get the Job/Product Name, Main Account Number and Main Account Name from the file to verify that this is the correct Job/Product. If the Job/Product is not the correct one, use the mouse or the shift/tab key to move back to the Job/Product Num data field and enter the correct Job/Product Number.

 Next use the Tab Key to move to the Exp Category and enter the correct category for this entry. In order to track the Number of Job/ Products and their cost to date, there is a special Exp Category (Number 99) to be used in entering the original Job/ Product Units into the system. This (99) Exp Category is not displayed on the Input Screen for Add Charge Tickets because it is used only one time for each Job/ Product. (Example—If you are starting a new Job/Product, the first transaction to that Job/Product will be the starting cost and number of units . You would enter Exp Cat 99 and then Proceed as directed in the next steps.

The Department Number field is next. If you use this feature in charging out expense items, then enter a Dept Number in this field. You may skip the Dept. Num field if you choose. Now enter the Charge Item Number and the Number of Units The program will go to the file and get the Item Description, the Unit Type and the Unit Cost and will also calculate the Transaction Total and enter that amount in the Transaction Field. If you do not accept the data that came from the file, you may use either the mouse or the Shift plus Tab Key to move back to any field that needs to be changed and type over the old data with new data. (Note: If you change the unit price, the system will calculate the transaction total)

You are now ready to Add this Charge transaction to the File records by moving to and pressing Enter or Clicking the mouse on the Add Button.

The Charge Item Transaction Number is assigned by the system. There is no search for duplication of Transactions Numbers at input due to the method of assigning transaction numbers in this program.

CHANGE OR DELETE CHARGE TICKETS

This screen location is: Process/Change or Delete Charge Item

You may change any data in any field by using the mouse or Tab Key to move over and down to the desired field. Type the new information into the field and with the mouse or Tab Key, move to the Update Button and either press Enter Key or Left Click the mouse to update this Charge Ticket.

Please remember that you are in complete control in making changes. Make very sure that the changes you make are complete and correct. (The system does automatically furnish data and do calculations in this input screen as in the Add Charge Ticket Screen. HOWEVER YOU are responsible for all data being correct.)

CAUTION!
To Delete this entire Charge Ticket, move to the Delete Button and either Press Enter Key or Left Click the Mouse. **CAUTION!   ONCE DELETED THIS TICKET IS GONE, TO RECOVER, YOU MUST ENTER AGAIN UNDER ADD CHARGE TICKET**

DAILY PROCESSING – SALES TICKETS

This screen location is: Process/Add Sales Item To Customer Records

Sales Order Number. You must enter a Sales Order Number. Use the Customer Purchase Order Number or any number you choose.

Ticket Date. The Ticket Date is six numbers in MMDDYY format. Example 010112 for Jan. 1, 2012.

Customer Num: Enter the Customer ID Number and the program will get the Customer Name in order to verify that you have the correct customer. If this is not the correct Customer, use either the mouse or the shift/tab key to move back to the Customer Num data field and enter the correct Customer ID Number. When this is correct, use the "To Prod Num" button and then enter the Job/Product Number and the program will get the Job/Product name from the file to verify that this is the correct Job/product. If the Job/Product is not correct, use the same method as with Customer Number to correct.

With the mouse or Shift/Tab key move back to the Job/Product Number field and enter the correct Job/Product Number. Next use the "To Num Units" button and enter the number of units being sold. If the Unit Sell Price field needs correction for this transaction, use the Shift/Tab key move back to the Sell Price field and Enter the current selling prices of this Product.   The program will calculate the Transaction Total. You may now enter a Sales Department Number. (Sales Department Number not required by the system.).
You may use the Sales Dept Code which will allow invoicing only the sales transactions with selected Sales Department Number. Other reports can be generated using this code.

Next use the "Calculate Sales Tax" button to calculate the taxes on this transaction. Taxes will only be calculated if the both the "Customer Taxable (Y/N)" and the "Product Taxable (Y/N)" fields are marked "Y". The "Trans T=Taxable" field will automatically be marked "T"

You are now ready to Add this sale transaction to the record fields by moving to and pressing Enter or Clicking the mouse on the Add Button.

The Sales Item Transaction Number is assigned by the system.

CHANGE OR DELETE SALES TICKETS

Job/Products Tracking - Change/Delete Sales Products

Record N° 64 / 2442

Find		
Sales Order Num 231	Sales Date 020700	Customer Num 2
Customer Name GREENBRIAR LANDSCAPING, INC	Customer Taxable (Y/N) Y	**To Prod Number**
Sales Tax Rate .06	Sur Tax Rate .0075	Sur Tax Ctl Num 3
Product Number 9.0101	Product Taxable (Y/N) [ ] **To Number Of Units**	Main Num 9
Product Name SLASH PINE #1	Class (XX) [ ]	Type (XX) [ ]
Product Description 6 - 12' HEIGHT	Unit Production Cost 19.9	
Unit Sell Price 65.00	Number of Units 42	Transaction Total 2730.00
Sales Dept Num [ ]	**Calculate Sales Tax**	Transaction Pay Date 032000
Sales Tax 163.8	Sales Sur Tax 27.3	Sur Tax Ctl Num 4
Transaction Num 81	Trans T=Taxable T	Type Trans S=Sales S

Prior <<	**>> Next**	**Update**	**Delete**	**Close**

This screen location is: Process/Change Or Delete Sale Item

Please Note: In the upper right corner of the input screen, there is a Record Information Section showing the number of the current record and the total number of records in this file.

You may change any data in any field by using the mouse or Tab Key to move over and down to the desired field. Type the new information into the field and with the mouse or Tab Key, move to the Update Button and either press Enter Key or Left Click the mouse to update this Sale Ticket.

Remember that you are in complete control in making changes. Make very sure that the changes you make are complete and correct. (The system does some calculations in this input screen BUT YOU are responsible for all data being correct.)
If there is any doubt about changes to a transaction, we suggest you delete the transaction and enter a new correct transaction.

CAUTION!
To Delete this entire Sale Ticket, move to the Delete Button and either Press Enter Key or Left Click the Mouse. **CAUTION!   ONCE DELETED THIS TICKET IS GONE, TO RECOVER, YOU MUST ENTER AGAIN UNDER ADD SALES TICKET**

PROCESSING RECURRING SALES TICKETS

This screen location is: Maintenance/Add Recurring Sales Charge

Sales Order Number. You must enter a Sales Order Number. Use the Customer Purchase Order Number or any number you choose.

Ticket Date. The Ticket Date is NOT ENTERED as this time. The ticket date will be entered when these transactions are posted.

Customer Num: Enter the Customer ID Number and the program will get the Customer Name in order to verify that you have the correct customer. If this is not the correct Customer, either use the mouse or the shift/tab key to move back to the Customer Num data field and enter the correct Customer ID Number. When this is correct, use the "To Prod Num" button and then enter the Job/Product Number and the program will get the Job/Product name from the file to verify that this is the correct Job/product. If the Job/Product is not correct use the same method as with Customer Number to correct.

With the mouse or Shift/Tab key move back to the Job/Product Number field and enter the correct Job/Product Number. Next use the "To Num Units" button and enter the number of units being sold. If the Unit Sell Price field needs correction for this transaction, then use the Shift/Tab key move back to the Sell Price field and Enter the current selling prices of this Product. The program will calculate the Transaction Total. You may now enter a Sales Department Number. (Sales Department Number not required by the system.).
You may use the Sales Dept Code which will allow invoicing only the sales transactions with selected Sales Department Number. Other reports can be generated using this code.

Next use the "Calculate Sales Tax" button to calculate the taxes on this transaction. Taxes will only be calculated if the both the "Customer Taxable (Y/N)" and the "Product Taxable

(Y/N) " fields are marked "Y". The "Trans T=Taxable" field will automatically be marked "T"

You are now ready to Add this sale transaction to the record fields by moving to and pressing Enter or Clicking the mouse on the Add Button.

The Sales Item Transaction Number is assigned by the system.

CHANGE OR DELETE RECURRING SALES TICKETS

Job/Pro Products Tracking - Change/Delete Monthly Sales		X

Record N° 3 / 4

Find

Customer Num 2   Customer Name GREENBRIAR LANDSCAPING, INC
Customer Taxable (Y/N) Y   **To Prod Num**
Sales Tax Rate .06   Sur Tax Rate .0075   Sur Tax Ctl Num 3
Product Number 1.0101   Product Taxable (Y/N) Y   **To Number Of Units**   Main Num 1
Product Name LIGUSTRUM #1   Class (XX) LG   Type (XX) 15
Product Description 12' X 12'   Unit Production Cost 113.01
Unit Sell Price 450.00   Number of Units 2   Transaction Total 900.00
Sales Dept Num   **Calculate Sales Tax**   Transaction Pay Date
Sales Tax 54   Sales Sur Tax 6.75   Sur Tax Ctl Num 3
Transaction Number 3   Trans T=Taxable T   Type Trans S=Sales S

Prior <<   **>> Next**   **Update**   **Delete**   **Close**

This screen location is: Maintenance/Change-Delete Recurring Sales Charge

Please note in the upper right corner of the input screen there is a Record Information Section showing the number of the current record and the total number of records in this file.

You may change any data in any field by using the mouse or Tab Key to move over and down to the desired field. Type the new information into the field and with the mouse or Tab Key, move to the Update Button and either press Enter Key or Left Click the mouse to update this Sale Ticket.

Remember that you are in complete control in making changes. Make very sure that the changes you make are complete and correct. (The system does some calculations in this input screen BUT YOU are responsible for all data being correct.)

If there is any doubt about changes to a transaction, we suggest you delete the transaction and enter a new correct transaction.

POST RECURRING SALES TRANSACTIONS

Post Recuring Charges To Sales Transactions File

Trans Number 2670   Work Order Num   Sales Date

Post Charges   Cancel

This screen location is: Process/Post Recurring Sales Charges

Fill in a WorkOrderNum and also fill in Sales Date.

You can now post all Recurring Sales Transactions and they will appear and act as if you had entered them one at a time in the ""Add Sales Item To Customer Records" selection.

PRINT CUSTOMER INVOICE

Customer Invoice

Customer ID [ ]   Customer Name [ ]

Sales Tax (Y/N) [ ]   Sales Tax Rate [ ]   Sur Tax Rate [ ]   Sur Tax Ctl Num [ ]

Invoice Date [04-14-2012]   Invoice Number [ ]   Sales Dept Number [ ]

From Date [ ]   To Date [ ]

Final Report (Y/N) [ ]   Customer Payment Date [ ]   Check Number [ ]

--------------------------------NOTES--------------------------------

Line # 1 [ ]

Line # 2 [ ]

Line # 3 [ ]

[Print/Preview]   [Cancel]

This screen location is: Reports/Job Products Sales—Accounting Reports/Sales Customer Invoice

When you enter the Invoice Screen you will input the customer number and the system will get the name and sales tax information from the Customer Maintenance file to verify that this is the correct customer.

If the information is correct then proceed to accept or edit the Invoice Date and then assign a control number to the invoice. This is a number of your choosing. You may select only sales transactions between the dates you enter in the "From Date – To Date" fields. If you want to invoice all open sales transactions for this customer, then Tab past the date fields and proceed to the next selection. If this is a cash sale, you would type a "Y" in the "Final Report" field and put a date in the Payment Date field. Most sales are Charge Sales and you would then Tab past both "Final Report" and "Payment Date". You may now enter any note or items in the three line "Notes" fields. If nothing is entered then nothing will print. Next move to the Continue Button and either press Enter Key or Left Click the mouse to Preview and print this Customer Invoice. You may print as many copies of the Invoice as you desire. We recommend that you print two copies, one (1) to mail the customer and the 2nd for you files.

 If this is a charge invoice, you can re-enter the invoice when you receive payment and if you mark it as a "Final Report" and enter a Payment Date, the system will mark these sales transactions as paid and you will not be able to bill the customer again for these transactions with out editing the customer payment date.

EDIT CUSTOMER PAYMENT DATE

This screen location is: Process/Enter Customer Payment Date

Use the Find Button and type in the Transaction Number you need. If on file, the find feature will locate the Ticket and Display it's Number in the Transaction Number edit box. The Customer Payment Data edit boxes will show any information that has been entered for this transaction. You may add or change data in any field as follows.

With the Tab Key, move to the next field and type in the correct data. Move to the Update Button and Press Enter Key or Click Mouse. This will complete the updating of this Customer Payment Date

Repeat the process for each Transaction to be edited.

REPORTS

There are many standard reports with Job/Products Tracking System; in addition there are custom reports available as requested. Every report may be viewed on screen exactly as it will appear on paper. The on screen Preview Report can be magnified so that the smallest detail can be clearly seen. You may then elect to print or not according to your needs. Most of the reports are under the Reports Heading on the program desktop menu. Several are located on Maintenance Menu items.

Because of the method of generating a total report for output to both the Screen for preview and to the Printer for printing, many of the reports will have a Screen for you to set up the criteria for that report. By taking advantage of these Screens, you may retrieve information in a number of different combinations. This will increase the number of available reports far beyond the number stated above.

 It will take approximately 5 to 35 seconds to complete the report generation before you see the report on screen. The time will vary depending upon the amount of data scanned and the number of pages in the report. I am sure that you will find that the time is well worth while.

PASSWORD MAINTENANCE

There is a utility program provided with JobPro3 to set up and maintain the passwords for this program. It is not accessible from the program itself. (See above,) This program will be demonstrated during your initial training.

DATA FILES

Program Module	File Name	File Data
SysMaint.dll	System.dat	Company System Data
ChgItem.dll	ChgFile.dat	Charge File Data
MainAcct.dll	Macct.dat	Main Accounts File
JpAcct.dll	JpAccts.dat	Job/Products File
SalesCust.dll	Customer.dat	Sales Customer File
SaleChg.dll	MthSale.dat	Add/Change Recurring Sales
FabsPw.exe	FabsPw.dat	Password Data
TypeA-C.dll..	Type10.dat	Chg Item Type Info Data