

Job Orders

The Job Orders function is used to simplify repetitive ticket entry and to be able to bill and track by job. A "Job" may represent multiple loads hauled to and from the same origin and destination, billed to the same biller. A Job may have a specified number of loads, or it can be indefinite. In Job Order Entry you are essentially setting up a "template" for ticket entry. As ticket entry is done, each time that Job is used, fields are filled in based on that Job Order entry, thus saving key strokes. When the billing is done, the Job can be selected, and all unbilled tickets entered to that Job can then be billed, thus simplifying the billing.

From the Operations Main Menu select Jobs, opening the Job Orders browser.

[illegible]

[illegible]

First Date -This date is filled in by the system with the date of the first ticket entered to this job.

Invoice Code - This is a user-defined field and is not required by the system. This field can be used to customize your billing. As tickets are being invoiced, a field is available to invoice all codes or just certain ones. For instance, tickets that include a product charge could be coded with a P, while tickets including only haul charges could be coded H. Then when doing the billing you could separate tickets onto different invoices for haul charges only and product charges. Many other uses exist for this field.

PO# - Purchase Order is another optional field. If this field is not needed, go to System Configuration - Ticket Setup and answer N to the question Add P.O. Numbers. If this is used however, invoices posted to Accounts Receivable will carry this number through as P.O. number.

Job Filled - When the job has been completed, it can be marked as filled. Once marked as filled, no other tickets can be entered for this job.

Customer ID - Enter the id for the customer responsible for payment of tickets entered to this job.

Origin - Enter the origin of tickets for this job. The origin will most likely always be the same for a specific job, if however, for a few tickets the origin changes, it can be changed without affecting the total of the job. Make sure that if you change an origin for a ticket on a particular job, that you are not doing billing by origin. Double click or hit F1 key for an origin/destination pop up list.

Destination - As with origin, this will most always be the same for a certain job, it can be changed for a single ticket provided you are not billing by destination. Double click or hit F1 key for an origin/destination pop up list.

Commodity - Identify the commodity being hauled for this particular job. Double click or hit F1 key for a commodity pop up list.

Rate Type - Enter the method of rating tickets associated with this job. Depending on the method entered, the fields in this section will appear a little differently. Available rate types are: Weight, Bushels, Trip, Rental, Cwt, Miles, Gallons, Yards *(see below)

Number of Loads - In all cases the first field is for the number of loads it will take to complete this job. If this number is not known or is indefinite, this can be left blank.

Total Units – This is the total units for the entire job.

The remaining fields appearing apply to single loads. The entries made here will default to each ticket to save making the entries repeatedly.

Additional Charges per Ticket - Any additional charges added in this section will automatically be added to each ticket.

Total Job Information – The running total of Ticket details as they happen and will be filled in by the system.

Comment – This comment field may be included on invoices. When billing by job is done, a prompt will ask if “invoice comments” should be included and display this field for approval or change.

*****Additional Rating Information**

If rated by Weight

If the rate type of Weight is selected a second field will appear to the right for entry of G/N meaning Gross weight or Net weight. This field is related to the option in System Configuration - Ticket Setup stating “Use Gross Tons” on Weight Tickets? If that option in System Configuration is answer N, this field will not display. Enter both loaded and empty weights and net weight and tons are calculated for you. If you don't know the loaded weight, leave it blank and enter the empty and net weights; loaded weight and tons are calculated for you. Enter the correct haul rate per ton. Haul charges are figured for you. Enter the product rate, if any. (If the product rate does not apply, leave blank. TKWIN shows that product charges and sales tax are ``0.00.") If sales tax applies, type Y. (If it doesn't apply, press ‘N’ and

continue with the next section.) TKWIN calculates the product charges and sales tax for you. Enter the delay hours and charge per hour. Delay charges and total charges are figured for you.

If rated by Bushels

If ticket will be rated by bushels enter B. If you know the loaded and empty weights, enter both amounts; net weight is calculated for you. If you don't know the loaded weight, leave it blank and enter the empty and net weights; loaded weight is calculated for you. If a haul rate is defined in the rate file for the origin and destination on this ticket, the haul rate defaults to the stored value. Press Enter to accept the default, or enter the correct haul rate per bushel. Enter the number of pounds per bushel for the commodity hauled. TKWIN calculates the number of bushels and the total charges for you.

If rated by Trip

If load will be billed by trip, enter T. If a rate is defined in the rate file for the origin and destination on this ticket, the rate defaults to the stored value. Press Enter to accept the default, or enter the correct charge. Enter the number of drops and the charge per drop. Total drop charges calculated for you. Enter the delay hours and charge per hour. Delay charges and total charges for the trip are calculated for you. Enter the amount of advance payment, if applicable.

If rated by Rental

If load will be billed by hours, enter R. If a rate is defined in the rate file for the origin and destination on this ticket, the rate defaults to the stored value. Press Enter to accept the default or enter the correct charge per hour. Enter the number of hours required for the trip. Haul charges are calculated for you. Enter the permit charge if it applies. The total charges are completed for you. During entry if the total hours is NOT entered, a box will display for start and stop times and dates using military time. Hours will then be calculated for you.

If rated by CWT

If load is rated by hundredweight, enter C. If you know the loaded and empty weights, enter both amounts; net weight and Cwt are calculated for you. If you don't know the loaded weight, leave it blank and enter the empty and net weights; loaded weight and Cwt are calculated for you. If a haul rate is defined in the rate file for the origin and destination on this ticket, the haul rate defaults to the stored value. Press Enter to accept the default, or enter the correct haul rate per 100 pounds. Haul charges are figured for you. Enter the delay hours and charge per hour. Delay charges and total charges for the trip are calculated for you. Enter the product rate. (If the product rate does not apply, press Enter and go to the next field.) If sales tax applies, type Y. (If it doesn't apply, press N and go to the next field.) TKWIN calculates the product charges, sales tax, and total charges for you.

If rated by Miles

If this load is to be rated by miles, enter M. If you know the loaded and empty weights, enter both amounts; net weight and tons are calculated for you. If you don't know the loaded weight, leave it blank and enter the empty and net weights; loaded weight and tons are calculated for you. Enter the number of miles in the trip and enter the charge per mile. (If a rate is defined in the rate file for the origin and destination on this ticket, the rate defaults to the stored value.) Enter the number of drops and the

charge per drop. Total drop charges calculated for you. Enter the delay hours and charge per hour. Delay charges and total charges for the trip are calculated for you. TKWIN calculates total charges for you.

If rated by Gallons

If this load is billed by the gallon, enter G. Enter the number of gallons in the load and the rate per 100 gallons or leave that field blank and enter the rate per gallon. (If a rate is defined in the rate file for the origin and destination on this ticket, the rate defaults to the stored value.) TKWIN calculates the haul charges for you. Enter the number of drops and the charge per drop. Drop charges are calculated for you. Enter delay hours and the charge per hour. Delay charges. Enter the product rate. (If the product rate does not apply, press Enter and go to the next field.) If sales tax applies, type Y. (If it doesn't apply, press N and go to the next field.) TKWIN calculates the product charges, sales tax, and total charges for you.

If rated by Yards

If billing by yards, enter Y. Enter the number of yards and the rate per yard. (If a rate is defined in the rate file for the origin and destination on this ticket, the rate defaults to the stored value.) Haul charges are figured for you. Enter the product rate. (If the product rate does not apply, press Enter and go to the next field.) If sales tax applies, enter Y. (If it doesn't apply, press N and go to the next field.) TKWIN calculates the product charges, sales tax, and total charges for you.