IRIS 10 — Cost Accounting

User manual

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Posting timecards

Overview

Use the **Time Card** screen to check timecards against timecard rules and to post them to transactions. Posting handles labor, equipment, material and service time.

- **Validate timecard rules** checks the timecards that match the grid filter against the rules you choose. It does not post them.
- **Post timecard records** posts the timecards that match the grid filter to transactions, after you choose rules in **User Rules Selection**.

If a timecard fails, the **Posting Errors** window lists it. If timecards post but some equipment readings are held, a window opens where you correct and post the held readings.

Before you begin

- Sign in to IRIS10 and open the **Time Card** screen at `/cas/timecard`.
- Make sure you have the access level you need:
  - **2 - Read/Write** to validate from the **Validate timecard rules** toolbar button.
  - **4 - Can Post** to post, or to use the **Options** menu items.

  Administrators assign these levels. See Security Administration: access levels by user.
- Know how to filter a grid. Validate and post act on the grid's current filter. See Grid filters.

> **Important:** Validate and post include every timecard that matches the grid's current filter, not only the rows you selected. Filter the grid before you click **Ok**.

Procedure

Filter the grid to the timecards you want to process

1. Open the **Time Card** screen and apply a grid filter or search that leaves only the timecards you want to validate or post.

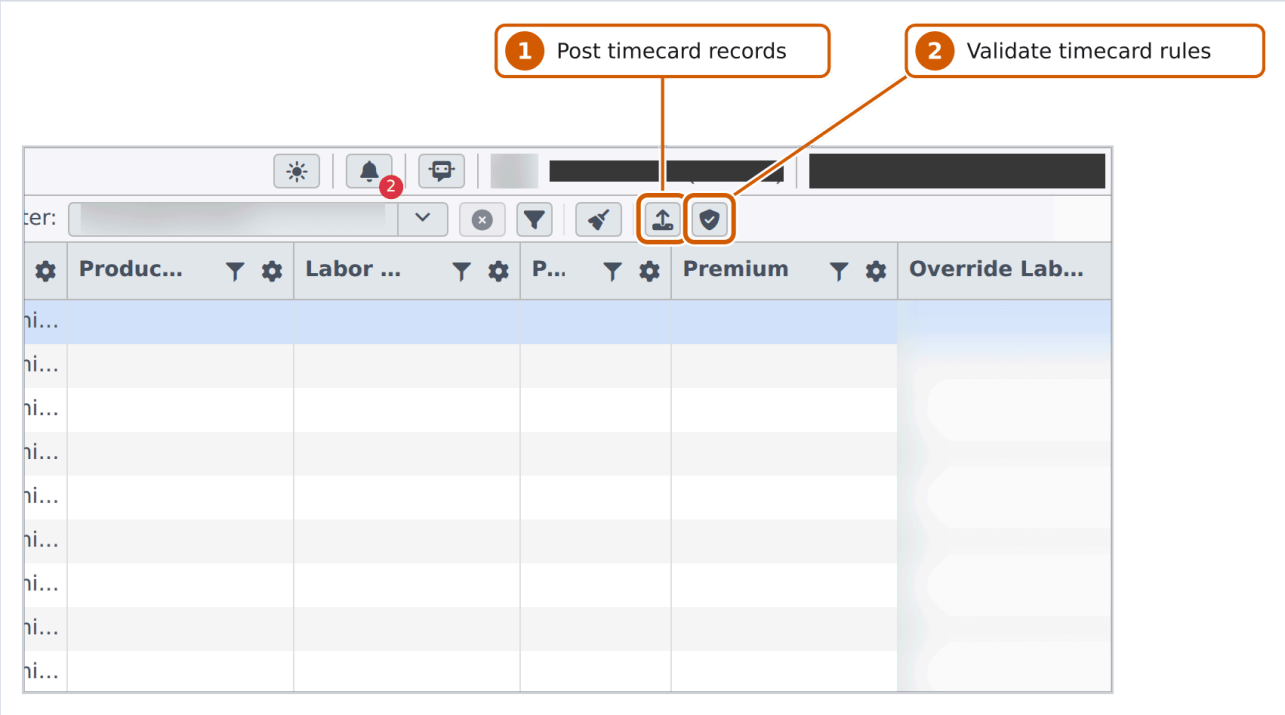
   The grid shows only the timecards you mean to process. Validate and post include every timecard that matches this filter, whether or not the row is selected.

Validate timecards without posting

1. Filter the grid to the timecards you want to check.
2. On the toolbar, click **Validate timecard rules**.

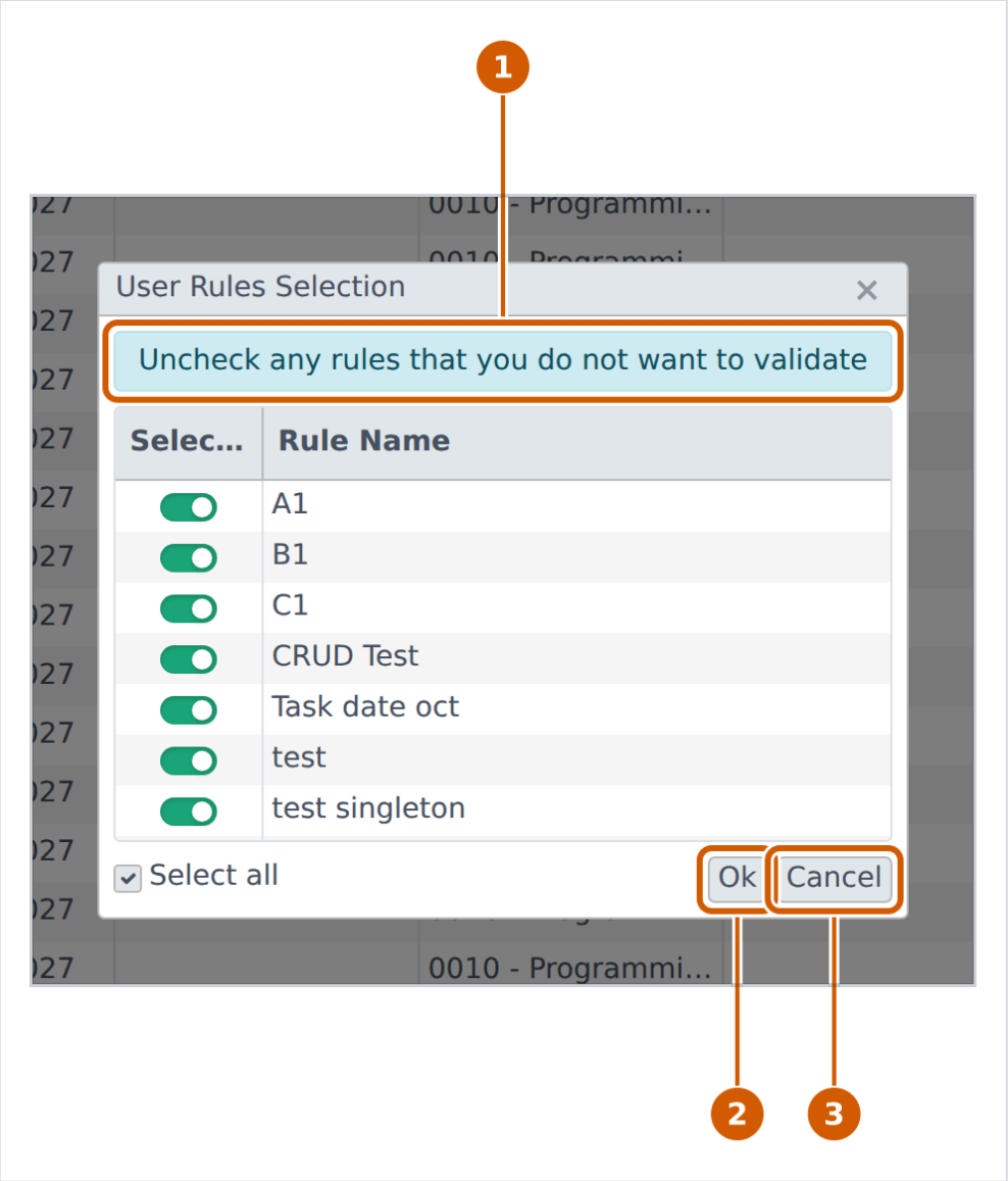
   The **User Rules Selection** window opens with the heading "Uncheck any rules that you do not want to validate".

> **Note:** The **Validate timecard rules** toolbar button needs **2 - Read/Write**. The **Options** menu item **Validate Timecard Records** needs **4 - Can Post**, so level-2 users validate from the toolbar button.



The Time Card toolbar's Validate timecard rules button checks timecards. Its Post timecard records button posts them.

1. Post timecard records: Needs 4 - Can Post
2. Validate timecard rules: Needs 2 - Read/Write



The User Rules Selection window after Validate timecard rules. Clicking Ok starts validation. Nothing is posted.

1. Uncheck any rules that you do not want to validate
2. Ok starts validation
3. Cancel

3. In the grid, clear the **Selected** switch for any rule you do not want to check.

   Only the rules you want to check stay selected.

   > **Note: Select all** is checked by default. Use it to check or clear every rule at once. For more about the rules, see Timecard rules.

4. Click **Ok**.

   The window closes and validation starts at once while a loading indicator shows. No timecards are posted.

5. Read the result.

   If no problems are found, the message "All timecard records validated successfully." appears. If any timecard fails, the **Posting Errors** window opens. The grid then refreshes. Validation does not send a notification.

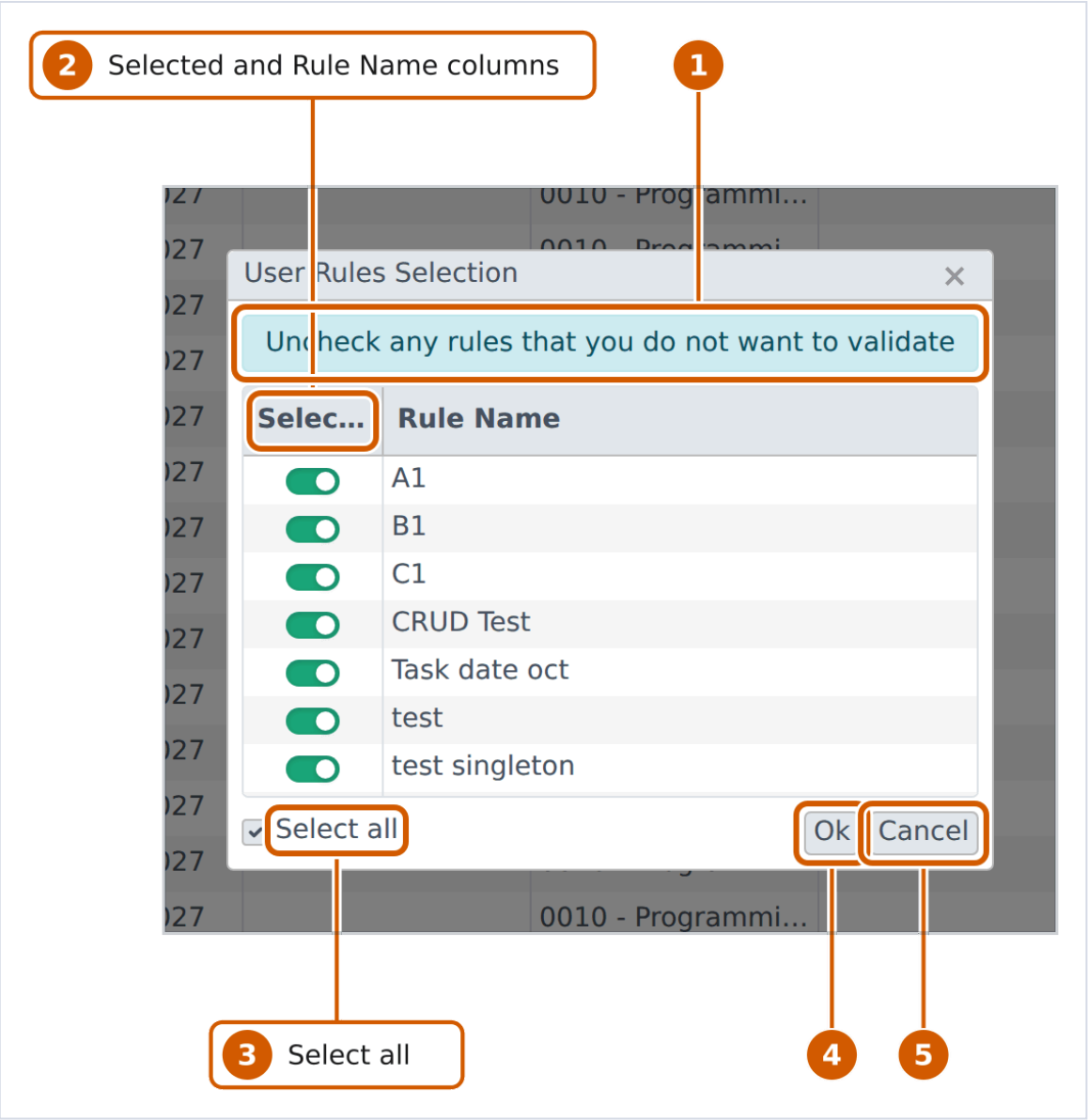
Post timecards

1. Filter the grid so it holds only the timecards you want to post.

   Every timecard that matches the filter will be posted, not only selected rows.
2. On the toolbar, click **Post timecard records**.

   The **User Rules Selection** window opens.

   > **Note:** You can also choose **Options** > **Post Timecard Records**. Posting needs **4 - Can Post**. If you have a lower level and try to post, the message "You do not have sufficient access level to perform this action." appears.



The User Rules Selection window after Post timecard records. Clicking Ok starts the post at once, with no second confirmation.

1. Uncheck any rules that you do not want to validate
2. Selected and Rule Name columns
3. Select all: Checked by default
4. Ok starts the post
5. Cancel: Shows Posting canceled.

3. Review the rules in the grid, and clear the **Selected** switch for any rule you do not want to apply.

   Only the rules you want to apply stay selected.

4. Click **Ok** to start the post.

   The post starts at once. There is no second confirmation.

> **Note:** To stop instead, click **Cancel** or close the window. "Posting canceled." appears and nothing is posted.

5. Wait for the loading indicator to close.

   The post has finished running.
6. Read the result.
   - If every timecard posts, the message "All timecard records posted to transaction successfully." appears.
   - If any timecard fails, the **Posting Errors** window opens.
   - If timecards post but some equipment readings are held, the held equipment readings window opens instead of the success message.

   The grid then refreshes. Posted timecards leave the grid and failed timecards stay on it.
7. Check your notifications for the result of the post.

   A **Timecard post** notification reports whether the post finished with no errors, finished with errors, did not finish, or lost contact. See Notifications.

Fix posting errors and post again

1. In the **Posting Errors** window, read each entry under "Timecard posting errors:".

   Each entry shows **Employee:**, **Task Date:** and **Error:**. For non-labor lines, such as equipment or material, the **Employee:** value shows that line's name.
2. To keep a copy of the errors, click **Export CSV**, **Export PDF** or **Export JSON**.

   A file named `timecard-posting-errors-<date>` is downloaded.
3. Click **Return to grid**.

   The window closes. Timecards that failed stay on the grid, each with its error message saved.
4. Correct the timecards on the grid. See Grid viewing and editing.
5. Filter the grid again if needed.

   The grid holds the timecards you want to process.
6. Validate or post again.

   Validation clears the old error message on the timecards it checks before it checks them again.

Correct and post held equipment readings

1. When the held equipment readings window opens after a post, read the summary.

   The summary reads "Timecards posted successfully. N equipment reading(s) could not be posted. Correct the values below and post them to reading history."
2. Check the **Reason Held** column for each row.

   The column shows why the reading was held.
3. Correct the **Hours** or **Miles** value in each row.

   A row's **Hours** or **Miles** cell can be edited only if that row has that meter value.

4. Click **Post readings**.

   A message asks "You are about to post N equipment reading(s) to reading history. Continue?" If a column filter hides some rows, the message warns that all rows will be posted, including hidden ones.
5. Click **Yes** to post the readings.

   If no readings are still held, the window closes with "Equipment readings posted to reading history successfully." If some are still held, the grid reloads with them and shows "N equipment reading(s) are still held. Check the reason on each row." A **Held equipment reading post** notification is sent.

To leave without posting:

1. Click **Cancel**.

   A message asks "These readings will stay held and will not post. Close anyway?"
2. Click **Yes**.

   The window closes. The readings stay held.

Reference

Access levels by entry point

ENTRY POINT	WHERE	LEVEL NEEDED
Validate timecard rules	Toolbar button	2 - Read/Write
Validate Timecard Records	**Options** menu	4 - Can Post
Post timecard records	Toolbar button	4 - Can Post
Post Timecard Records	**Options** menu	4 - Can Post

User Rules Selection window

CONTROL	WHAT IT DOES
Selected (switch)	Includes or excludes the rule in this run
Rule Name	Name of the timecard rule (read only)
Select all	Checked by default. Checks or clears every rule.
Ok	Use the selected rules for posting and validation. Starts the run at once.
Cancel	Cancel the current posting operation. Shows "Posting canceled."

What validation checks before posting

CHECK	WHAT HAPPENS
Fiscal period	A missing or out-of-range fiscal period is filled in from the timecard's task date

CHECK	WHAT HAPPENS
Billable project	Flags labor timecards on a billable project that have no billing option set: "A referenced Project is marked as billable, but some or all billing options have not been set."
Negative inventory	Flags issues that would make an item go negative where negative quantity is not allowed: "Posting this Inventory Quantity will cause Inventory to go negative."
Quantity too large	Flags material quantities that would push inventory location quantity too high ("Record could not be posted because the Quantity is too large...")
Timecard rules	A timecard that breaks a selected rule gets the rule's name as its error message. Incomplete rules are skipped.

How a timecard line posts

For more on inventory, see Posting inventory.

LINE HAS	POSTED AS	INVENTORY EFFECT
A pay type	Labor	None
Nonzero equipment quantity	Equipment (hour and mile readings are checked before they reach reading history)	None
Nonzero material quantity, stock inventory location	Material	Positive quantity is issued (Timecard Issue). Negative quantity is received back (Timecard Receipt).
Nonzero material quantity, no inventory location	Material (non-stock)	On-hand quantity does not change
Nonzero outside service quantity	Service	None
All quantities zero, no pay type	Other	None

Posting Errors window

ITEM	DESCRIPTION
Heading	Timecard posting errors:
Entry fields	**Employee:**, **Task Date:**, **Error:**
Export CSV / **Export PDF** / **Export JSON**	Exports the errors. File name `timecard-posting-errors-<date>`.
Return to grid	Return to the data grid to continue editing. Closes the window.

Held equipment readings grid

COLUMN	NOTES
Equipment	Read only
Reading Date	`MM/dd/yyyy`
Hours	Editable only if the row has an hours value
Miles	Editable only if the row has a miles value
Rollover Ceiling	Shown for reference
Reason Held	Why the reading was held

Messages you may see

MESSAGE	WHEN
All timecard records validated successfully.	Validation found no errors
All timecard records posted to transaction successfully.	Every timecard posted
Posting canceled.	**User Rules Selection** was cancelled or closed
You do not have sufficient access level to perform this action.	You tried to post without **4 - Can Post**
Unable to post timecards due to a technical error. Please contact support.	The post did not report success
Unable to post timecards due to a technical error. An email has been sent to support.	A technical error occurred and support was told
The posting request could not be completed. IRIS Support has been notified. Refresh the screen to see which records posted.	The request failed on the server. Some records may have posted.
This timecard line could not be posted. IRIS Support has been notified.	A timecard line failed for a technical reason (shown in the **Posting Errors** window)
This material line could not be posted. Check the material and inventory location fields, then post again.	A material line has an inventory location problem
You can not affect a tenant you are not logged into	You are not signed in to the agency whose timecards you tried to post

Post Timecards notifications

NOTIFICATION	SENT WHEN
Timecard post / Timecards posted	A timecard post you ran finishes (not sent for validation)
Held equipment reading post / Held equipment readings posted	A held equipment reading post you ran finishes
`<Operation>` finished with no errors.	No record returned an error

NOTIFICATION	SENT WHEN
`<Operation>` finished, but one or more records returned errors. The errors were listed on the screen when it finished.	Some timecards or readings returned errors
`<Operation>` did not finish. Try again or contact support.	The operation failed
Lost-contact message	Contact was lost. The operation may still have finished.

Tips and notes

Important: Clicking **Ok** in **User Rules Selection** after **Post timecard records** starts the post at once. There is no second confirmation.

Tip: Users with **2 - Read/Write** can check timecards with the **Validate timecard rules** toolbar button. The **Options** menu items need **4 - Can Post**.

Note: Validation does not post, but it can fill in a missing or out-of-range fiscal period on the timecards it checks, using each timecard's task date. See Units of measure, fiscal years and organizations.

Note: Each timecard posts on its own. If any part of a timecard fails, none of its transactions are kept and the timecard stays on the grid with its error message. Other timecards in the same run can still post.

Note: Posted timecards leave the **Time Card** grid and appear as transactions on the **Transact** screen. Transactions from one post share a batch number. See Transactions: void, reinstate and export.

Note: Post readings posts every row in the held readings grid, including rows that a column filter hides. The confirmation message warns you when rows are hidden.

Tip: If you see "Refresh the screen to see which records posted.", refresh the **Time Card** screen before you post again. Timecards that posted will no longer be on the grid.

Related topics

- Grid filters
- Timecard rules
- Notifications
- Grid viewing and editing
- Security Administration: access levels by user
- Transactions: void, reinstate and export
- Posting inventory

- Units of measure, fiscal years and organizations

Timecard rules

Overview

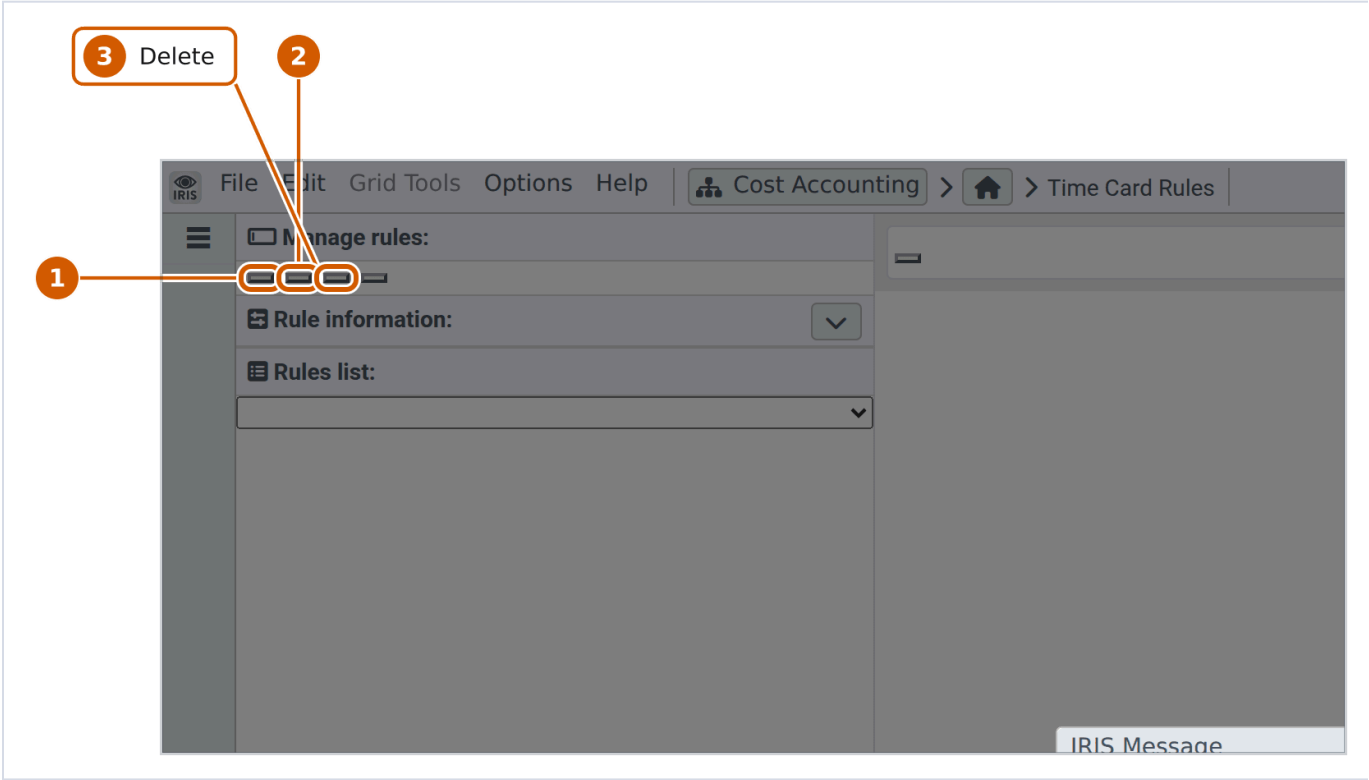
The **Time Card Rules** screen holds the user rules that IRIS10 uses when timecards are validated or posted. Each rule has two parts:

- **When** conditions, which pick the timecards the rule applies to.
- **Apply** checks.

Only rules marked **Active** are applied when you validate or post, even if they are checked in the **User Rules Selection** window.

The screen has the following layout:

- The rule management buttons and the rules list are on the left.
- A collapsible rule information panel (**Name:**, **Active**, **Description:**) is on the right.
- Two row editors are on the right. The top editor holds the **When** conditions and the bottom editor holds the **Apply** checks.



The Time Card Rules screen. Save, Save as and Delete become available once a rule is valid.

1. **Save**: Creates a new rule, or updates the selected rule.
2. **Save as**: Saves a copy of the selected rule under a new name.
3. **Delete**: Deletes the selected rule at once, with no confirmation.

Before you begin

- Sign in to IRIS10. To reach Cost Accounting screens such as **Time Card Rules**, see Navigating portals and pages.
- Make sure you have access to the **Time Card Rules** screen and the **Time Card** screen. For granting access, see Security Administration: screens, reports, copying and resetting.
- Know how timecard entry and posting work. See Posting timecards.

Procedure

Create a timecard rule

1. Open the **Time Card Rules** screen. The screen opens with the rule management buttons on the left. **Save**, **Save as** and **Delete** are unavailable until a rule is valid.
2. If a rule is selected in the rules list, click **Clear selection** (tooltip "Click to deselect a user rule."). The rule is deselected, **Name:** and **Description:** are emptied, **Active** is checked again, both editors are cleared, the information panel collapses, and **Save**, **Save as** and **Delete** are unavailable.
3. In the top editor (the **When** conditions), click the add-row button (tooltip "Click to add new row item."). A new row is added. Because no rule is selected, the rule information panel opens.
4. In the new row, choose the column.
5. In the same row, choose the operator.
6. In the same row, enter the value. If the operator needs a second value, enter it too.
7. To combine several rows, use AND/OR and grouping.
8. In the bottom editor (the **Apply** checks), click the add-row button (tooltip "Click to add new row item."). A new row is added.
9. In the new **Apply** row, choose the column.
10. In the same row, choose the operator.
11. In the same row, enter the value. If the operator needs a second value, enter it too.
12. In the rule information panel, type a name in **Name:**. **Name:** is required.
13. Type a description in **Description:**. **Description:** is required.
14. Leave **Active** checked if you want the rule applied. Clear it to keep the rule without applying it.
15. Click **Save** (tooltip "Click to save a user rule."). **Save** is available only when the information panel is complete and both editors have at least one valid row. The rule is created, the message `The user rule was successfully created.` appears for 3 seconds, and the new rule is selected in the rules list.

Change an existing rule

1. In the rules list, click the rule you want to change. The rule's name, **Active** setting, description, **When** rows and **Apply** rows load into the screen. If the rule is valid, the

information panel opens.
2. Change the **When** rows, the **Apply** rows, the name, the description or the **Active** setting.
3. Click **Save** (tooltip "Click to save a user rule."). The selected rule is updated, the message `The user rule was successfully updated.` appears, and the rule stays selected.

Copy a rule with Save as

1. In the rules list, click the rule you want to copy. The rule loads. When it is valid, **Save as** is available.
2. Click **Save as** (tooltip "Click to save a copy of an existing user rule."). The **User Rule - Save As** window opens. The **Rule name:** box holds the current name followed by a space and `(1)`.
3. Type a unique name in **Rule name:**.
4. Click **Save as** in the window. The window closes, a new rule is created under the new name, and the message `The user rule was successfully created.` appears. If the name is already in use, the message `Please enter a unique name for the rule.` appears. Click **OK** to return to the **Save As** window.
5. To stop without copying, click **Cancel** in the window. The window closes and the original rule name is restored in **Name:**.

Delete a rule

> **Important: Delete** removes the selected rule immediately. There is no confirmation prompt. Make sure the right rule is selected before you click **Delete**.

1. In the rules list, click the rule you want to delete. The rule loads and **Delete** is available.
2. Click **Delete** (tooltip "Click to delete the current selected user rule."). The system deletes the rule at once, with no confirmation. The message `The user rule was successfully deleted.` appears, the rules list reloads, and the selection and editors are cleared.

Choose rules when validating or posting timecards

1. On the **Time Card** screen toolbar, click **Validate timecard rules** or **Post timecard records**. Alternatively, choose **Validate Timecard Records** or **Post Timecard Records** from the **Options** menu. The **User Rules Selection** window opens with the banner "Uncheck any rules that you do not want to validate". It lists the timecard rules by **Rule Name**, and every rule starts checked.
2. In the **Selected** column, turn off the switch for each rule you do not want to use. Rules you turn off are not used for this run.
3. To check or uncheck all rules at once, click **Select all**. Every rule in the list becomes selected or unselected.
4. Click **Ok** (tooltip "Use the selected rules for posting and validation."). IRIS10 sends the checked rules with the validate or post request. Only checked rules that are also **Active**

are applied.

5. To stop instead, click **Cancel** (tooltip "Cancel the current posting operation.") or close the window. The message `Posting canceled.` appears.

> **Important:** Only rules marked **Active** are applied when timecards are validated or posted. The **User Rules Selection** window lists every rule, including inactive ones, and all of them start checked. Checking an inactive rule there does not apply it.

Reference

Rule management buttons

BUTTON	TOOLTIP	AVAILABLE WHEN
Save	Click to save a user rule.	The rule is valid. Creates a new rule if none is selected, otherwise updates the selected rule.
Save as	Click to save a copy of an existing user rule.	A rule is selected and valid.
Delete	Click to delete the current selected user rule.	A rule is selected and valid. Deletes at once, with no confirmation.
Clear selection	Click to deselect a user rule.	Always.

Rule information fields

FIELD	REQUIRED	DEFAULT
Name:	Yes	Empty
Active	No	Checked
Description:	Yes	Empty

Time Card screen actions

ACTION	BUTTON	OPTIONS MENU ITEM
Validate timecards	**Validate timecard rules**	**Validate Timecard Records**
Post timecards	**Post timecard records**	**Post Timecard Records**

User Rules Selection window

CONTROL	WHAT IT DOES
Selected (switch)	Turns a rule on or off for this run. All rules start checked.
Rule Name	The rule's name. Rules are listed in name order.
Select all	Checks or unchecks every rule. Starts checked.

CONTROL	WHAT IT DOES
Ok	Use the selected rules for posting and validation.
Cancel	Cancel the current posting operation. Shows `Posting canceled.`

Messages

MESSAGE	WHEN IT APPEARS
`The user rule was successfully created.`	After **Save** creates a new rule or **Save as** creates a copy.
`The user rule was successfully updated.`	After **Save** updates the selected rule.
`The user rule was successfully deleted.`	After **Delete**.
`Please enter a unique name for the rule.`	The name is already used by another rule. Click **OK** to return to the **Save As** window.
`Unable to save user rule. An email has been sent to support.`	Saving with no rows in the **When** or **Apply** editor.
`There was an error creating/updating/deleting the user rule. An email has been sent to support.`	Any other failure when saving or deleting.
`Are you sure you want to leave the user rules screen? Any unsaved changes may be lost.`	Leaving the screen with unsaved changes. Choose **Yes** or **No**.
`Posting canceled.`	Closing or canceling the **User Rules Selection** window.

Tips and notes

Note: You can save a rule only when **Name:** and **Description:** are filled in and both the **When** editor and the **Apply** editor have at least one valid row. Until then, **Save**, **Save as** and **Delete** stay unavailable.

Tip: Save as is a quick way to start a new rule from an existing one. The suggested name is the original name followed by `(1)`. Change it to something meaningful.

Note: If you leave the screen with unsaved changes, IRIS10 asks "Are you sure you want to leave the user rules screen? Any unsaved changes may be lost." Choose **No** to stay and save your work.

Tip: Each editor has a button to export its filter ("Click to export the current filter as a JSON file.") and a button to send it to IRIS support ("Click to email the filter to IRIS support."). Use them when you ask support for help with a rule.

Note: If IRIS10 rejects a save or delete, it shows its validation messages, one per line.

Related topics

- Posting timecards
- Navigating portals and pages
- Grid filters
- Cost Accounting screen tools
- Security Administration: screens, reports, copying and resetting

Posting inventory

Overview

IRIS10 has three inventory posts. Each runs from its own Cost Accounting screen.

- **Inv Receive** posts received inventory. It adds the inventory to inventory locations or sends it to Accounts Payable.
- **Inventory Transfer** posts transfers. The quantity moves from one location to another at an updated unit price.
- **Inventory Physical Count** posts counts. Each location's quantity on hand then matches what was counted.

Inventory Transactions is a read-only screen where you review posted inventory activity.

Before you begin

- Sign in to IRIS10.
- Confirm your security level. For levels, see Security Administration: access levels by user.
  - Receiving and transfer posting need **4 - Can Post** on Inventory Receiving and Inventory Transfer.
  - Physical count posting needs **2 - Read/Write** on Inventory Physical Count.
- Enter the receiving, transfer or physical count records on the screen you post from.
- Know how to filter a grid. See Grid filters.

> **Important:** On Inv Receive, posting includes the receiving records that have not been posted yet. Review the grid before you post.

> **Important:** On Inventory Transfer and Inventory Physical Count, posting includes every record that matches the current filter. Set the filter before you post.

> **Important:** The number in the confirmation message may not match the number of records that IRIS posts exactly.

Procedure

Post inventory receiving records

1. Open the **Inv Receive** screen in Cost Accounting.

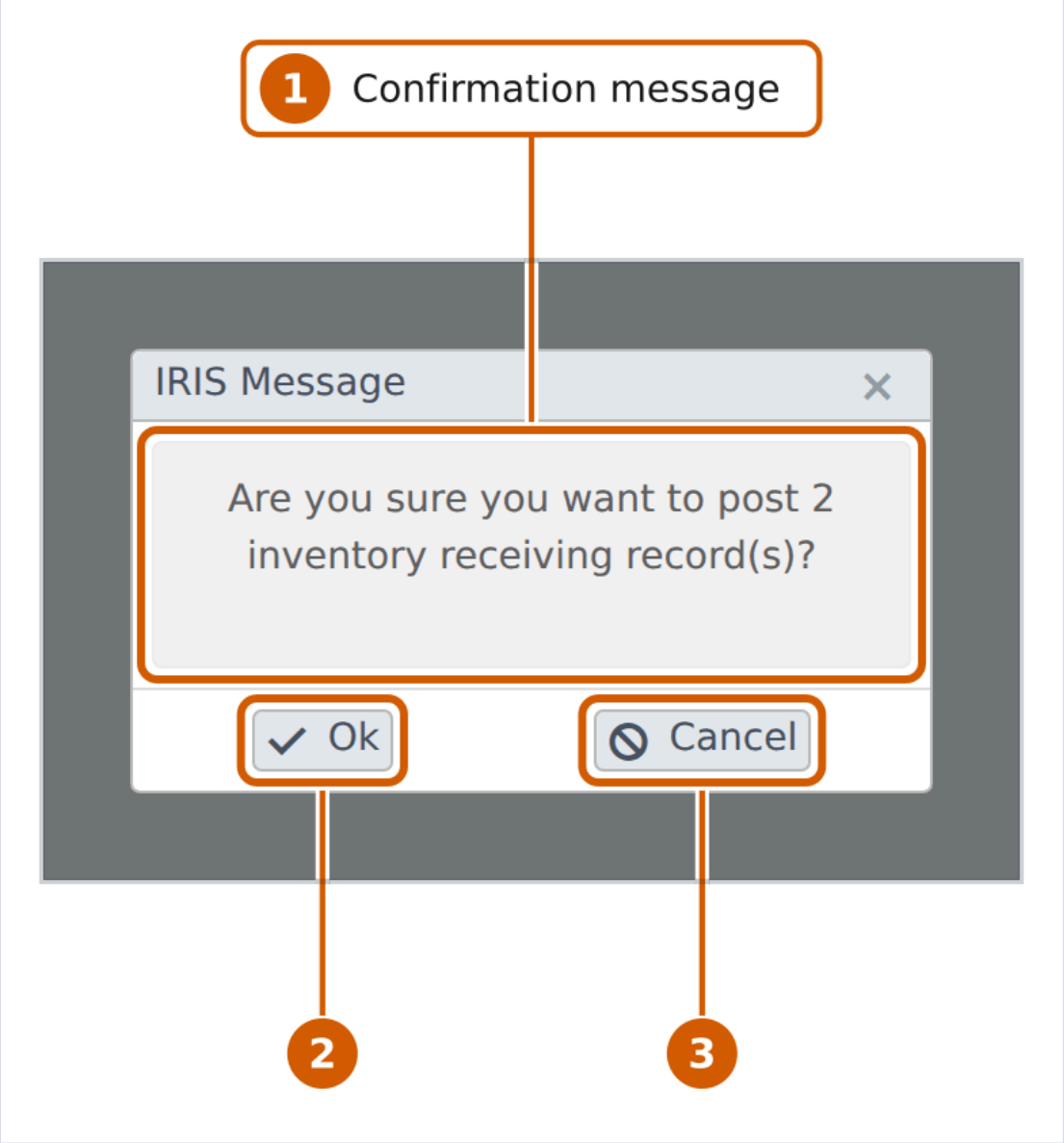
   The **Inv Receive** grid lists the receiving records.
2. Review the receiving records in the grid. Correct or remove any record that you do not want to post.

Posting includes the receiving records that have not been posted yet.

3. On the toolbar, click the button with the tooltip "Click to post Inventory Receiving records."

   An **IRIS Message** window asks "Are you sure you want to post N inventory receiving record(s)?" and shows **Ok** and **Cancel** buttons.

   > **Note:** This step requires security level 4 - Can Post on Inventory Receiving. You can also start this post from the main menu with **Options** > **Post Inventory Receiving Records**.



Clicking the post button asks you to confirm the post. Click Ok to post or Cancel to close.

1. Confirmation message
2. Ok posts the records
3. Cancel closes without posting

4. Click **Ok** to post the records. To close the window without posting, click **Cancel**.

If the post succeeds, IRIS shows "Inventory receipts posted successfully." and reloads the grid. If IRIS could not post some records, it reports that.

5. Check the grid.

   The grid no longer lists the receiving records that posted. Records that IRIS could not post remain in the list.

6. Check your notifications. See Notifications.

   You find the **Inventory receipts posted** notification. If the post did not succeed, you find a notification titled **Inventory receiving post finished with errors**, **Inventory receiving post failed** or **Inventory receiving post result unknown**.

Post inventory transfer records

1. Open the **Inventory Transfer** screen in Cost Accounting.

   The **Inventory Transfer** grid lists the transfers. Each transfer has a grid of transfer details.

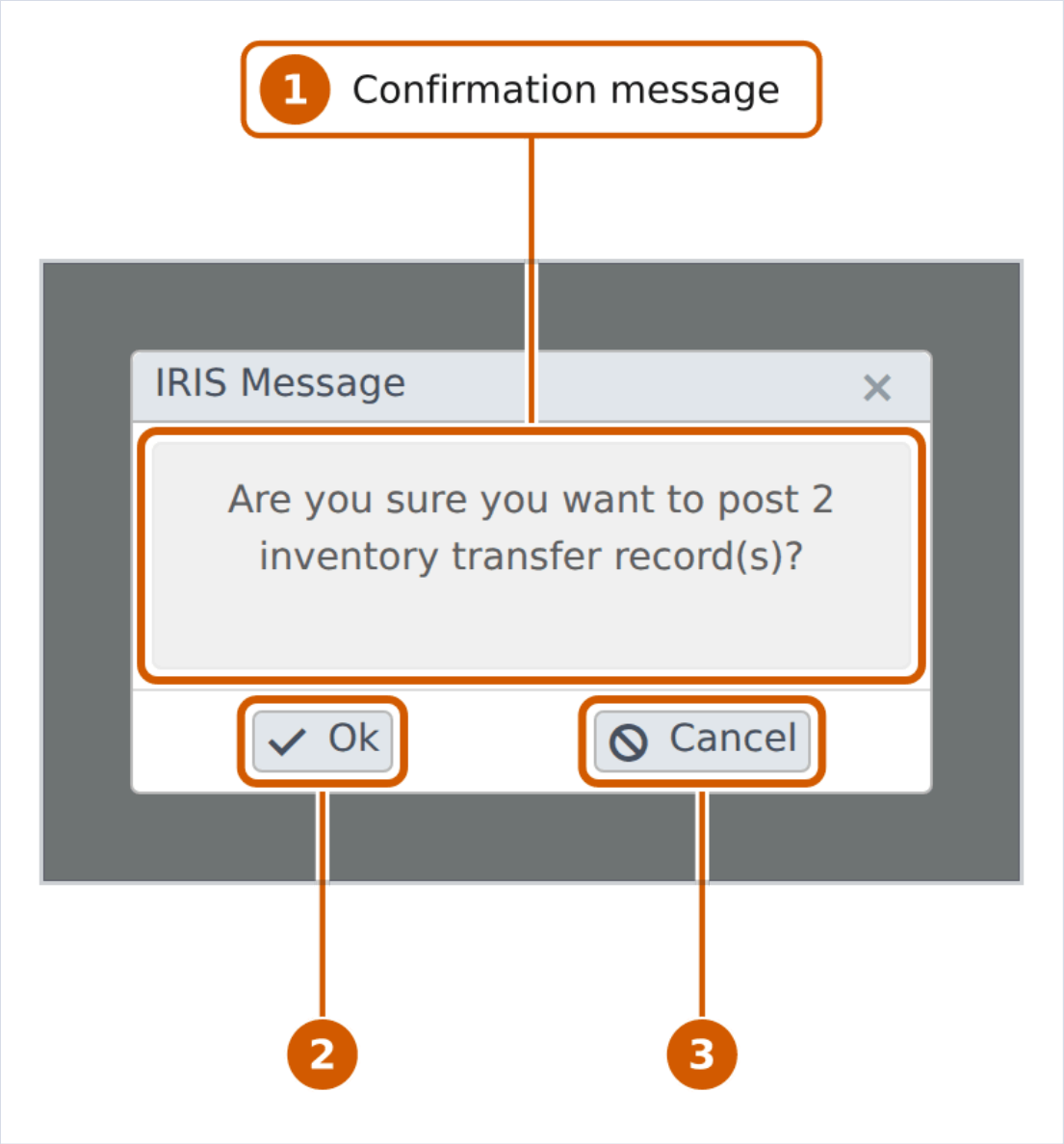
2. Filter the grid so that it shows only the transfers you want to post. See Grid filters.

   Posting includes every unposted transfer that matches the current filter.

3. Check that each transfer has a from location, a to location, a transfer date and a quantity that is not zero.
4. Check that each employee on the transfer has a rate for the transfer date.
5. Check that each piece of equipment on the transfer has a rate for the transfer date.
6. On the toolbar, click the button with the tooltip "Click to post inventory transfer records."

   An **IRIS Message** window asks "Are you sure you want to post N inventory transfer record(s)?" and shows **Ok** and **Cancel** buttons.

   > **Note:** This step requires security level 4 - Can Post on Inventory Transfer.



Clicking the post button asks you to confirm. The post includes every unposted transfer that matches the current filter.

1. Confirmation message
2. Ok posts the transfers
3. Cancel closes without posting

7. Click **Ok** to post the transfers. To close the window without posting, click **Cancel**.

   If the post succeeds, IRIS shows "All inventory transfer records posted to transaction successfully." If any transfer fails validation, IRIS shows the validation message, posts nothing and reloads the grid. If IRIS could not post some transfers, it reports that.
8. If IRIS reports that transfers could not be posted, check the quantities at both the from location and the to location before you post those transfers again.

   A transfer that fails stays unposted.
9. Check your notifications.

You find the **Inventory transfers posted** notification. If the post did not succeed, you find a notification titled **Inventory transfer post finished with errors**, **Inventory transfer post failed** or **Inventory transfer post result unknown**.

Post an inventory physical count

1. Open the **Inventory Physical Count** screen in Cost Accounting.

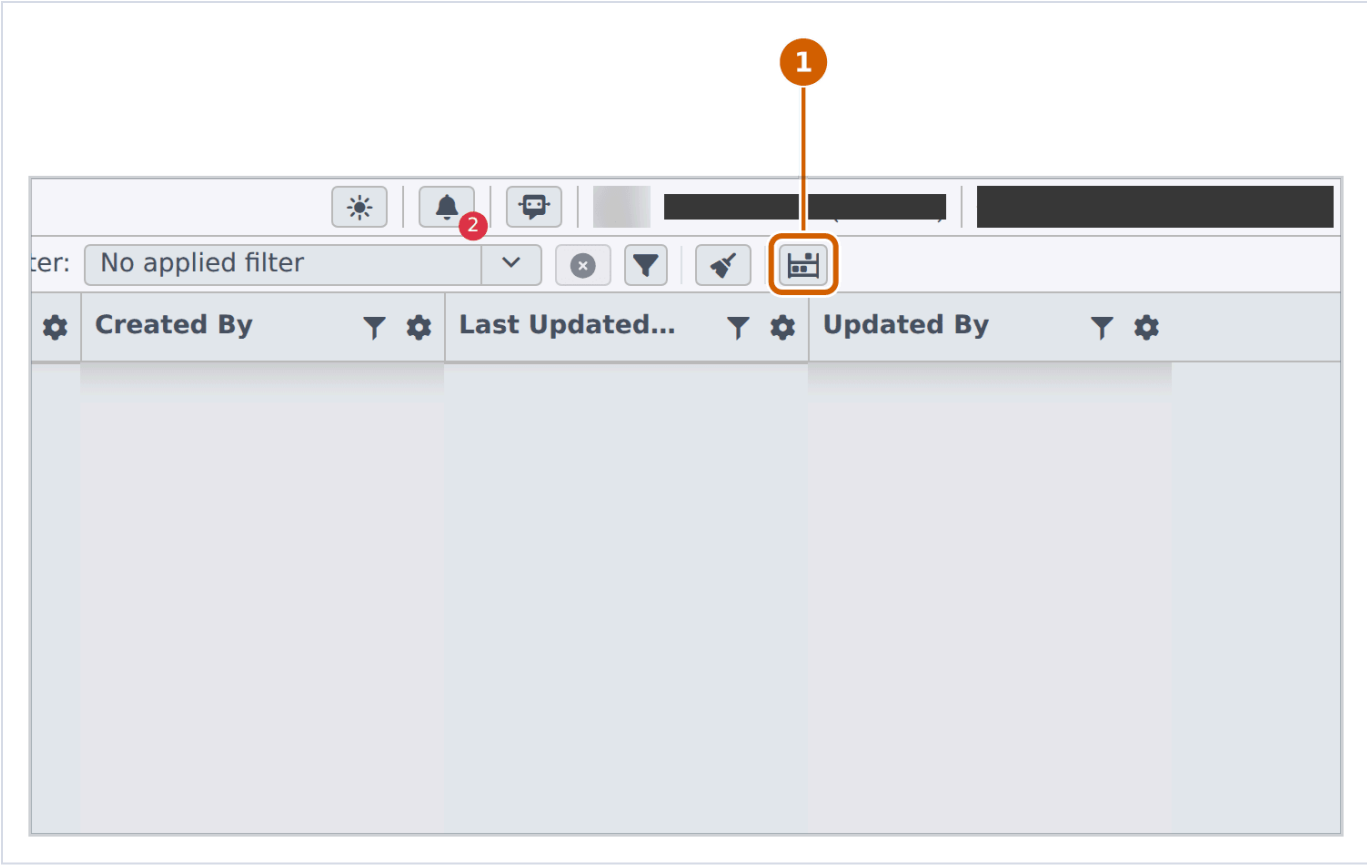
   The grid shows the count records with **Inventory Location**, **Quantity** and **Comment** columns.
2. Check that each count row has the counted **Quantity** and a **Comment**.

   Comment is required and holds up to 128 characters.
3. Filter the grid so that it shows only the count rows you want to post.

   Posting includes the records that match the current filter.
4. On the toolbar, click **Inventory Physical Count Posting**.

   IRIS shows a loading indicator while it collects the records. It then asks "Are you sure you want to update N record(s) in Inventory?" with **Ok** and **Cancel** buttons. The confirmation appears directly, so filter the grid before you click.

   > **Note:** This step requires security level 2 - Read/Write on Inventory Physical Count. You can also start this post from the main menu with **Options** > **Inventory Physical Count**.



The Inventory Physical Count screen. Inventory Physical Count Posting posts the counts that match the current filter.

1. Inventory Physical Count Posting

5. Click **Ok** to post the counts. To close the window without posting, click **Cancel**.

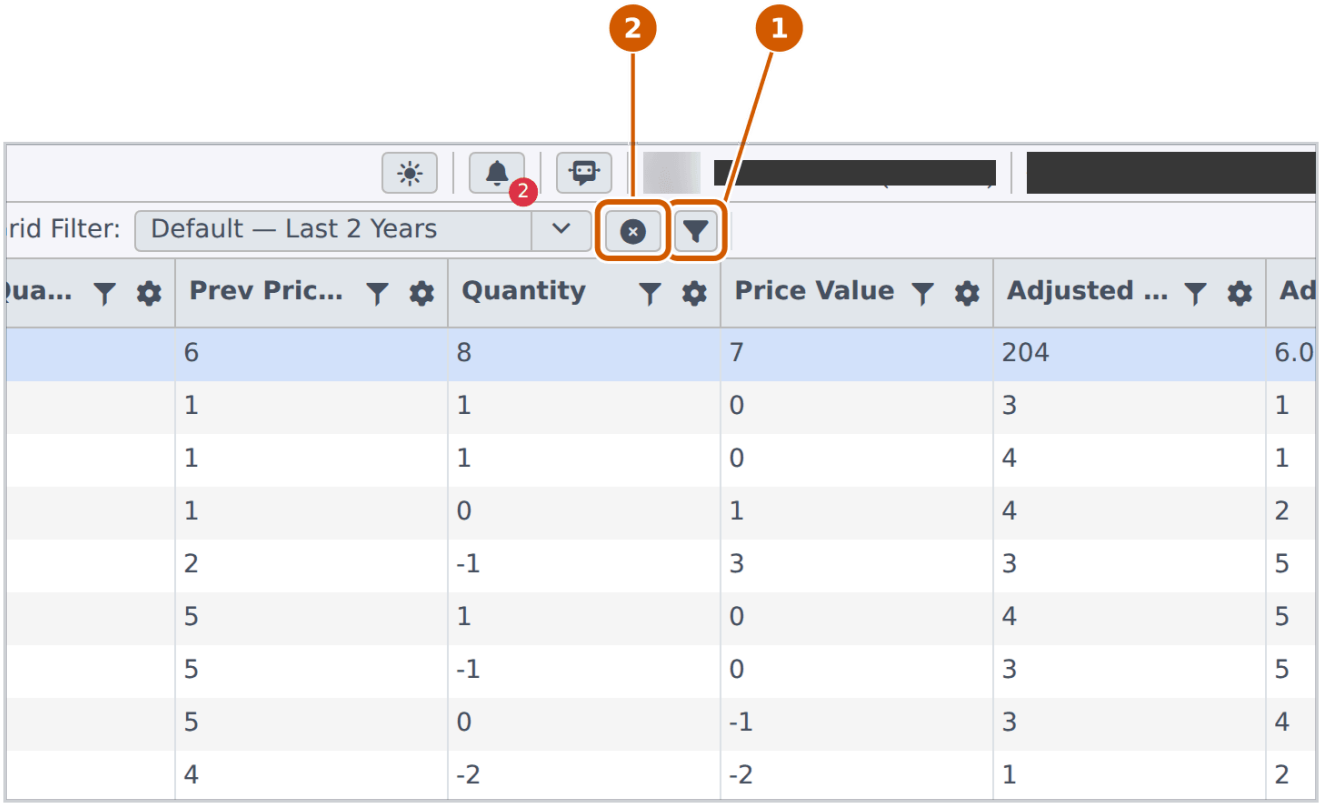
   If the post succeeds, IRIS shows "Inventory physical count posted successfully." and reloads the grid. Each counted location's quantity on hand now equals the counted quantity, and the grid removes the posted count rows.
6. Check your notifications.

   You find the **Inventory physical count posted** notification. If the post did not succeed, you find a notification titled **Inventory physical count post finished with errors**, **Inventory physical count post failed** or **Inventory physical count post result unknown**.

Review posted inventory activity

1. Open the **Inventory Transactions** screen in Cost Accounting.

   The screen shows a read-only grid of inventory transactions. The screen has no post button.



Inventory Transactions is a read-only history of inventory activity. Use Filter editor to find specific transactions.

1. Filter editor
2. Clear filter

2. To find specific transactions, click **Filter editor** on the toolbar. Filter by columns such as **Inventory Location**, **Transaction Type** or **Inv Date**.

   The grid shows only the matching transactions.

Reference

The three inventory posts at a glance

SCREEN	BUTTON	SECURITY LEVEL NEEDED	RECORDS INCLUDED	WHAT IT CHANGES
Inv Receive	Tooltip "Click to post Inventory Receiving records."	4 - Can Post	Receiving records that have not been posted yet. Review the grid before posting.	Receipts flagged to post to Accounts Payable create Accounts Payable payable records and leave the list. IRIS receives the other receipts into their inventory location and removes them from the list.

SCREEN	BUTTON	SECURITY LEVEL NEEDED	RECORDS INCLUDED	WHAT IT CHANGES
Inventory Transfer	Tooltip "Click to post inventory transfer records."	4 - Can Post	Every unposted transfer that matches the current filter	IRIS issues the quantity from the from location at its current unit price, receives it into the to location at an adjusted unit price, and marks the transfer posted.
Inventory Physical Count	**Inventory Physical Count Posting**	2 - Read/Write	Records that match the current filter	IRIS writes an adjustment transaction for each counted location, sets its quantity on hand to the counted quantity, and removes the posted count rows.

Confirmation and result messages

POST	CONFIRMATION	SUCCESS MESSAGE	FAILURE MESSAGES
Inventory receiving	Are you sure you want to post N inventory receiving record(s)?	Inventory receipts posted successfully.	Unable to post inventory due to a technical error. An email has been sent to support. IRIS also reports when records could not be posted.
Inventory transfer	Are you sure you want to post N inventory transfer record(s)?	All inventory transfer records posted to transaction successfully.	Unable to post inventory transfer due to a technical error. An email has been sent to support. / Unable to post inventory transfer due to a technical error. Please contact support. IRIS shows validation messages as a message. IRIS also reports when records could not be posted.
Inventory physical count	Are you sure you want to update N record(s) in Inventory?	Inventory physical count posted successfully.	Unable to post inventory physical count due to a technical error. An email has been sent to support. / Network error posting inventory physical count. An email has been sent to support. IRIS lists problems after `Posting Errors:` or `Voiding Errors:`, or shows the first validation error.

Inventory transfer validation messages

RULE	MESSAGE SHOWN WHEN THE RULE IS BROKEN
Each transfer needs a from location, a to location, a transfer date and a quantity that is not zero	The validation message lists the transfers that break the rule.
Each employee with a labor quantity needs a rate that covers the transfer date	Each employee must have a rate entered which covers the transfer date specified. The following employees are missing a rate: \<names\>
Each piece of equipment with a quantity needs a rate for the fiscal year of the transfer date	Each Equipment must have a rate for the fiscal year of the transfer date. The following Equipment is missing a rate: \ <names\>

RULE	MESSAGE SHOWN WHEN THE RULE IS BROKEN
IRIS reports all validation problems together	IRIS posts nothing until you fix every validation problem.

For fiscal years, see Units of measure, fiscal years and organizations.

How a transfer's unit price at the destination is calculated

PART	VALUE
Material cost	Quantity × unit price at the from location
Plus labor	Employee labor cost at the full-burden rate
Plus equipment	Equipment cost
Plus services	Service cost
New unit price	Total of the above ÷ quantity
Transaction comments	`Inventory Transfer To Location <name>` on the issue; `Inventory Transfer From Location <name>` on the receipt

What a physical count adjustment records

INVENTORY TRANSACTIONS COLUMN	VALUE WRITTEN
Transaction Type	`A` (adjustment)
Inv Date	The day you post the count
Prev Quantity / Prev Price Value	The location's quantity and price before the count
Quantity	Counted quantity minus previous quantity
Adjusted Quantity	Counted quantity
Total Cost Change	The difference × the location's existing price value
Comments	`Adjusted from inventory physical count screen -` followed by the count's **Comment**

Inventory Transactions grid columns

COLUMN
Inventory Location
Transaction Type
Inv Date
Vendor
Tracking Number
Prev Quantity

COLUMN
Prev Price Value
Quantity
Price Value
Adjusted Quantity
Adjusted Price Value
Total Cost Change
Labor Cost
Equipment Cost
Comments
Inv Transact Status
Created Date
Created By
Last Updated Date
Updated By

Inventory posting notifications

NOTIFICATION FEATURE (CATEGORY CAS)	TITLE ON SUCCESS	OTHER TITLES
Post Inventory Receiving	Inventory receipts posted	Inventory receiving post finished with errors / Inventory receiving post failed / Inventory receiving post result unknown
Post Inventory Transfers	Inventory transfers posted	Inventory transfer post finished with errors / Inventory transfer post failed / Inventory transfer post result unknown
Post Inventory Physical Count	Inventory physical count posted	Inventory physical count post finished with errors / Inventory physical count post failed / Inventory physical count post result unknown

Tips and notes

> **Important:** If a transfer could not be posted, it stays unposted. Check the quantities at both the from location and the to location before you post it again.

> **Note:** Receipts flagged to post to Accounts Payable create Accounts Payable payable records and leave the **Inv Receive** list. The tracking number becomes the invoice number, the receive date becomes the invoice date and due date, and the price value becomes the unit cost.

Note: Transfer posting checks every transfer first. If any transfer fails validation, IRIS reports all the problems together and posts nothing. Fix the problems and post again.

Note: Posting a physical count replaces each location's quantity on hand with the counted quantity and removes the posted count rows. Double-check the counts before you click **Ok**.

Tip: Inventory Transactions is read-only. Use it to review posted activity, for example adjustments from physical counts (Transaction Type `A`).

Related topics

- Grid filters
- Notifications
- Security Administration: access levels by user
- Transactions: void, reinstate and export
- Cost Accounting screen tools
- Data grid overview and basics
- Units of measure, fiscal years and organizations

Posting accrued time

Overview

Use **Post accrued time** on the Time Accrual screen to post the accrued time that the grid shows as timecards for a task date you choose. Use a task date in the month the time accrued in.

If employees would exceed the maximum balance for an accrued pay type, IRIS10 opens the **Confirm Time Accrual Posting** window so you can review them before the post continues. After the post, a message and a notification report the result.

Before you begin

- You are signed in to IRIS10.
- Your access level for the Time Accrual screen lets you post. See Security Administration: access levels by user.
- Time accrual records exist on the Time Accrual screen in the Cost Accounting portal.

Posting uses the records the grid currently shows, and only active records are posted. To filter the grid, see Grid filters.

Procedure

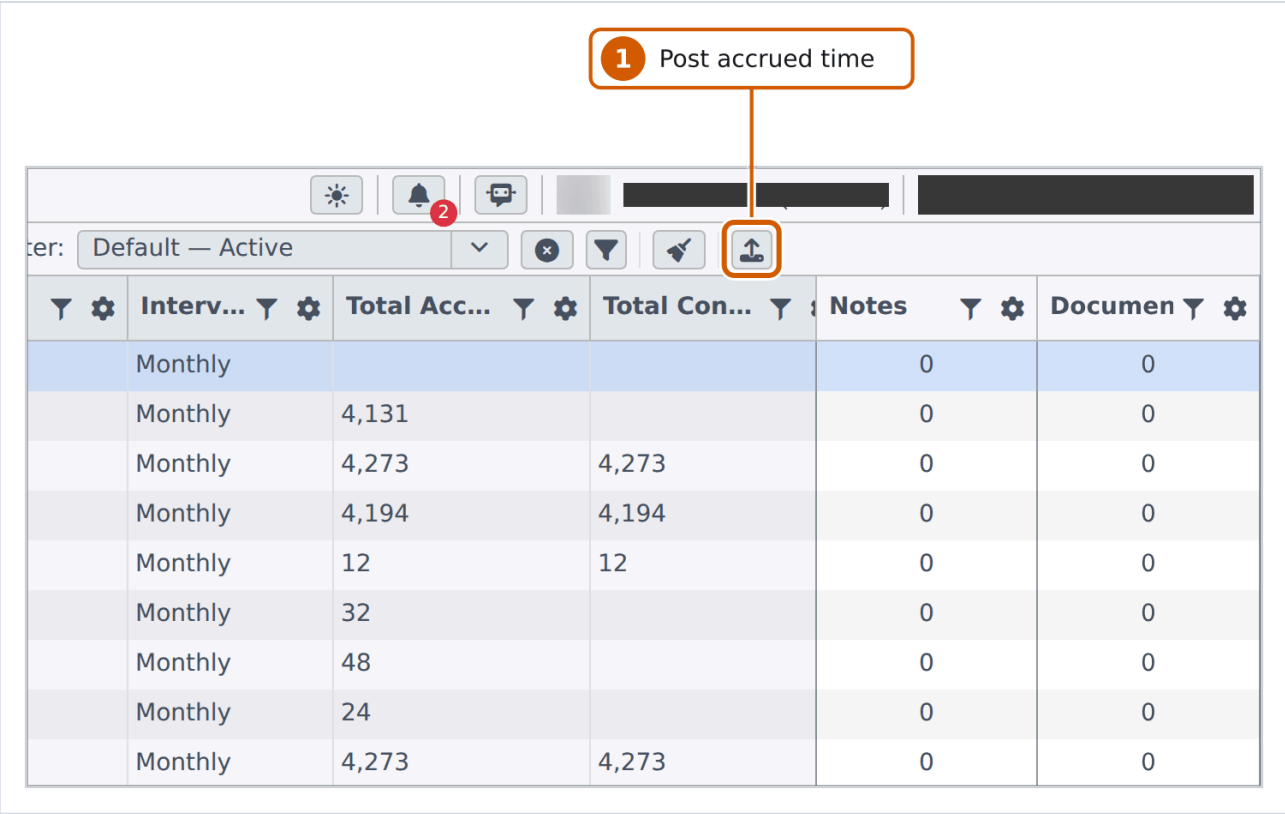
Post accrued time

1. Open the Time Accrual screen in the Cost Accounting portal. The Time Accrual grid opens, sorted by most recently updated first.

   > **Note:** The screen must be enabled for your user in security administration.

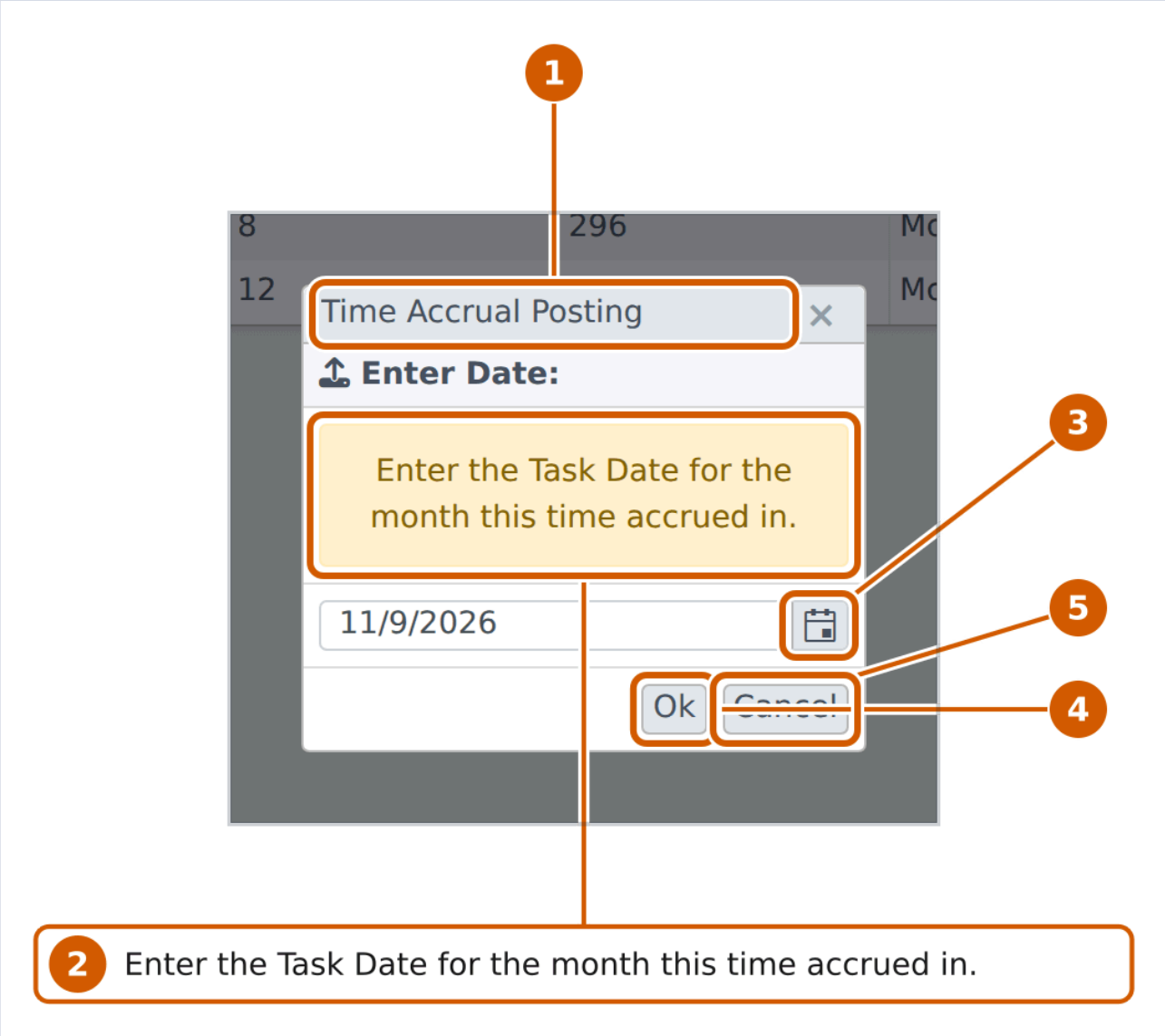
2. Use the grid filters so the grid shows only the accrual records you want to post. See Grid filters. Only the records the grid currently shows are included in the post. Of these, only active records are posted.
3. On the grid toolbar, click **Post accrued time**. The **Time Accrual Posting** window opens with the warning "Enter the Task Date for the month this time accrued in." If the grid has no records, the message "There are currently no time accrual records available for posting." appears instead and no window opens.

   > **Note:** Posting requires access level 4 on the Time Accrual screen.



The Time Accrual screen. Post accrued time on the toolbar starts posting for the records the grid shows.

1. **Post accrued time** – Posts the records currently shown by the grid filters.



The Time Accrual Posting window. Enter the task date for the month the time accrued in, then click Ok.

1. **Time Accrual Posting**
2. **Enter the Task Date for the month this time accrued in.**
3. **Select date** – Defaults to today's date.
4. **Ok**
5. **Cancel** – Closes the window without posting.

4. In the date box, enter the task date. Use a date in the month the time accrued in. The date box is required and defaults to today's date.

> **Note:** To pick the date instead, click **Select date**.

5. Click **Ok**. IRIS10 checks the records without changing any data.
   - If the date is missing or invalid, "Please enter a valid task date for posting." appears and posting stops.
   - If no employee would exceed a maximum balance, a message asks "Are you sure you want to post the time accrual for the task date: <date>".

- If some employees would exceed a maximum balance, the **Confirm Time Accrual Posting** window opens. Continue with Respond to the Confirm Time Accrual Posting window.

6. In the "Are you sure" message, confirm to post. The windows close and "Time accrual posted." appears.

> **Note:** If you cancel in the "Are you sure" message instead, the posting window closes and nothing is posted.

Respond to the Confirm Time Accrual Posting window

1. Read the warning and the list of employees in the **Confirm Time Accrual Posting** window. The window lists each record where Current Balance plus Accrued Hours would exceed Max Hours, sorted by Full Name. The list is read-only.
2. Optional: click the Excel export button on the list toolbar. See Data grid overview and basics. The list is saved as an Excel file named `MaxBalanceEmployees.xlsx`.
3. Click **Yes** to continue the post. The post continues and includes the listed employees.

> **Note:** Clicking **No** also continues the post. Clicking **Cancel** closes both windows and nothing is posted.

4. Wait for the result message. On success, the windows close and "Time accrual posted." appears. If the post is rejected, the windows close and the reasons are listed in a message.

Reference

Confirm Time Accrual Posting columns

COLUMN	MEANING
Full Name	Employee who would exceed the maximum balance.
Pay Type	Accrued pay type of the record.
Max Hours	Maximum hours set on the accrual record.
Current Balance	Employee's current balance for the pay type.
Accrued Hours	Hours this post would add.
New Balance	Current Balance plus Accrued Hours.

What each posted record creates

TIMECARD FIELD	VALUE
Task date	The task date entered in the **Time Accrual Posting** window.
Activity, employee, pay type	Copied from the accrual record.

TIMECARD FIELD	VALUE
Hours	The accrual record's Hours.
Comment	The accrual record's Comments; if it has none, `Posted from Time Accrual screen`.
Created / updated by	The user who ran the post.

Messages

MESSAGE	WHEN IT APPEARS	WHAT TO DO
There are currently no time accrual records available for posting.	The grid, or its current filter, shows no records.	Change or clear the grid filters and try again.
Please enter a valid task date for posting.	**Ok** was clicked with a missing or invalid task date.	Enter a valid date and click **Ok** again.
Are you sure you want to post the time accrual for the task date: <date>	No employee would exceed a maximum balance.	Confirm to post or cancel to stop.
Time accrual posted.	The post finished successfully.	None. Check your notifications.
You can not affect a tenant you are not logged into	The records belong to an organization you are not signed in to.	Sign in to the correct organization and try again.
Unable to validate time accrual due to a technical error. An email has been sent to support.	A technical error happened while checking the records.	Try again later or contact support.
Unable to post time accrual due to a technical error. An email has been sent to support.	A technical error happened while posting.	Try again later or contact support.

Post notification text

See Notifications for where the notification appears.

OUTCOME	NOTIFICATION TEXT
Success	Accrued time post finished with no errors.
Post failed	Accrued time post did not finish. Try again or contact support.

Tips and notes

> **Important:** Posting uses every record the grid currently shows, not only selected rows. Filter the grid before you click **Post accrued time**.

> **Note:** Inactive accrual records are not posted even if the grid shows them.

> **Tip:** The task date defaults to today. Change it to a date in the month the time accrued in before clicking **Ok**.

> **Tip:** Export the **Confirm Time Accrual Posting** list to Excel before you choose, so you have a record of who was over the maximum balance.

> **Note:** In **Confirm Time Accrual Posting**, only **Cancel** stops the post; **Yes** and **No** both continue it.

> **Note:** If the post is rejected, no notification is sent; the reasons appear only in the on-screen message.

Related topics

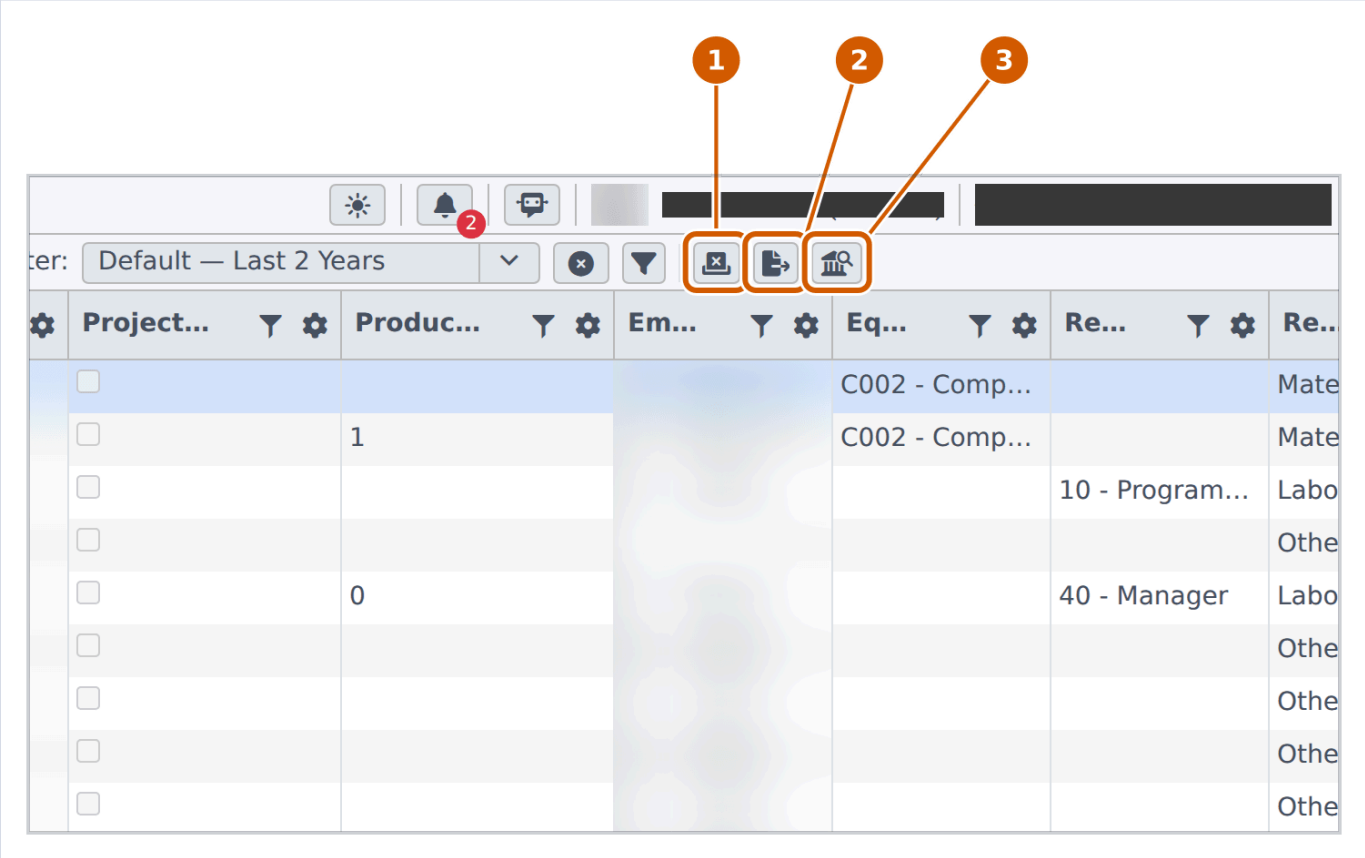
- Posting timecards
- Notifications
- Grid filters
- Security Administration: access levels by user
- Cost Accounting screen tools
- Data grid overview and basics

Transactions: void, reinstate and export

Overview

The Transact screen in the Cost Accounting module lists transaction records, sorted by Task Date with the newest first. This page covers three toolbar buttons on the screen:

- **Void transaction record(s)** opens a prompt to void or reinstate the selected records.
- **Export CAS Data** exports billable records to ARS Invoice Entry.
- **Audit history** opens the Audit History window.



The Transact screen, with the Void transaction record(s), Export CAS Data and Audit history toolbar buttons.

1. Void transaction record(s)
2. Export CAS Data
3. Audit history

Before you begin

- Sign in to IRIS10.
- Make sure you have access to the Transact screen in the Cost Accounting module.

- Make sure you have access level 4 on the Transact screen to void, reinstate and export. See Security Administration: access levels by user.
- Know how to use the shared data grid and grid filters. See Data grid overview and basics and Grid filters.

> **Important:** The void prompt has no cancel button. Both **Reinstate** and **Void** change the selected records. Check your selection before you click **Void transaction record(s)**.

Procedure

Void transaction records

1. Open the Transact screen in the Cost Accounting module. The Transact grid opens and lists transaction records sorted by Task Date, newest first.
2. Select the row or rows you want to void. You can select more than one row. Your selected rows are highlighted. Check that you selected only the records you want to void, because the next prompt has no cancel button.
3. On the toolbar, click **Void transaction record(s)**. A prompt asks "Do you want to reinstate these records?" and shows two buttons, **Reinstate** and **Void**. If you selected no rows, the message "You must first select records to void." appears instead.

   > **Note:** This step requires access level 4 on the Transact screen. If you can't use the button, ask your administrator. You can also choose **Options** > **Void Transact Records** from the main menu, which does the same thing.

4. Click **Void**. The message "Voiding Complete on N records" appears and the grid refreshes. IRIS10 removes the voided records from the Transact screen and records each one in audit history.

Reinstate transaction records to the Time Card

1. Open the Transact screen in the Cost Accounting module. The Transact grid opens.
2. Select the row or rows you want to reinstate. Your selected rows are highlighted. Check your selection, because the next prompt has no cancel button.
3. On the toolbar, click **Void transaction record(s)**. A prompt asks "Do you want to reinstate these records?" with the buttons **Reinstate** and **Void**.

   > **Note:** This step requires access level 4 on the Transact screen. You can also choose **Options** > **Void Transact Records**.

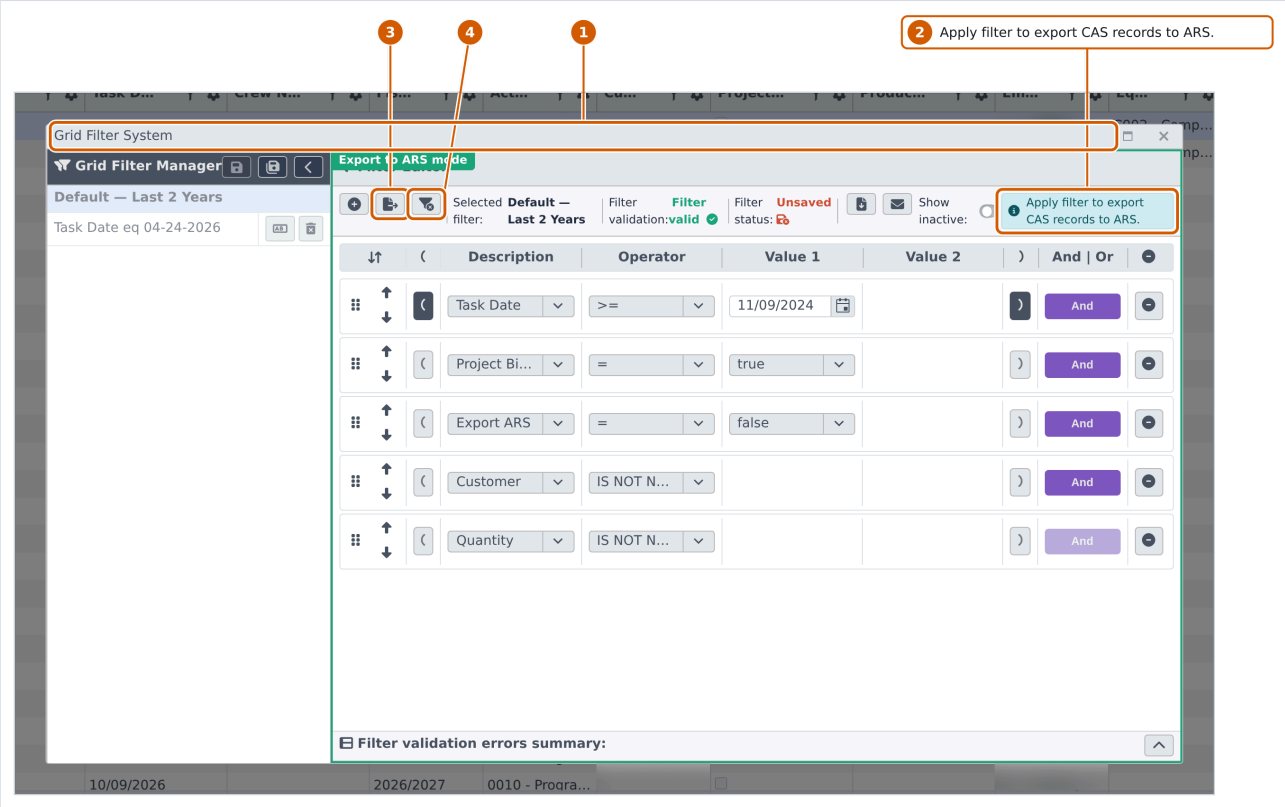
4. Click **Reinstate**. The message "Voiding Complete, N records are reinstated" appears and the grid refreshes. IRIS10 removes the records from the Transact screen and adds them back to the Time Card screen as new, unposted records created by you. IRIS10 records each one in audit history.

5. Open the Time Card screen to correct the reinstated records. The Time Card screen lists the reinstated records as unposted. See Posting timecards.

Export transaction records to ARS Invoice Entry

1. On the Transact screen, set a grid filter to narrow the records you want to export, such as a date range or customer. This step is optional. Your filter rows are kept when you start the export.
2. On the toolbar, click **Export CAS Data**. The Grid Filter System window opens with the message "Apply filter to export CAS records to ARS." IRIS10 adds the export rules to your filter: Project Billable is true, Customer is not empty, Quantity is not empty and Export ARS is false. IRIS10 keeps your other filter rows in parentheses. IRIS10 removes any of your rows for Project Billable or Export ARS, and any rows looking for an empty Customer or Quantity.

> **Note:** This step requires access level 4 on the Transact screen.



After you click Export CAS Data, the Grid Filter System window opens in export mode with the export rules added to your filter.

1. Grid Filter System
2. Apply filter to export CAS records to ARS.
3. Apply: applies the filter and continues to the export confirmation
4. Clear the current filter

3. Review the filter rows. The filter shows the records you want to export.

4. Change your own filter rows if needed. The filter shows the records you want to export.
5. Click the **Apply** button (tooltip "Click to apply filter and export CAS records to ARS."). IRIS10 asks "Are you sure you want to continue to export N records to the ARS Invoice Entry?" with **Yes** and **No**. If no records qualify, a warning explains the export rules instead and IRIS10 keeps your filter so you can change it.
6. Click **Yes** to export. IRIS10 shows "Successfully exported N record(s) to ARS Invoice Entry." and refreshes the grid. IRIS10 marks the exported records as exported to ARS and records each change in audit history.

   > **Note:** To cancel instead, click **No** at the confirmation. IRIS10 clears the filter and cancels the export. IRIS10 exports nothing.

7. If a window titled "Previoulsy Exported to ARS" opens, review the records it lists. The window lists the records that could not be exported. For each one it shows the task date, a reference such as "Employee: " or "Equipment: ", the activity and the reason. IRIS10 still exports the other eligible records in the same export, and the grid refreshes if IRIS10 exported any.

Review audit history

1. On the Transact toolbar, click **Audit history** (tooltip "Click to view the audit history for this screen."). The Audit History window opens. You can maximize it or close it.
2. Select a row in the audit history grid. The newest changes are listed first. While the change loads, the detail panel reads "Loading the change...", then it shows the change. Before you select a row, the panel reads "Select a row to see the change."
3. Use the toggle to switch between only the changed or filled fields and all fields. The footer reports counts such as "N changed fields. M unchanged fields hidden."
4. Click fields to select them. This step is optional. The copy button reads "Copy all", "Copy field" or "Copy N fields", depending on your selection.
5. Open the **Copy** menu and choose JSON, CSV or Text. The button shows "Copied" or "Copy failed".

Reference

Toolbar buttons covered on this page

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS NEEDED
Void transaction record(s)	Click to void transaction record(s).	Opens the void/reinstate prompt for the selected records. Also available as **Options** > **Void Transact Records**.	Level 4 on Transact
Export CAS Data	Click to Export to ARS Invoice Entry	Adds the export rules to your filter and opens the Grid Filter System window in export mode.	Level 4 on Transact

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS NEEDED
Audit history	Click to view the audit history for this screen.	Opens the Audit History window.	Not stated

Void prompt buttons

BUTTON	RESULT	MESSAGE
Reinstate	IRIS10 removes the selected records from Transact and adds them back to the Time Card screen as new, unposted records. Material records reverse inventory.	Voiding Complete, N records are reinstated
Void	IRIS10 removes the selected records from Transact. Material records reverse inventory.	Voiding Complete on N records
(none)	There is no cancel button. Check your selection before you open the prompt.	—

Export rules and reasons a record is not exported

RULE	FILTER ROW ADDED BY EXPORT CAS DATA	REASON SHOWN IF A RECORD FAILS
The project must be billable	Project Billable = true	Project must be billable
The record must have a customer	Customer is not null	Customer must be specified
The record must have a quantity	Quantity is not null	Quantity can not be null
The record must not already be exported	Export ARS = false	Record has already been exported to ARS

What an exported record becomes in ARS Invoice Entry

ARS INVOICE ENTRY VALUE	TAKEN FROM
Date of service	The transaction's Task Date
Bill rate	The transaction's Bill Rate
Description	The transaction's Description, or "Missing Description" if it has none

Messages when voiding or reinstating

MESSAGE	MEANING / WHAT TO DO
You must first select records to void.	Select one or more rows, then try again.
Voiding Complete on N records	The void succeeded; the grid refreshes.
Voiding Complete, N records are reinstated	The reinstatement succeeded; check the Time Card screen.
Your session has expired. Refresh the page and sign in again before voiding records.	Refresh the page, sign in again and repeat.

MESSAGE	MEANING / WHAT TO DO
No records were supplied to void.	No records reached IRIS10; select rows and try again.
You can not affect a tenant you are not logged into	IRIS10 voided nothing. Contact your administrator.
Not authorized to affect system data.	IRIS10 voided nothing. Contact your administrator.

Messages when exporting

MESSAGE	MEANING / WHAT TO DO
Are you sure you want to continue to export N records to the ARS Invoice Entry?	Click **Yes** to export or **No** to clear the filter and cancel.
A record can be exported only when its project is billable, it has a customer, it has a quantity, and it is not already exported to ARS.	No records match. IRIS10 keeps your filter; change it and apply again.
Successfully exported N record(s) to ARS Invoice Entry.	The export succeeded; the grid refreshes.
No records were exported to ARS Invoice Entry. The selected records were already exported or no longer meet the export rules.	IRIS10 exported nothing. Review the records against the export rules.
Previoulsy Exported to ARS (window)	Lists records that could not be exported with the reason; IRIS10 exported the other eligible records.
No records were sent to export.	No records reached IRIS10; adjust the filter and try again.
Session expired. Please refresh the page and try again.	Refresh the page and repeat the export.
Technical error with a short reference code	Some or all records may have been exported. Check the Export ARS column before exporting again, and quote the reference code to support.

Audit History detail headings

ACTION	VALUE COLUMN HEADING(S)
Update	Field, Display, Before, After
Insert	Value when inserted
Delete	Value when deleted
Void	Value when voided
Reinstate	Value when reinstated

Tips and notes

Important: The void prompt has no cancel button. Both **Reinstate** and **Void** change the selected records. Check your selection before you click **Void transaction record(s)**.

Note: The void prompt asks "Do you want to reinstate these records?" Click **Reinstate** to send the records back to the Time Card screen, or **Void** to remove them.

Note: When you void or reinstate a Material record, IRIS10 reverses the inventory. It credits the quantity back to the inventory location and writes a reversing inventory transaction. Its comment reads "Delete Inventory Record From Transact" (void) or "Reinstated Timecard Record" (reinstate). See Posting inventory.

Tip: Export CAS Data keeps your own filter rows, so filter first (for example by date range or customer) to export only the records you mean to.

Important: Clicking **No** at the export confirmation clears the whole filter, including your own rows.

Important: If an export ends with a technical error, don't export again right away. Some or all records may have been exported, so check the Export ARS column first.

Note: You can't export a record that you already exported. The "Previoulsy Exported to ARS" window lists it, and IRIS10 still exports the other eligible records.

Tip: If you can't use **Void transaction record(s)** or **Export CAS Data**, ask your administrator to check your access level on the Transact screen.

Related topics

- Grid filters
- Posting timecards
- Posting inventory
- Data grid overview and basics
- Cost Accounting screen tools
- Security Administration: access levels by user

Cost Accounting screen tools

Overview

Some Cost Accounting screens have extra toolbar buttons and tools. This page describes them:

- **Clone project** on the Project screen creates a new project from an existing one, with its bill rates and active sub-projects.
- **Copy Employee Rates** on the Employee Rate screen creates a new rate record for each employee you select, from that employee's latest rate record.
- The Update Rates screen has seven tabs. They copy class and equipment rates, calculate labor class rates, and update rates on posted transactions.
- Lookup values buttons on the Inventory, RBF and Activity screens open the lookup values for those screens.
- The Pay Variance screen shows pay variance records and their detail.

This page is for cost accounting and payroll staff, supervisors and administrators.

Before you begin

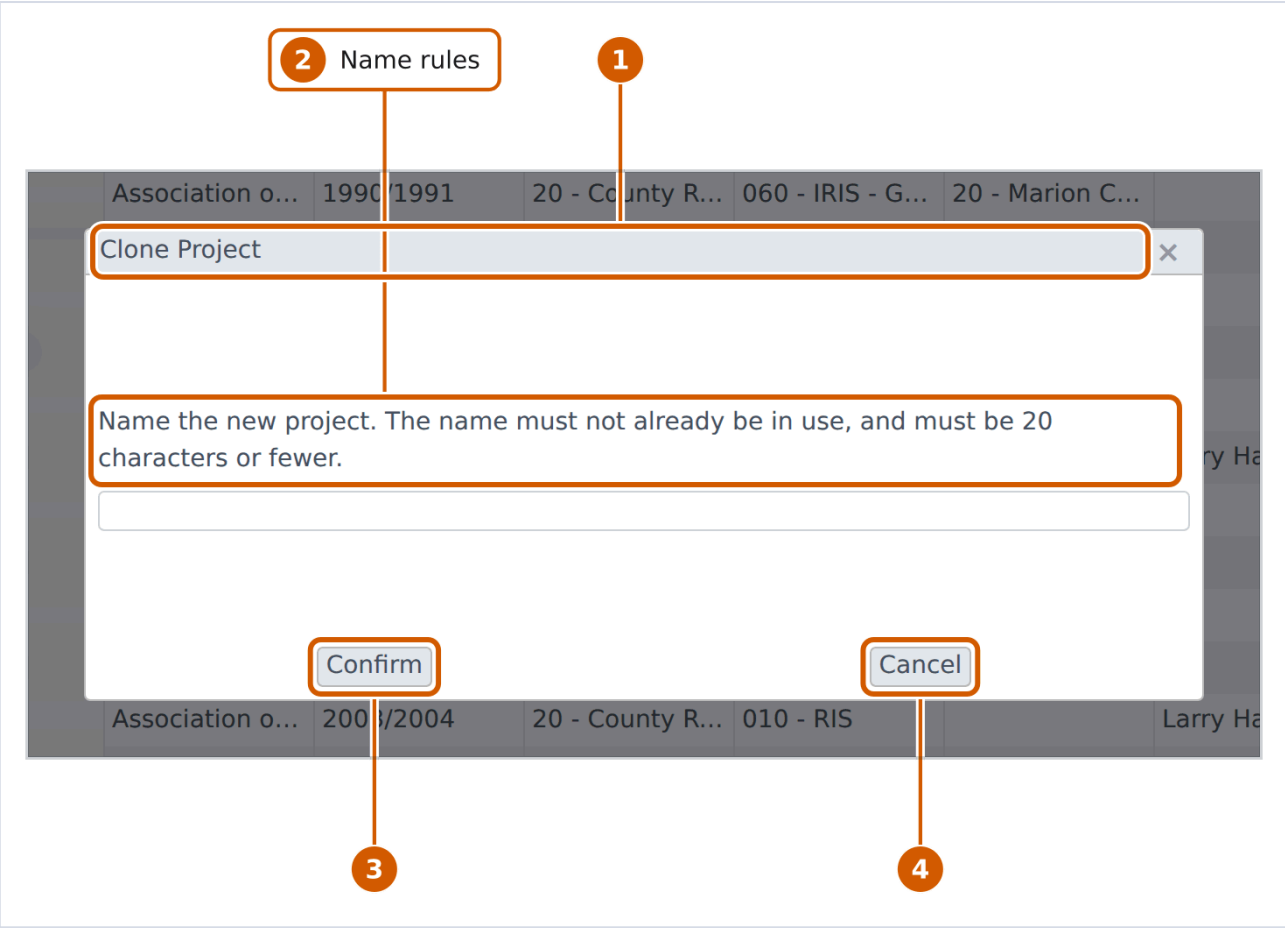
- Sign in to IRIS10 with the Cost Accounting portal selected.
- Know how to select rows and filter in the shared data grid. See Grid viewing and editing.
- To clone projects or copy employee rates, you need level 4 access to the Project and Employee Rate screens. See Security Administration: access levels by user.
- Have only qualified staff update rates, and back up your database first.
- The copy and calculate tools use fiscal years. See Units of measure, fiscal years and organizations.

Procedure

Clone a project

1. Open the Project screen in the Cost Accounting portal.
2. In the Project grid, click the row of the project you want to clone. The row is selected. If you skip this step, **Clone project** shows "Please select a project to clone."
3. On the toolbar, click **Clone project**. The Clone Project window opens, with a name box and the **Confirm** and **Cancel** buttons.

> **Note: Clone project** requires level 4 access to the Project screen.



The Clone Project window. Type a new name of 20 characters or fewer, then click Confirm.

1. Clone Project window
2. Name rules
3. Confirm (clones immediately)
4. Cancel

4. Type a name for the new project. It must not already be in use and must be 20 characters or fewer. The name is checked when you confirm. Upper and lower case are ignored, so a name that differs from an existing name only in case is rejected.
5. Click **Confirm**. The clone runs immediately and IRIS10 does not ask you to confirm again. The Project grid reloads, the new project's row is selected, and the message Project cloned as "<name>". appears. If the name is blank, "Enter a name for the new project." appears and nothing is created.

Copy employee rates forward

1. Open the Employee Rate screen in the Cost Accounting portal.
2. On the toolbar, click **Copy Employee Rates**. You can also use **Copy Employee Rates** on the **Options** menu. The Copy Employee Rates window opens. It shows a grid with the **Copy** and **Employee** columns. If no employees are listed, the grid shows "No employee records available."

> **Note: Copy Employee Rates** requires level 4 access to the Employee Rate screen.



The Copy Employee Rates window. Select the Copy checkbox for each employee, then click Ok.

1. Copy Employee Rates window
2. Select all
3. Select none
4. Ok (copies immediately)
5. Cancel

3. Select the **Copy** checkbox for each employee whose rates you want to copy. The **Copy** checkboxes start cleared.

> **Note:** To change every row at once, click **Select all** or **Select none**. **Select all** selects every checkbox and **Select none** clears every checkbox.

4. Click **Ok**. The copy runs immediately and IRIS10 does not ask you to confirm again. If the copy succeeds, the window closes, a message reports how many employee rates were copied, and the Employee Rate grid reloads. If the copy is rejected, the window closes and the reasons are shown.
5. To leave without copying, click **Cancel** and answer the question "Are you sure you want to cancel updating employee rates?" The window closes only if you confirm.

Open the Update Rates screen and choose a tool

1. Open the Update Rates screen in the Cost Accounting portal. A welcome box asks you to click one of the tabs above it.
2. Click the tab for the task you need: **Copy Class Rates**, **Copy Equipment Rates**, **Calculate Labor Class Rates**, **Employee Rates**, **Equipment Rates**, **Class Rates** or **Inventory Rates**. The panel for that tab opens and shows the red warning about qualified personnel and backing up your database.

Copy class rates to another fiscal year

1. On the Update Rates screen, click the **Copy Class Rates** tab.
2. Choose a **Resource type**: Labor, Equipment, Material or Services. Labor is selected by default. Choosing a type reloads the list of resource items for that type.
3. Select one or more items in the list. While no item is selected, a red message reads "Please select items before attempting to update rates."

> **Note:** Use the **Select all** checkbox to select every item, or **Clear selection** to start again.

4. In the **From** and **To** dropdowns, choose the fiscal years to copy from and to. You can type in a dropdown to filter it.
5. Under **Rate**, keep **Current rate**, or choose **By percent** and enter a percentage. The percentage can have up to 4 decimal places. The percent box can be used only when **By percent** is chosen. Otherwise it is disabled and cleared.
6. Click **Update**. The copy runs immediately and IRIS10 does not ask you to confirm again. A message reports how many class rates were copied and between which fiscal years. If no item is selected or a required field is empty, a message explains what is missing and nothing is copied.

Calculate labor class rates

1. On the Update Rates screen, click the **Calculate Labor Class Rates** tab.
2. Select one or more labor classes in the list.

> **Note:** Use **Select all** to select every class, or **Clear selection** to start again.

3. Enter the **Date** and choose the **Fiscal year**.

4. Click **Update**. The calculation runs immediately and IRIS10 does not ask you to confirm again. "Labor class rates calculated successfully. N records affected." appears. If nothing is selected, "Please select items before attempting to calculate labor class rates." appears.

Update employee rates on posted labor transactions

1. On the Update Rates screen, click the **Employee Rates** tab.
2. Choose what to update by: **Employee**, **OH Class** or **Labor Class**. **Employee** is selected by default.

   > **Note:** To include every employee, select **Update All Employees** instead.

3. To refresh the premium amount and premium percentage, select **Update Premium**.
4. To recalculate the pay factor from the pay type, select **Update Pay Type**. Values whose option is not selected stay as they are on the transactions.
5. Choose the **Begin Date** and **End Date**.
6. Click **Update**. The update runs immediately and IRIS10 does not ask you to confirm again. "Employee rates updated successfully. N records affected." appears. If a required field is empty, "Please complete the required fields before updating employee rates." appears.

Update class, equipment or inventory rates on posted transactions

1. On the Update Rates screen, click the **Class Rates**, **Equipment Rates** or **Inventory Rates** tab.
2. For the **Class Rates** or **Equipment Rates** tab, choose the record to update:

TAB	WHAT TO CHOOSE
Class Rates	Choose the class to update, or select **Update All Labor Classes**.
Equipment Rates	Choose **Equipment** or **Equipment Class** and pick the record, or select **Update All Equipment**.

3. On the **Inventory Rates** tab, choose the **Update Inventory Item**.
4. On the **Inventory Rates** tab, choose **Resource Rate** or **Class Rate**. **Resource Rate** is selected by default. **Current Rate** is read-only and shows the rate in use for the option you chose.
5. On the **Inventory Rates** tab, enter the **New Rate**.
6. Choose a begin date and an end date. The end date cannot be before the begin date.
7. Click **Update**. The update runs immediately and IRIS10 does not ask you to confirm again. A message such as "Class rates updated successfully. N records affected." appears. If a required field is empty, a "Please complete the required fields before updating ... rates." message appears.

The rate updates change the posted transactions described in Transactions: void, reinstate and export.

Reference

What Clone project copies

ITEM	RESULT ON THE NEW PROJECT
Header details such as description, dates, road, billing settings, estimated costs, user fields 1-10 and comments	Copied from the source project
Status	Active and not complete, with no completion date
Total project cost	Left empty
Resource item bill rates (resource class and rate)	Copied
Sub-projects	Only active sub-projects are copied, and they are set to active. Archived sub-projects are not copied.

Copy Employee Rates: what each new rate record contains

ITEM	VALUE
Source record	The employee's rate record with the latest end date. Records without a begin date or end date are ignored.
Records created	One new record per selected employee
Begin date	The day after the source record's end date
End date	One year after the source record's end date
Rates carried forward	Rate, fringe rate, overhead rate, other rate, full burden rate, OH cost and OH calc method
Pay change type	Left blank

Update Rates tabs

TAB	WHAT IT DOES	MAIN FIELDS
Copy Class Rates	Copies class rates from one fiscal year to another	Resource type (Labor, Equipment, Material, Services), resource items, From, To, Rate (Current rate or By percent)
Copy Equipment Rates	Copies equipment rates from one fiscal year to another	Equipment or Equipment Class, From and To fiscal years, Rate (Current Rate, By Percent or By Amount). By Amount uses Rate = (Current Rate + Amount).
Calculate Labor Class Rates	Calculates rates for the selected labor classes	Labor classes, Date, Fiscal year
Employee Rates	Refreshes rates on labor transactions from the employee rate record that covers each task date	Employee, OH Class or Labor Class; Update All Employees, Update Premium, Update Pay Type; Begin Date, End Date

TAB	WHAT IT DOES	MAIN FIELDS
Equipment Rates	Updates rates on equipment transactions	Equipment or Equipment Class; Update All Equipment
Class Rates	Replaces the class rate on posted transactions with the resource class rate for the transaction's fiscal year	Class; Update All Labor Classes
Inventory Rates	Writes a new resource rate or class rate on inventory transactions in the date range	Update Inventory Item, Resource Rate or Class Rate, Current Rate, New Rate, Begin Date, End Date

Update Rates terms

TERM	MEANING
Labor class	A resource class of the Labor type. These classes are listed on the **Calculate Labor Class Rates** tab.
By percent	**Copy Class Rates** option that changes rates by the percentage you enter, instead of copying the current rate.
By Amount	**Copy Equipment Rates** option that sets Rate = (Current Rate + Amount).
OH Class	An **Employee Rates** option that updates transactions for an overhead class.
Update Pay Type	An **Employee Rates** checkbox. When it is selected, the pay factor on transactions is recalculated from the pay type.
Update Premium	An **Employee Rates** checkbox. When it is selected, the premium amount and premium percentage on transactions are refreshed with the current values.

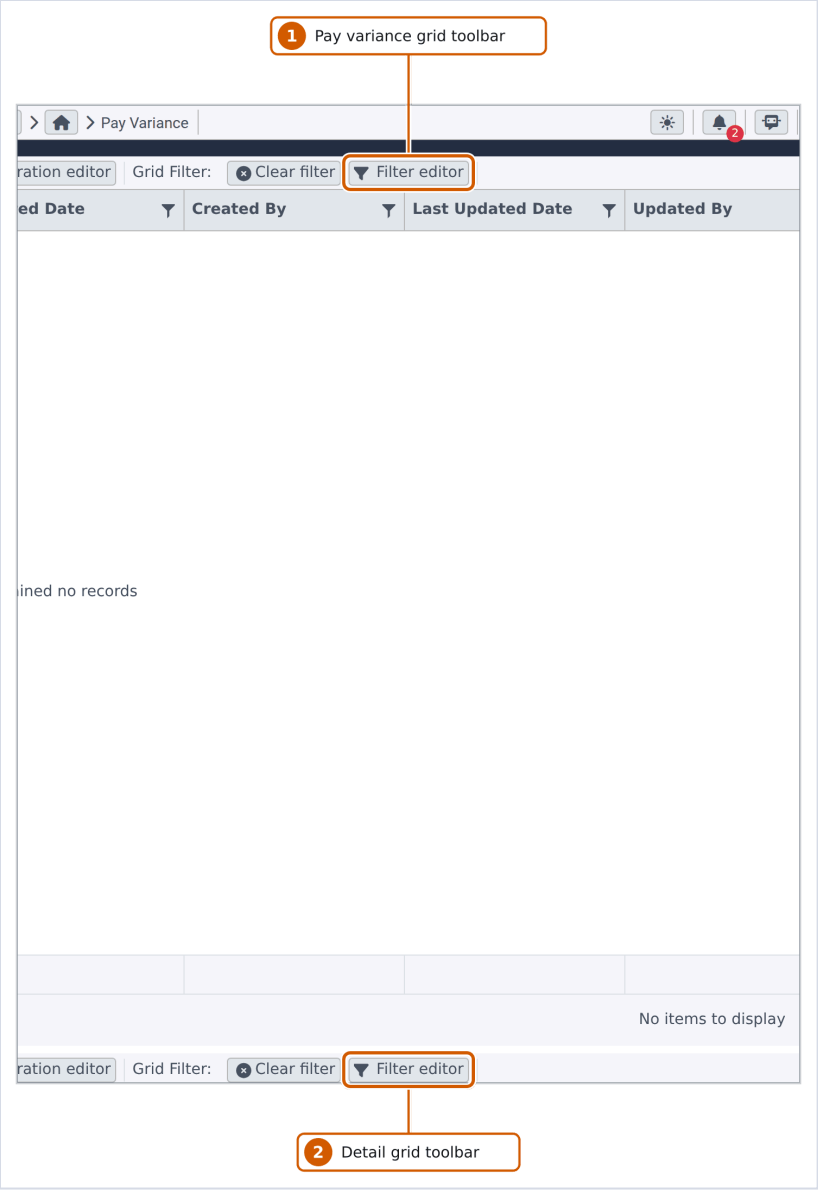
Lookup values buttons

These buttons open the lookup values for the Inventory, RBF and Activity screens. For the lookup tables, see Lookup values.

SCREEN	BUTTON	TOOLTIP
Inventory	**Inventory lookup values**	Open the inventory lookup values dialog.
RBF	**RBF lookup values**	Open the road/bridge/facility lookup values dialog.
Activity	**Actvity lookup values** (spelled this way on screen)	Open the activity lookup values dialog.

Pay Variance grids

The Pay Variance screen has an upper grid and a lower grid, each with its own toolbar. For the Filter editor, see Grid filters.



The Pay Variance screen. Select a row in the upper grid to see its detail in the lower grid.

1. Pay variance grid toolbar
2. Detail grid toolbar

GRID	COLUMNS
Pay variance (upper grid)	Fiscal Key, Month Index, Task Date, Quantity, Created Date, Created By, Last Updated Date, Updated By
Pay variance data (lower grid)	Fiscal Key, Month Index, Employee Key, Extra Help, Supervisor, Variance Pay, Pay Type Key, Task Date, Quantity, Pay Rate, Pay Factor, Created Date, Created By, Last Updated Date, Updated By

Messages

TOOL	MESSAGE	MEANING
Clone project	Please select a project to clone.	Select a row in the Project grid first.
Clone project	Enter a name for the new project.	The name box is empty.
Clone project	name <name> already exists.	Another project already has that name, ignoring upper and lower case.
Clone project	name parameter must not exceed 20 characters.	Shorten the name.
Clone project	Source project not found for this tenant.	The selected project could not be found.
Clone project	Project cloned as "<name>".	The clone succeeded.
Clone project	An error occurred while cloning the project. An email has been sent to support.	A technical error occurred. Support has been notified.
Copy Employee Rates	No employee rate records where found with that criteria to copy forward	None of the selected employees has a rate record with both a begin date and an end date.
Copy Employee Rates	Unable to copy employee rates due to a technical error. An email has been sent to support.	A technical error occurred. Support has been notified.
Copy Class Rates	Please select at least one item before copying class rates.	Select at least one resource item.
Copy Class Rates	Please complete the required fields before copying class rates.	Fill in the required fields.
Copy Class Rates	N class rates copied from: <from year> to: <to year>, successfully.	The copy succeeded.
Calculate Labor Class Rates	Labor class rates calculated successfully. N records affected.	The calculation succeeded.
Employee, Equipment, Class, Inventory Rates	<Type> rates updated successfully. N records affected.	The update succeeded.
Employee, Class, Equipment, Inventory Rates	Please complete the required fields before updating <type> rates.	Fill in the required fields.
Any rate tool	You can not affect a tenant you are not logged into / Not authorized to affect system data.	You can change only data that belongs to your own organization.

Tips and notes

Important: Each panel on the Update Rates screen shows this warning: updating rates should be done only by qualified personnel, and you should back up your database before updating any rates. The **Update** button runs as soon as the fields are valid and does not ask you to confirm.

Important: Clone Project Confirm and **Copy Employee Rates Ok** act immediately, and IRIS10 does not ask you to confirm again. Check the name or the selected employees before you click.

Note: Employee Rates updates skip labor transactions that have an overridden labor rate, and transactions whose pay type does not have Allocate set. **Class Rates** updates for labor also change only transactions whose pay type has Allocate set.

Note: Every rate update is recorded in the update rates log. Each changed transaction also gets an audit history entry that holds its values before and after the change.

Tip: On the Pay Variance screen, select a row in the upper grid to load that record's detail into the lower grid.

Tip: Inventory lookup values is also available from the main menu.

Related topics

- Lookup values
- Grid viewing and editing
- Security Administration: access levels by user
- Units of measure, fiscal years and organizations
- Transactions: void, reinstate and export
- Grid filters