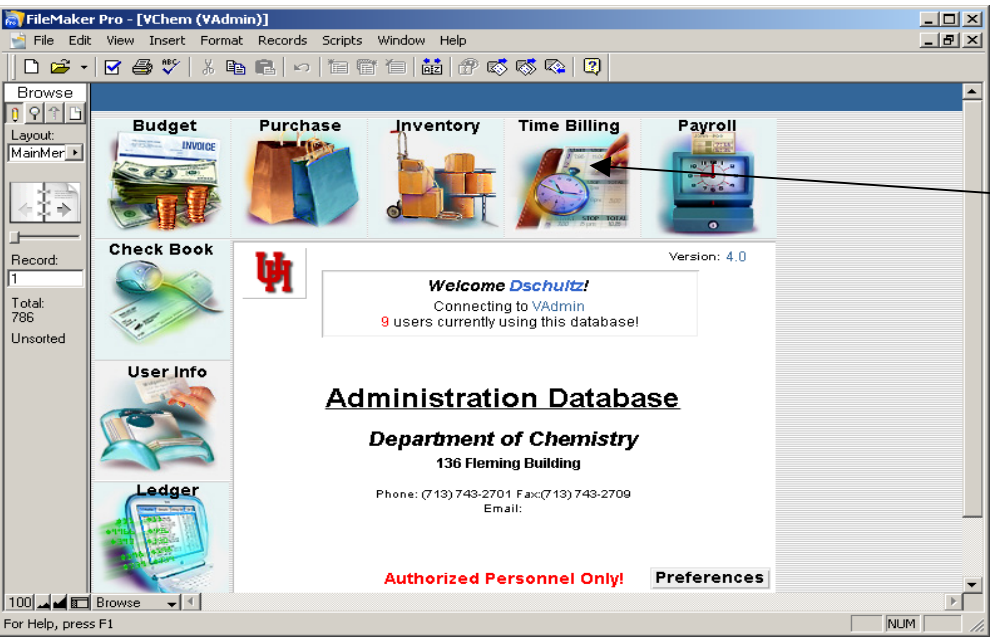


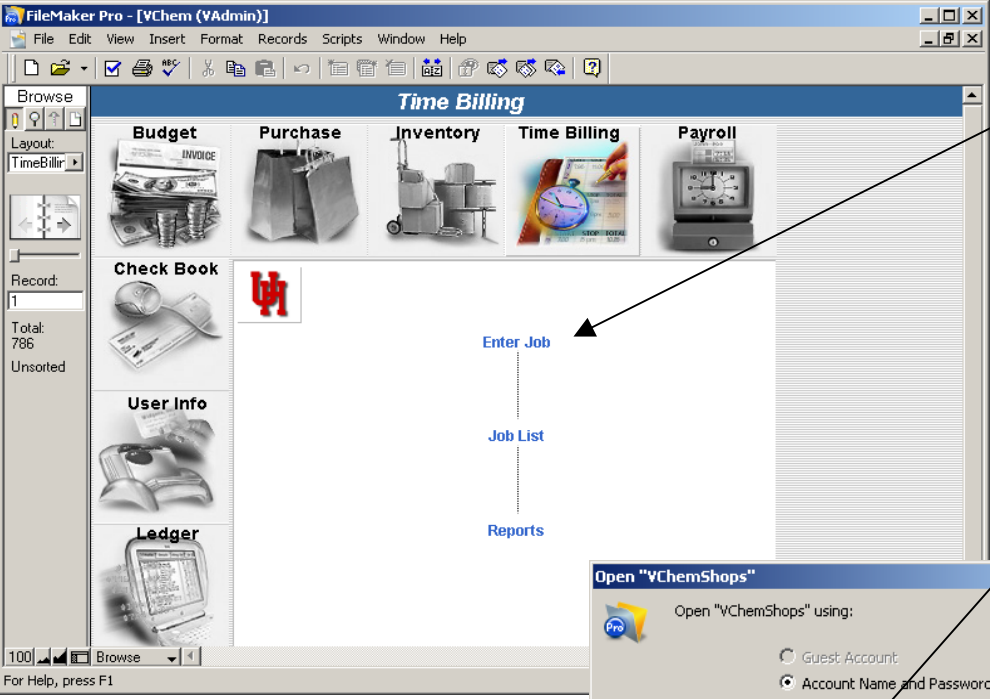
How to access the **Time Billing** screen in FMP.

This screen is used to enter jobs by the Dept. Shops.



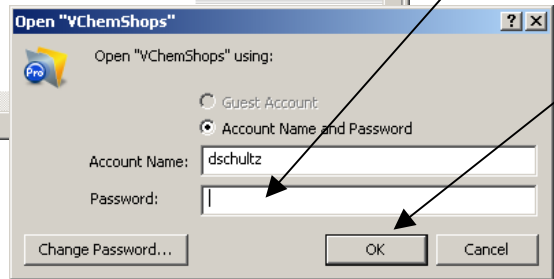
Welcome Screen
Select "**Time Billing**"

The following screen will appear.



Time Billing Screen.
Select "**Enter Job**".

The following display will appear in the middle of the screen. Type in your **password** and click "**OK**"



Note: Password is case Sensitive. Make sure Caps Lock is not on.

This will bring you to the **Project Info** screen.

The Project Info screen will be used to view **existing records**, as well as create **new records**.

The screenshot shows the 'Shops' application interface. At the top, there are buttons for 'New', 'Find', and 'Delete'. Below this is the 'Project Information' section with fields for Job Requisition No (6249), Project title (test), Shop (GlassShop), and Date (7/18/20). The 'Payment Information' section includes 'Paying this bill:' with fields for First name* (Roman), MI (Czernyszewicz), Last name (107C-F), Room # (roman@uh), E-Mail (3-3235), and Department (Chemistry). Below that is 'Submitted by (if other than PI)' with fields for First Name* (test) and Last Name* (Chemistry). The 'Job & Billing Information' section is partially visible at the bottom. On the left side bar, there are navigation controls for 'Layout' (ProjectIn), 'Record' (1), 'Found' (3), 'Total' (786), and 'Unsorted'.

First:

Let's go over some of the more helpful tools on the **side bar**.

The diagram shows the side bar with several tools and their functions:

- Browse:** States the current **view** mode. You can change the view by clicking **View** on the toolbar at the top of the page, or under the view mode by using the **shortcuts**.
- Layout:** Click the arrow to give you **layout options**. (Seen on right)
- Record:** View existing records by clicking on the direction desired or clicking and holding the mouse button on the **scroll bar** and moving.
- Total:** States the **currently viewed** record.
- Unsorted:** Total **number** of records.
- Sort icons:** Will display whether or not the record have been **sorted**.
- Size controls:** This shows the size of the on **screen** display. The two buttons on the right will adjust the size.
- Minimize:** This button will **minimize** the side bar.

Additional annotations on the right side of the diagram:

- Browse:** view all existing records.
- Find:** search for existing records.
- Layout:** not accessible by users.
- Preview:** selects one record for printing.

At the bottom, there are 'Decrease' and 'Increase' buttons for adjusting the size, with a '100' label and arrows indicating the direction of adjustment.

Data Entry

Section 1: Project Information

“Job Req. Number” and the current “Date” are filled in automatically after selecting the New button.

The screenshot shows the 'Shops' application window. At the top, there are buttons for 'New', 'Find', and 'Delete'. The 'Project Information' section contains several input fields: 'Job Requisition No' (6100), 'Project title' (Hoffman Valve), 'Shop' (GlassShop), 'Date (MM/DD/YYYY)*' (6/17/2005), 'Month' (Jun), 'Year' (05), 'JobType' (wo), and 'JobID (optional)'. A 'Get a JobID' button is located to the right of the date field. An arrow points from the 'New' button to the first step of the instructions below.

1. Click on “New”.
2. Fill in each field in the Project Information section.

Project Title -give a brief description of the work requested.

Shop – choose the shop name.

A dropdown menu for selecting a shop. The options are: MachineShop (checked), ElectronicsShop, GlassShop, and X-RayShop.

Month – select the month.

Year – select the year.

Job Type – select the job type.

wo = Work Order (billable)

M&O = maintenance and operations work (non-billable)

Vacation = vacation taken

Holiday = holiday taken

Sick = sick leave taken

A dropdown menu for selecting a job type. The options are: wo, M&O, Vacation, Holiday, and Sick.

Job ID (optional) – some shop managers choose to assign their own unique Job ID. This field is added for that purpose.


Data Entry

Section 2: Payment and Information

This section of the Project Info screen identifies the person **Paying** the bill and the person who **Submitted** the request.


Payment Information

Paying this bill:

Clear 

First name* MI Last name Room # E-Mail PI office phone Department

Submitted by



First Name* MI Last Name* Department Contact Phone

- ✓ Chemistry
- Physics
- Geosciences
- SVEC
- mechanical engineering
- biology
- Other...
- Edit...

Click on the “**Last Name**” field and select the person paying for the request from the **drop down menu**.

Click “**Other**” to add a Last Name to the list.

- ▲
- Deming
- Elthon
- Gao
- Geanangel
- Guloy
- Halasyamani
- Haymet
- Hoffman
- Jacobson
- Kadish
- Kevan
- Kochi
- Kouri
- Lee
- Moy
- Newaz
- Perry
- Pettitt
- Rabalais
- Thurmel
- Lawrence
- Copeland
- Layne
- U. G. Labs**
- Department in General
- Bell
- douglas
- Other...
- Edit

Data Entry

Section 3: Job & Billing Information

Job & Billing Information			
<u>Job Description:</u> Modify valve		<input type="text" value="\$7.50"/> Bill Rate per Hr.	<input type="text" value="\$7.50"/> Total Billed
<u>Hours worked</u> <input type="text" value=""/> Non Billable <input type="text" value="1"/> Billable		<input type="text" value="Yes"/> Completion Status <input type="text" value="6/17/2005"/> Date Finished*	

Job Description should be a detailed summary of the work being performed.

Hours Worked:

Non Billable – enter the number of non billable hours spent on the job.

Billable – enter the number of billable hours spent on the job.

Bill Rate per Hr. – verify that this is the currently approved rate for the shop. Otherwise, change it.

Total Billed – this is an auto-calculated field (Billable hours x Bill Rate per hour).

Completion Status* – select “Yes” once the job is complete and ready for billing.

Date Finished – enter date work is completed.

*Note: some managers close out the work order monthly, whether the job is completed or not, to allow for billing within that month. This billing by the month is allowed. To do so, the job is marked with a status of completed “Yes”. The record is then duplicated so that the same project and payment information is carried forward into a new record for the next month.

Other managers choose to bill by the project. If that is the case, the project can be open over several months before being marked “completed” and billed.

Data Entry

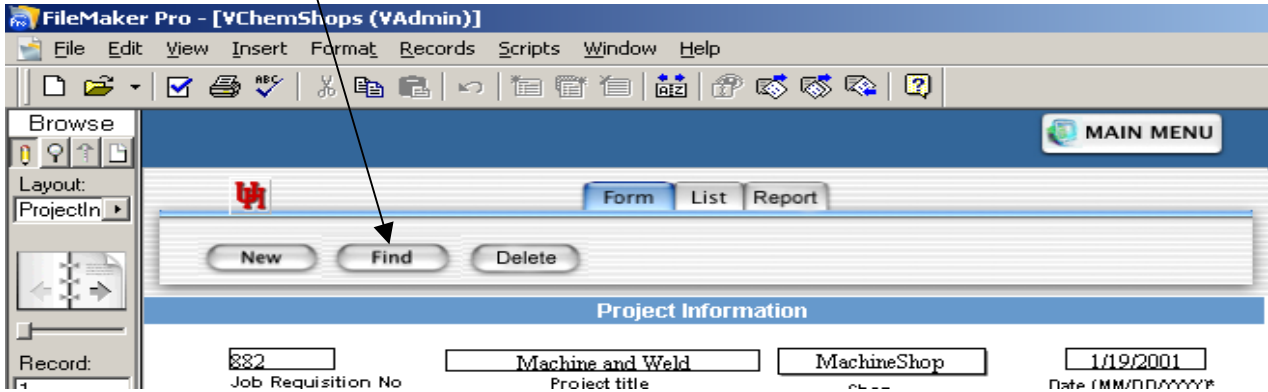
Section 4: Tools and Materials Information

This section may be used to track the tools and materials that are used to complete the project.

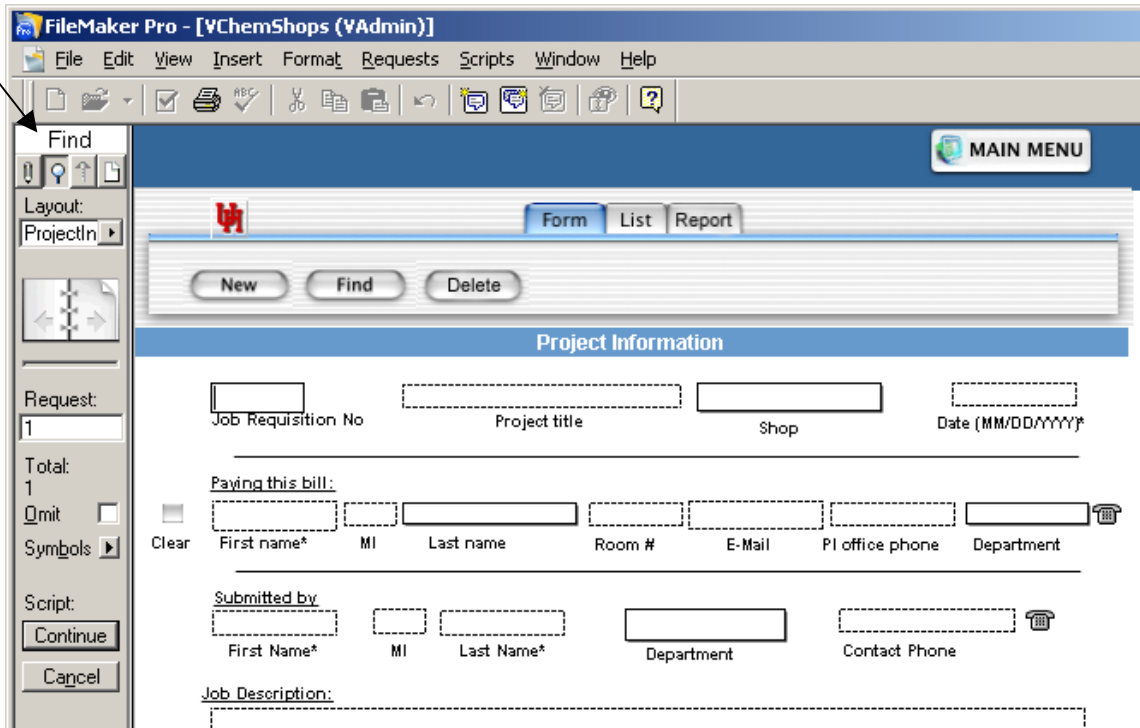
Tools and Materials Information				
Tools and Material Invoice:				
Id #	# Of Items	Comments	Cost/Unit	Sub Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Total	<input type="text"/>

Finding a record in the Project info Screen.

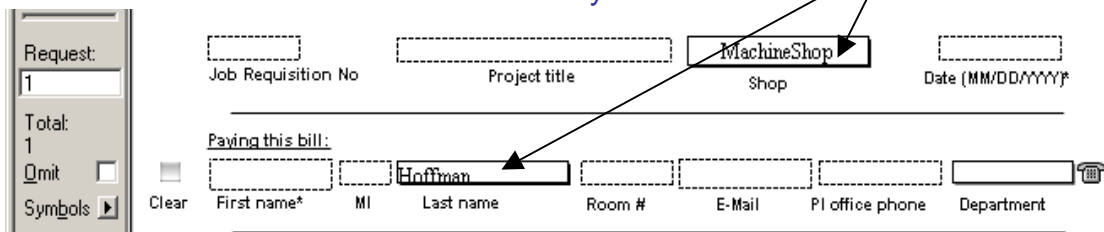
1. Click on "Find".



2. Notice the current view mode.



3. Type your request in any existing field. You can use multiple fields in order to narrow down your search.



Find

MAIN MENU

Layout: ProjectIn

New Find Delete

Project Information

Job Requisition No: [] Project title: MachineShop Shop: [] Date (MM/DD/YYYY)*: []

Paying this bill:

Clear First name*: Hoffman MI: [] Last name: [] Room #: [] E-Mail: [] PI office phone: [] Department: []

Submitted by:

First Name*: [] MI: [] Last Name*: [] Department: [] Contact Phone: []

Job Description:

Request: 1

Total: 1

Quit

Script: Continue Cancel

4. Click on "Continue" once you have filled in the desired fields for your search.

5. Your results will be shown in List View.

Browse

MAIN MENU

Layout: ListView

New Find Delete

Order #	Shop	Invoice Title	Last Name	Department	Phone	Date finished	Total amt	Processed	Comp
4133	Machine Shop	drill hole in s.s. flange	Hoffman	Chemistry	3-3255		\$15.00	Yes	100
4487	Machine Shop	re-build gas valve	Hoffman	Chemistry	3-3257		\$7.50	Yes	Yes
4825	Machine Shop	weld cap and drill & tap	Hoffman	Chemistry	3-3255	2/6/2003	\$20.00	Yes	Yes
3655	Machine Shop	modifv a pump shaft to	Hoffman	Chemistry	3-3255	4/2/2003	\$10.00	Yes	Yes
4310	Machine Shop	repair a tungsten heater	Hoffman	Chemistry	3-3255	8/18/2003	\$15.00	Yes	Yes

Record: 1

Found: 5

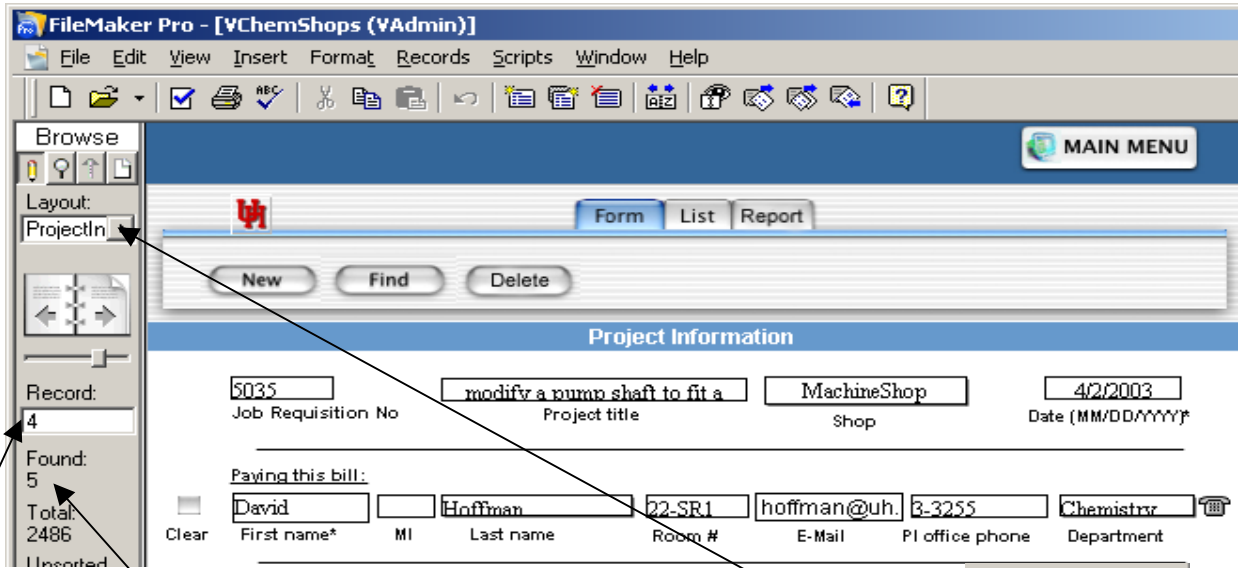
Total: 2486

Unsorted

Click on the small Gray box to view the record in Project Info Layout.

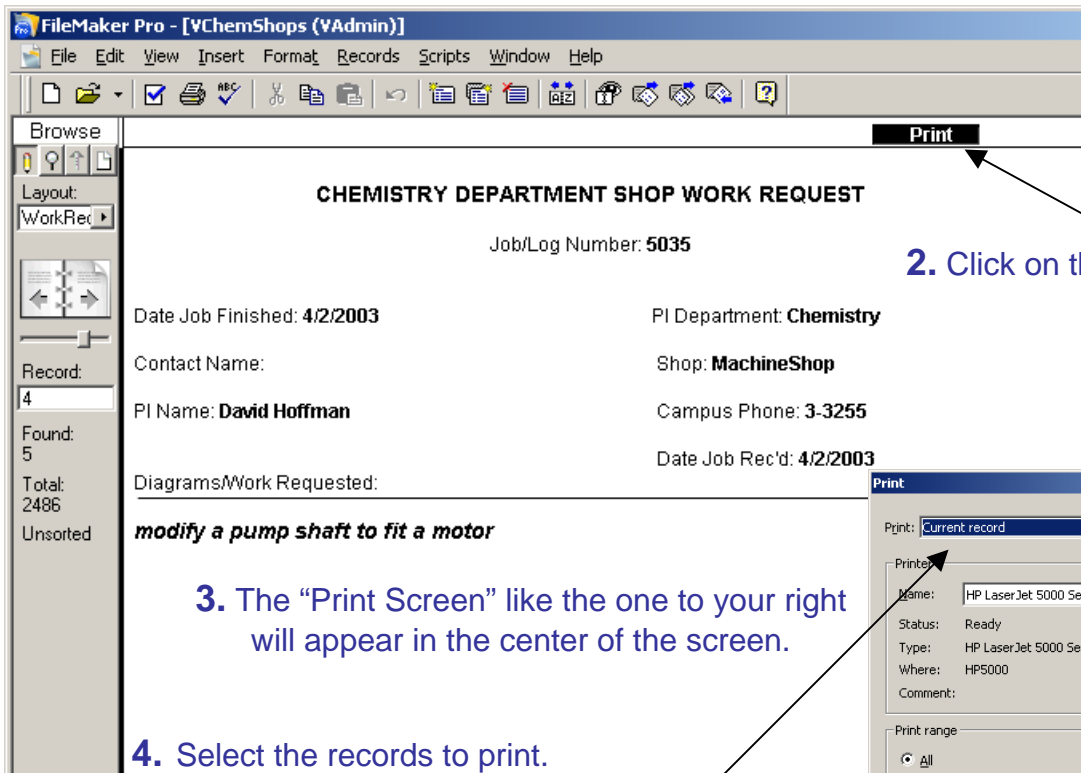
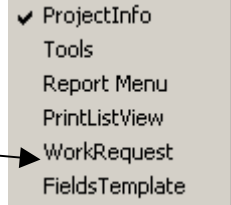
Indicates number of Found records.

Printing



Record 4 out of the 5 found is being viewed.

1. To print click the arrow on the "Layout" field for the drop down menu seen to the right. Select "Work Request".

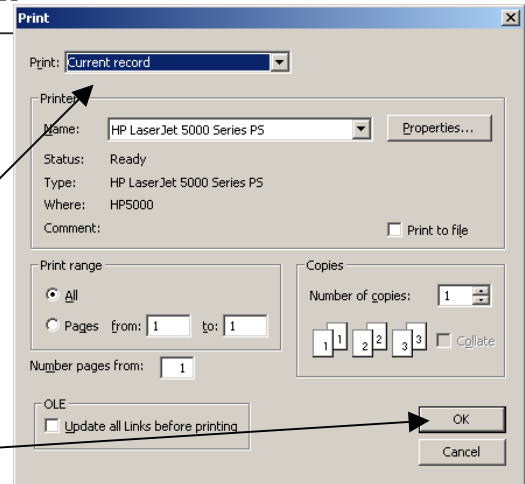


2. Click on the "Print" button.

3. The "Print Screen" like the one to your right will appear in the center of the screen.

4. Select the records to print.

Current record: prints the record you are viewing.
Records being browsed: prints all found records.



5. Click "OK".