

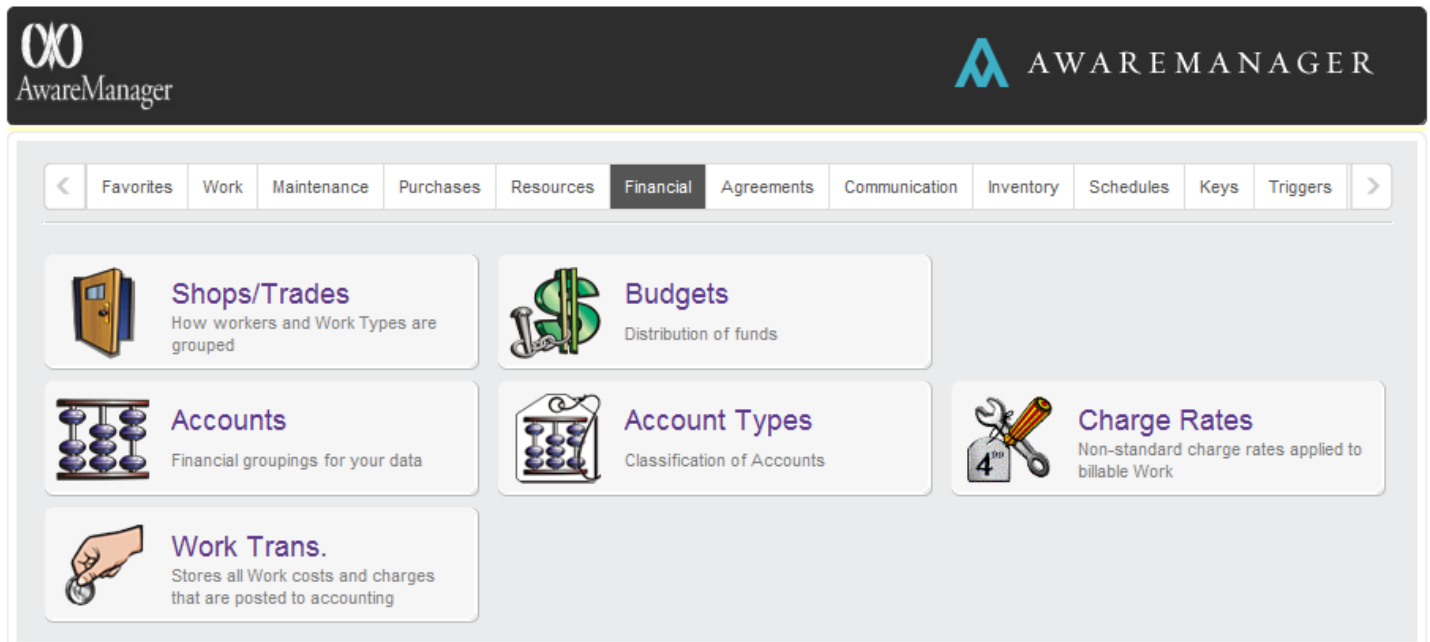


The Accounting portion of AwareManager is a complex system with many different moving parts. Through it, AwareManager has the ability to track information about charges and costs throughout the system, as well as generate an export file that can be uploaded into accounting software such as MRI, Yardi, or PeopleSoft.

With Accounting, as with any other part of the system, the key to a seamless client experience is a careful and thorough implementation that addresses all of the client’s accounting data tracking needs. This document provides an overview of how and where accounting information is tracked in JXT, and includes best practices setups from three of our existing clients: Hines, Durst, and Cohen Brothers.

## Laying the Foundations: The Financial Module

There are multiple areas in AwareManager that contain information pertinent to accounting, but the basis for all accounting operations and tracking can be found under the Financial tab.



The Financial tab (or module) consists of six capsules which store different kinds of information important to accounting.

### Accounts

Accounts are, essentially, a method of grouping your data from a finances perspective. For instance, you may have different accounts for expenses versus revenue, or a separate account that tracks each of your service contracts. You might have an account to track sales tax or one for administrative fees. In fact, these last two are an important example of how AwareManager uses accounts to generate the correct charges or costs on a work order.

Accounts can have a Rate Type of Charge or Cost. **Charges** are amounts billed to clients or tenants for goods or services. **Costs** are incurred by your organization during the course of operations. Accounts are also assigned an Account Type, which will be covered in the next section.

Below the Account Type field is a checkbox that reads “Exclude From Profitability Calculations.” When checked, charges or costs associated with this account will not be included in the Work Profitability report that can be generated through AwareManager.

The **Calculation Type** determines whether amounts associated with this account will be a flat rate, or will be calculated according to a percentage.

When **Flat Rate** is chosen, amounts associated with this account will be entered manually. By choosing **Percentage**, you are given the option to have certain types of amounts calculate automatically based on four other types of amounts in a work order.

1. **Labor Percentage** will apply the percentage defined here to all charges and costs related to Time records associated with a Work order.
2. **Material Percentage** will apply to all charges and costs associated with Materials attached to a Work order.
  - o **Note:** Checking the “Apply To All Materials” checkbox will apply this percentage calculation to all materials on a given work order for which the account is used.
3. **Vendor Percentage** will apply to any Vendor-related charges and costs on a Work order.
4. **Additional Amount Percentage** will apply to any charges or costs entered under the Additional Amounts tab on a Work order.

The “Later Calculations” checkbox located below the Additional Amount Percentage field will, when checked, include these percentages in the percentage calculations for subsequent lines in the Additional Amounts table.

The ability to define percentage calculations for Accounts is especially useful for applying fees and taxes to work orders. Although it is possible to simply manually fill in these amounts under the Additional Amounts tab each time, by defining accounts with a certain percentage calculation applied to different parts of a work order, you could—for instance—have the state sales tax automatically calculate based on the other amounts already on the work order. The setup for this feature will be discussed in detail later in this document.

### Account Types

Account Types allow you to categorize the different types of accounts according to their purpose: Asset, Liability, Equity, Charge, or Cost.

These categories are used primarily for organizational purposes and do not affect the behavior of the account type. You can have more than one account of the same Category.

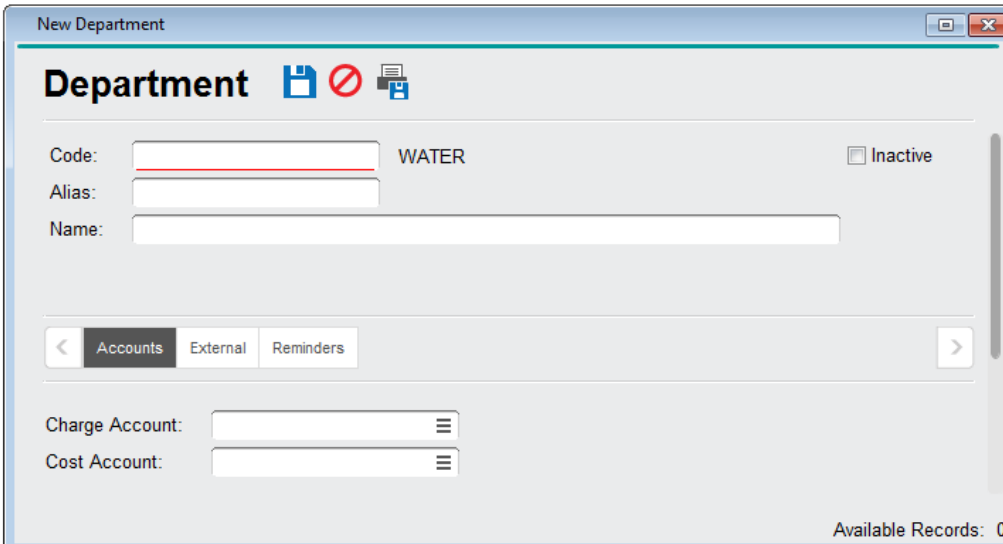
### Charge Rates

Charge Rates, unlike Accounts, help store non-standard rates applied to billable work. These rates may be associated with a Tenant, Contract, Project, Department, Work Category, or Work Type.

For example, you may have a Tenant who is charged a different labor rate than other tenants per their leasing contract. While your regular rates would be stored elsewhere in the system (in Work Types and Contacts, discussed later in this document), your Tenant-specific rate is stored in Charge Rates, and defaults based on the tenant.

When Charge Rates are used, they will always be the first and only source to determine the defaulting information.

## Departments



New Department

### Department

Code:   Inactive

Alias:

Name:

< Accounts External Reminders >

Charge Account:

Cost Account:

Available Records: 0

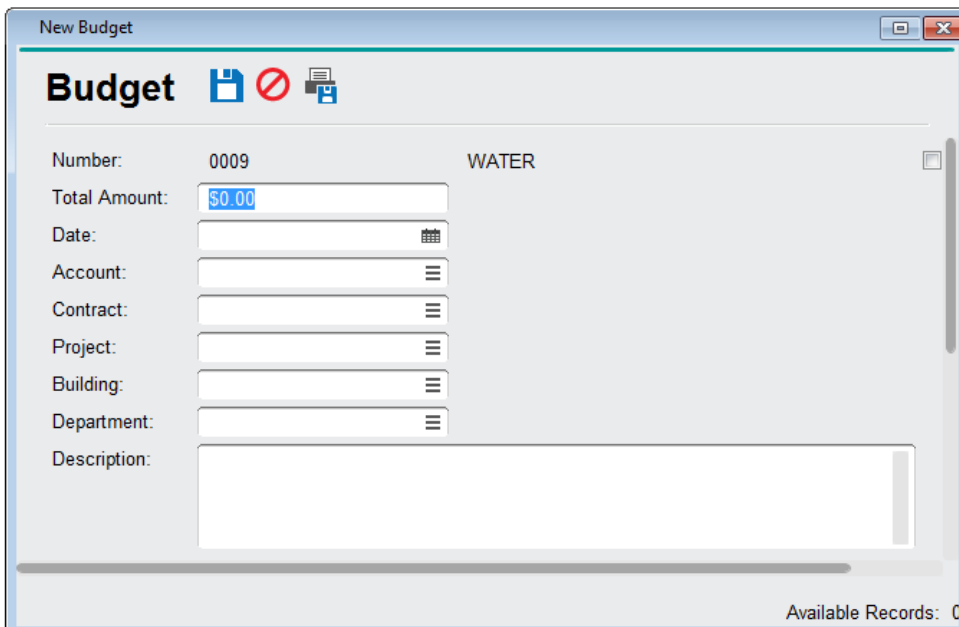
Sometimes called Shops, Trades, Bill Codes, or Revenue Centers, departments are a way of grouping workers and Work Types according to financial information.

Departments can be linked to a Charge Account and a Cost Account, and can default from Work Types, Purchase Types, or Contacts.

Which field the Department defaults from is determined by which field is filled in first.

## Budgets

This capsule allows you to track the distribution of funds for your organization.



New Budget

### Budget

Number: 0009  Inactive

Total Amount:

Date:

Account:

Contract:

Project:

Building:

Department:

Description:


Available Records: 0

The Budgets capsule is simply a method of storing your financial plans for various entities within your database. You can create budgets for Accounts, Contracts, Projects, Buildings, or Departments. You can then use these Budget records to generate two kinds of reports:

- **Budget vs. Cost Report** – generates a report that compares existing budgets for a Project, Contract, Account, Building, or Department to associated Purchase Amounts or Work Costs and generates a percentage based on a spending-to-budget ratio.
- **Budget vs. Accounts Report** – generates a report that compares budgets associated with a particular Account to associated Purchase Amounts and calculates the Variance and Variance percentage.

### Work Transactions

This capsule contains all individual transaction records generated from posting billable work order.

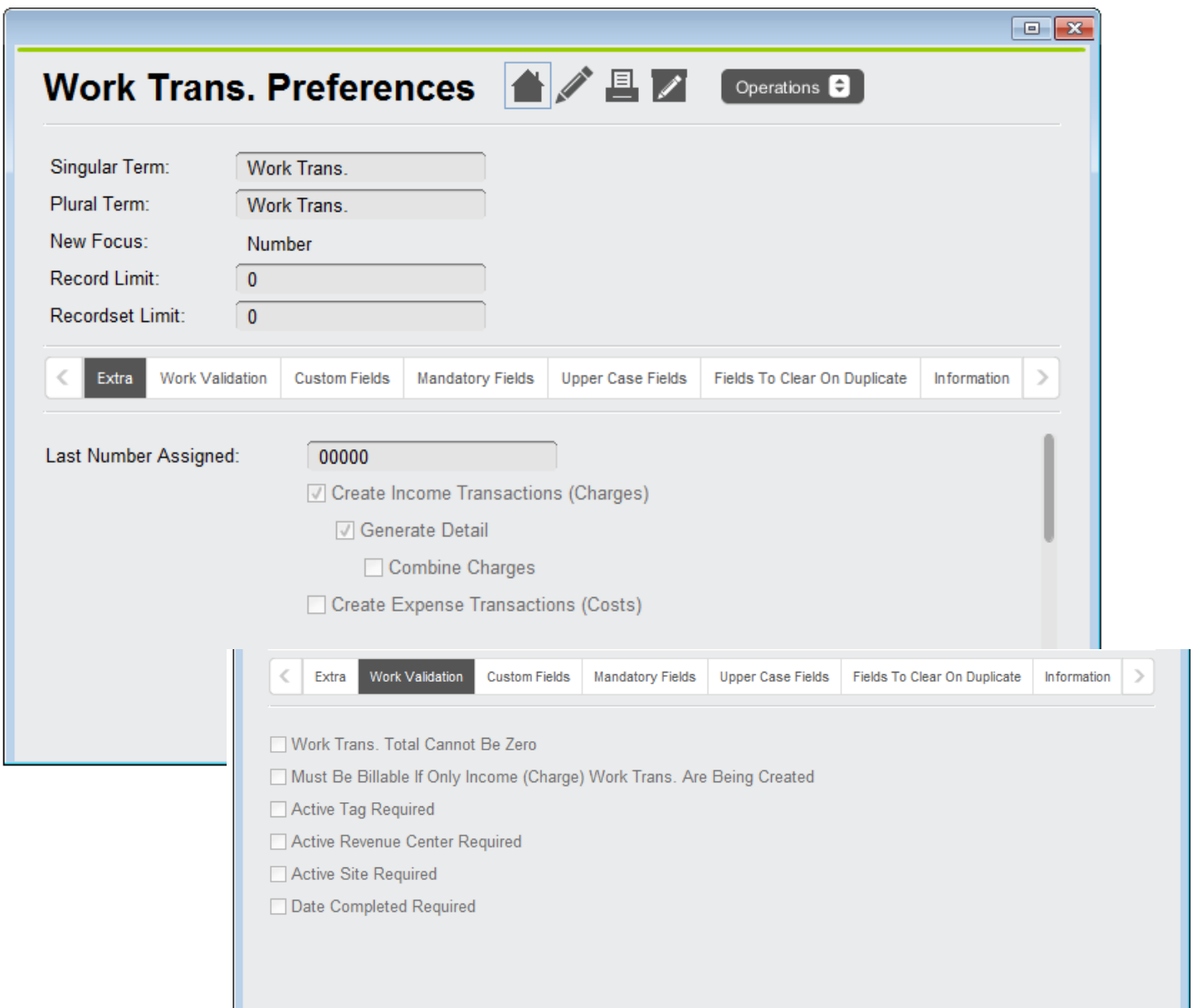


**Work Trans.**  
Stores all Work costs and charges that are posted to accounting

When a billable work order is posted, via the Post Work operation under the Operations menu on the Work List view, transaction records are generated in the Transactions capsule. These lists can be pulled up via a capsule search, as well as exported to an accounting program using the Export operation in the Work Trans. List View.

### Work Trans. Preferences

By going to **Work Trans.→Preferences**, you will access the following additional account export options. There are two key sections of the Work Transactions Preferences that will directly affect accounting exports: **Extra** and **Work Validation**.



The screenshot shows the 'Work Trans. Preferences' window. The 'Extra' tab is selected, showing fields for Singular Term (Work Trans.), Plural Term (Work Trans.), New Focus (Number), Record Limit (0), and Recordset Limit (0). Below these is a tabbed interface with 'Extra' selected. The 'Work Validation' tab is shown in a separate inset, containing several checkboxes: 'Work Trans. Total Cannot Be Zero', 'Must Be Billable If Only Income (Charge) Work Trans. Are Being Created', 'Active Tag Required', 'Active Revenue Center Required', 'Active Site Required', and 'Date Completed Required'.

< Extra
Work Validation
Custom Fields
Mandatory Fields
Upper Case Fields
Fields To Clear On Duplicate
Information

Last Number Assigned:

Create Income Transactions (Charges)

Generate Detail

Combine Charges

Create Expense Transactions (Costs)

Aware Accounting Export

CTI Export

CTI 2 Export

ES1 Export

ES1 2 Export

ES1 2 Export Custom Field:

IBS Export

MRI Export

MRI 2 Export

MRI 3 Export

MRI Short Export

PeopleSoft Export

PeopleSoft 2 Export

SAP Export

Yardi Export

Yardi 2 Export

Yardi 3 Export

Yardi 4 Export

**Extra tab**

- **Create Income Transactions (Charges)** – will cause the Post Work operation to create transactions based on the Charges associated with a Work record when checked.
- **Generate Detail** – will cause the Post Work operation to create individual transactions for each separate charge associated with a Work record when checked.
- **Combine Charges** – will cause the Post Work operation to group any charges associated with the same account together into a single Work Transaction.
- **Create Expense Transactions (Costs)** – will cause the Post Work operation to create transactions based on the Costs associated with a Work record when checked.
- **Generate Detail** – will cause the Post Work operation to create individual transactions for each separate cost associated with a Work record when checked.
- **Combine Costs** – will cause the Post Work operation to group any costs associated with the same account together into a single Work Transaction.

- **Exports** – will determine the format of the transactions export generated by AwareManager through the Work Transactions operation.

#### Work Validation tab

- **Work Trans. Total Cannot Be Zero** – will not allow the creation of Work Transactions equal to zero.
- **Must Be Billable If Only Income (Charge) Work Trans. Are Being Created** – will not allow the creation of Work Transactions for non-billable work when creating transactions based on Work Charges.
- **Active Building Required** – will not allow the creation of Work Transactions for Work records associated with Inactivated Buildings.
- **Active Department Required** – will not allow the creation of Work Transactions for Work records associated with Inactivated Departments.
- **Active Client Required** – will not allow the creation of Work Transactions for Work records associated with Inactivated Clients.
- **Date Completed Required** - will not allow the creation of Work Transactions for Work records for which there is no Date Completed.

### Exporting Financial Data

Once the Financial infrastructure is in place and the client begins entering data into the system, their Financial data can also be exported into accounting programs (for example: MRI or Yardi) via the **Operations** menu on the Work Transactions list view. In order to set this up for a client, you will need to know:

- The program you will be exporting to.
- The format the exported file needs to be in (for example: .csv or .txt).
- The fields the client needs exported.
- Any other information about the export (such as the formatting of specific fields, the order the fields should be in, etc).

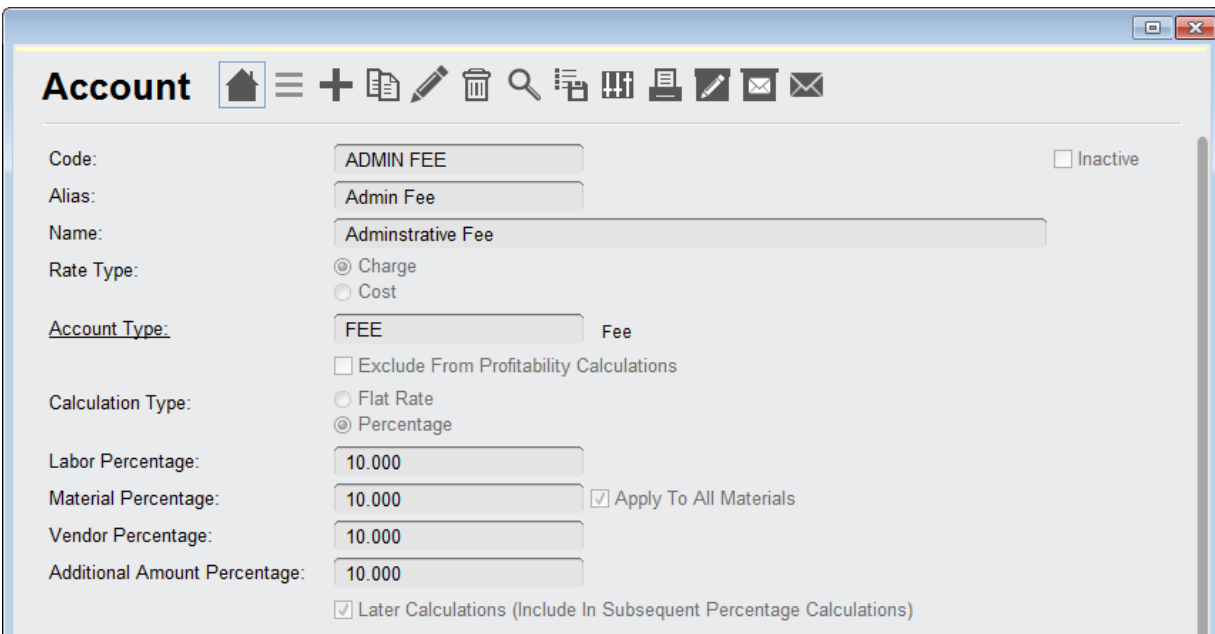
Once this information is obtained, you may be able to simply choose an export format from the Work Transactions Preferences menu, as shown above. However, if a custom export is needed, Development may be able to use this information to build an accounting export that suits your client's needs.












## Setting up Tax and Admin Fees

You can use Accounts to allow Sales Tax and percentage-based Admin Fees to automatically calculate when attached to a Work order. To do so, you will either create a new record or edit the existing designated Sales Tax and Admin Fee Account records.

### Setting up a Sales Tax or Admin Fees Account

- Choose the Rate Type of **Charge** and choose an Account Type.
- Choose the Calculation Type of **Percentage**.
- Enter a percentage into each field for which sales tax must be applied to the detail lines of a Work record. This should be the percentage applied for Sales Tax or Admin Fees (ex: 7.00 for a 7% sales tax).
  - **Labor Percentage:** applies to charges listed in the Time detail lines.
  - **Material Percentage:** applies to charges listed in the Material detail lines.
  - **Vendor Percentage:** applies to charges listed in the Vendor detail lines.
  - **Additional Amount Percentage:** applies to charges listed in the Additional Amounts detail lines.
- Check **Later Calculations** if you wish to have this percentage calculation applied to subsequent calculations on the Work record.
- Check **Apply To All Materials** if you wish this percentage to apply to all Materials on the Work record.



**Account**           

Code: ADMIN FEE  Inactive

Alias: Admin Fee

Name: Administrative Fee

Rate Type:  Charge  
 Cost

Account Type: FEE Fee

Exclude From Profitability Calculations

Calculation Type:  Flat Rate  
 Percentage

Labor Percentage: 10.000

Material Percentage: 10.000  Apply To All Materials

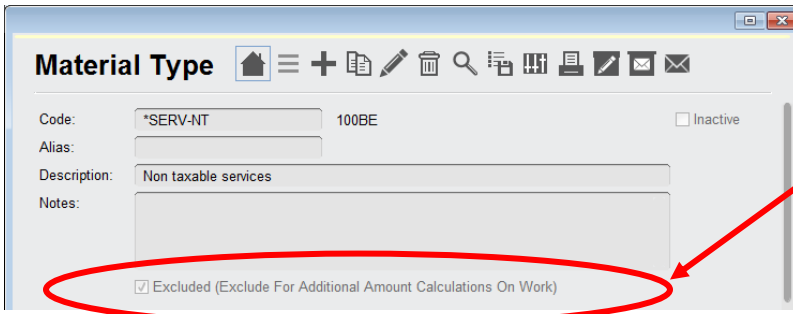
Vendor Percentage: 10.000

Additional Amount Percentage: 10.000

Later Calculations (Include In Subsequent Percentage Calculations)

**Note:** Materials may have a non-taxable Material Type, which will exclude them from the sales tax calculations. This is done via a checkbox in the Material Type record (see below).





Materials linked to this Material Type will NOT have additional amounts calculated.

**IMPORTANT:** Make sure you complete the steps to edit your Sales Tax Account before the next steps...updating the Client/Tenant tax rates. *The tax percentages will default properly **only** if you have edited the Sales Tax account.*

### Setting Up/Updating the Client Tax and Fee Rates

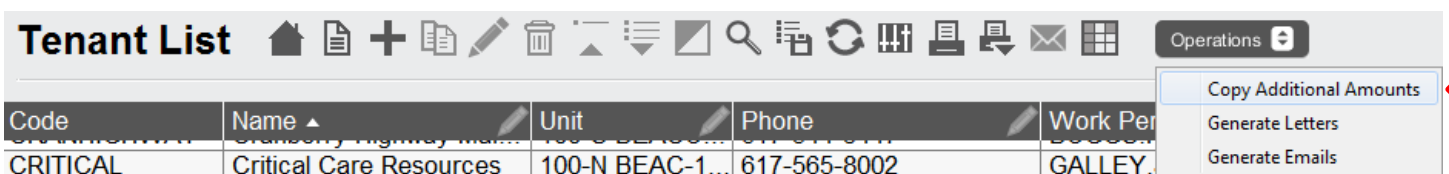
If you have clients who are tax-exempt or fee-exempt, you will need to make sure they are not linked to the Sales Tax or Admin Fees accounts. One of the easiest ways to accomplish this is to add a Tax/Fee Exempt checkbox via the Custom Fields under the Client capsule preferences, and then check off any tax- or fee-exempt clients. This will allow you to search for only taxable or tax-exempt clients, easily hide tax-exempt clients from the list, or sort your List View by this value for any future updates.

Once you have determined which clients will have tax or fees applied, you can quickly add the Sales Tax or Admin Fees accounts to all of your non-exempt clients by doing the following:

1. Remove all tax-exempt clients from your List View. Only taxable client records should be in your list.
2. Enter the Sales Tax Account under the Additional Amounts tab for one of your clients, and save the change.
3. With the record you just edited highlighted, click **Operations**→**Copy Additional Amounts** to copy the Account to all other clients in the list.

Account	Description	Labor Percentage	Material Percentage	Vendor Percentage	Additional Amount Percentage
ADMIN FEE	Administrative Fee	10.000	10.000	10.000	10.000

The operation will copy all Additional Amount detail lines into all the records visible in the list.



**Note:** The Copy Additional Amounts operation will copy all additional amounts from your selected record to all other records in the list. This will override any existing Additional Amounts on the client records. Therefore, if you have clients who will only be charged an Admin Fee, you will have to edit them in a separate batch from clients which will only be charged Sales Tax. Clients that will be charged both may be edited together.

## Financial Information in JXT

While the main infrastructure of JXT's accounting capabilities are contained within the Financial module, there are several other areas within the program that can be used to store and default Accounts, Charges, Costs, and Departments. It's important to note that in some cases, more than one default may apply to a single work order. In this case, the first field value entered is the one that determines the defaulted Accounts..

## Work Types

The screenshot shows the 'New Work Type' dialog box. Key fields include:
 

- Code:** A text input field with 'ENG' next to it and an 'Inactive' checkbox.
- Description:** A large text area.
- Shop/Trade:** A dropdown menu.
- Assigned To:** A dropdown menu.
- Priority:** A dropdown menu.
- Work Status:** A dropdown menu.
- Paragraph:** A dropdown menu.
- Work Category:** A dropdown menu.
- Estimated Hours:** A text input field with '0.000'.
- Hourly Charge:** A text input field with '\$0.00'.
- Hourly Cost:** A text input field with '\$0.00'.
- Options:** Checkboxes for 'Billable', 'Blank Lines (Print blank lines to record additional information)', and 'Show In Cockpit'.
- Show Authorization:** Radio buttons for 'Never' (selected), 'Always', and 'Billable'.
- Applies To:** Radio buttons for 'Time And Work' (selected), 'Time Only', and 'Work Only'.
- Accounts Tab:** A tabbed interface with 'Accounts' selected. Below it are fields for 'Time Charge Account', 'Material Charge Account', 'Vendor Charge Account', 'Time Cost Account', 'Material Cost Account', and 'Vendor Cost Account', each with a dropdown menu.

Work Types allow you to list accounts associated with Time, Materials, and Vendor for both charge and cost. These accounts will then apply associated dollar amounts to the listed accounts for each type of Charge or Cost in the Work Transactions.

Work Types also allow you to connect a Shop/Trade (Department) to default on the work order, which may have a Charge/Cost account linked with it as well.

You can enter the estimated hours and an hourly cost/charge associated with this work, which will show up in the Time detail records on the work order.

**Note:** hourly charges and costs can be pulled from Work Type or the Contact on the time detail line. Contact takes precedent if both are entered.

You can also choose whether work orders of this type require authorization based on whether they are billable.

## Purchase Types

Account	Description	Markup
		0.000

Purchase Types allow you to associate a Shop/Trade as well as an account and markup.

**Additional Amounts** associated with a Purchase Type will automatically apply to purchases of that type and calculate markup on all materials.

## Time Types

The Time Type multiplier is used on time records associated with billable work to calculate the total charge and cost of the time detail line. The hourly cost/charge (pulled from either the Work Type or Time Contact, with Time Contact taking precedence) is multiplied by the total amount of time spent as well as the Time Type multiplier.

This multiplier is typically used to track things such as overtime, and as such is usually set to 1 for regular time, 1.5 for overtime, or 2 for double time, but can be set to other values as well.

**Note:** In JXT v. 1017 and up, the Time Type multiplier can be specified to 15 decimal places.

### The Billable Checkbox

The Billable checkbox allows Charge and Cost calculations to be generated in the detail tables of a Work order. The Billable checkbox is located on both Maintenance and Work records. *It is important to make sure this box is checked for all work with charges and costs associated, to insure that all amounts are calculated properly.*

**On Maintenance records under the Defaults tab:** this will determine whether the Work order generated via this record will be billable. Maintenance is generally not billable, but exceptions to this may occur based upon client needs.

**On Work records:** this will determine whether the Work order is billable.

### Contacts

The contact can be associated with a Department (Shop/Trade).

**Note:** The Department can default on the Work order based on several different values, including Work Type, Contact, and Equipment. Whichever is filled in first will determine how this value defaults. The accounts associated with this Shop will affect how Charges and Costs are associated in the Work Transactions.

Under the **Defaults** tab, you can associate an Hourly Charge and Hourly Cost with the Contact. This will default on their Time detail records for all billable work.

## Equipment

Under the equipment record's Financial tab, you can define an account, a related purchase order, and a Vendor, as well as record the cost of the equipment and the salvage value.

The account and vendor information can default on the work order and affect Work Transactions, but the Cost and Salvage Value are for data tracking purposes only and do not default anywhere else.

## Vendors

You can associate Markup with a particular vendor. Vendor markup is entered as a percentage, so for instance 20 percent would be entered as 20.000 (not as 0.200).

You can also choose a Charge and Cost account to be associated with the Vendor. On the work order, the Vendor Cost must be filled in first in order for the Charge to default.

**Note:** Charge Rates override Vendor markup.

The Vendor can have a Department associated with it as well. This will not default an account from the Department onto the Vendor record; the Charge and Cost accounts must be filled out manually.

## Recommended Quick References

### Work

[Tracking Billable Work](#)

[Posting Work](#)

[Correcting Posted Work](#)

### Purchases

[Entering POs](#)

[PO Defaulting](#)

[PO Approval](#)

[Purchase Vs Work Report](#)

### Financial

[Budget Vs Cost Report](#)

[Charge Rates](#)

[Setting Up Sales Tax and Admin Fees](#)