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

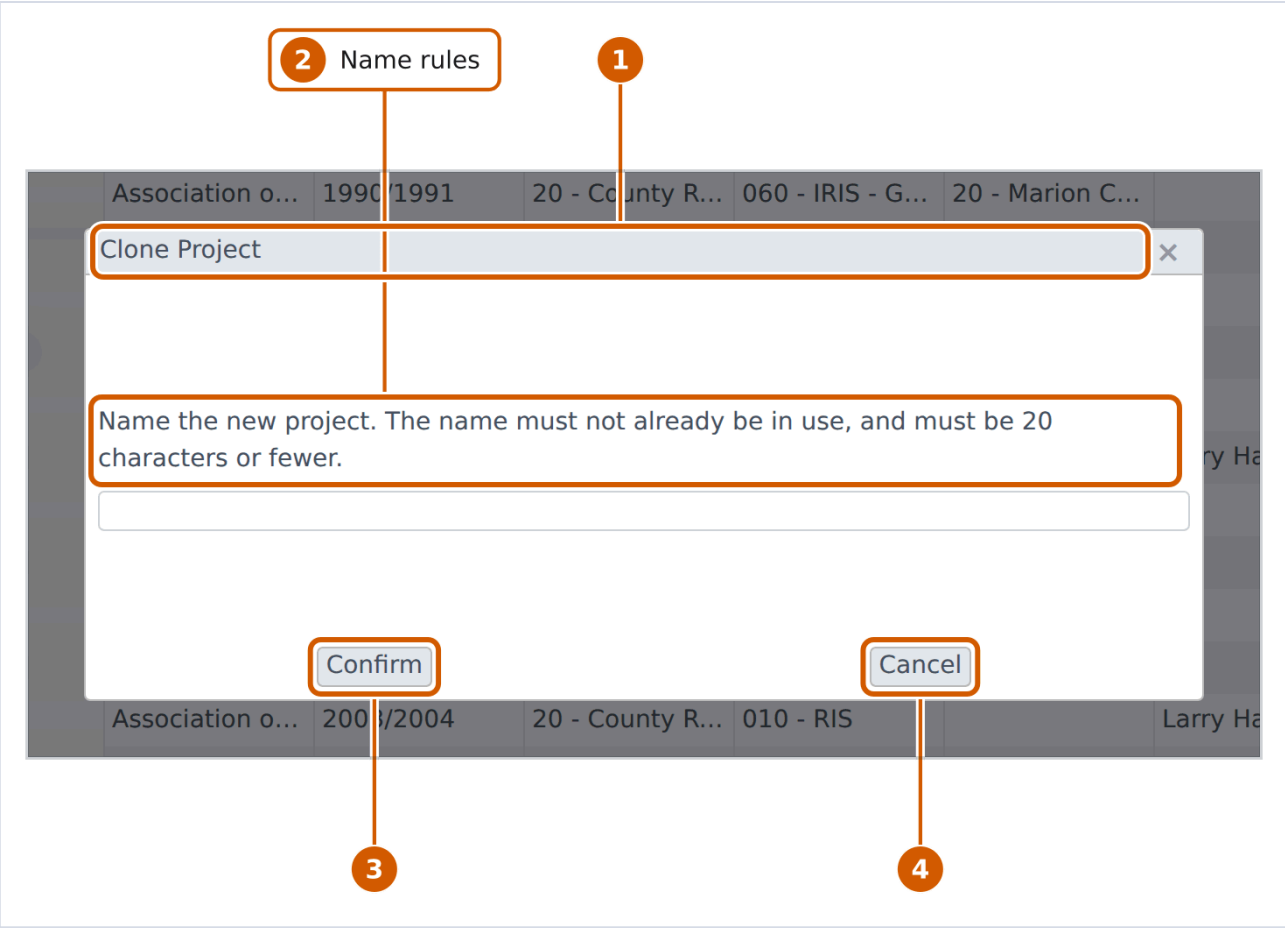
- Sign in to IRIS10 with the Cost Accounting portal selected.
- Know how to select rows and filter in the shared data grid. See Grid viewing and editing.
- To clone projects or copy employee rates, you need level 4 access to the Project and Employee Rate screens. See Security Administration: access levels 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.

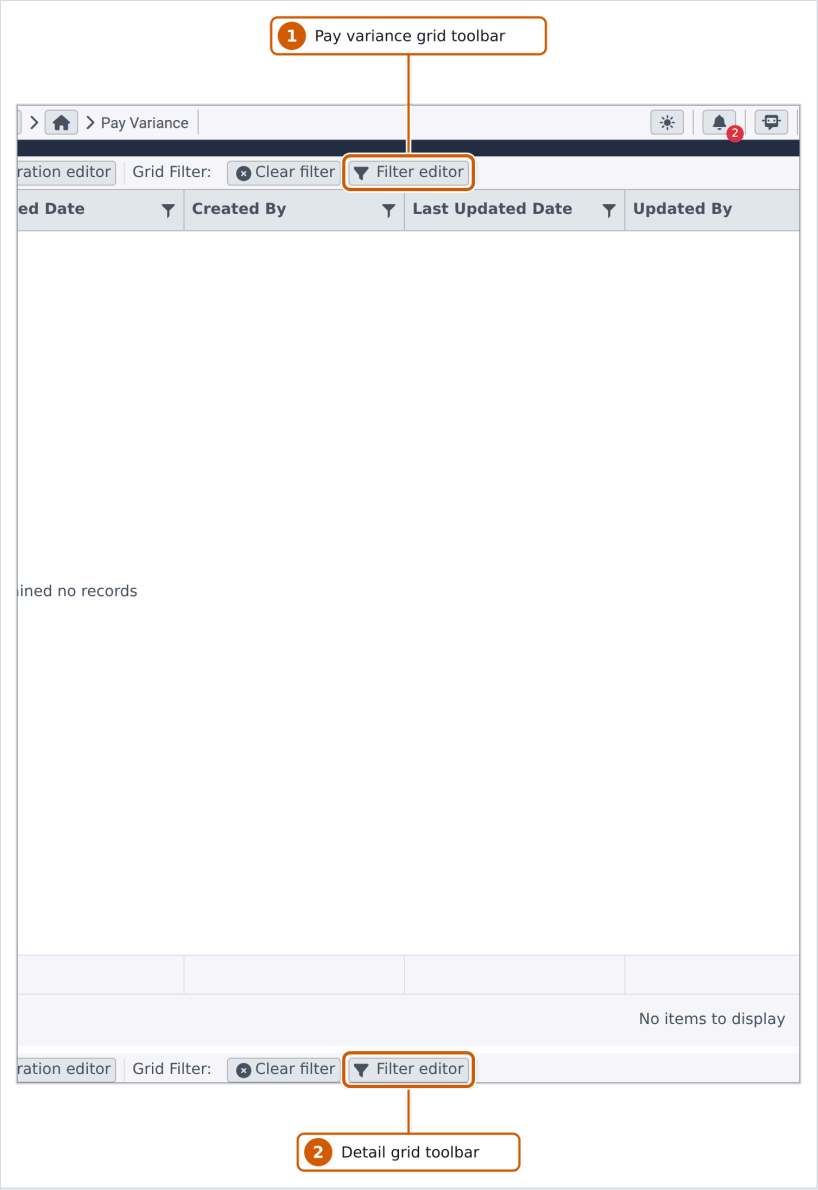
Lookup values buttons

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