LATITUDE

Professional Practice Management Software

Latitude Field Ticket Guide

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1 U: How Do I Record Job Details for Field Teams? (Business Edition / Corporate Edit

1.1 Overview

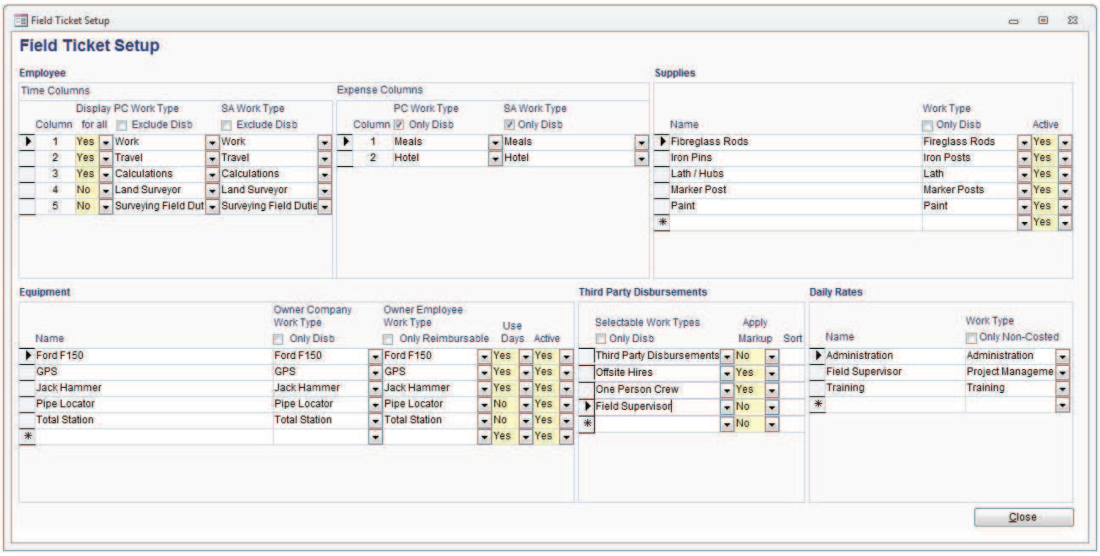
1.1.1 The field ticket (or work log) module allows field crews or teams to record work details on a single screen. This makes it quicker to enter hours, expenses, supplies, equipment items and third party disbursements spent offsite. Field tickets can be entered directly on projects (for smaller projects) or tasks (for larger projects that require a work breakdown).

1.2 Set Up a Field Ticket

1.2.1 Field Ticket Setup Screen

This screen is used for defining what work types will be used for the Timesheets and Standard Expenses generated by field tickets, the Equipment and Supply Items that usage can be recorded for, and what Daily Rate work types can be used.

See Ribbon -> click 'Lookup Tables' -> click 'Field Ticket Setup'.



1.2.2 Set Up Time Columns

Display for all - if set to 'No' then a value can only be entered in this column for the Team Leader.
PC Work Type - work type on the Timesheet generated for this column if value is for the Team Leader.
Exclude Disb - this checkbox is used to filter out the Disbursement work types in the work type drop down list.
SA Work Type - work type on the Timesheet generated for this column if value is for other Team Members.

NOTE: Leaving a Work Type empty will mean that a Timesheet will not be generated for values entered into that column for the Team Leader or Team Member, but the data will still be recorded in the Field Ticket.

NOTE: To customise the labels for the Time columns, read 'How To Customise Fields on Screens and Reports' in this HTG.

For reference:

Label	Control Name
TCol1	txtFTtimeCol1
TCol2	txtFTtimeCol2
TCol3	txtFTtimeCol3
TCol4	txtFTtimeCol4
TCol5	txtFTtimeCol5

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TCol1	txtFTtimeCol1
TCol2	txtFTtimeCol2
TCol3	txtFTtimeCol3
TCol4	txtFTtimeCol4
TCol5	txtFTtimeCol5

1.2.3 Set Up Standard Expense Columns

PC Work Type - work type on the Disbursement generated for this column if value is for the Team Leader.
Only Disb - this checkbox is used to filter out the non-Disbursement work types in the work type drop down list.
SA Work Type - work type on the Disbursement generated for this column if value is for other Team Members.

NOTE: Leaving a Work Type empty will mean that a Disbursement will not be generated for values entered into that column for the Team Leader or Team Member, but the data will still be recorded in the Field Ticket.

NOTE: To customise the labels for the Standard Expenses columns, read 'How To Customise Fields on Screens and Reports' in this HTG.

For reference:

Label	Control Name
SECol1	txtFTtimeStdExpCol1
SECol2	txtFTtimeStdExpCol2

1.2.4 Set Up Supplies

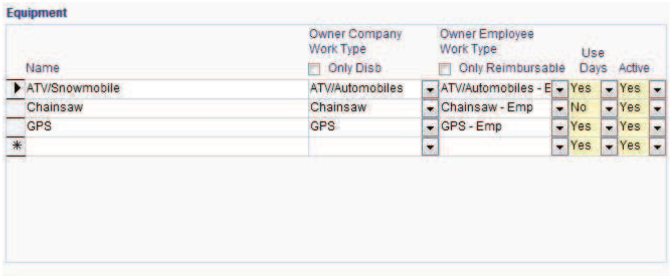
Create a row for each supply/inventory item than could have usage entered against it in field tickets. The Field Ticket Style Setup allows you to restrict which of these will appear on Field Tckets of that Style.

Name - the description that will appear on the field ticket for the supply item.
Work Type - the value used in the Disbursement generated for usage of this supply item.
Only Disb - this checkbox is used to filter out the non-Disbursement work types in the work type drop down list.
Active - if set to No then this supply item will not appear for new Field Tickets, but will still appear on existing tickets.

NOTE: Disbursements for supply item usage are created for the employee entered in the "assign Disbursements to" control in the Field Ticket Style Setup. Selecting 'zzFieldTicket' will create a default employee for field ticket disbursements. You need to add work types in the 'zzFieldTicket' Billing Rates tab.

1.2.5 Set Up Equipment

Create a row for each type of equipment than could have usage entered for in field tickets. The Field Ticket Style Setup allows you to restrict which of these will appear on Field Tickets of that Style.



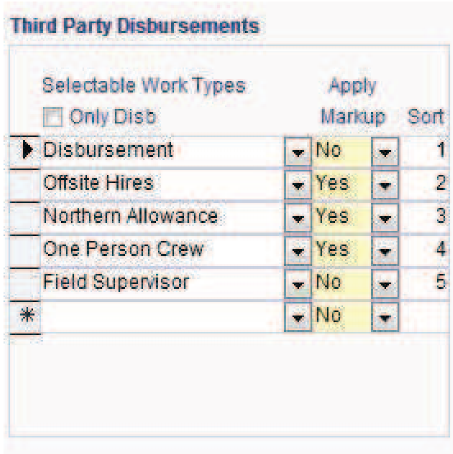
Name - the description that will appear on the field ticket for the type of equipment.
Owner Company Work Type - the value used in the Disbursement generated for usage of this type of equipment if it is owned by the company.
Only Disb - this checkbox is used to filter out the non-Disbursement work types in the work type drop down list.
Owner Employee Work Type - the value used in the Disbursement generated for usage of this type of equipment if it is owned by an employee.
Use Days - if set to Yes then on the field ticket usage can only be entered as Full or Half Day, otherwise a number is entered. Reminder that if using Days then the rate of the Work Type should be for the full day.
Active - if set to No then this type of Equipment item will not appear for new Field Tickets, but will still appear on existing tickets.

NOTE: Leaving the Work Type empty will mean that a Disbursement will not be generated for usage entered for the equipment type, but the data will still be recorded in the Field Ticket.

NOTE: Disbursements for equipment usage are created for the employee entered in the "assign Disbursements to" control in the Field Ticket Style Setup. Selecting 'zzFieldTicket' will create a default employee for field ticket disbursements. You need to add work types in the 'zzFieldTicket' Billing Rates tab.

NOTE: The ownership for each equipment item is set in the field ticket. The default is that all equipment is owned by the company.

1.2.6 Set Up Third Party Disbursements



Third Party Disbursements are used for any non-standard expenses, for example the hiring of equipment. The details and amount for the expense can be entered in the field ticket. Enter all the disbursement work types that you may need in field tickets.

Select a Work Type from the drop-down.
For easy selection, click the 'Only Disb' checkbox to list only Disbursement work types in the drop-down.
Apply Markup, if you want the Charge Amount to be auto-calculated as the Cost + Markup % or simply to enter the Charge amount then set to "Yes". The markup percentage is defined in each Ticket Style.
Enter a number in the 'Sort No.' column to order the display of work types.

NOTE: Approved third party disbursements are logged as disbursement to the employee assigned in the Field Ticket Style Setup.
Selecting 'zzFieldTicket' will create a default employee for field ticket disbursements. You need to add work types in the 'zzFieldTicket' Billing Rates tab.
NOTE: Non-Costed Work Types are treated as Daily Rate Third Party Expenses and are only generated when the Daily Rates are approved.

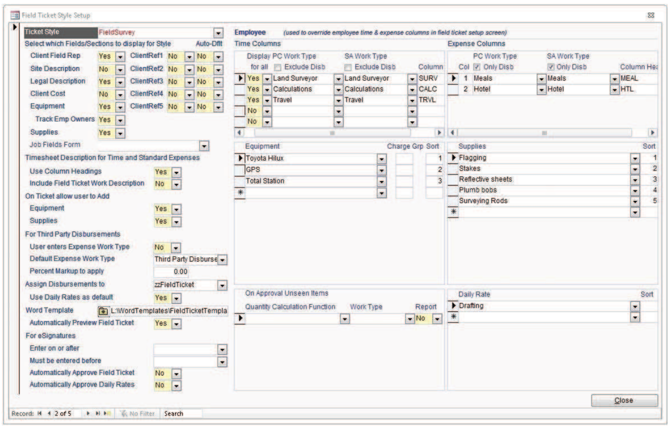
1.2.7 Set Up Daily Rates

When Daily Rates are used in a field ticket, the timesheets and disbursements generated from the non-daily rate values of the field ticket are created with a zero chargeable amount.

Name - enter the description to appear as a Daily rate on the field ticket.
Work Type - select the Work Type the disbursement will be created for.
You can opt to click the checkbox to show only non-costed work types for easy selection.

1.3 Set Up a Field Ticket Style

1.3.1 Open the Field Ticket Style Setup Screen



Field Ticket Styles are used to customize the appearance of field tickets, override time & standard expense columns when used in different areas of the business, and to restrict the Equipment, Supplies, and Daily Rates that can be used in a field ticket.

The Style also determines when a signature can or must be entered for the Field Ticket and what happens when the signature is added.

Each Job Type is linked to a style so that all field tickets for that job type will have the same appearance.

On the Latitude ribbon, click 'Lookup Tables' and select 'Field Ticket Style Setup'.

1.3.2 Set Up Ticket Style

Ticket Style - enter a unique name to identify the ticket style.

Override Field Ticket Crew Time & Expense Work Types on each Style. Useful for companies that have several types of crews working on the same job. This overrides the "Display for All" flag, crew chief & survey assistant work types and column headings

Select which Fields/Sections to display for this Style
Any fields or sections you want displayed in this particular field ticket style Set to "Yes", otherwise, select 'No'.
If the "Auto-Default" flag is set to Yes for a Client Reference and the "Show in Field Ticket" is set to Yes then if only one Client Reference of that type exists for the Job, it will be defaulted to the Field Ticket.
Job Fields Form - select a customised form of Job Information to display in the field ticket. It is possible to request one or more custom forms to be created in Latitude to display and enter Job details in a field ticket.

Timesheet Description for Time and Standard Expenses
Use Column Headings & Include Field Ticket Work Ticket Description- set to Yes or No. These flags determine how the description of any timesheets and disbursements generated for the Time and Standard Expenses will be constructed.

1.3.3 On Approval Unseen Items

On Approval Unseen Items, are used to generate timesheet or disbursements from the field ticket based on values entered on the field ticket and pre-defined formulas. It is possible to request new formulas to be created by Latitude. Please contact Customer Support if this is required.

For Time and Standard expense based formulas, the generated timesheets or disbursements will be allocated to the employee for who the values have been entered.

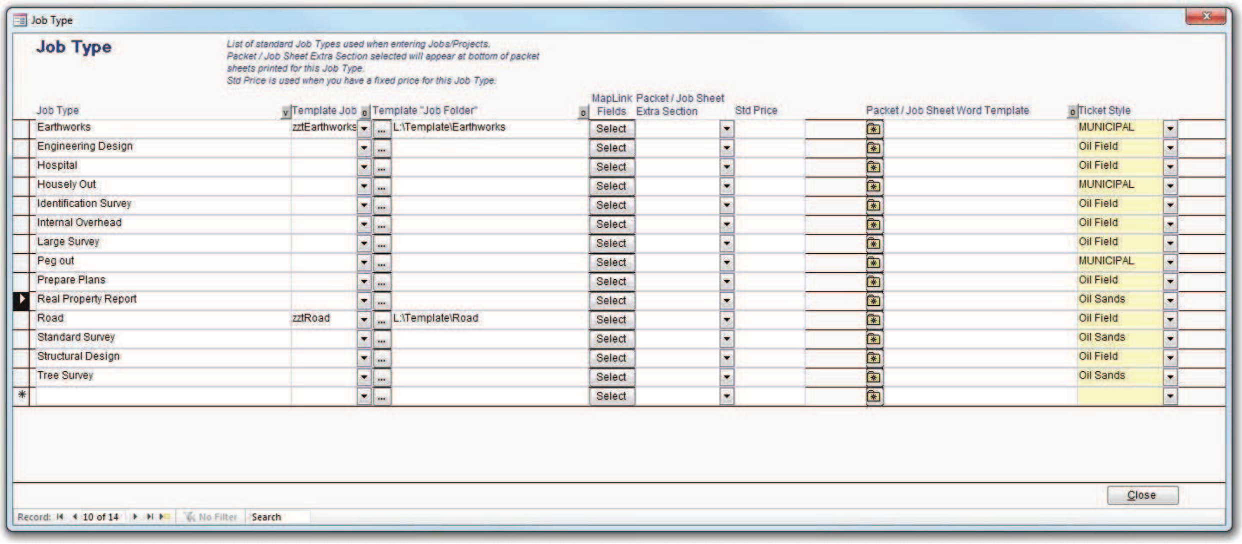
Quantity Calculation Function - select the predefined formula to be used.
Work Type - enter the work time to be on the generated timesheet or disbursement.

Report - If set to "Yes" then the details of the Unseen Item will be exported when the "Preview" button is clicked on the Field Ticket screen. If included in the associated Word Template then the details will appear on the Field Ticket that is printed.

1.4 Assign a Field Ticket Style to a Job Type

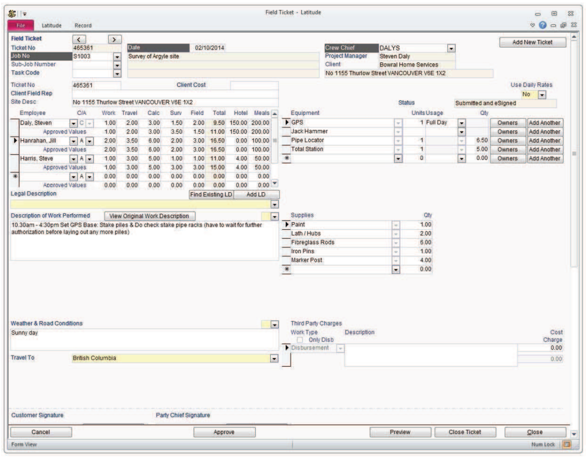
1.4.1 To assign a default ticket style to a job type:

Click 'Lookup Tables' and select 'Job Type'.
Select a ticket style from the drop-down for a job type.
Click 'Close' to save.



1.5 Create a Field Ticket

1.5.1 Open the Field Ticket Screen



On the Latitude ribbon, click 'Main' and select 'Field Ticket'. Alternatively, you can click the home screen 'Field Ticket' button.

The Field Ticket screen holds a list of field tickets created in the current session. If you are a Team Leader the list is pre-filled with any existing field tickets for the current date that you are set as the Team Leader on . It is also filled with empty field tickets for any jobs scheduled with you as the Team Leader for the current date.

The Left and Right buttons on the screen allow you to view the field tickets in the internal list.

1.5.2 Add a Field Ticket

If the internal list is empty the field ticket screen will be opened in ADD mode, otherwise use the "Add New Ticket' button to switch the screen to ADD mode.

Enter the header details to identify the field ticket to be created. These are the; Date, Team Leader, and the ID for the piece of work. The piece of work ID is either; a Job Number, a Job Number and Task Code, or a Job and Sub-Job Number and Task Code.

Once the header details have been entered click on the 'Add Ticket' button. Latitude will not allow the creation of multiple field tickets with the same header details.

File Ticket Details

Ticket No - a unique number used to identify the field ticket. For new field tickets Latitude will default this to the next available sequential number. It is possible to over-ride the defaulted value.
NOTE: Currently the default value is only based on the previous highest numbered Ticket Number.

The screen has some non-obvious controls and functionality as follows:
At the top right of the Description of Work Performed and Weather & Road Conditions controls is a drop down. The drop down provides access to a list of standard blocks of text which you can set up. If a block of text is selected using the drop-down then the block will be defaulted into the related text box. The defaulted text block can then be edited as required. Double clicking on the text box next to the drop down will open the maintenance screen for that list of standard text blocks.

The Units field in the equipment section refers to the number of items of that equipment type that have been used. After a value is entered, Latitude will default ownership for those items to the Company and display a screen allowing you to set one or more of the items to specific employees. If required to change ownership at any other time simply then click the 'Owners' button to bring this screen back up. Please note that if you reduce the number of units then Latitude will remove ownership items from the bottom up. Alternatively items can be entered one at a time by setting the Units to 1 and clicking the “Add Another” button, which will add a new row of the same equipment type. (This is used if different pieces of equipment require different usage values.)

If using Daily Rates for a Field Ticket, the charge rate for each daily rate is loaded into the ticket when the ticket is created. The rates held on the Field ticket are then used when Disbursements for the Daily Rates are generated in the "Approve Daily Rates" process. If any employee daily rate (Work Type) charge rates have been changed and you wish to use these new rates then you need to click the "Update Daily Rate Charges" button on each Field Ticket to get the new rates. The ticket should then be saved to permanently store the new rates.

1.5.3 Field Ticket Status

Draft - Field ticket entry has been started but is not yet ready to be reviewed. Any details may be changed or amended.
Submitted - Field ticket has been marked as ready for review. The approved values for Time and standard expenses are displayed and have been defaulted to the submitted values. Any details may be changed or amended by authorized users.
Submitted and eSigned – Field ticket has been marked as entered and the client has signed off on it. All fields are locked except for the Signature and Documents sections.
Approved - Field ticket has been approved and timesheets and disbursements have been generated excluding Daily Rate Items. All fields are locked except for the Signature, Daily Rates (if this field ticket is using daily rates.), and Documents sections..
Approved and eSigned – Field Ticket has been approved and has a signature. All fields are locked except for the Signature, Daily Rates (if this field ticket is using daily rates.), and Documents sections. Please note that the status does not indicate the order of actions. i.e. if the Approval or the signature was added first.
Daily Rates Approved - Field tickets have been Approved ,' Daily Rates have been approved, and disbursements have been generated for the field ticket & its' daily rates. Note that this status only exists for Daily Rate Field Tickets.
Daily Rates Approved and eSigned - Field tickets' Daily Rates have been approved, disbursements have been generated for field ticket and its' daily rates, and a signature has been added. Please note that the status does not indicate the order of actions. i.e. if the Daily Rates Approval or the signature was added first.
Note that this status only exists for Daily Rate Field Tickets.

The status is changed automatically upon clicking the associated button; 'Save as Draft', 'Submit', 'Approve', 'Approve Daily Rates', or by adding a Signature. The visibilty of the buttons is controlled by Latitude so that only the allowed buttons allowed for the current status will be visible.

A field ticket with a status of 'Daily Rates Approved' can be reset to 'Approved' by clicking the 'Unapprove Daily Rates' button in the Header section.
Clicking this button will delete any daily rate disbursements that have been generated for the field ticket. A field ticket can only be reset if no Invoices have been created referencing the daily rate disbursements. If a ticket still has to be reversed then the reference to the disbursements must be removed from the Invoices first.

The removal of a Signature will cause Latitude to attempt to return the Field Ticket to the Status it had when the Signature was added. Please note that this may involve the deletion of generated Timesheets and Disbursements, if they were created automatically due to the Signatures addition.

1.6 Reviewing Timesheets and Disbursements

1.6.1 On the Latitude ribbon, click 'Timesheets'.

Select the employee and date, remember that all disbursements except those for Standard Expenses and Employee owned Equipment will be allocated to the employee specified in the ticket style.

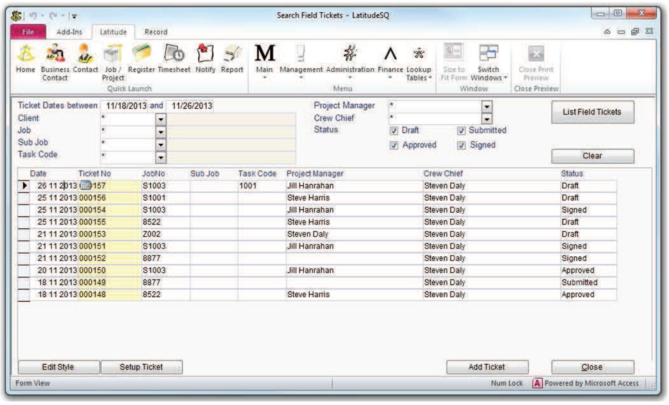
For timesheets, the 'Work Qty' should display the submitted value and the 'Qty' should show the approved value. For Daily Rate field ticket timesheets the 'Qty' field should be zero as this is the value used for invoicing whereas the 'Work Qty' is used for payroll reports.

For more information on timesheets, read the topic 'Capturing Time' of the category 'Latitude Overview' in this HTG.

1.7 Search for Field Tickets

1.7.1 Open the Field Ticket List Screen

On the Latitude ribbon, click 'Main' and select 'Field Ticket List'.



1.7.2 How to find Field Tickets

Enter the criteria for your search. An asterisk (*) in a field means 'All'.

Ticket Date Range - select to display field tickets created between start and end date
Client - select to display field tickets under a specific client
Job - select to display field tickets with a specific job number
Sub Job - mandatory only when the selected Job has sub-jobs
Task Code - mandatory only when the selected Job or Sub-Job has tasks
Project Manager - select to display field tickets under a specific project manager
Crew Chief - select to display field tickets under a specific crew chief
Status - select or unselect checkboxes to display field tickets with the Draft, Submitted, Approved and/or Signed status

Once the criteria has been entered click the 'List Field Tickets' button to perform the search. Please note that all criteria fields must have value entered even if just an asterisk (*). Any field tickets found matching the criteria will be displayed in the grid.

To view the details of a field ticket in the list, double-click on the yellow 'Ticket No' field, which will open the Field Ticket screen with the selected field ticket displayed.

Clicking the 'Clear' button will reset the criteria fields and clear the list of field tickets. Please note that the date range will be defaulted to seven days ending on the current date.

The current criteria settings will be saved and used as the default value if you re-open this screen.

NOTE: Managers or authorized officers will see all field tickets in the list but will not be able to access field tickets of crew chiefs not listed under their Approval tab.

Clicking the 'Edit Style' button directs you to the Field Ticket Style screen. Read 'Set Up a Field Ticket Style' of this HTG.
Clicking the 'Setup Ticket' button directs you to the Field Ticket Setup screen. Read 'Set Up a Field Ticket'

of this HTG.
Clicking the 'Add Ticket' button directs you to the Field Ticket screen in ADD mode. Read 'Add a Field Ticket' of this HTG.
Clicking the 'Close' button closes the Field Ticket List screen.

NOTE: The Field Ticket tab in a Job Screen lists field tickets made for the particular job or project.