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Work in Progress

The Work in Progress (WIP) feature lets you monitor project detail as the project progresses. It gives you the ability to track, analyze, reconcile, and report on a valuable asset within your organization. You can easily view cost detail. Using this information, you can view all items on a sales ticket for a project, view whether the line item is on a purchase order or whether the item is from job costing. If a line item is on a P/O, the system lets you know whether the item has an invoice posted in accounts payable. If the posting is for a partial amount, the system also displays this information.

You can print a copy of the Work in Progress Report which lets you compare total dollars added to the ticket against those dollars that have been posted to accounts payable and job costing. This allows you to quickly determine any discrepancies between the recorded cost of goods sold and the actual cost paid to vendors.

WIP works with the After the Fact feature. The After the Fact window lets you edit and make adjustments to work in progress information. When you make changes to the information and post it, the system updates the ATF-BATCH file which is stored on the G/L volume serial. Until you release the information, you can return to the After the Fact window and make as many corrections as necessary. After you release it, the information is removed from the After the Fact window. In addition, both the Work in Progress window and the GL-BATCH file are updated with the changes. You can also use the After the Fact window to automatically write-off and purge WIP information. When releasing after the fact information, the system creates a transaction in the P-MASTER file at a status B.

Note: You must be authorized to use Extended General Ledger Numbers to use this feature. In addition, the Work in Progress feature is not included in all software packages and may require authorization. For more information, contact ECI sales.

WIP provides many benefits for you and your business:

- Quick detection of discrepancies (can reconcile however often you choose, including daily, weekly, monthly)
- Accurate cost reporting (down to order, vendor and even item level)
- Detect vendor under/overcharging or wrong contract pricing used
- Uncover duplicate vendor payments
- Identify incorrect recording of cost of goods sold
- No big write-off surprise at year end
- Commission calculation is more accurate and timely because incorrect costs are trapped and identified when the order is invoiced
- Useful if you experience a lot of cost adjustments after invoicing
- Cost adjustments can be recorded to the salesperson or to the house account
- Accurate and detailed financial reporting
- Aid in Invoicing/AR (can determine which orders have had vendor payments but have not yet been invoiced)
- Track reasons for write-offs to determine any necessary corrective action
Planning to Use the Application
To get started, set up the following:

- Authorization for the Work in Progress Feature (For more information, contact ECI sales.)
- Set the Work in Progress Parameters.

Setting Work in Progress Parameters
You can set Work in Progress parameters in the Parameter Editor window. These parameters affect settings in the Work in Progress window and After the Fact window.

1. From the Master Menu, double-click [Keyop Menu]

2. Double-click [Parameters].

3. From the Parameter Editor window, double-click Furniture.

4. Double-click Work in Progress.

5. Click General Configuration. The General Configuration options display.

5.1 In the Update Password box, enter a password restricting users from editing work in progress information. This password is used when you edit Work in Progress Detail information but not when viewing.

5.2 In the WIP G/L Major box, enter the book and major that you use for your WIP accounts.

5.3 In the Reserve Department box, enter the inventory department that is the reserve work in progress account.
5.4 In the ATF Invoice Format box, enter the invoice format to use when printing after the fact information. You can enter up to four characters in this box. This invoice format you specify here provides a unique look for after the fact invoice. Your Billing Department should not send this format to the client. It is for in-house use only and allows you to properly align costs that are out of balance between your payables and sales.

5.5 In the Purge Periods box, enter a two-digit business period for purging balanced orders. The information you specify is the default business period when you purge information in the After the Fact window. This box represents the number of periods that a record has to be in order to purge if it is in balance. For example, suppose it is period 12 and the work in progress record is period 11, if you set the Purge Periods box to 2, the system would not purge the period 11 record.

6. After you set the General Configuration parameters, click Write-Off Options. The Write-Off Options appear.

6.1 In the Default Salesperson box, enter the default salesperson number for the work in progress feature.

6.2 In the Additional Salesperson box, enter an additional salesperson number for use with the Work in Progress feature.

6.3 In the Use Specific Salesperson box, type Y to use the salesperson specified in these parameters. Type N to use the salesperson number on the order.

6.4 The Update Reserve Account box allows the auto write-off information to be sent to the reserve department for general ledger instead of the department for the vendor that has the highest balance when the auto write-off is performed. To allow automatic write-offs to update the general ledger reserve account, set this box to Y. When the automatic write-off is executed, the general ledger reserve account is updated instead of the vendor department that has the highest balance. To allow automatic write-offs to update the vendor department that has the highest balance, set this box to N.

6.5 The Include Open Orders box works with the Purge Periods text box. If you set this box to Y, the system purges open orders if there is no WIP activity for the specified periods.
6.6 In the Marking Variance Value box, enter a dollar amount for WIP variance. When marking WIP invoices, you have the ability to automatically mark all invoices plus or minus the dollar variance. The system uses this parameter when using the auto write-off feature. As long as the order is within the variance you specify in this box, the system creates the ATF to get the order in balance.

6.7 In the Periods Since Last Posting box, enter the two-digit period since the last WIP posting. Write-offs are only created for orders that are completely invoiced (no open orders in the P-MASTER file) and have no activity in WIP database for the specified number of periods. If you set this box to Y, the system creates a write-off for an open order if there is no activity in WIP for the specified number of periods.

6.8 In the View All ATF’s Password box, enter a password allowing a user to view all after the fact postings in the After the Fact window. If users specify the password set in this box, they can view all after the fact posting information. If they do not have access to this password, they can only view after the fact posting that they have created in the After the Fact window. This allows you to control the individuals who have access to all ATF data.

7. When you finish, click to save your changes.

**Note:** These WIP invoices still need to be released through the After the Fact window to update the WIP database.

### Viewing Furniture Works in Progress

You can use this feature to monitor detail as the project progresses. You can easily view cost detail for your orders.


3. By using both sort and restriction options, you can set limits for the projects to view. Click each box and enter the limits.
3.1 Click the down arrow in the View box to select the type of information to view. You can view the information in a Summary format. This includes a summary of the work in progress information and totals. The Detail option lets you view all the line items on the order as well as totals. The Formal option lets you view totals.

3.2 Click the down arrow in the Order box to indicate the order in which information displays. For example, you can display information in the following order: location, project and order, click the down arrow in the Order box and choose the Loc/Project/Order option.

3.3 Use the Location/To boxes to limit the orders to a specific location. To do so, click the Location box and enter the beginning location in the range. In the corresponding To box, enter the ending location in the range.

3.4 Use the Customer/To boxes to limit the orders to a specific customer account number and department or by a range of customers. To do so, click the first Customer box and enter the beginning customer account number in the range. In the second Customer box, enter the department number. In the corresponding To boxes, enter the ending customer account number in the range, along with its corresponding department number.

3.5 Use the Project/To boxes to limit the orders to a specific project or a range of projects. To do so, click the Project box and enter the beginning project in the range. In the corresponding To box, enter the ending project in the range.
3.6 Use the Salesperson/To boxes to limit the orders to a specific salesperson number or a range of salespersons. To do so, click the Salesperson box and enter the beginning salesperson number in the range. In the corresponding To box, enter the ending salesperson number in the range.

3.7 In the Order/To boxes, you can limit to a specific order number or a range of orders. To do so, click the Order box and enter the beginning order number in the range. In the corresponding To box, enter the ending order number in the range.

3.8 Click the Use Cutoff Date check box to limit the information by a specific date. In the corresponding Date box, click the down arrow to display a calendar. Select the date by which to limit. You can move forward and backward through the months by clicking the forward and backward buttons. When the date to limit by appears, click the date on the calendar.

3.9 The Or Period/Fiscal box consists of two limits: the first is the Period box and the second is the Fiscal box. Click the Or Period box to enter a specific business period by which to limit. In the corresponding Fiscal box, enter the year by which to limit.

3.10 Click the Closed Orders Only box to view only closed orders. To view open (those orders not posted in O/E) as well as closed orders, leave this box blank. Closed orders indicates that no other dash ticket exists in the P-Project file. All related dash tickets have been completed invoiced.

3.11 Click the Include Zero Balance Order check box to view orders that have zero balances. To view orders that contain zero balances, check the Include Zero Balance Order box. To hide orders that contain zero balances, leave the Include Zero Balance Order box blank.

3.12 The Exclude Zero Balance Items check box only appears if you select the Detail option in the View box. Click this box to view zero balance items in the Work in Progress window. To hide items that contain a zero balance, leave the Include Zero Balance Order box blank.

3.13 When you finish, click Process. The Work in Progress window opens and displays the projects according to the limits you set.

4. When you specify to view Detail in the Work in Progress window, you can also add, change, and delete the work in progress information.

4.1 Click the File menu and the Edit Password box appears.
4.2 Enter the password set in the Update Password box in the Furniture Work in Progress General Configuration Parameters.

4.3 Click to add new work in progress information.

4.4 Click to change existing work in progress information.

4.5 Click to delete existing work in progress information.

4.6 When you finish, click to save your changes.

5. To customize the boxes that appear in this window, click . The Select Columns to Display dialog box opens. This dialog box contains the PO through Close boxes. The boxes that currently appear in the Work in Progress window are checked.

6. To change the display, click the appropriate boxes. When you finish making column adjustments, click OK.

7. You can print the information or export it to a file. Click . The Work in Progress Preview dialog box opens.

8. In the Work in Progress window, you can access history information. Click the line to view history detail. Select from the following:

   8.1 To view order entry history, click . The O/E History window opens and displays information for the line you selected.

   8.2 To view purchase order history, click . The P/O History window opens and displays P/O detail for the line you selected.

   8.3 To view accounts payable history, click . The A/P History window opens and displays information for the line you selected.

   8.4 To view accounts receivable history, click . The A/R History window opens and displays A/R data for the line you selected.

9. When you finish viewing information, close the Furniture Works in Progress window.
Manually Adjusting a WIP Order to Bring it into Balance

These steps let you manually adjust after the fact information, for example, you can manually write off $250 for a specific order.


3. When the cursor moves to the Order box, enter the order number.

4. Press Enter. The cursor moves to the Ref Nbr box.

5. You can manually adjust the Ref Nbr through Item Co boxes. Click the box to change and enter the information. When finished, press Enter.

   5.1 In the Ref Nbr box, enter the new reference number for this line item. You can enter any reference number that helps you identify why you are manually changing this line item.
5.2 Click the Vendor box and select the vendor for whom you are manually writing off information. For example, if the vendor overcharged you, retrieve the vendor account and then increase the cost for that vendor. If you cannot recall the vendor, click to query.

5.3 Click the Dept and enter the department associated with the vendor you selected.

5.4 Click the Remarks box and enter any remarks that help you identify the reason you made changes to this order.

5.5 Click the Cost box and enter the amount to increase or decrease the cost of this item.

5.6 Click the Transaction box to specify whether to increase or decrease the item’s cost. Click the down arrow and select the text Reduce or Increase. Using the same example, if the vendor overcharged you, increase the cost.

5.7 The Salesperson box defaults to the salesperson number for the original order. To change the salesperson number, click the Salesperson box and enter the salesperson number. If you cannot recall the salesperson’s number, click to query.

5.8 The 2nd Slsp box defaults to the original secondary salesperson number for this order. To change it, click the 2nd Slsp box and enter the salesperson number or click to query.

5.9 Click the Item Nbr box to enter the item number for this manual adjustment. The number you specify does not have to exist in the Item database. You could enter a generic item, ATF Adjustment, for example.

5.10 The Item Co box displays the item’s company or manufacturer. Click this box to enter the company for the vendor you previously selected.

6. When finished, press Enter.

7. Click Post.

8. The cursor returns to the Order box. The system writes the information to the ATF-BATCH file. Until you release the information, you can change it in the After the Fact window.

**Changing After the Fact Information**

You can use the After the Fact window to adjust your work in progress information. By allowing you to edit and make adjustments to work in progress information, you can make timely corrections to cost of goods sold.

When you make changes to the information and click Post, the system updates the ATF-BATCH file which is stored on the G/L volume serial. Until you release the information, you can return to the After the Fact window and make as many corrections as necessary. After you release it, the information is removed from the After the Fact window. In addition, both the Work in Progress window and the GL-BATCH file are updated with the changes you made.

**Note:** Adding, changing, and deleting existing WIP data can only be performed in the Detail window. In addition, you must specify the Update Password from the General Configuration Work in Progress Parameters window before making changes.

1. In the After the Fact window, click the Order box and enter the order number to change.

2. Press Enter.
3. The cursor moves to the Ref Nbr box. At this point, you can change the Ref Nbr through Item Co boxes. Click the box to change and enter the information. When finished, press Enter. You can change each of the following:

3.1 Click the Ref Nbr box corresponding to the line item to change and enter the new reference number for this line item. You can enter any reference number that helps you identify the changes you’re making to this Work in Progress order. For example, you could use the order number.

3.2 Click the Vendor box corresponding to the line item to change and select a different vendor. This box displays the vendor’s account number for this order. The information in this box comes from the Vendor window. To change the vendor, click the Vendor box and enter the vendor’s account number. If you cannot recall the vendor, you can click \( \text{query} \) to query.

3.3 Click the Dept and enter a different inventory department for the line item. When adding information, you must specify a department before the information can be posted.

3.4 Click the Remarks box and enter any remarks that help you identify the changes you are making to this Work in Progress order.

3.5 Click the Cost box and enter the amount to increase or decrease the cost of this item.

3.6 You can use the Transaction box to specify whether to increase or decrease the item’s cost. If you reduce the cost of the order, the Transaction box displays the text Reduce. If you increase the cost of the order, the Transaction box displays the text Increase. To change the text, click the down arrow in this box and select the text Reduce or Increase.

3.7 The Salesperson box displays the salesperson number. To change the salesperson number, click the Salesperson box and enter the salesperson number. If you cannot recall the salesperson’s number, you can click \( \text{query} \) to open the Salesperson Query dialog box.

3.8 The 2nd Slsp box displays the secondary salesperson number for this order. To change the salesperson number, click the 2nd Slsp box and enter the salesperson number. If you cannot recall the salesperson’s number, you can click \( \text{query} \) to open the Salesperson Query dialog box.

3.9 The Item Nbr box displays the item’s stock number. You can click this box to enter the item’s number, ATF Adjustment, for example. The number you specify does not have to exist in the Item database.

3.10 The Item Co box displays the item’s company or manufacturer. You can click this box to enter the item’s company, HON, for example.

4. When you finish, press Enter. The information moves down one line. The cursor returns to the Ref Nbr box. You can continue to add as many lines as necessary.

Note: If you make a mistake while entering information, you can also right-click and select the Undo Add option.

5. When you finish entering information, click Post.

6. The cursor returns to the Order box. The system writes the information to the ATF-BATCH file. Until you release the information, you can change it in the After the Fact window.

7. You can also delete a line you have added. To do so, click the line to select it and right-click. Select the Delete this ATF option.
8. While using the After the Fact window, you can also access other database windows. Click the Databases menu. Select the database to open. You can choose from the O/E History window, the Customer window or the Vendor window. When you’re ready to release the information, use the Release function.

**Writing Off After the Fact Information**

You can use this feature to write off after the fact information. When you do so, the system automatically creates adjustments based on criteria you specify. You can specify the dollar amount, the transaction age, select closed orders only and write-off the reserve or cost of goods sold. This feature views the variance to automatically create the ATF’s that are the order in balance. The system creates records in the ATF-BATCH file. Once the file is released, the system automatically updates the P-MASTER file with the transactions to an invoice status (status B).

1. In the After the Fact window, click the Action menu and select Auto-Write ATFs. The Create ATF Records dialog box opens.

2. Click the Write-Off ATF’s button. The Loading Records message appears while the system retrieves the information.

3. The system writes off the information specified.

**Releasing After the Fact Information**

You can use the After the Fact window to release your work in progress information. Until you release information, you can continue to change it. Once it is released, you can no longer change the data.

1. To release the Work in Progress information, in the After the Fact window, click the Action menu and select Release. The Release ATFs dialog box opens.

2. Check the Rel box corresponding to the work in progress information to release. To select all the boxes, click Select All.
4. Use this dialog box to specify the printer format and the logical name of the printer where the information prints.
5. When ready, click Process.
6. After the procedure is complete, the cursor returns to the Order box in the After the Fact window. The system updates the Work in Progress window and the GL-BATCH file with the changes you made.

**Purging After the Fact Information**
You can use this feature to purge balanced WIP accounts. When you do, you can limit the purge to a specified cutoff date. You can also save the purged information to an archived file.

**Note:** When you archive WIP data to a file, it is not used by the system. Instead, you can use the archived data with programs outside of DDMS®, such as Microsoft® Access, for example. Archiving the information lets you review it at a later date, should it prove necessary.

1. In the After the Fact window, click the Action menu and select Purge WIP. The Purge WIP Records dialog box opens.
2. In the Cutoff Period box, enter the date by which to limit this purge.
3. In the Archive to File box, specify to archive the information you are purging to a file. If you check this box, the system defaults to save the purged information to the file name and volume serial shown in the File Name and Volume boxes.
4. You have the option of changing the file name and volume where the saved data is stored.
   - To change the file name, click the File Name box and enter the new file name over the existing file name.
   - To change the volume serial, click the down arrow in the Volume box and select the volume serial where the information is saved.
   - To select an existing file, click the Select File button. Scroll to the area on your hard drive and select the file where the information is saved.
5. When you are ready to purge the information, click Purge WIP. The information is purged to the file you specified.