

Ostendo

And

Freeway

Sub-Contractors

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## How To Deploy Ostendo / Freeway To Your Sub Contractors

### Overview:

This extends functionality allowing Sub Contractors to utilise Freeway to record information against jobs sent to them from Ostendo. It also provides instant update of job information and allows further supplier transactions to be auto generated if required, Eg: Buyer Created Invoices. By using this functionality, Ostendo sites will receive up to date information back from their Sub Contractors, which will mean sites do not have to wait for their Sub Contractors invoice in order to update their jobs.

Ostendo & Freeway now allow for the following:

- Deploy Jobs to Sub Contractors as you would your own employees
  
- Allows the Sub Contractor to record time in the same manner as internal employees
  
- Provides the ability to record Claims against a Datasheet eg: Parking Charges etc.
  
- Provides the ability to record Quantity statistics against a Job Datasheet. These recorded quantities can optionally update statistics against any of the following:
  - Company Asset
  - Customer or Supplier
  - Site
  - Item
  
- Provides the ability to control what types of Supplier transactions are auto generated in Ostendo when the Datasheet is completed. Eg:
  - Purchase Receipt for an Order
  - Purchase Receipt No Order
  - Purchase Invoice Only
  - None

## Recording Sub Contractor Time:

By using and linking specific Labour Codes / the Labour Mapping Matrix and Descriptors together, we allow the Sub Contractor to record time against a Labour Code within Freeway.

When the datasheet is returned to Ostendo further transactions can be generated to reflect their charge(s) to you.

## What occurs when the Datasheet is returned to Ostendo?:

Because the Labour is recorded against a Labour Code in the Datasheet, that Labour Code will update time on the Job, however instead of Crediting 'Direct Labour' etc as it would for internal employees, the Labour Mapping Matrix record for that Labour Code could channel the entry to a Sub Contractors Clearing Account Cost Centre. These Labour Codes are linked to a Descriptor which is used if a Suppliers Receipt or Invoice is to be created/

Furthermore, if the rules have been setup to create a Purchase Invoice for example, the linked Descriptor will be used on this transaction which in turn could be linked to the Sub Contractors Clearing Account Cost Centre to clear the balance that was posted from the timesheet entry, thereby leaving a nil balance in the Clearing account.

It should be noted that this Purchase transaction is NOT allocated to the job, otherwise we would be doubling up the labour content. Once this invoice has been generated, it can either be posted immediately thereby creating a 'buyer created invoice' or await 'In Progress' for the actual Sub Contractors invoice to arrive.

*NB: This document talks about a Sub Contractors Clearing account. Typically this will be a Balance Sheet account, whereby the Credit Entry to this account will come from the timesheet / Qty or Claim posting, whilst the clearing Debit Entry will ultimately come from the posting of the Purchase Invoice. These two separate transactions could cross financial periods thereby effecting Profit & Loss if a Balance Sheet account was not used. It is suggested that an accountant familiar with the business concerned is consulted before any setup in this area to ensure financial management reporting is not skewed. As each site is different, a decision for one site may not be applicable for another.*

## Accounting Entries:

These T Charts represent the accounting entries from the transactions generated when Sub Contractors time is recorded and posted.

### Labour Posted From Timesheet (Once Timesheet is Posted)

<b>Debit</b>	<b>Credit</b>
<b>JOB WIP</b>	<b>SUB CONTRACTOR CLEARING</b>

### Generated Transaction Style (Once Receipt is Updated)

- Purchase Receipt For Order
- Purchase Receipt Only

<b>Debit</b>	<b>Credit</b>
<b>SUB CONTRACTOR CLEARING</b>	<b>PURCHASE RECEIPTS</b>

### Generated Transaction Style (Once Purchase Invoice is Updated)

- Purchase Invoice Only

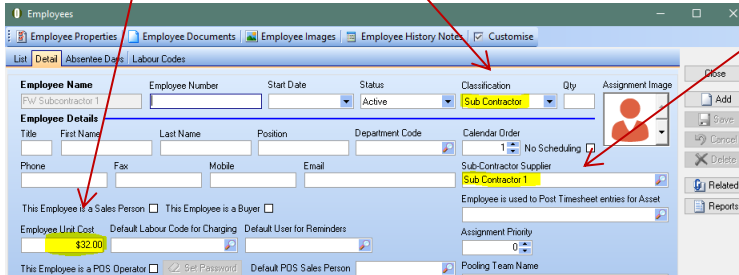
<b>Debit</b>	<b>Credit</b>
<b>SUB CONTRACTOR CLEARING</b>	<b>PURCHASE RECEIPTS</b>
<b>PURCHASE RECEIPTS</b>	<b>CREDITORS</b>

## Getting Started

- Ensure you have setup a Mobility Style Template to include 'Times'
- Create a Sub Contractors Clearing Cost Centre and map it to the relevant GL account in your accounting software
- Depending upon your current setting for Labour Rule '*Where there is no Employee-Labour Cost*', will dictate how to setup the employee direct Cost or Labour Code Cost
- Setup a Labour Code(s) to be used for each Sub Contractor. Ensure the Std Cost is reflective of their hourly charge rate to you.

- Ensure the Labour Code is specified on the Employee Mobility Settings for this Sub Contractor. It is suggested you create a Labour Restriction condition so internal Labour Codes are not available to them. eg: labourcode = 'SUBLAB'
- NB: Employee Mobility Settings: The setting for "How Times as Posted in Ostendo" must **NOT** be set to "Job Direct" as the logic for Sub Contractor Time entry is specifically relates to entries creating Timesheet Batches. Whilst the individual time on these Timesheet Batches cannot be easily determined whether correct or not, you at least have the opportunity of performing a 'sanity check' of these prior to posting. This should reduce the possibility of someone inadvertently entering a massive number of hours by mistake. Eg: 1000 hrs instead of 1.
- Setup or update an existing supplier to ensure the 'Supplier is a Sub-Contractor' flag is set.

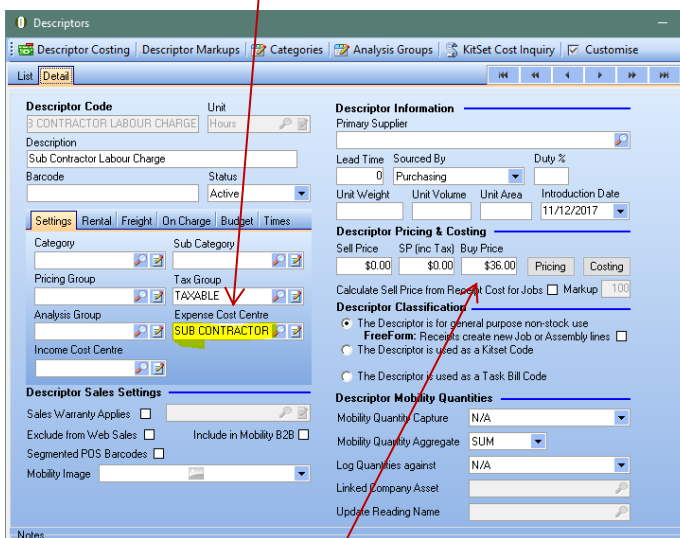
- Setup the Employee Master record
- Set the Employee Cost to be the Sub Contractors Hourly Rate to you
- Set the Employee Classification as "Sub Contractor" and link the Sub Contractor Supplier to this Employee



- Setup a Labour Mapping Matrix rule for Labour Code to be used by Sub Contractors. This will channel the Direct Labour Cost entry to a different Cost Centre, eg: Sub Contractor Clearing instead of 'Direct Labour Costs'.

Site Name	Category	Labour Code	Department	Employee Department	Labour Code	Job Type	Employee	Direct Labour Cost Centre	Fixed OH Cost Centre	Variable OH Cost Centre
					SUBLAB			SUB CONTRACTOR CLEARING		

- Setup a Descriptor to be used on Purchase Receipts and Purchase Invoices relating to the Sub Contractors Labour Charges
- Ensure the Expense Cost Centre is set to be the same Cost Centre as specified in the Labour Mapping Matrix. (This will be used on the Purchase Receipt / Invoice)



- If this is a generic Descriptor to be used across multiple Sub Contractors, then define multiple Buy Prices by Supplier to reflect their different labour rates, otherwise enter a Std Buy Price if this will only be used for one Sub Contractor

- Now define the link between the Labour Code and Descriptor code and how they should behave. Go to Purchasing->Supplier Sub Contractors. (NB: Only Suppliers that have been flagged as Sub Contractors will appear here)

- Select the Sub Contractor and from the Detail tab specify the following after pressing the Add button:

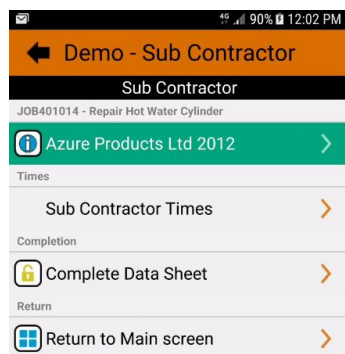
- **Sub Contractor Employee:** Select the Employee record for this Sub Contractor
- **Labour Code:** Select the Labour Code that will be used by this Sub Contractor. This code is used to update Time on the Job via Timesheet Entry.
- **Descriptor Code:** Select the Descriptor Code that will be used on the Purchase Receipt or Invoice to reflect the Labour that is to be charged to you by the Sub Contractor.
- **Effective Date From:** This defines when this rule is to start, thereby allowing you to load further rules relating to future transactions.
- **Generated Transaction Style:** This defines what happens in Ostendo once the Timesheet entry has been posted.  
Options Include:



- **None:** No action performed
- **Purchase Receipt for Order:** This is selected if you wish to link all Sub Contractor receipts for a supplier to an Open Purchase Order. This order is NOT linked to any one job. Providing a PO already exists with the relevant Descriptor Code already specified, a *Purchase Receipt For Order* type transaction will be created and automatically linked to the first open Purchase Order for this Sub Contractor. This style of transaction is useful where you provide a Sub Contractor an open PO to authorise work eg: 100 hours of work to be undertaken whilst that PO remains open. All receipts will be shown against this PO therefore you are able to determine volumes of work for that have been done attributed to that PO. *NB: Once the total qty posted to the PO exceeds the qty on it, remaining transactions will be generated in a style of 'Purchase Receipt No Order'.*
- **Purchase Receipt Only:** Select this if you do not wish to link any receipts for this Sub Contractor to a Purchase Oder.
- **Purchase Invoice Only:** This will simply create a Purchase Invoice with a Style of 'Invoice Only' ready for posting.

Example:

Create a Datasheet for the Job



Enter Time against the Labour Code

Times	
Employee	FW Subcontractor 1
Date	26/02/18
Hours	3
Code	SUBLAB
Description	Labour
Unit	Hours
Notes	Carry out repairs and test cylinder.

Complete and return the Datasheet back to Ostendo

Ostendo Creates an unposted Timesheet entry from the Datasheet Time ready for Posting

The screenshot shows the 'Timesheets' application window. At the top, there are navigation tabs: Employees, Labour Codes, Cost Centres, Rate Scales, Job Orders, Assembly Orders, Goto Job, and Customise. Below these, there are fields for 'List', 'Detail', and 'Lines'. The main area displays a table with columns: Date, Type, Reference, Rate Scale, Hours, Task or Step, Labour Code, Charge Style, and Charge. A single entry is visible for the date 26/02/2018, Type Job, Reference JOB401014, Rate Scale ORD, Hours 3, Task or Step Job, Labour Code SUBLAB, Charge Style Chargeable, and Charge 3.00. Below the table, there are checkboxes for 'Recorded Notes', 'Copy to Job History Notes', 'Copy to Job Line Instructions', and 'Copy to Invoice Line Instructions'. A 'Recorded Notes' field contains the text 'Carry out repairs and test cylinder.'

Once Timesheet is posted, two events are triggered:

1. Job is updated with Labour Code and Actual Time for that Employee

The first screenshot shows the 'Job Line' tab. It displays a table with columns: Line No, Line Type, Code, Order Qty, Actual Qty, Unit, Std Price, Order Price, and Disc %. The entry for Line No 10 is shown with Line Type Labour Code, Code SUBLAB, Order Qty 0, Actual Qty 3, Unit Hours, Std Price \$75.00, Order Price \$75.00, and Disc % 0. Below this, there are fields for Description (Labour), Net Amount (\$0.00), Tax Amount (\$0.00), and Total Amount (\$0.00). There are also fields for Task Seq (10), Task (Job), Tax Code (GST15), Analysis Group, Invoice & Quote Display (No Content Display), and Line Status (Open). Planned Unit Cost is \$32.00, Cost Markup % is 134.38, and Sales Margin % is 57.33. The Instructions field contains '[26/02/2018] Carry out repairs and test cylinder.'

The second screenshot shows the 'Actual Issues' tab for Line No: 10. It displays a table with columns: Date, Qty, Unit Cost, Employee, Rate Scale, Charge Style, Non-Charge Code, Issue Source, Issue No, and Issue Date. The entry for Date 26/02/2018 is shown with Qty 3, Unit Cost \$32.00, Employee FW Subcontractor 1, Rate Scale ORD, Charge Style Chargeable, Issue Source Timesheet, and Issue No 259.

2. A Purchase Invoice is automatically created.

*Note the following:*

The Supplier Invoice Number is Pre-filled with the Timesheet Batch Number and the Purchase Invoice Notes are filled with the Timesheet and Job Number

Purchase Invoicing

Purchase Orders | Purchase Receipts | Set Speed Entry Order | Import Mico Invoices | Customise

List | Detail | Lines

Invoice Batch No: 658 | Status: InProgress | Invoice Date: 26/02/2018

Reference: Daily Timesheet

Invoice Style: Invoice Only | Supplier Invoice Number: TS259

Supplier: Sub Contractor 1

Supplier Invoice Date: 26/02/2018 | Credit Terms: 20th of Month

**Supplier Invoice Values**

Supplier Invoice	Batch Totals
Nett Amount: \$96.00	\$96.00
Nett Additional Charges: \$0.00	\$0.00
Tax Amount: \$14.40	\$14.40
Total Amount: \$110.40	\$110.40
	Difference: \$0.00

Default Allocation Type: Default | Allocation Reference:

**Additional Charges**

Nett	Tax Code	Tax	Total
Freight: \$0.00	GST15	\$0.00	\$0.00
Other: \$0.00	GST15	\$0.00	\$0.00

Batch Updating: Post Purchase Invoice

Notes | Overrides | Financial

From Timesheets 259 for Job JOB401014

The Allocation Type is Cost Centre as the Labour has already been posted to the job via Timesheets

List | Detail | Lines

Invoice Batch No: 658 [InProgress]

Batch Entry | Lists | Items | Descriptors | Catalogue Items

Supplier: Sub Contractor 1 | Invoice Nett Amount: \$96.00 | Batch Nett Total: \$96.00

Line No	Type	Code	Unit	Invoice Qty	Invoice Unit Price	Ext Line Price	Ext Li
10	Descriptor Code	SUB CONTRACTOR LABOUR C...	Hours	3	\$32.00	\$96.00	

Invoice Lines | Allocations | Additional Fields

Line No: 10 | Line Type: Descriptor Code | Code: SUB CONTRACTOR LABOUR C... | Invoice Qty: 3 | Unit: Hours | Invoice Unit Price: \$32.00

Description: Sub Contractor Labour Charge | Tax Code: GST15 | Allocation type: Cost Centre | Allocation Reference: SUB CONTRACTOR

Invoice Lines | Allocations | Additional Fields

Line No: 10

Allocation type	Allocation Reference	Allocation Qty	Task or Step
Cost Centre	SUB CONTRACTOR CLEARING	3	

**Hint:**

*There have been two new fields added to the Purchase Receipts and Purchase Invoices tables. The contents of these can be seen by customising the respective List Grids and selecting:*

*BUYERCREATEDSOURCE ('Timesheet' if this was created from a Sub Contractor Timesheet)*

*BUYERCREATEDSOURCEID (Timesheet Number if this was created from a Sub Contractor Timesheet)*

**This completes the Sub Contractor Time Recording Documentation**

## Recording Sub Contractor Claims In Freeway:

### Overview:

As Sub Contractors enter Time etc. into Freeway, they may also need to enter claims. These claims could be for Material Costs or disbursement expenses eg: Parking Charges etc..

In order to record claims we use specific Descriptors. The Descriptor can either have a specific cost against it which means the Qty entered in Freeway will simply be multiplied by the Buy Price, or alternatively where the cost is different every time, we setup the Descriptor and flag the Sub Contractor Claim record to drive the Extended Cost from the Qty entered in Freeway.

### **Example:**

To record a Parking Charge of \$5.75, a Qty of 5.75 would be entered. When this is returned to Ostendo, The qty will be swapped around to have a Unit Cost of \$5.75 and a Qty of 1

## Getting Started:

- Setup a Descriptor(s) to be used for Claims. This example will be for a Descriptor where the Cost is different each time and the Sell Price will be calculated using a 10% Markup of the Cost. The Cost itself will be driven from the Qty recorded in Freeway against this Descriptor.

The screenshot shows the 'Descriptors' application window with the 'Detail' tab selected. The descriptor code is 'SUB CONTRACTOR - MISC CHARGE' and the unit is '\$'. The description is 'Sub Contractor - Misc Charge'. The status is 'Active'. The 'Settings' tab is active, showing 'Category' and 'Sub Category' fields. The 'Descriptor Pricing & Costing' section shows 'Sell Price' as \$0.00, 'SP (inc Tax)' as \$0.00, and 'Buy Price' as \$0.00. The 'Markup' is set to 100. The 'Descriptor Classification' section has two radio buttons: 'The Descriptor is for general purpose non-stock use' (selected) and 'The Descriptor is used as a Kitset Code'.

- Setup Claim records for each Descriptor to be used against the Purchasing - > Suppliers - > Sub Contractor - > Claims Tab screen and define the following. (NB: Only Suppliers that have been flagged as Sub Contractors will appear here)

Supplier Name	Address 1	Address 2	Address 3	Contact	Phone	Fax
Sub Contractor 1						
Sub Contractor 2						

- Select the Sub Contractor and from the Detail tab specify the following after pressing the Add button:

Sub Contractor Employee	Claim Style	Claim Mark-up %	Claim Quantity is used as Cost	Descriptor Code used for Claim	Effective Date From	Generated Transaction Style
FW Subcontractor 1	Job Cost and Price	10	<input checked="" type="checkbox"/>	SUB CONTRACTOR - MISC CHARGE	1/12/2017	Purchase Invoice Only

- Select the appropriate Claim Style / Claim Markup % / Claim Qty is used as Cost

- **No job Entry:** No Issue will be recorded against the Job. Therefore this descriptor should NOT be linked to Sub Contractor Clearing Cost Centre as you are treating this as an expense and will not be recovering it.
  - **Job Cost & Price**
    - **(When both Claim Markup & Claim Qty fields are completed):** A new Line will be added to the job and issued with a unit cost based on the Qty entered in Freeway. The Sell price of the line will be derived from the Cost plus the Claim Markup % specified in this screen
    - **(When both Claim Markup & Claim Qty fields are blank. *This setting has the same result using Job Cost & STD Price*)**  
A new Line will be added to the job and issued with a unit cost based on the Descriptor / Supplier Buy Price. The sell price will be based on the Descriptor sell price rule.
    - **(When Claim Markup is blank & Claim Qty is ticked)**  
A new Line will be added to the job and issued with a unit cost based on the Descriptor / Supplier Buy Price. The Sell price will be equal to the cost (as no Markup was applied)
    - **(NB: Do not set a Claim Markup without ticking Claim Qty as this is ignored)**
  - **Job Cost & STD Price: (Not to be used with Claim Markup and Claim Qty)** A new line will be added to the job and issued with a cost based on the Descriptor / Supplier Buy Price whilst the Sell Price will based on the Descriptor sell price rule.
  - **Job Cost Only:** A new Line will be added to the job and issued for this descriptor to record the Cost based on the recorded Qty if the "Claim Qty is used as Cost" is ticked', otherwise the Descriptor / Supplier Buy price is used. Markup is ignored as the price be automatically overridden to Zero
  - **Job Price Only:** A new line will be added to the job and issued for this descriptor Zero cost. If the "Claim Qty is used as Cost" is ticked, The sell Price will be calculated from the recorded qty plus the Claim Markup %. If not ticked, the sell price will come from the Descriptor sell price rule. (NB: As with No job Entry, this descriptor should NOT be linked to Sub Contractor Clearing Cost Centre as you expensing this only and not costing it to the job)
  - **Job STD Price Only:** A new Line will be added to the job and issued with a Zero Cost, whilst the Sell Price will based on the job customers sell price.
- Create a List in Ostendo containing the Descriptors you wish to make available to the Sub Contractor for claims

Line Number	Code Type	Code	Description	Unit
10	Descriptor Code	SUB CONTRACTOR - MISC CHARGE	Sub Contractor - Misc Charge	\$

- Ensure that list is available to the Employee Mobility Sub Contractor Employee record in the Materials Tab

Device	Materials	Time Entry	Customers	Jobs	Suppliers	Assemblies	Deliveries
Restricted Material List Code				Sub Contractor			
Item Restriction Condition							

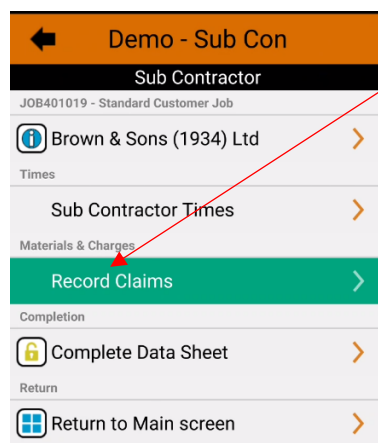
- Ensure your Style Template includes 'Materials' Type

Sequence	Type	Description	Option	Display Option
10	TIMES	Sub Contractor Times		Always
20	MATERIALS	Record Claims		Always

Example:

To record a Parking Claim for \$26.95 and mark it up by 10% to achieve the job line order unit price. against a job and to generate a Purchase Invoice only from that Sub Contractor

- Deploy a Job to the Sub Contractor and generate a Datasheet as normal and select Materials & Charges (This example we have called it 'Record Claims')

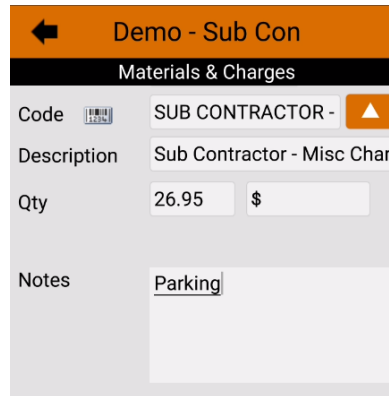


- Press '+'





- Select the Descriptor for the Claim. Enter the claim value as the Qty of 26.95. Also enter any relevant information relating to this claim by either overtyping the Description or adding notes.



The screenshot shows a mobile application interface for 'Demo - Sub Con'. The title bar is orange with a back arrow and the text 'Demo - Sub Con'. Below the title bar is a black bar with the text 'Materials & Charges'. The form has the following fields:

Code	<input type="text" value="SUB CONTRACTOR -"/>	<input type="button" value="▲"/>
Description	<input type="text" value="Sub Contractor - Misc Char"/>	
Qty	<input type="text" value="26.95"/>	<input type="text" value="\$"/>
Notes	<input type="text" value="Parking"/>	

- Complete the Datasheet to update Ostendo

- If we now look at the job in Ostendo, the following has occurred:
  - A job line has been added for this claim descriptor with a line note of 'Parking'
  - The Order Price has been updated \$29.645 which is calculated from a unit cost (which was entered as Qty) of \$26.95 + \$2.695 markup of 10% giving a unit price of = @29.645

Job Line	Line Source	Line Properties	Actual Issues	Warranty	Dimensions	Order History		
Line No	Line Type	Code	Order Qty	Actual Qty	Unit	Std Price	Order Price	D
10	Descriptor Code	SUB CONTRACTOR -	0	1	\$	\$10.00	29.645	
Description			Nett Amount	Tax Amount	Total Amount			
Sub Contractor - Misc Charge			\$0.00	\$0.00	\$0.00			
Task Seq	Task	Tax Code	Analysis Group	Invoice & Quote Display		Line Status		
10	Job	GST15		No Content Display		Open		
Planned Unit Cost			Cost Markup %	Sales Margin %				
\$2.50			1085.8	91.57				
<input type="checkbox"/> Price changed with Cost, Markup or Margin								
Instructions								
Job Line Parking								

- An Actual Issue record of Qty 1 with Cost of \$26.95 has been created and referenced back to the Datasheet

Job Line	Line Source	Line Properties	Actual Issues	Warranty	Dimensions	Order History	
Line No: 10							
Date	Qty	Unit Cost	Charge Style	Non-Charge Code	Issue Source	Issue No	Issue Description
2/03/2018	1	\$26.95	Chargeable		Issues	SB2008121	SB2008121

- If we now look at the Purchasing, we will see a Purchase Invoice (In Progress) for \$26.95 + GST from the Supplier

Invoice Batch No: 711 | Status: InProgress | Invoice Date: 2/03/2018

**Supplier Invoice Values**

	Supplier Invoice	Batch Totals	
Nett Amount	\$26.95	\$26.95	
Nett Additional Charges	\$0.00	\$0.00	
Tax Amount	\$4.04	\$4.04	Difference
Total Amount	\$30.99	\$30.99	\$0.00

**Additional Charges**

Freight	Other	Nett	Tax Code	Tax	Total
\$0.00	\$0.00	\$0.00	GST15	\$0.00	\$0.00
			GST15	\$0.00	\$0.00

Batch Updating: Post Purchase Invoice

From Data Sheet SB2008121 for: Job JOB401019

Purchase Invoicing | Purchase Orders | Purchase Receipts | Set Speed Entry Order | Import Mico Invoices | Customise

Invoice Batch No: 711 [InProgress]

Supplier: Sub Contractor 1 | Invoice Nett Amount: \$26.95 | Batch Nett Total: \$26.95

Line No	Type	Code	Unit	Invoice Qty	Invoice Unit Price
10	Descriptor Code	SUB CONTRACTOR - MISC CHARGE	\$	1	\$26.95

**Invoice Lines**

Line No	Line Type	Code	Invoice Qty	Unit	Invoice Unit Price
10	Descriptor Code	SUB CONTRACTOR - MISC CH	1	\$	\$26.95

Description: Sub Contractor - Misc Charge | Tax Code: GST15 | Allocation type: Cost Centre | Allocation Reference: SUB CONTRACTOR

**This completes the Sub Contractor Claim Recording Documentation**

## Recording Sub Contractor Quantities:

### Overview:

Quantities can have a multitude of uses. For example:

- You may simply want to record quantities of product completed. These could be recorded as they are produced (Continuous Qty), or recorded at the end of the process (Completed Qty). The Qty's could also influence an on-charge
- You may need to record a series of temperatures the during a visit or a QA process, in order to determine Minimums / Maximums / Sums or Averages or simply the Last Qty recorded
- Quantities statistics can be recorded on their own or in conjunction with the time they were recorded
- These Quantities can be set to update quantity values against the following:
  - Company Asset (Can also update the Primary Reading against the Asset)
  - Customer or Supplier
  - Site
  - Item

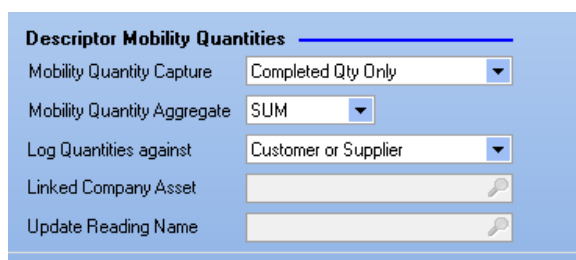
A new Related option under the respective master screen is now available to view summarised results along with the breakdown of recorded Quantities.

- The Quantity records are linked to specific Descriptors which are defined in such a way to trap the required statistical data.
- The recording of Quantities is not exclusive to Sub Contractors, however when used with Sub Contractors, you are able to control whether a Purchase Receipt / Invoice is created for that Sub Contractor based on those Quantities recorded.
- In addition to Statistics entered for Descriptors that are predefined on a job, you are also able to record Statistics against other descriptors which are defined in an Inventory List. These Qty Descriptors are made available to the Freeway user at the same time as pre-defined job Quantities Descriptors. These additional descriptor Qty Statistics are updated when the Datasheet is completed based on the Descriptor Mobility 'Log Qty's Against' option eg: Customer / Supplier / Asset etc..

## Example:

The example below relates to Completed Quantities which will be recorded by a Sub Contractor to update a Job in Ostendo along with generating a Purchase Invoice based on those qtys. This example relates to simple Lock Installs on a job. The Sub Contractor merely needs to record the number of locks they have installed on the job. They will progressively record a qty after each lock or door is completed. This example is based on a \$140 per Install Cost from the Sub Contractor, being on charged to our job customer at \$250 per install. We will also link the Quantities to the Job Customer so we can determine historically, how many locks have been installed for this customer across all jobs. The end result of this is the job will updated with the number of Lock Installs from the Sub Contractor, whilst Ostendo will also generate a Purchase Invoice from the Sub Contractor to reflect his per lock install charge. This example assumes their flat \$140 per install charge covers all labour and materials.

- Define a Descriptor to trap a specific Quantity:



### ***Mobility Quantity Capture (This defines what information the Freeway user needs to complete):***

- |                                      |   |
|--------------------------------------|---|
| ○ N/A                                | Not Used as a Qty                           |
| ○ Completed Qty Only                 | Prompts for Date & Qty                      |
| ○ Completed Qty with Time            | Prompts for Date with Entry Time            |
| ○ Continuous Qty Only                | Prompts for Date and Qty                    |
| ○ Continuous Qty with Time           | Prompts for Date and Entry Time             |
| ○ Start Stop Time Only               | Prompts for Date & Start & Stop Times       |
| ○ Start Stop Time with Completed Qty | Prompts for Date & Start & Stop Times & Qty |

***NB: References to Time does NOT relate to timesheet entry. This is completely independent of labour posting***

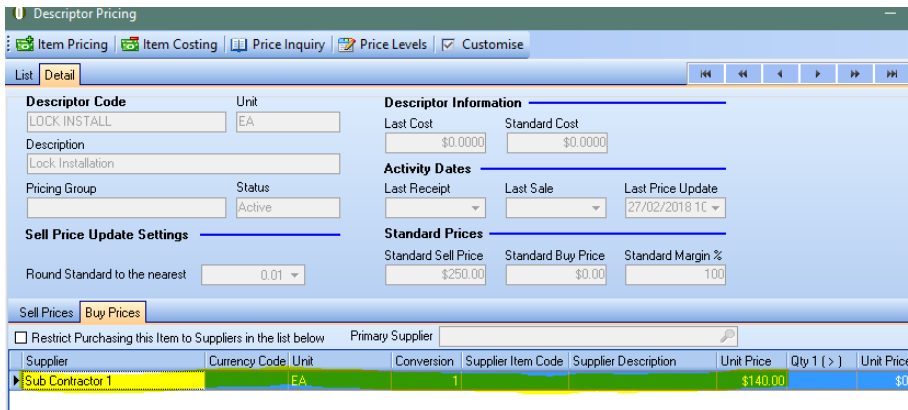
### **Mobility Quantity Aggregate (This defines how the data is to be interpreted):**

- |             |  |
|-------------|--|
| ○ SUM       | The total of all results entered         |
| ○ MIN       | The Minimum Qty of any result entered    |
| ○ MAX       | The Maximum Qty of any result entered    |
| ○ LAST      | The Last Qty result entered              |
| ○ HOURLYAVG | Hourly Avg Qty (Time & Qty Capture Only) |
| ○ ENTRYAVG  | Entry Avg Qty (Qty or Time Capture)      |

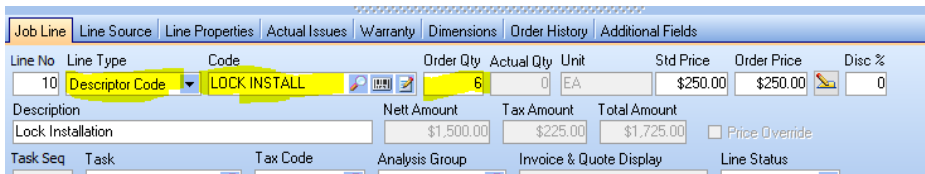
**Log Quantities against: (This defines where these statistics are logged within Ostendo)**

- N/A
- Company Asset
- Customer / Supplier
- Site
- Item

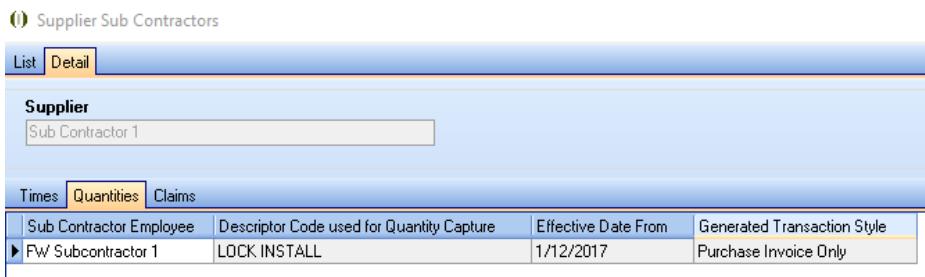
- Setup a Descriptor Buy Price record for this supplier if not Std Buy Price is used.



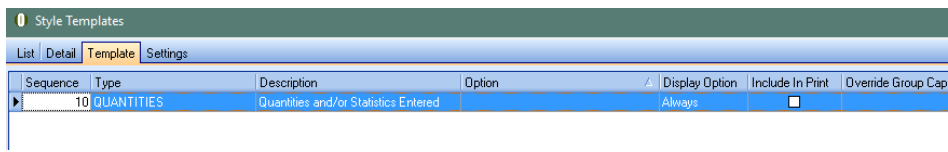
- Setup a job and enter a Descriptor job line on the job with a Planned Qty of Locks to be installed.



- From the Supplier Sub Contractors Screen (Quantities tab), specify the Descriptor, Effective Date and Generated Transaction Style to be used when the Datasheet is returned to Ostendo. In this example we will generate a Purchase Invoice type transaction for this descriptor.



- Setup a Mobility Style Template to include 'Quantities' in the Template Type section

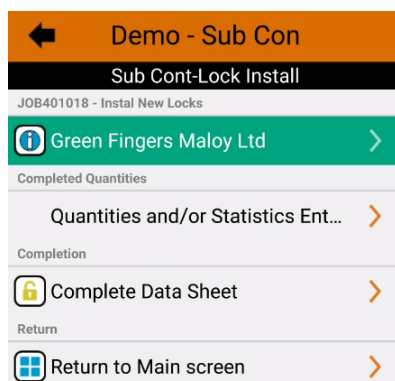


The screenshot shows a web interface for 'Style Templates'. At the top, there is a header bar with '0 Style Templates' and a navigation menu with 'List', 'Detail', 'Template', and 'Settings'. Below the menu is a table with the following columns: Sequence, Type, Description, Option, Display Option, Include In Print, and Override Group Cap. A single row is visible with the following data: Sequence: 10, Type: QUANTITIES, Description: Quantities and/or Statistics Entered, Option: (empty), Display Option: Always, Include In Print: , and Override Group Cap: (empty).

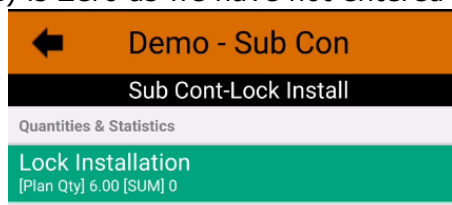
Sequence	Type	Description	Option	Display Option	Include In Print	Override Group Cap
10	QUANTITIES	Quantities and/or Statistics Entered		Always	<input type="checkbox"/>	

## Recording Quantities In Freeway:

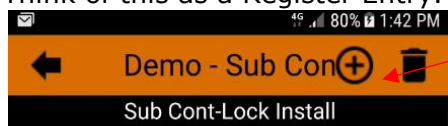
- Deploy the job to the Sub Contractor and create a new Datasheet.



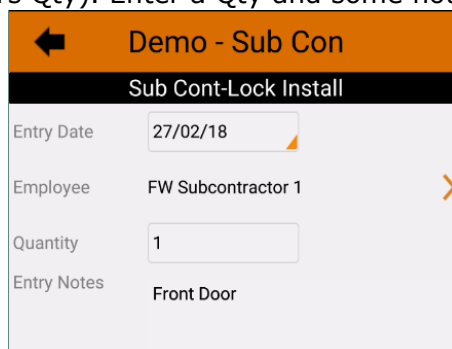
Select Quantities options. Notice the Plan Qty has been read from the Job Line Qty, and the SUM (in this case) is Zero as we have not entered results yet. Select this Descriptor I



- The next screen allows you to create a Quantity transaction. Press the '+' button to add a Qty. Think of this as a Register Entry.



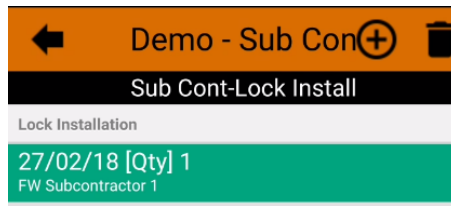
- Change the Date if necessary and select the Employee (if you are recording a Team Members Qty). Enter a Qty and some notes if required.



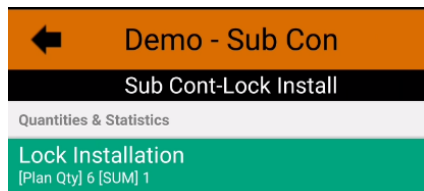
- When finished, return to the previous screen by press the 'Back' arrow



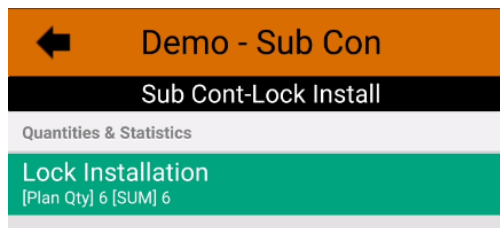
- This screen shows you the contents of the Qty record



- Pressing the Back arrow again will show you a summary screen of that descriptor, displaying Qty's recorded so far



- Repeat this process to add further Quantities as that are completed. As each entry is recorded, the Summary screen updates based on totals recorded so far.



- Complete the Datasheet
- In this example, when the Datasheet is returned to Ostendo, three things will occur.
  - The Job Line will be updated with an actual issue reflect the sum of Locks Recorded using the Suppliers Buy Price as the Cost

Job Line	Line Source	Line Properties	Actual Issues	Warranty	Dimensions	Order History	Additional Fields
Line No: 10							
Date	Qty	Unit Cost	Charge Style	Non-Charge Code	Issue Source	Issue No	Issue Description
27/02/2018	6	\$140.00	Chargeable		Issues	SB2003859	SB2003859

- An 'In Progress' Purchase Invoice will be created using the Suppliers Buy Price

From Data Sheet SB2003859 for: Job JOB401018

Line No	Type	Code	Unit	Invoice Qty	Invoice Unit Price
10	Descriptor Code	LOCK INSTALL	EA	6	\$140.00

- The Customer Quantities records will be updated against the Customer for this Descriptor.

### Statistics Tab

Customer	Statistics Code	Statistics Description	Recorded Style	Last Recorded Date	Statistical Aggregate	Statistical Value
Green Fingers Maloy Ltd	LOCK INSTALL	Lock Installation	Completed Qty Only	27/02/2018	SUM	6

### Quantities Tab (providing breakdown)

Sheet ID	Entry Date	Start Time	End Time	Entered Value	Entry Notes
SB2003859	27/02/2018	1:53 PM			1
SB2003859	27/02/2018	1:54 PM			1
SB2003859	27/02/2018	1:54 PM			2
SB2003859	27/02/2018	1:44 PM			1 Front Door
SB2003859	27/02/2018	1:54 PM			1

## Additional Statistics Available To All Jobs

In addition to Statistics entered for Descriptors already defined on a job, you are also able to record Statistics against other descriptors maybe against a Site Level.

In our example we have a Descriptor 'LOCK INSTALL' defined on the Job to enable recording of Completed Qty's at a Customer Level. However as a completely separate statistic we may also want to record the total time to install locks and log that against the site record.

In order to do achieve this we must create a separate descriptor and define it to log Qty's against a 'Site' record, in this case, as shown below.

NB: This descriptor does Not need to be defined on a Job, rather it must be defined in an Inventory List. (In this case a List called 'Qty Stats'). Multiple Descriptors may be defined in this list

Line Number	Code Type	Code	Description	Unit
10	Descriptor Code	SITE LOCK INSTALLS	Site Lock Install Total Duration	EA

To make this list entry available to the Datasheet, modify the Style Template Quantities to include this list entry

Sequence	Type	Description	Option	Display Option	Include In Print
10	QUANTITIES	Quantities and/or Statistics Entered	Qty Stats	Always	<input type="checkbox"/>

Now when the Freeway user selects the Quantities option from the Template they will be presented with two descriptors to record results against. The Descriptor on the job will update the Actual Issues and the Customer Quantities, whilst the Descriptor on the list will simply update the Times record against the Site.

**This completes the Sub Contractor Quantity & Statistics Recording Documentation**