



SUBLET/MISCELLANEOUS ROME MANAGEMENT USER GUIDE

SUBLET/MISCELLANEOUS

The Sublet/Misc section of Rome Management is for keeping track of work done by outside vendor and miscellaneous transactions such as Paint materials and Hazardous Waste. The main difference between the two types of transactions is that Sublet transaction will have a place to enter vendor and vendor invoice numbers. For Misc. transactions, you will only need to enter the cost, and they do not transfer to an accounting system.

Press the Sublet/Misc button at the bottom of the RO and the Sublet/Miscellaneous Transaction screen will be displayed.

Del Est	EC Ln	Date	EW Type	Header Vendor Name	Description	Account	Cost	CO Price	Lv	T1	T2
913	26		Misc.		Paint Materials	4670A	0.00	260.00	E1	✓	
915	27		Misc.		Shop Materials	4670A	0.00	17.20	E1	✓	
919	28		Misc.		Clear Coat Paint Materials	4670A	0.00	36.40	E1	✓	
980	29		Misc.		Sales Tax Adjustment	3330A	0.00	-53.12	E1		

Lets first go over the screen. The Print menu at the top has only one option, Worksheet. This will print out a Sublet Worksheet report.

Columns:

Del/Est - The number in this column is the line number from the estimating system.

EC/Ln - The Rome Management line number

Date - The date of the invoice for a sublet transaction

EW/Type - The type of transaction Sublet or Misc.

Vendor Name - This is the vendor you went to for the sublet invoice.

Description - The description of the transaction as entered in your estimating system.

Account - The account code of the transaction

Cost - The cost value of the transaction

CO/Vnd Price - The revenue of the line

Lv - The level of the line

T1-T5 - The tax that applies to that line.

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Buttons:

Make Part - This button will move the transaction into the Parts section so it can be ordered and re-ceived. Make sure you change the account code to a part account if you need to.

Make Labor - This button will move the transaction into the Labor section so you can assign a tech to it.

Switch Type - Allows you to change the highlighted transaction from Sublet to Miscellaneous and vice verse.

Level - This allows you to filter the display to show one of more levels.

Insert - Inserts a Sublet or Miscellaneous transaction into the ticket

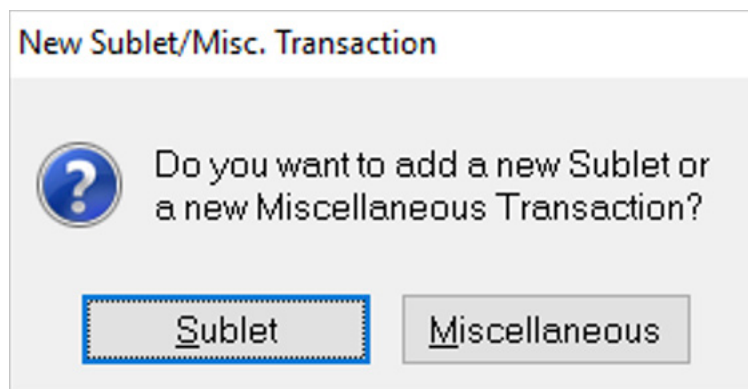
Change - Opens the highlighted transaction so you can edit it.

Delete - Deletes the highlighted transaction

Close - Closes the window and saves the changes.

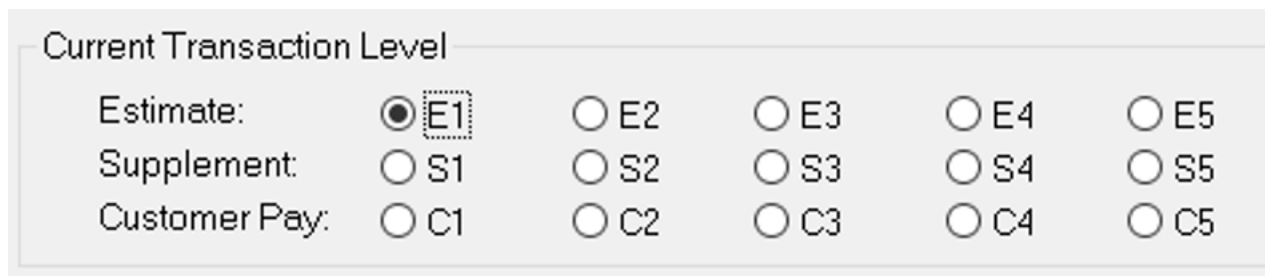
INSERTING A SUBLET OR MISC. TRANSACTION

1. Press the Insert button.
2. You will need to choose whether you want a Sublet or a Misc transaction.



A dialog box titled "New Sublet/Misc. Transaction" with a question mark icon. The text inside asks: "Do you want to add a new Sublet or a new Miscellaneous Transaction?". At the bottom, there are two buttons: "Sublet" and "Miscellaneous". The "Sublet" button is highlighted with a blue dashed border.

3. Then you need to select the level of the new transaction.



A form titled "Current Transaction Level" with three rows of radio button options. The first row is for "Estimate:" with options E1, E2, E3, E4, and E5. The second row is for "Supplement:" with options S1, S2, S3, S4, and S5. The third row is for "Customer Pay:" with options C1, C2, C3, C4, and C5. The "E1" option is selected with a filled radio button.

Current Transaction Level					
Estimate:	<input checked="" type="radio"/> E1	<input type="radio"/> E2	<input type="radio"/> E3	<input type="radio"/> E4	<input type="radio"/> E5
Supplement:	<input type="radio"/> S1	<input type="radio"/> S2	<input type="radio"/> S3	<input type="radio"/> S4	<input type="radio"/> S5
Customer Pay:	<input type="radio"/> C1	<input type="radio"/> C2	<input type="radio"/> C3	<input type="radio"/> C4	<input type="radio"/> C5

4. Now the Sublet transaction or Misc transaction screen will be displayed depending on your choice in step 2 above. The screens are the same except the misc screen does not have the Vendor Invoice field.

Fields:

Description (required) - This is the description of the transaction. Use something easily understood if someone were to look in this RO sometime in the future.

Vendor - Input the vendor who will be performing the work.

Account (required) - This is the account code for the transaction

Date - The invoice date from the vendor or the date the work was completed

Vnd. Invoice (sublet only) - The invoice number. This field will not be on a misc. transaction.

Auto Cost - Only check this box if the transaction is to have cost automatically calculated.

Example: Paint Materials are not easily quantified per repair order so a cost figure is automatically generated based on a percentage of revenue.

Vnd. list - This is the revenue (price) of the transaction.

Cost - This is the cost of the transaction.

Tax Flag - Check the box of the tax that needs to be applied to this line. If the line does not get taxed make sure all tax boxes are unchecked.

Pay Status - COD or Payable (Quick Books users only)

Transaction type - If you are charging the customer for the transaction select Revenue and Cost, if you are not, select Cost-only and whether or not you want to print this line on the bill. Exclude Calculation will remove the line calculating against the total revenue or cost. Exclude Worksheets and Deleted Transaction are used by the system for supplements and should not be changed by the user.

ERA GOG code and type - Reynolds & Reynolds users may use these fields.

No Accounting Transfer - This was used by the Internal Accounting system and is no longer supported.

5. You only need to fill out the description and the account code fields, but if there is a charge you should put that in the Vnd List field. The other fields may be filled out when you cost to transaction out later.
6. Press OK to save the transaction.

COSTING A SUBLET TRANSACTION

When the sublet transaction has been completed and the vendor gives you an invoice for the work performed, you need to enter the cost into Rome Management. Here is how you do that.

In the Sublet/Misc. screen highlight the line and press Change. The Sublet Transaction screen will be displayed.

Input the Vendor, the Date from the invoice, the invoice number and finally the cost of the transaction as listed on the invoice. Press OK when these fields are filled out and the transactional will have cost applied and be ready for transfer to an accounting system.

The screenshot shows the 'Sublet Transaction' window with the following fields and options:

- ☐ Estimate Header Transaction
- Original Level: E1
- Current Transaction Level:
 - Estimate: ☒ E1, ☐ E2, ☐ E3, ☐ E4, ☐ E5
 - Supplement: ☐ S1, ☐ S2, ☐ S3, ☐ S4, ☐ S5
 - Customer Pay: ☐ C1, ☐ C2, ☐ C3, ☐ C4, ☐ C5
- Description: [Text Field]
- Vendor: [Text Field]
- Account: 4660A SUBLET LABOR
- Date: [Date Picker]
- Vnd. Invoice: [Text Field]
- Auto Cost: ☐
- Unit: [Text Field]
- Extension: [Text Field]
- Vnd. List: 0.00
- Cost: 0.00
- Tax Flags:
 - ☐ TAX
 - ☐ Tax Auth. 2
 - ☐ Tax Auth. 3
 - ☐ Tax Auth. 4
 - ☐ Tax Auth. 5
- Pay Status:
 - ☒ COD
 - ☐ Payable
- CK #: [Text Field]
- Transaction Type:
 - ☒ Revenue and Cost
 - ☐ Cost Only, Don't Print on Bill
 - ☐ Cost Only, Print on Bill
 - ☐ Exclude Calculation
 - ☐ Exclude Worksheets
 - ☐ Deleted Transaction
- ERA Transaction/Internal Accounting:
 - ERA GOG Code: [Text Field]
 - ERA GOG Type:
 - ☒ Account Code Default (If Any)
 - ☐ Freight
 - ☐ Gas/Oil/Grease
 - ☐ Paint Materials
 - ☐ Shop Supplies
 - ☐ No Accounting Transfer (Internal Accounting)
- Buttons: View Transaction Detail, OK, Cancel

COSTING A MISC TRANSACTION

Applying cost to a Misc. transaction is the same as a sublet but not all the same fields will be displayed or be needed.

In the Sublet/Misc screen highlight a misc. transaction and hit Change. The Misc. Transaction screen will be displayed.

The only difference between this screen and the Sublet Transaction screen is there is no Invoice number field on this screen.

To cost out the Misc. transaction all you need to do is enter a cost. The vendor and date fields are optional because misc. transactions do not get exported to accounting.

CONVERTING SUBLET/MISC TRANSACTION TO LABOR

Changing a sublet or Misc transaction to a labor transaction is similar to a part transaction above but with one difference. When you press the Make Labor the system will prompt you what labor account code you want to make the transaction. The system will then use that labor rate to calculate how many labor hours will be on the labor transaction when it is moved over.

CONVERTING A SUBLET/MISC TRANSACTION TO A PART

If you need to move a transaction into the parts section so you can generate a purchase order and track receipt of it you would use the Make Part button.

Highlight the line you wish to make a part and press the Make Part button. The system will move the transaction into the parts section and it will need to be ordered and received. Make sure you change the account code if you want it to reflect under a different account.

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