# Job
# Cost
### User Manual



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# Job Cost

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# Chapter 1

# Understanding Job Cost

## The Keys to Understanding Job Cost

**NOTE:** If you are upgrading from Job Cost Release 121593 or earlier to Version 6.5 Plus, see the end of this chapter for new features for 6.5 Plus.

The following are definitions of key words used in this manual.

### Accounting

"Accounting" is the methodical collection, systematic categorization, and organized presentation of financial records.

### Job Cost Accounting

"Job Cost" is the area of accounting dealing with costs and revenues accumulated and accounted for on an individual job basis. It is often abbreviated as "J/C".

As used here, "job" means "an overall, complete piece of work a business agrees to do for a customer". Jobs are also often referred to as "contracts".

Jobs can be run using the "Completed Job" method of accounting in which profit is recognized only when a job is completed (or when it is substantially completed). Alternatively, jobs can be run using the "Percentage-of-completion" method of accounting in which profit is recognized each period as the job progresses.

## Cost Type

A "cost type" is the broad classification of types of costs that go into all of your jobs. Cost types are not very specific and do not describe the costs in any detail. Examples are: labor, materials, subcontract fees, overhead, administrative expenses, etc. A more detailed breakdown of types of costs is provided by the cost categories.

## Cost Category

A "cost category" is an aspect of a job or group of jobs for which money might be spent. Cost categories define, in a fairly detailed way, the types of work or costs that can go into one or more of your jobs. Examples of cost categories are: rough carpentry, plumbing, heating, air conditioning, etc. Cost categories are more detailed than cost types, and can be broken down into even more detailed categories if desired, until a very fine level of detail is reached.

## Cost Item

A "cost item" is a cost category assigned to a specific job. The difference between a cost item and a cost category is that a cost item has been connected to a specific job and assigned a dollar amount. A full list of the cost items in a job is equivalent to a complete description of the work and costs that make up the job. (Example: The cost category "Finish carpentry-labor" is budgeted for the Smiths' house to be $3,500. Therefore, "Finish carpentry-labor = $3,500" is listed as a cost item under the job for the Smiths' house.)

## General Ledger

When your company makes sales and receives payments, this activity affects not only accounts receivable, but also the area of accounting called "general ledger".

General ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here, "general" means "pertaining to many areas".  "Ledger" means a book where accounting records are kept.  (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called "ledgers".)  General ledger is often abbreviated "G/L" or "GL".

## General Ledger Account

A "general ledger account" is a specific category under which all financial activity of a certain kind is classified.  For example, you might have a general ledger account called "telephone expenses", under which you categorized your telephone bills.

General ledger account is often abbreviated "G/L account".  Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business.  Part of this definition process involves assigning an "account number" to each G/L account.

Independent businesses usually use a 3- or 4-digit account number. For example, you may have a G/L account called "100 - Cash in the Bank", and one called "200 - Sales of Product A", and one called "210 - Sales of Product Line B".

Typically, an independent business will have a hundred or more G/L accounts.  In Samco's accounting packages, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

## Profit Centre

A "profit centre" is a distinct area within your company for which sales and/or expenses (and sometimes profits) can be calculated separately from the total sales and expenses of the whole company.

In Samco software, the G/L account number can be up to 16 characters in length, and divided into 5 different sections, with any of the sections available as your profit centre.

For example, your "office supplies" G/L account is numbered 4200, and you want to track office supply expenses independently for each of your three major departments (dept. A, dept. B and dept. C). Rather than use a different main account number for each department (such as "4201", "4202" and "4203"), you could append "-001", "-002" and "-003" to the "4200" main account number as follows:

    4200-001  Office supplies, dept. A
    4200-002  Office supplies, dept. B
    4200-003  Office supplies, dept. C

Then, whenever you're distributing (allocating) office supply expenses to G/L accounts, you use the above 7-digit numbers.

Profit centers also apply to sales. A typical use for tracking sales by profit center is for a company that has several sales offices. By making each sales office a profit center, you can separately track the sales performance of each office.

## Transaction

As used in accounting, "transaction" means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events which have already taken place, in software, "transaction" means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called "accounts receivable". The records of your purchases and the payments you make for such purchases are transactions from the accounting area called "accounts payable". The records of quantities of goods received or sold are transactions from the area of accounting called "inventory control".

**Debit and Credits**

In addition to handling a particular area of accounting, as described above (such as accounts receivable or accounts payable), each package also keeps track of the effect of those transactions on G/L. For example, when you bill customers for jobs or receive payment from your customers, this activity affects not only J/C, but also G/L.

These transactions must be recorded both in the job and in G/L under the proper G/L account numbers.

The terms "debit" and "credit" refer to the types of transactions which must be recorded in G/L accounts to accurately reflect the activity occurring in all accounting areas. (See the *Glossary* in the *System Functions* guide for exact definitions of these terms.)

In J/C, a debit memo issued by you to a customer increases what that customer owes you, and a credit memo decreases what is owed. Unfortunately, debit doesn't always mean "an increase in an account" and credit doesn't always mean "a decrease in an account". In some accounting areas, a debit increases a G/L account and a credit decreases a G/L account. In other areas, a debit decreases, and a credit increases, a G/L account.

This occurs because of the system called "double entry accounting" (also called "double entry bookkeeping") which is the standard method of accounting used today.

## Double Entry Accounting

The concept behind double entry accounting is that <u>every entry (transaction) results in balancing debit and credit entries</u> into the General Ledger.

Let's look at the debits and credits involved when a typical independent business pays for goods or services bought earlier on credit:

**The debit:** The disbursement (payment you make) results in a debit transaction which decreases your "money owed others" account (usually called the "accounts payable" account). This is a "debit to accounts payable".

**The credit:** The payment also causes a credit transaction which decreases one of your "cash on hand" accounts. This is a "credit to cash".

So two entries are made into G/L which balance each other. These balancing entries form the basis of double entry accounting. If you or your accountant ever find your G/L accounts "out of balance", it means that the proper balancing entries were not made.

No attempt is going to be made in this manual to teach you all about accounting, especially about what types of transactions cause what accounts to be debited or credited. Unless you're an accountant or fully responsible for maintaining your company's general ledger, don't worry if you don't remember whether a debit increases or decreases a particular type of G/L account.

When using accounting software, you will occasionally be asked to enter the G/L account to be debited or credited. Just refer to the appropriate chapter in this User Manual, where you'll find exact instructions about what to enter.

Within General Ledger, Accounts Receivable, Accounts Payable, Payroll, Order Entry Plus, Job Cost, Inventory Plus, Purchase Order, Bank Reconciliation, Point of Sale, Purchasing Plus, and Professional

Invoicing, the software automatically takes care of all double entry
accounting as you enter the required information on the screen.

## Data Organization

Most of the information you enter into your computer is stored on your
disk.  In order for computer programs to be able to locate specific pieces
of data (within large masses of data), and to be able to process data
logically, data must be organized in some predictable way.

Samco accounting software organizes your data for you automatically as
it stores it on your disk.

There are five terms you should understand about the way the data is
organized:

**Character:**  A "character" is any letter, number, or other symbol you can
type on your computer keyboard.

**Field:**  A "field" is one or more characters representing a single piece of
data.  For example, a name, a date, and a dollar amount are all fields.

**Record:**  A "record" is a group of one or more related fields.  For
example, the fields representing a customer's name, address, and account
balance might be grouped together into a record called the "customer
record".

**Entry:**  A record in a data file is often referred to as an "entry".

**Data File:**  A "data file" is a group of one or more related records.  A
data file is often referred to simply as a "file" (without the word "data").

The Cost Category File in Job Cost is an example of a data file.  Such a
file is made up of several records, each of which contains the category
number, description, etc. for one cost category.

Each file is kept separate from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, references to "file" in this User Manual mean "data file" unless specifically stated otherwise.)

## Post

To "post" means to take transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). Often, during transaction posting, information in other data files is also updated. For example, in J/C, costs are initially entered into a temporary transaction file. After costs have been entered and verified as correct, they are posted to the more permanent files.

## Purging Files

As used here, "purge" means to remove unnecessary items. The Job Detail File is occasionally purged of transactions when the information is no longer useful to you.

## Alphanumeric

When the manual refers to "alphanumeric", it means letters of the alphabet, numerals (numbers), special symbols (*,&,$,etc.) or any combination of all three kinds. In contrast, "numeric" (or "digits"), means only numbers.

## Multi-company

"Multi-company" refers to the capability to do accounting functions for multiple companies with the same set of packages. A user wanting to do accounting functions for more than one company on packages can select the "multi-company" option.

## Spool

SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed at a later time.

Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

## S.A.M. - Samco's Automated Manuals

At any time while running a package, you can press the "Help" key - [F10] on most keyboards ([F11] for the Windows version). Using Samco's Automated Manuals (S.A.M.), you can search through every user manual for each package you have installed quickly and easily.

## Product Description

Job Cost allows you to accurately track costs incurred for jobs. It provides reports to tabulate and examine these costs, compare them with budgeted or estimated costs, and track the progress of jobs. It also tracks job billings and payments, and tracks progress in terms of percentage completed and cost remaining to complete.

J/C works with other accounting packages in these ways:

•   Costs for materials, subcontractors, and supplies can be entered in Accounts Payable and automatically transferred to the right jobs in J/C.

•   Wage costs for laborers can be entered in Payroll and automatically transferred to the right jobs.

•   Materials stored in inventory and not yet allocated to any job can be transferred to the appropriate jobs from Inventory Plus.

•   Billings to and payments from customers can be entered in Accounts Receivable and automatically transferred to the right jobs. Invoices for jobs can be entered in Professional Invoicing. The associated billings and payments can be transferred to jobs via A/R.

•   General journal entries from General Ledger can be transferred to the appropriate jobs. These include distribution of payroll taxes and

workers' compensation insurance premiums to jobs, posting of recognized profit to jobs, and adjustments because of previous entry errors.

You can run J/C without having Accounts Payable, Inventory Plus, Payroll, or Accounts Receivable. In this case, you enter costs and billings directly in J/C. You can then transfer these cost and billing amounts to the appropriate accounts in the General Ledger.

If you add J/C to a system that currently contains A/R, A/P, I/C, P/C, or G/L, you should interface J/C to them. This is done through the Job Cost package.

When J/C is present in your system, these five packages expect you to enter certain information from within J/C.

You can also run Job Cost independent of any other package.

J/C is appropriate for a wide range of companies that are in the business of doing jobs for customers. Using options and choices selected in the Control file when the package is initially set up, you can tailor J/C to your business.

The Job Cost system is suitable for a small to medium size construction company, a general contractor, or a subcontractor. It is also suitable for job shops such as print shops, light manufacturing, advertising agencies, scientific laboratories, interior decorators, etc. It is not particularly suitable for large-scale manufacturing companies with crews working at fixed work stations or assembly lines, but it can be tailored for use in small-scale manufacturing companies.

The Job Cost package includes these features:

• New or in-progress jobs can be easily entered and edited.
• Labor costs, material costs, subcontract costs, profit, and up to five user-defined cost types are tracked for management.
• Cost categories are user-defined.

- Budgets for all detailed costs can be entered. Jobs cannot be activated unless estimates are equal to the job price.
- Budgets are tracked against actual costs incurred.
- Completion estimates can be entered for individual parts of jobs. A "fast enter" function is available which will generate completion estimate entries for all cost items for a job, as well as an entry for the entire job.
- Detailed on-line inquiry is provided.
- Completed jobs can be saved for viewing or later restoration to an active status.
- Information for a new job can be quickly created by copying all or part of another job.
- Numerous reports such as Job Status Report, Job Performance Report, Job Profitability Report, and Cost Category Analysis Report can be printed.
- Job Cost can be used independently or interfaced with Accounts Receivable, Accounts Payable, General Ledger, Payroll, Inventory Plus, Professional Invoicing, Purchase Order, Sales Management Solutions™, and Report Writer.

## Control File

An easily maintainable control file allows you to define various parameters which control many of the characteristics of the package.

## Categories

You can maintain your master list of cost categories (cost items for jobs). You do not have to have such a master list of cost categories, but if you do, then as you enter cost items for jobs, the program checks to see that the category number you enter is in this master category file.

## Job Descriptions

Use this selection to set up jobs and enter them into the system so that the other selections can track and report on them.

You can enter the basic information about a job, which includes such things as the job title, the price of the job, the customer for the job, etc.

You can also enter the cost items that give the detailed breakdown of the job.

You can print a list of jobs.

Finally, you must use this selection to "activate" a job after you have entered it. You will not be able to enter any costs or billings for a job until it has been activated.

Activating a job means making it into an <u>active</u> job. (See the chapter titled *Job Descriptions*.) This checks to see that the estimated costs, plus overhead and profit, add up to the price of the job. This ensures that you have entered a job completely and correctly before you can start entering costs and billings for the job.

## Costing

Use the *Control information* selection to set up J/C so that costs are transferred to jobs from Accounts Payable, Payroll, and Inventory Plus.

If one or more of these other packages are not used, you can enter these costs directly from within J/C through the *Costing* selection. This selection prints an edit list showing all costs entered. Use this list to check the accuracy of the costs before they are posted and become part of the permanent Job Cost files.

**NOTE:** If you are interfacing Accounts Payable, Payroll, <u>and</u> General Ledger, you cannot enter costs from within J/C.

## Billings and Payments

You can set up J/C so that billings and payments for jobs automatically transfer to jobs from Accounts Receivable. The J/C *Billing and payment* selection lets you enter billings and payments directly from within the J/C system. You can also print an edit list which shows all the billings

and payments you have made, before they are posted and made a permanent part of the Job Cost files.

**NOTE:** If you are interfacing the Accounts Receivable and General Ledger systems, you cannot enter billings and payments using this selection.

## Completion Estimates

Use this selection to enter your estimates of completion percentages or completion costs for jobs. It also prints a Job Inspection Worksheet which lists the cost items in jobs and has spaces to write the new completion percentages or costs to complete. After you enter these estimates you can print an edit list of the estimates entered before they are posted to jobs.

## View

This selection gives you a fast way of looking into the status of jobs on file. It includes five methods of inquiry:

*Jobs* - You can display a list of jobs on file, pick one, and look at the cost items that make up the job. You can also look at sub-jobs and change orders on file for the job, any additional description entered for the job, and a summary of the costs, billings, and payments posted to the job.

*Costs by job* - You can look at all costs, billings, and payments entered for a particular job. You can limit this view to a particular time period by entering starting and ending dates.

*Costs by vendor/employee/customer* -You can see what costs have been entered for a particular vendor, employee, or customer for all jobs. You can select the particular vendor, employee, or customer you wish to view. You can limit this view to a particular time period by entering starting and ending dates.

*Cost categories* - You can display a list of the cost categories in your Cost Category File.

*G/L accounts* - You can display a list of the G/L accounts you have on file.

## Job Status Report

You can print the Job Status Report, which shows actual costs incurred for a job compared to budgeted costs. It shows how well you are doing on the job compared to your original estimates, based on the current cost to complete. It also shows your projected costs at the end of the job.

## Management Reports

With the *Reports* selection, you can print the reports described below.

*Job Performance* - shows in a simple format how the actual costs and quantities (of material, labor, etc.) compare to the estimated costs and quantities for your jobs.

*Job Labor Analysis* - highlights the labor cost and hours for your jobs. It compares actual labor expended to the estimated labor for the job, shows the difference, and projects the difference to the completion of the job.

*Job Profitability* - also known as the "Bonding Report" that is used by construction companies. It shows the estimated and actual costs, the expected profit at the completion of the job, the profit previously recognized and to be recognized for the job, the revenue earned, and the amount billed.

*Job Entry Reports* - shows lists of detailed entries (transactions) sorted in several ways:

All costs for a job in date order.

Costs transferred automatically from Accounts Payable, either in job number order or in vendor number order.

Costs transferred automatically from Payroll, either in job number order or in employee number order.

Costs transferred automatically from Inventory Plus.

All billings and payments coming from both Job Cost and Accounts Receivable, in either job number order or customer number order.

*Job Summary* - helps you to prepare bills for your customers. For each job or sub-job it shows, by major cost category grouping: total budgeted price, costs incurred this period and job-to-date, the percent complete, and the balance to complete. It provides a space to enter the current amount to be billed.

*A/P Items for Payment* - shows the balance owing on all A/P open items connected with a job, up to a specified cut-off date. When you receive a payment from your customer on a job, you can print this report to list all suppliers and subcontractors who you can now pay, based on the payment you have just received.

*Cost Category Analysis* - based on cost categories, not on jobs. It shows the costs incurred for your various cost categories across all jobs. It also shows quantities and labor hours (if these are appropriate for a cost category) and the ratios of costs to quantity, hours to quantity, and quantity to hours. It shows all these figures for the last period, the current period, and the prior year.

*Job Closing Report* - useful for a company which does many short jobs of a couple of days duration. This closing option greatly simplifies the job closing process for such a company.

*Work in Progress Report* - used for "cost-plus" billing to determine what should be billed for a job based on the employee rates and category percents, as set up in chapters 7 and 8, for a specified period of time.

# Job Cost Distributions to G/L Report

You can show the debits and credits posted to the Job Distribution to
G/L File as a result of entering costs, billings, and payments in J/C.
These debits and credits will be transferred to G/L when the *Get
distributions* selection is run from G/L. This report does not show
general ledger activity for entries that were automatically transferred to
J/C from other packages. If you enter all costs and billings through other
systems, you would not use this report.

# Get Costs

This selection takes the costs entered for jobs in other systems and
updates the accumulated job costs. Costs are transferred based on a
cut-off date you enter, so you can keep your general ledger in balance
with your job costs.

# Close a Period

Job Cost accumulates costs for the current period. This is done
automatically as costs are posted to jobs. After you have printed all
reports you need at the end of the period (usually a period is a month),
you must use this selection to "close" the period in preparation for
posting for the new period. This selection moves the accumulated costs
for the current period to the last period costs, then sets the current period
costs to zero.

# Close a Year

Job Cost accumulates costs for the current year in the same way it does
for the current period. After you have printed all reports you need at the
end of the year, you must use this selection to "close" the year in
preparation for the new year. The accumulated costs for the year are all
set to zero. Year-to-date accumulated costs are only found in the Cost
Category File.

# Utility

This function has four separate selections not used in the regular routine of entering information for jobs or reporting on jobs:

## Close or Re-open Jobs

You can mark a job as closed (when you are done with it and all costs have been entered for it), or re-open a job (return it to active status) if it had been closed previously.

## Purge/Save/Restore Detail

As you enter and post costs and billings to jobs from day to day, week to week, and month to month, the size of the data file that holds these continues to grow and can get very large. In addition to taking up a lot of disk space, a very large data file can slow down your computer.

With this selection, you can remove entries (transactions) from this data file and store them in another file temporarily, thereby reducing its size. This is the "save" option of this selection. Or you can "purge" these entries from the main file, which removes them completely without saving them anywhere. Also, at any time after you have saved some entries from the main file (but not purged them), you can restore them from the saved file back to the main file. You have many options to choose which entries you want to purge, save, or restore.

## View Saved Detail

From time to time, you may want to look at the entry detail that you have removed from the main file and saved. As long as the file holding the saved detail is accessible on hard disk, you can use this selection to display the saved detail on the screen. Please note that the file holding the saved detail is not the same as the "inactive" job files described below.

### Purge/Save/Restore Jobs

This selection deals only with "inactive" jobs; that is, jobs that have been completed and marked as closed. After a job has been closed, you can either save it, with or without its detailed entries, in the "inactive" job files (where it can be accessed at a later time); or you can purge it (remove it completely) from the active files without saving it. If you save it, then you can restore it later to the active files. (Refer to the section titled **J/C Control File Options** in the *Getting Started* chapter for more information about inactive files.)

## Password Protection

You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your software. When passwords are required, each potential user must first enter a valid password before he or she will be allowed to use a protected function.

## Data Integrity Checks

A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that the information <u>may</u> have been lost due to a machine or power failure.

By running this check at the beginning or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

The Data Integrity Report is automatically printed when this function is run. If errors are detected, warning messages are printed on the report.

Proper use of this data integrity check greatly reduces the problem of backing up already corrupted data files.

# File Utilities

This function provides the capacity to recover corrupted data files. You can also use it to convert important data files to a format which can be easily interfaced to common data base and word processing packages.

## Printers

You can easily select any one of more than two dozen of the most popular printers. Additionally, instructions are given to allow you to interface the software to other printers.

## Upgrading from Earlier Versions

If you are upgrading from an earlier release of Job Cost, we have included the necessary functions and instructions to do this. Please refer to the *Upgrade Guide* for more information.

## Diagrams of Job Cost Information Flows

The following diagrams show the major information flows within J/C, as well as flows between J/C and other packages.

These diagrams show how the major pieces of J/C work together.

These are the files that must be set up before any jobs can be entered in the system:

| Company File | Job Cost Control File | Valid G/L Accounts File | Cost Category File |
|---|---|---|---|
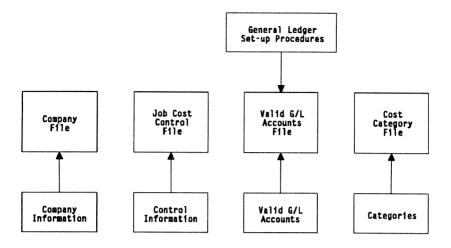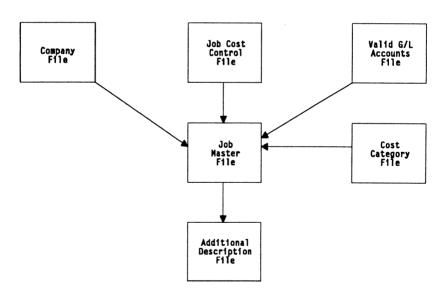
These files are set up and maintained using the following selections:

```
                        ┌─────────────────────┐
                        │   General Ledger    │
                        │  Set-up Procedures  │
                        └──────────┬──────────┘
                                   │
                                   ▼
┌─────────────┐  ┌─────────────┐  ┌─────────────┐  ┌─────────────┐
│   Company   │  │  Job Cost   │  │ Valid G/L   │  │    Cost     │
│    File     │  │   Control   │  │  Accounts   │  │  Category   │
│             │  │    File     │  │    File     │  │    File     │
└──────▲──────┘  └──────▲──────┘  └──────▲──────┘  └──────▲──────┘
       │                │                │                │
┌──────┴──────┐  ┌──────┴──────┐  ┌──────┴──────┐  ┌──────┴──────┐
│   Company   │  │   Control   │  │ Valid G/L   │  │ Categories  │
│ Information │  │ Information │  │  Accounts   │  │             │
└─────────────┘  └─────────────┘  └─────────────┘  └─────────────┘
```

These are the files that are used to set up your jobs:

```
┌─────────────┐      ┌─────────────┐      ┌─────────────┐
│   Company   │      │  Job Cost   │      │ Valid G/L   │
│    File     │      │   Control   │      │  Accounts   │
│             │      │    File     │      │    File     │
└──────┬──────┘      └──────┬──────┘      └──────┬──────┘
        \                   │                   /
         \                  ▼                  /
          ┌───────────────────────────────────┐  ┌─────────────┐
          ►│              Job                  │◄ │    Cost     │
           │            Master                 │◄─│  Category   │
           │             File                  │  │    File     │
          └─────────────────┬─────────────────┘  └─────────────┘
                            │
                            ▼
                  ┌─────────────────┐
                  │   Additional    │
                  │   Description   │
                  │      File       │
                  └─────────────────┘
```
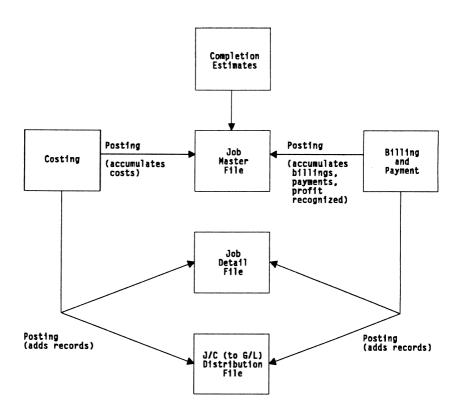
The Job Master File contains both the job descriptions as well as the cost
items for jobs.

This diagram shows the selections used and the files updated when
transactions are processed within Job Cost:

```
                    ┌──────────────┐
                    │  Completion  │
                    │  Estimates   │
                    └──────┬───────┘
                           │
                           ▼
┌──────────┐  Posting  ┌──────────┐  Posting   ┌──────────┐
│          │─────────▶ │   Job    │◀─────────  │ Billing  │
│ Costing  │(accumulates│  Master  │(accumulates│   and    │
│          │  costs)   │   File   │ billings,  │ Payment  │
└────┬─────┘           └──────────┘ payments,  └────┬─────┘
     │                              profit           │
     │                              recognized)      │
     │                                               │
     │                 ┌──────────┐                  │
     │                 │   Job    │                  │
     │                 │  Detail  │                  │
     │                 │   File   │                  │
     │                 └──────────┘                  │
     │                                               │
Posting                                          Posting
(adds records)        ┌──────────┐           (adds records)
     │                │ J/C (to G/L)│               │
     └───────────────▶│ Distribution│◀──────────────┘
                      │    File     │
                      └─────────────┘
```
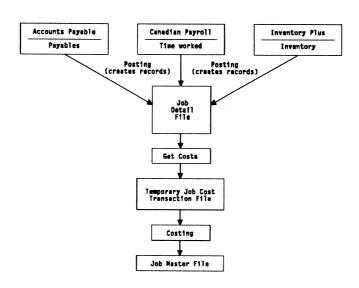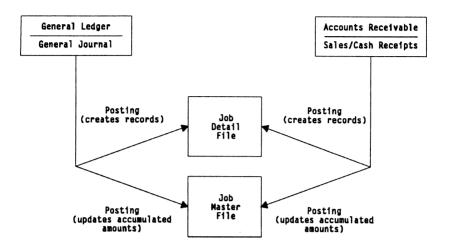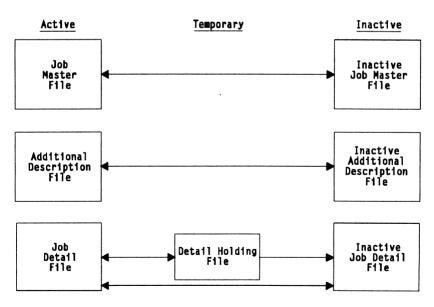
When costs are processed from Accounts Payable, Payroll, and Inventory
Plus:

```
┌────────────────┐  ┌────────────────┐  ┌────────────────┐
│Accounts Payable│  │Canadian Payroll│  │ Inventory Plus │
├────────────────┤  ├────────────────┤  ├────────────────┤
│   Payables     │  │  Time worked   │  │   Inventory    │
└───────┬────────┘  └───────┬────────┘  └───────┬────────┘
        │     Posting       │    Posting        │
        │ (creates records) │ (creates records) │
        │           ┌───────▼────────┐          │
        └──────────▶│      Job       │◀─────────┘
                    │     Detail     │
                    │      File      │
                    └───────┬────────┘
                            │
                    ┌───────▼────────┐
                    │   Get Costs    │
                    └───────┬────────┘
                            │
                 ┌──────────▼──────────┐
                 │ Temporary Job Cost  │
                 │  Transaction File   │
                 └──────────┬──────────┘
                            │
                    ┌───────▼────────┐
                    │    Costing     │
                    └───────┬────────┘
                            │
                    ┌───────▼────────┐
                    │ Job Master File│
                    └────────────────┘
```

When transactions are processed in General Ledger and Accounts
Receivable:

```
┌─────────────────────┐                      ┌─────────────────────┐
│   General Ledger    │                      │ Accounts Receivable │
│─────────────────────│                      │─────────────────────│
│   General Journal   │                      │  Sales/Cash Receipts│
└─────────────────────┘                      └─────────────────────┘
          │                                            │
          │        Posting         ┌──────────┐        Posting
          │     (creates records)  │   Job    │     (creates records)
          │                        │  Detail  │
          │                        │   File   │
          │                        └──────────┘
          │                        ┌──────────┐
          │        Posting         │   Job    │        Posting
          │  (updates accumulated  │  Master  │  (updates accumulated
          │        amounts)        │   File   │        amounts)
          │                        └──────────┘
```

Active and inactive files:

```
      Active                Temporary                Inactive

┌──────────────┐                               ┌──────────────┐
│     Job      │                               │   Inactive   │
│    Master    │◄──────────────────────────────►│  Job Master  │
│     File     │                               │     File     │
└──────────────┘                               └──────────────┘

┌──────────────┐                               ┌──────────────┐
│  Additional  │                               │   Inactive   │
│ Description  │◄──────────────────────────────►│  Additional  │
│     File     │                               │ Description  │
└──────────────┘                               │     File     │
                                               └──────────────┘

┌──────────────┐       ┌──────────────┐        ┌──────────────┐
│     Job      │       │ Detail Holding│        │   Inactive   │
│    Detail    │◄─────►│     File      ├───────►│  Job Detail  │
│     File     │       └──────────────┘        │     File     │
│              │◄──────────────────────────────►│              │
└──────────────┘                               └──────────────┘
```

# Relationships between Cost Types, Cost Categories, and Cost Items

| Cost Types | Cost Categories |
|---|---|
| Labor | Concrete - setting up forms  (Labor) |
| Material | Concrete - Portland cement  (Material) |
| Subcontract work | Concrete - mixing truck  (Equipment rental) |
| Equipment rental | Electrical wiring  (Subcontract work) |
| Overhead | Plumbing  (Subcontract work) |
| Profit | Excavation - bulldozer  (Equipment rental) |
| | Excavation - bulldozer operator  (Labor) |
| | Rough carpentry  (Labor) |
| | 2" x  4" lumber  (Material) |
| | Nails and other hardware  (Material) |
| | Sheet plywood  (Material) |

(There are always a very limited number of cost types - at most 9 in the Job Cost system.)

(There can be many cost categories - tens or hundreds - but each cost category has just one cost type.)

## Cost Items

(Before you have a cost item, you must have a job.)

Job:     City Hall Addition  -  Price:   $ 1,500,000

Cost Items:

| | |
|---|---|
| Excavation - bulldozer  (Equipment rental) | Budget:  $1,500 |
| Excavation - bulldozer operator  (Labor) | Budget:  $  300 |
| Concrete - setting up forms  (Labor) | Budget:  $2,500 |

(To get a cost item, take a cost category, put it in a job, and give it a price.  It then becomes a cost item for that job.)
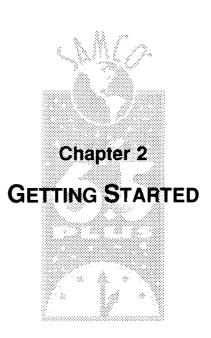
# New Features for Version 6.5 Plus

This section describes the features that have been added to Job Cost for version 6.5 Plus.

Users who have upgraded from Release 121593 will want to read this section after installing version 6.5 Plus in order to obtain an overview of the increased capabilities of the software. In order to take advantage of the new features, simply read the relevant chapter(s) of the User Manual.

• The customer number has been expanded to twelve characters.

• Completion estimates may be entered using a "fast enter" function which generates completion estimate entries for all cost items for the job as well as an entry for the job as a whole.

• Job detail created by Accounts Payable for non-A/P checks now uses the check date as the distribution date for the cost item.

• Grand totals are printed on the Job Status Report, Profitability Report and the Job Summary Report.

---

# Chapter 2

# GETTING STARTED

## Introduction

We assume at this point that you have installed Job Cost on your computer according to the *Installation Guide*. If any other packages are going to be used with Job Cost, these should also be installed by now. If you have not done so, refer to the *Installation Guide* and install Job Cost plus any other packages that are to be used with Job Cost before proceeding.

We also assume that you have familiarized yourself with the main features of this package by reading the chapter titled *Understanding Job Cost*. If you have not done so, read that chapter now, then return to this chapter.

This chapter covers many topics about Job Cost. You should review this chapter prior to actually setting up Job Cost to become familiar with the basic concepts used in Job Cost and the many features available. As needed, refer to the diagrams at the end of the previous chapter which will assist you in your understanding.

Additionally, if you are not familiar with job cost accounting, we recommend that you become familiar before reading this chapter.

The topics covered in this chapter are:

1. Setting Up Job Cost

2. J/C Control File options

3. How to set up Cost Categories

4. Jobs, sub-jobs, and change orders

5. How to set up other packages to work with J/C

6. How to use other packages with J/C

7. Retainage Receivable and Retainage Payable

8. Overhead Burden and Labor Burden

9. How to enter recognized profit into J/C

10. Regular use of J/C

11. How to contact Samco's Support Department

# 1. Setting Up Job Cost

Perform these steps to start using Job Cost:

1.  Study the *System Functions* manual and become familiar with the features common to all Samco applications.

2.  Start J/C according to the instructions in the chapter titled *Using Job Cost*.

3. Use *Company information* to modify the Company File to be appropriate for your company. See the chapter titled *Company Information* in the *System Functions* manual.

4. Enter your valid G/L accounts, using *Valid G/L accounts* in *System Functions*. If you are also using General Ledger, you can enter your Chart of Accounts first, then use *Setup valid G/L accounts* within G/L to transfer accounts to the Valid G/L Accounts File. Before setting up your Chart of Accounts you should read section 5 (**How to Set Up Other Packages to Work with J/C**) which discusses accounts which must be in your Chart of Accounts when Job Cost is being used.

   The Valid G/L Accounts File is used by J/C to ensure that every G/L account entered into the system is a valid account. (See the chapter titled *Valid G/L Accounts* in the *System Functions* manual.)

5. Enter J/C control information, using *Control information*. The information in the J/C Control File controls how J/C is used by your company. A data input form is included at the end of this chapter to assist you in entering this data.

   Before setting up the Control File you should read section 2 (**J/C Control File Options**) in this chapter. This section discusses many of the Control File fields in detail.

6. If you have chosen to use the Category File, enter your cost categories using *Categories*. A data input form is included at the end of this chapter to assist you in entering this data.

   Before setting up the Category File you should read section 3 (**How to Set Up Cost Categories**) in this chapter.

7. Enter job descriptions for each of your current jobs using *Job descriptions*. A data input form is included at the end of this chapter to assist you in entering this data. These jobs should be

entered as "in-progress" jobs. (See the chapter titled *Job Descriptions* for more information on in-progress jobs.)

Before setting up your jobs you should read section 4 (**Jobs, Sub-jobs, and Change Orders**) in this chapter.

8. Enter cost items for each of your current jobs using *Cost items for jobs*. A data input form is included at the end of this chapter to assist you in entering this data. Current cost information should be entered for these jobs in order to ensure that the reports produced by Job Cost will be accurate.

9. Enter any jobs which have not yet started. These jobs should be entered as "new" jobs. Enter both the job description and cost items for each job.

10. Activate each of your jobs using *Activate jobs*. ( See the chapter titled *Job Descriptions*.)

11. If you are using other packages, set these packages up for use with Job Cost as discussed in section 5 (**How to Set Up Other Packages to Work with J/C**) in this chapter.

12. Begin using Job Cost on a regular basis. (See the chapter titled *Guide to Daily Operations*.)

As applicable, the following sections of this chapter should be reviewed prior to using Job Cost on a regular basis:

- How to Use Other Packages with J/C

- Retainage Receivable and Retainage Payable

- Overhead Burden and Labor Burden

- How to Enter Recognized Profit into J/C

# 2. J/C Control File Options

This section describes the information that is entered into the Job Cost
Control File. This information controls the way in which Job Cost works
- both internally and with respect to other packages.

**Interfaces to Other Packages**

Job Cost is designed to be used by itself or with any combination of
these packages:

> Accounts Payable
> Accounts Receivable
> Inventory Plus
> Payroll
> General Ledger
> Purchase Order (requires Accounts Payable)
> Professional Invoicing (requires Accounts Receivable)
> Sales Management Solutions (requires Professional Invoicing)

You can also use Order Entry Plus, Point of Sale, Purchasing Plus, Bank
Reconciliation, and Sales Analysis, but they do not interface directly with
J/C.

If you use J/C in conjunction with one of the packages listed above, the
two packages communicate and work together through an "interface"
between them.

In the Job Cost Control File you must specify whether Job Cost is to
interface to the following packages:

> Accounts Payable
> Accounts Receivable
> Inventory Plus
> Payroll
> General Ledger

You specify that Job Cost is interfaced to Purchase Order in the P/O Control File. You specify that Job Cost is interfaced to Professional Invoicing in the P/I Control File. If P/I is interfaced to J/C and SMS is interfaced to P/I, then SMS is automatically interfaced to J/C.

The following descriptions will assist you in determining whether or not each package should be interfaced to Job Cost for your company.

**Accounts Payable**

Your costs, such as equipment, materials, insurance, and sub-contracting, are entered in Accounts Payable as invoices and applied to jobs. The Accounts Payable package transfers cost information to J/C.

**Accounts Receivable**

Billings for jobs are entered in the Accounts Receivable package as sales. Payments received for jobs are entered as cash receipts. The Accounts Receivable package transfers billing and payment information to J/C.

**Inventory Plus**

If you maintain an inventory of material used on your jobs, you can direct the Inventory Plus package to transfer these materials to specific jobs, or from individual jobs back into inventory. The Inventory Plus package sends cost information to J/C.

**Payroll**

Labor costs are entered in the Payroll package and applied to jobs. The Payroll package transfers cost information to J/C.

**General Ledger**

General Journal entries that affect jobs are entered in General Ledger and applied to jobs. The General Ledger package transfers cost information to J/C. G/L is also used to make profit recognized entries. This subject

is discussed in section 9 (**How to Enter Recognized Profit into J/C**) in this chapter.

**Purchase Order**

When entering a purchase order in P/O, line items can be specified as being for jobs and the dollar amount of the line item can be distributed to one or more cost items. You can use the Purchase Order Distribution Report to list outstanding P.O.'s by job and cost item. The dollar amounts shown can be optionally transferred directly to the applicable cost items when the report is run. Later, when entering a completion estimate in *Completion estimates* in J/C, you may use the outstanding P.O. amount stored in the cost item (as transferred from Purchase Order). Outstanding P.O. amounts are used on the Job Status Report to determine the actual costs to date, as discussed in the chapter titled *Job Status*.

**Professional Invoicing**

Invoices in P/I can be specified as being for jobs. When these invoices are posted, A/R sales transactions are generated and posted. These A/R transactions will update the amounts billed for jobs in J/C. Additionally, if P/I is used with I/C, then cost items can be entered on "Goods" line items. When the line item is posted, the cost item will be updated for the cost of the items taken out of inventory.

NOTE: At this time P/I does not handle retainage receivable.

**Sales Management Solutions**

When SMS is used with P/I and P/I is interfaced to Job Cost, sales orders entered into SMS can reference jobs and cost items.

## If Not All Packages Are Interfaced

If you are using G/L, A/P, I/C, and Payroll, then all costs are entered in these packages. Otherwise, you must enter some costs using J/C. For example, if you are not using Payroll, you must enter labor costs using *Costing* in J/C. If you enter costs in J/C and you are using G/L, then

you can update G/L with the debits and credits corresponding to these costs by using *Get distributions* in G/L.

If you are using A/R, all billings and payments for jobs are entered through A/R. Otherwise, billings and payments are entered using *Billing and payment* in J/C. If you enter billings and payments in J/C and you are using G/L, then you can update G/L with the debits and credits corresponding to these billings and payments using *Get distributions* in G/L.

If you are using G/L, then profit recognized transactions are entered through G/L. Otherwise, profit recognized transactions are entered using *Billing and payment* in J/C. In this case, the debits and credits for profit recognized transactions will appear on the J/C Distribution to G/L report so this information can be transferred to your general ledger. Profit recognized transactions are discussed further in section 9 (**How to Enter Recognized Profit into J/C**) of this chapter.

## Retainage Receivable and Retainage Payable

If your company does not use retainage receivable or retainage payable, then answer Ⓝ to the question "Are you a contractor ?".  In this case, the next two questions in the Control File regarding retainage receivable and retainage payable will be skipped.

If you answer Ⓝ to the two questions regarding retainage when setting up the Job Cost system, no mention will ever be made of retainage in your day-to-day use of the system.

If you answer either of these questions Ⓨ, you will be asked to enter a retainage amount or percentage when appropriate.

If you use retainage receivable, you can also enter a retainage receivable percentage in the Job Cost Control File which will be used as the default percentage when entering jobs for your customers.  You can override this default percentage for any individual job.

## Change Orders

A change order is a change to an original contract with a customer, detailing the exact changes to the original specification of a job. The change order has its own set of specifications and price, agreed upon with the customer.

A change order can either increase the job price or decrease the job price (in which case its price would be entered as a negative number.)

In terms of Job Cost, a change order is entered as follows:

1.  A Job Description record is entered, using *Job descriptions*, which lists the job (and sub-job, if using sub-jobs for this job), number of the change order, price, and approval date.

2.  Cost items are entered, using *Cost items for jobs*. Each cost item has a cost item number which consists of the category of the cost, the sub-job number (if applicable) and then the change order number.

If you don't use change orders in your business, answer ☐N☐ to the question "Use change orders ?" in the Job Cost Control File. In this case, you will not be allowed to enter change orders into the system.

If you answer ☐Y☐ to the question above, you will be required to enter an extra 3 digit number for each cost item. This three digit number is zero (000) for cost items of the job itself. For change orders, this number is the number of the change order and is used to distinguish between cost items which apply to the job itself and cost items which apply to the change order.

**NOTE:** When entering cost items, you may press ☐Enter☐ to have the software default the number to zero for cost items that apply to the job itself. You do not need to enter three zeros each time.

## Inactive Files

The "inactive files" are a separate set of files into which you can store jobs which have been closed and completed. Refer to the diagram in the previous chapter which shows the relationship of the active job files to the inactive job files.

Initially you may set this field to Ⓝ in the Control File as you probably have no such jobs to enter into the system. Later, when you have closed and completed some jobs, you may change this answer to Ⓨ.

Whenever you start up Job Cost, you are asked if you wish to use the "inactive" files. If you choose to do so, all report and inquiry programs will access the historical files, not your current active jobs. (You cannot change any of the historical job information, but you can view or report on it). If you choose to use the active files, you will be able to do your regular processing.

If you answer Ⓝ to the Control File question about inactive files, you will go right into processing your active jobs when you start up Job Cost, and will not be given a choice between using active and inactive files.

## Cost Category File

A cost category is an aspect of a job or group of jobs for which money might be spent.

You may set up all of the cost categories describing your jobs in the Cost Category File, or you may enter the cost categories on a job-by-job basis without referring to any predefined list of cost categories.

If you answer Ⓝ to the Job Cost Control File question "Use cost category file ?", you will have to manually type in each cost category description when you enter cost items for a job.

If you answer Ⓨ to the Control File question "Use cost category

File ?", you still have the option to not use the predefined cost categories on individual jobs. For such jobs, you must manually type in the cost category descriptions when setting up the cost items for the job.

For jobs where the Cost Category File is used, every cost category number you enter is checked against your predefined cost categories to see that it matches one of them, and the description is displayed automatically.

**Labor Burden**

Labor burden is the expenses incurred for workers in addition to their actual wages. It includes such things as the employer's share of CPP and UIC, workers' compensation insurance premiums, employer-paid union contributions, etc.

Labor burden can be used only when you interface to Payroll. When wage costs are transferred to the appropriate jobs, the system will automatically calculate labor burden during the transfer. The exact details of how this is done is described in section 8 (**Overhead Burden and Labor Burden**) in this chapter. Here, we will address how you set up the automatic labor burden feature of Job Cost.

If you want to use this automatic labor burden calculation capability, you must enter two fields in the Job Cost Control File.

The first field is the labor burden type. You can have the system calculate the labor burden in two different ways: as a percentage of the labor cost (that is, a percentage of wages), or as a rate per labor hour worked on the job.

When you select one of these ways in the Control File, you must also enter the second piece of information: the percentage or the rate.

The fields entered here are simply defaults which may be used when entering a job. You may select a different type, rate, or percentage for a specific job.

## Overhead Burden

Overhead burden is all overhead expenses <u>except</u> for the additional expenses for labor due to employer paid taxes, pension and union benefits, etc. Overhead burden could include wages to office personnel, office supplies, rent and utilities of the home office. These are <u>not</u> direct job costs because they occur whether a specific job is underway or not.

You may have Job Cost automatically calculate the overhead burden. The exact details of how this is done is described in section 8 **(Overhead Burden and Labor Burden)** in this chapter. Here, we will address how you set up the automatic overhead burden feature of Job Cost.

You have three options for the method (type) to be used for calculating overhead burden.

First, it can be a percentage of labor cost. Second, it can be a rate per labor hour. In these options, overhead burden is only calculated on labor entries. Third, it can be a percentage of the overall job costs (i.e., all costs that are entered for a job are multiplied by a percentage to get the overhead burden).

You enter into the Control File both the method you wish to use for the automatic overhead burden calculation and the percentage or rate for that method. Your entries in the Control File are only <u>defaults</u>; you may change the method, percentage or rate when entering a specific job.

Each job must have a cost item into which the calculated labor burden can be stored automatically by the software. In each job description you must specify a category number for overhead burden. This category number is the category number for the cost item into which the calculated labor burden will be stored. This field is required in the job description so that the software can verify (during job activation as described in the chapter titled *Job Descriptions*) that you have entered a cost item for the automatic burden calculation and so that the software knows <u>which</u> cost item is to be used for the automatic overhead burden calculation. A default for this category number is entered into the J/C

Control File. This default (called "Ovhd burd categ" in the J/C Control File) may be used when entering a job description.

The cost item for overhead burden must be set up to be a non-direct cost of the job. (Whether a cost item is a direct or non-direct cost of the job is determined by the cost-type associated with the cost item. Cost-types can be set up as either direct or non-direct in the Job Cost Control File, as discussed later in this section.)

## G/L Account Defaults

The following default accounts are entered into the Control File:

(a) A/R acct #

This account is used as a default in *Billing and payment* when billings and payments are entered directly into Job Cost.

(b) Ret recvbl acct #

This account is used as a default in *Billing and payment* when billings and payments are entered directly into Job Cost and retainage receivable is being used in Job Cost. It is also used by Accounts Receivable when a sales entry is distributed to jobs and there is a retainage amount for the sale.

(c) A/P acct #

This account is used as a default in *Costing* when costs are entered directly into Job Cost.

(d) Ret paybl acct #

This account is used as a default in *Costing* when costs are entered directly into Job Cost and retainage payable is being used in Job Cost. It is also used by Accounts Payable when a payable entry is distributed to jobs and there is a retainage amount for the payable.

(e) Cash acct #

This account is used as a default when payments are entered directly into Job Cost using *Billing and payment*.

(f) Cost acct #

This account is used as a default when entering cost items using *Cost items for jobs*.

(g) Billing acct #

This account is used as a default when entering the billing account for a specific job using *Job descriptions*.

## Cost Types

Cost types are the broad classifications of types of costs that go into all of your jobs.

When entering cost categories using *Categories* you must assign each category a cost type. There are four cost types built into Job Cost: labor, materials, subcontracts, and profit. These are assigned numbers in J/C. The numbers are 1, 2, 3, and 9 respectively. You may define up to five additional cost types for such things as equipment costs, general administrative costs, different types of materials, etc. None of these are required. You may define them to tailor Job Cost to your particular business.

Additionally, you can define any of these five additional cost types as either a "direct" cost or a "non-direct" cost. Amounts entered for the "non-direct" cost types are tracked in Job Cost, but are always shown separately from the direct costs. For example, you can use one of these cost types for indirect overhead burden, and thus you can track the overhead you have incurred for a job separately from direct costs.

# 3. How to Set Up Cost Categories

A cost category is an aspect of a job or group of jobs for which money might be spent. Cost categories define in a fairly detailed way the types of work or costs that go into one or more of your jobs. Examples of cost categories are: rough carpentry, plumbing, heating, air conditioning, etc. Cost categories are more detailed than cost types, and can be broken down into even more detailed categories if desired, until a very fine level of detail is reached.

We strongly suggest that you observe these guidelines as you set up your own cost categories:

(1) Use round numbers, such as 10000, 11000, or 12000 for your main groupings of cost categories. These will be your broadest, most general categories.

(2) Match the last digit of the category number to the cost type for that category. Here's an example:

> Suppose you have a major grouping of 30000 for CONCRETE, a minor grouping of 31000 for CONCRETE FORMWORK, and need to number cost categories for CONCRETE FORMWORK - LABOR and CONCRETE FORMWORK - MATERIAL.

> The LABOR cost type is "1" and the MATERIAL cost type is "2", so you can assign category number 31001 to CONCRETE FORMWORK - LABOR, and category number 31002 to CONCRETE FORMWORK - MATERIAL.

(3) Set a high number, such as 900000, for PROFIT, and another high number, such as 800000, for OVERHEAD BURDEN.

# 4. Jobs, Sub-jobs and Change Orders

This section gives an overview of jobs, sub-jobs, and change orders as used in Job Cost.

## Jobs

A job is the overall, complete piece of work a business agrees to do for a customer. It usually has several parts and on large construction projects can have several hundred different cost items.

In Job Cost, a job is identified by a 7 character "job number".

## Sub-jobs

Depending on the size and type of your business, you may want to break down some of your jobs into major subdivisions or "phases" and track costs and billings separately for each such subdivision. Job Cost provides a 3-digit sub-job number for this purpose.

## Change orders

If you enter a change order for a job and the job is broken into sub-jobs, the change order must apply to one of the sub-jobs. If you have a change order that applies to more than one sub-job, you will have to enter it as a separate change order for each applicable sub-job. For example, if it applies to three sub-jobs, you must enter three separate change orders.

## How Jobs Are Entered into J/C

To enter a particular job or sub-job into Job Cost, you must first enter basic information in *Job descriptions*. This includes the job number you assigned to the job, the title of the job, and the total price of the job, as well as other information described in the chapter titled *Job Descriptions*.

If a job is not broken into sub-jobs when it is first entered, you cannot break the job into sub-jobs at a later time. You must decide whether the job will or will not have sub-jobs when you begin entering the job.

When a job is broken into sub-jobs, every cost item for the job must be a cost item for a sub-job.

## Cost Items for Jobs

Cost items are the specific categories of work that go into this particular job. Each cost item has a category number and an estimated or budgeted cost.

You must enter every cost item that goes into the job, as well as separate cost items for overhead and for profit. These two items must be accounted for when determining the overall price of the job.

The sum of all these estimated costs for the cost items of a job must add up to the price of the job. The same applies to any sub-job entered: the estimated costs must add up to the total price of the sub-job.

## Entering Additional Job Description

You can enter as many as 10 lines of 75 characters each of "additional description" to describe or comment upon a job or any cost item of a job.

This feature lets you enter information about a job or its parts not included in the usual information kept for the job.

Examples are a description of the property (for contractors), a detailed description of the job, special circumstances about the job, the name of the foreman, the name of the architect, and special information about a cost item or vendor.

## How to Activate a Job

Job Cost does not let you enter actual costs for a job unless it is active. *Activate jobs* (described in the *Job Descriptions* chapter) checks the sum of estimated (budgeted) costs to verify that this sum matches the job price. It also checks other items. If everything checks out OK, the job becomes active. If something does not add up properly or is otherwise incorrect, the job is not activated and you will receive a printout showing why the job cannot be activated.

# 5. How to Set Up Other Packages to Work with J/C

If you are using other packages with J/C, certain things must
be done in these other packages for information to be transferred
properly into J/C.

## Setting Up A/P

If you are using the A/P package, enter all your regular material
suppliers and subcontractors into the Vendor File, including the ones that
you will be using on the jobs now entered into Job Cost.

## Setting Up A/R

If you are using A/R, do the following:

1.  Set the A/R Control File options listed below using *Control
    information* in the A/R package:

    a.  For "Distribute sales ?", answer Ⓨ. This is required.

    b.  For "Distribute misc chrgs ?", answer Ⓝ. Then set the "Default
        misc chgs acct #" to your job billing account number in order to
        distribute miscellaneous charges to jobs.

    c.  For "Distribute freight ?", answer Ⓝ. Then set the "Default
        freight acct #" to your job billing account number in order to
        distribute freight to jobs.

    d.  Answer Ⓝ to "Use sales reps ?". This is optional.

    e.  Answer Ⓝ to "Use commissions ?". This is optional.

    f   Answer Ⓝ to "Use costs-of-sales ?". (Costs are tracked in Job
        Cost, not through A/R.)

2.  Enter your customers. If a sale transaction for a customer in A/R is
    to be distributed to jobs, the customer <u>must</u> be an Open Item

customer.  Set the "Bal method" to ◙ (open item) for each such customer using *Customers*.

## Setting Up Payroll

Payroll automatically knows when J/C is installed and available. Consequently, no special changes have to be made specifically to Payroll to accomodate the distribution of transactions to J/C.

## Setting Up I/C

If you are using Inventory Plus, there are no special requirements for setting it up.  Be sure that you understand the I/C Control File options explained in the *Control Information* chapter of the I/C User Manual.

## Setting Up G/L

Certain accounts must be set up in your Chart of Accounts when you use Job Cost.  If you are using G/L, then these accounts would be entered using *Chart of Accounts* in G/L (and copied to the Valid G/L Accounts File for use by Job Cost and other packages).  If you are not using G/L, these accounts would be entered into the Valid G/L Accounts File.

The following accounts are required:

1. Accounts receivable
2. Retainage receivable (if used in your business)
3. Accounts payable
4. Retainage payable (if used in your business)
5. Cash account
6. Cost of jobs in progress
7. Billings on jobs in progress

Defaults for each of these accounts are entered in the Job Cost Control File.  If you only have one of each type of account, then you will always use these defaults when entering jobs, cost items, cost transactions, billing transactions, and payment transactions.

Other accounts which you may need in your Chart of Accounts include the following:

1.  Billings over Cost

    .This account is used to handle overbillings when the percentage-of-completion method of accounting is used.

2.  Allocated Labor Burden

    This is a contra-expense account which is used when labor expenses are allocated to jobs. See section 8 (**Overhead Burden and Labor Burden**) in this chapter for further discussion of this account.

3.  Revenue from Jobs

    This is a revenue account used for recognized profit.

Of course, you should consult with your accountant when setting up Job Cost to ensure that you have your Chart of Accounts set up properly.

# 6. How to Use Other Packages with J/C

As discussed earlier, J/C can be used with many of the other packages. Because of this flexibility, the package which should be used to enter a certain type of transaction depends upon the actual set of packages being used by your company. The purpose of this section is to clarify which package should be used to enter each type of transaction.

### Entering Job Costs

If you are using all four of the General Ledger, Accounts Payable, Inventory Plus, and Payroll packages, none of your job costs will be entered directly into Job Cost. They will all be entered in the other packages. Otherwise, you will be entering some costs through *Costing* in Job Cost.

Enter costs as follows:

**Labor costs** - In Payroll, enter the hours that apply to your jobs through *Transaction processing*. If you are not using Payroll, enter these costs in J/C using *Costing*.

**Material costs** - If you are using both A/P and I/C, then enter receivings in I/C and invoices for these receivings in A/P, as discussed in the A/P and I/C User Manuals. Then transfer material costs to jobs through *Inventory* in I/C. If you are using just I/C, transfer material costs to jobs through *Inventory* in I/C. If you are using just A/P, transfer material costs to jobs when you enter invoices for materials used on jobs in *Payables*. If neither A/P nor I/C is in use, then enter costs for materials in J/C using *Costing*.

**Subcontract costs** - Enter these through *Payables* in Accounts Payable. If you are not using A/P, enter these costs in J/C using *Costing*.

**Other direct costs** - Enter other costs such as equipment and administrative costs through *Payables* in Accounts Payable. If you are not using A/P, enter these costs in J/C using *Costing*.

**Overhead costs** - If you have set up a job so that overhead burden is calculated automatically, then overhead burden is calculated as direct costs are applied to jobs. This calculated overhead burden does NOT automatically affect General Ledger. Instead, it is collected in the overhead burden cost item records for your jobs and is printed on your reports. Refer to section 8 (**Overhead Burden and Labor Burden**) in this chapter for a more detailed discussion of overhead burden.

**Labor burden** - If you are using the automatic labor burden calculation feature, the labor burden will be calculated in Payroll for each distribution of wages to a job. However, it will be kept separately, and it will NOT show up as part of actual job costs until you have made a separate general journal entry for it in General Ledger. It does not automatically affect General Ledger until you make this entry. See section 8 (Overhead Burden and Labor Burden) in this chapter.

## Entering Payments and Billings

If you are using A/R, you will enter billings (and CR and DR memos) for jobs through *Sales* in A/R.

You will enter payments for jobs through *Cash receipts* in A/R.

If you are not using A/R, enter billings and payments for jobs using *Billing and payment* in Job Cost.

## Entering Recognized Profit

If you are using G/L and you use the percentage-of-completion method of contract accounting, enter recognized profit through *General journal* in G/L.  Such entries have a special source code - "PFTREC" - which identifies them.

If you are not using G/L, enter recognized profit  through *Billing and payment* in Job Cost.

Recognized profit entered either in G/L or using *Billing and payment* will not automatically show up on the Job Status Report.  In order for profit to show up on the Job Status Report, you must also enter a "cost" for this same profit amount, for the "profit" cost item for the job.  Do this through *Costing*.

See section 9 (**How to Enter Recognized Profit in J/C**) in this chapter for a more detailed discussion of how to handle recognized profit.

**NOTE:**  It is not necessary to enter recognized profit if you use the completed contract method of accounting.

## Interfacing Costs from A/P, Payroll, I/C, and P/I

When costs are entered for jobs in Payroll, Accounts Payable, and Inventory Plus packages, these costs are transferred to jobs as follows:

1.  When costs are posted in these packages, each cost that applies to a job is entered as one new record in the Job Detail File within J/C. These can be seen with *View* or printed with *Reports*. Posting in these packages does not directly update the period-to-date and job-to-date costs for your jobs, and will not show up on any other reports in Job Cost at this point.

2.  At the end of a period, run *Get costs* in Job Cost to copy costs from the Detail file to the Cost Transactions file. Once you have done this and posted these costs using *Costing*, the costs show up as accumulated period-to-date and job-to-date costs on the Job Status Report and other reports in Job Cost.

**NOTE:** If P/I is used, and P/I is interfaced to I/C, then cost items can be entered on "Goods" line items. When the line item is posted, a "job usage" inventory transaction is generated and posted. This transaction will affect job costs as described above for transactions entered directly into Inventory Plus.

## A/R and G/L Interface to J/C

When billings and payments for jobs are entered and posted in A/R, and profit recognized entries are entered and posted in G/L, jobs are updated automatically. Because Job Cost does not keep period-to-date accumulations for your job's billings and payments, these transactions <u>directly</u> update your jobs when they are posted in A/R and G/L.

Be sure that you do not post billings and payments for the <u>next</u> period in A/R until you have printed the Job Profitability Report for the current period.

Profit recognized transactions should be entered as described in section 9 (**How to Enter Recognized Profit into J/C**) in this chapter. Also see the chapter titled *Guide to Daily Operations*.

When cost entries for jobs are entered and posted in G/L they are also immediately posted to jobs. The purpose of such entries is to make

adjustments to cost items. For example, if you posted a cost to the wrong cost item, you could adjust this by first entering a debit which references the cost item which needs to be increased and then entering a credit which references the cost item which needs to be decreased. In each entry in *General journal*, the same G/L account should be used. This will have no effect on General Ledger, but will result in a shift of costs from one cost item to another to make the adjustment.

# 7. Retainage Receivable and Retainage Payable

This section covers how to handle retainage receivable in A/R and retainage payable in A/P.

**Accounts Receivable**

When there is a retainage amount for an invoice, this amount is distributed as a debit to the retainage receivable account specified in the Job Cost Control File. The remainder of the invoice amount is distributed as a debit to the accounts receivable account.

The A/R open item for this invoice does not include the retainage amount because the retainage is not yet due. This ensures that your A/R Aging Report is accurate.

When you are ready to bill the customer for the full retained amount, you must enter a separate, new invoice for the customer. This invoice is for the full retainage amount. Do not, however, distribute this invoice to the job, as it was already applied to the job previously. This point is essential to keeping accurate records. Leave the job number for the entry blank. Distribute the full amount of this invoice to the retainage receivable account.

When this invoice is posted, it will have no effect on your job. However, it will turn the retainage receivable into a regular item, and it will now show up as an A/R open item and be aged properly on the A/R Aging Report. See the A/R User Manual for further discussion of this.

**Accounts Payable**

When there is a retainage amount on a vendor invoice, this amount is distributed as a credit to the retainage payable account specified in the Job Cost Control File. The remainder of the invoice is distributed as a credit to the accounts payable account.

The original invoice amount on the A/P Open Item record (created when the invoice is posted) does not include the retainage amount because the retainage is not yet due. This ensures that your Aged Open Items Report is accurate.

When a vendor completes his work for you, and you receive an invoice for the full retainage due, you must enter a new, separate voucher. This voucher is for the full retainage amount. The voucher is entered as a regular "retainage now due" voucher. This is a special voucher type in A/P which is only available when A/P is interfaced to Job Cost. See the chapter titled *Payables* in the A/P User Manual for a full discussion of all the options available to handle "retainage now due" transactions.

# 8. Overhead Burden and Labor Burden

As described earlier in this chapter, Job Cost will calculate two types of burden: overhead burden and labor burden.

The purpose of this section is to explain how these burdens are calculated by Job Cost.

**Overhead Burden**

When a cost transaction is posted (using *Costing*), the software will calculate an overhead amount based on the transaction. The amount is calculated as per the method to be used for overhead burden as specified in the job description. The cost item for overhead burden is updated with this amount during the posting run.

For example, suppose a cost transaction is being posted for $1000 to cost item 6108-000-000. Assuming that overhead burden is being calculated

as a percent of job cost and that the percentage being used is 10%, then $100 will be added to the overhead burden cost item for the job. See section 2 (J/C Control File Options) for an explanation of how the software locates the cost item for overhead burden.

If overhead burden is being calculated based on a percentage of labor costs or a rate per labor hour, then the overhead is only calculated if the cost item is for labor. This is determined by the cost-type for the cost item, which must be set to LABOR in order for overhead to be calculated in these cases.

As the overhead burden cost item is a non-direct cost of the job, there are no debits and credits associated with the cost which is added to the overhead burden cost item. To show such costs in your General Ledger, you would have to make a separate journal entry, using G/L or your manual ledger.

**NOTE:** If a cost item is specified on a General Journal entry in G/L, then overhead burden will be calculated automatically on the debit or credit amount. Debits will increase the overhead burden cost item; credits will reduce the overhead burden cost item.

## Labor Burden

The automatic labor burden calculation is only available if you are using Payroll.

When Payroll transactions are posted, job related costs are stored in the Job Detail File. A labor burden amount is calculated for each job related cost. This calculation is performed per the labor burden calculation method set up in the Job description.

Payroll only calculates the labor burden. In order to apply the labor burden to the job, a procedure must be followed as described below:

**NOTE:** The labor burden, although not integrated into the job as a cost item, can be included on many of the management reports for analysis. The need to generate labor burden G/L or J/C transactions is not

necessary, unless you want these figures reflected as a cost item or on
your financials.

1.  Print the *Payroll by Job #* from the *Reports (Job entry reports)*
    menu in J/C. When printing this report, specify that only the
    transactions not yet interfaced to J/C should be printed. This report
    will show the labor burden calculated for each job. The report
    should be printed _brefore_ running *Get Costs* to transfer Payroll costs
    from the Job Detail File to the Cost Transaction File.

2.  Run *Get Costs*, transferring the Payroll costs from the Job Detail
    File to the Cost Transaction File. Post these transactions. These
    transactions will result in overhead burden being calculated
    automatically for the associated costs, as described above. However,
    this is separate from the labor burden which is being handled here.

3.  The next step is to apply the labor burden to the job, as described
    below.

### If Using General Ledger

Enter and post General Journal transactions to apply the labor burden
(from the Payroll by Job # Report printed earlier). Assuming that a
positive cost amount needs to be applied, the debit entry would be to
your cost account for the job and the debit entry would reference the
labor burden cost item for the job. (See the chapter titled *General
Journal [with Job Cost]* in the General Ledger User Manual.) The
credit entry would be to a contra-expense account. This could be
named "Allocated labor burden", or whatever name your accountant
recommends. The net effect of these transactions is to shift the
labor expense from the general labor expense section of your P&L
statement into the Cost of Jobs section of your financial statement.
Since the cost item for labor burden is referenced on the debit side,
the cost item will be increased when the General Journal entry is
posted. (In General Journal, debits increase cost items, credits
reduce cost items.)

### If General Ledger Is Not in Use

Enter and post a Costing transaction for the amount of the labor burden (as shown on the Payroll by Job # Report printed earlier). The cost item to use is the cost item you have set up for labor burden for the job.

Since the labor burden cost item is a direct cost of the job, you will need to enter debits and credits for this amount in *Costing*.

Assuming that a positive cost amount needs to be applied, the debit entry would be to your cost account for the job. The credit entry would be to a contra-expense account. This could be named "Allocated labor burden", or whatever name your accountant recommends. The net effect of these distributions is to shift the labor expense from the general labor expense section of your P&L statement into the Cost of Jobs section of your financial statement.

4. If overhead burden is being calculated based on all job costs, then overhead burden will be calculated in step (3) above on the labor burden amount. In other words, administrative overhead burden will be calculated on the labor burden. This occurs because labor burden is a cost item of the job and, as described earlier, overhead burden is calculated on applicable costs at the time the costs are posted.

If overhead burden is being calculated based only on labor costs, then overhead burden would not be calculated on the labor **burden** amount because the cost type for the labor burden cost item would not be designated as being of type LABOR. It would be given a user-defined non-direct cost type, as provided for in the Job Cost Control File.

## 9. How to Enter Recognized Profit into J/C

In the Job Cost package, recognized profit is the amount of profit that you "recognize" for accounting purposes in a period. It differs from estimated or expected profit. "Recognize" is an accounting term meaning to "record in your General Ledger". When profit is recognized, it then

shows up on your P&L Statement, and not before. Using the percentage-of-completion method of accounting for a job, profit is recognized based on the percent of the job that is complete at the end of an accounting period. This differs from the completed job method of accounting, where the entire profit is recognized all at once, when the job is 100% complete. (Example: Although Job #3 is not complete by Dec 31, profit based on current estimates is $30,000, so a recognized profit transaction is entered for that amount.)

When profit is recognized on a job, you must enter it into the Job Cost system so that certain reports will print accurate information regarding the job.

## Job Status Report

This report shows all cost items for a job. A cost item for profit is <u>always</u> entered for a job. This is done so that the sum of the <u>actual</u> cost items, plus the profit cost item will equal the price of the job (which is the price quoted to the customer).

In order for the amount of profit recognized for the job to show up properly on the Job Status Report, you must enter and post a transaction for the profit cost item using *Costing*. Since the cost type for this cost item is PROFIT, and cost items of this type are always non-direct costs of the job, no debit or credit is entered with the transaction. Thus, this transaction is simply a memo transaction which is made so that profit will show up properly on the Job Status Report.

## Profitability Report

This report shows the amount of profit which can be recognized on a job for the current period. The calculations made by this report are described in full in the chapter titled *Reports* and should be reviewed by you and your accountant.

This report assumes that you are using the percentage-of-completion method of accounting for your jobs and the "Cumulative Catch-up" method of revising completion estimates. If you are recognizing profit

on your jobs on a "completed jobs" basis, this report is not relevant to your business.

In order for this report to show the amount of profit that can be recognized for the current period, the software must know what profit has already been recognized for the job.

Each Job Description record contains a field (not shown on the screen) which contains the profit previously recognized for the job. If the job bills for sub-jobs, then each Sub-Job Description record contains a field (not shown on the screen) which contains the profit recognized on that sub-job.

In order for the Profitability Report to accurately report on the profit to be recognized, you must post transactions which update the profit recognized field in the job description record (or Sub-Job Description records, if appropriate) each period which reflect the net increase or decrease in profit for the job for that period. The procedure for doing this is described below. The point at which you use this procedure is described in the chapter titled *Guide to Daily Operations*.

### If Using General Ledger

Assuming that there is a net increase in profit on the job for the period, enter a General Journal transaction which references the job, but does not reference a cost item. The entry should be a credit and the "Source" of the transaction will be displayed as "PFTREC" automatically. ("PFTREC" stands for "Profit Recognized".)

The account credited should be a revenue account for the job. Consult with your accountant for the exact account to use. The debit should be to the billings account for the job, as entered in the Job Description record. The debit side should not reference the job. These two entries shift the increase in profit from your billing account to your revenue account, while increasing the profit recognized field in the Job description record (or sub-job description record).

If you have a net decrease in profit on the job for the period (but a profit overall on the job), the debit side would reference the job and would not reference a cost item. The software will display "PFTREC" for the "Source" of the transaction. The account debited would be your revenue account. The credit side would be to a "billings over cost" account (or whatever account your accountant recommends) and would not reference the job. The net effect is reduce your profit from jobs and reflect this amount as an overbilling (or as your accountant recommends) while decreasing the profit recognized amount stored in the Job Description record.

NOTE: If you are incurring an overall loss on the job, do not make profit recognized entries. Consult with your accountant as to the correct General Ledger entries that should be made in this situation.

### If General Ledger Is Not in Use

Enter a profit recognized transaction using *Billing and Payment.* Assuming that there is a net increase in profit on the job for the period, the account credited should be revenue account for the job. Consult with your accountant for the exact account to use. The debit should be to the billings account for the job, as entered in the Job Description record. These two entries shift the increase in profit from your billing account to your revenue account, while increasing the profit recognized field in Job Description record (or sub-job description record).

If you have a net decrease in profit on the job for the period (but a profit overall on the job), the account debited would be your revenue account. The credit side would be to a "billings over cost" account (or whatever account your accountant recommends). The net effect is reduce your profit from jobs and reflect this amount as an overbilling (or as your accountant recommends) while decreasing the profit recognized amount stored in the Job Description record.

NOTE: If you are incurring an overall loss on the job, do not make profit recognized entries. Consult with your accountant as to the correct General Ledger entries that should be made in this situation.

# 10. Regular Use

When start-up is complete, you will be ready to use this package on a regular basis.

A daily checklist is in the *Guide to Daily Operations*.

The remaining chapters show you how to:

- Enter costs.
- Enter billings and payments.
- Enter completion estimates.
- Inquire into the status of jobs.
- Print a Job Status Report.
- Print Management Reports.
- Print a Distribution to G/L Report.
- Get costs from interfaced packages.
- Close a period.
- Close a year.

Closing a period and closing a year are explained in the chapters titled *Close a Period* and *Close a Year*. (See the Periodic/Monthly Operations Checklist in the chapter titled *Guide to Daily Operations*.)

A chapter titled *Utility* describes four selections not used in the regular routine of entering information on jobs or reporting on jobs: closing or reopening jobs; purging, saving, or restoring job detail; viewing saved detail; and purging, saving or restoring jobs.

Appendix "A" explains how to initialize (create from scratch) your J/C data files. You may never need this function, but it is included just in case.

Appendix "B" provides instructions on exporting, importing, and rebuilding your Job Cost data files.

# 11. Support

If you run into any trouble, or just have a question or two and your supplier can't help you, you can always contact:

Samco Support Department
Unit 61 - 7789 - 134th Street
Surrey, British Columbia
V3W 9E9
Tel: (604) 597-1599
Fax: (604) 597-4878

We can refer you to an Advantage Reseller near you or, if all else fails, can provide you with support for a fee.

## Control information

1.  Interface from A/P ?                          \_\_\_\_

2.  Interface from A/R ?                          \_\_\_\_

3.  Interface from Payroll ?                      \_\_\_\_

4.  Interface from I/C ?                          \_\_\_\_

5.  Interface with G/L ?                          \_\_\_\_

6.  Are you a contractor ?                        \_\_\_\_

7.  Use retainage payable ?                       \_\_\_\_

8.  Use retainage receivable ?                    \_\_\_\_

9.  Use change orders ?                           \_\_\_\_

10. Access inactive files ?                       \_\_\_\_

11. Use Cost Category File ?                      \_\_\_\_

12. Default retainage receivable percent          \_\_\_.\_\_\_

13. Labor burden type                             \_\_\_\_
    L = Percent of labor cost
    R = Rate per labor hour

14. Labor burden rate                             \_\_\_.\_\_

15. Overhead burden type                          \_\_\_\_
    L = Percent of labor cost
    R = Rate per labor hour
    J = Percent of job cost

## Control information (continued)

16. Overhead burden rate                     _____.____

17. Overhead burden category                 _____

18. A/R account number                       _____

19. Retainage receivable account number      _____

20. Accounts payable account number          _____

21. Retainage payable account number         _____

22. Cash account number                      _____

23. Cost account number                      _____

24. Billing account number                   _____

|  |  | Description | Direct Cost ? |
|---|---|---|---|
| Cost type 1 | LABOR | LABOR | [Y] (These three |
| Cost type 2 | MATL | MATERIAL | [Y] types are |
| Cost type 3 | SUB | SUBCONTRACT | [Y] predefined) |
| Cost type 4 | _____ | _____ | __ |
| Cost type 5 | _____ | _____ | __ |
| Cost type 6 | _____ | _____ | __ |
| Cost type 7 | _____ | _____ | __ |
| Cost type 8 | _____ | _____ | __ |
| Cost type 9 | PFT | PROFIT | [N] (Predefined) |

# Cost category information

1. Category number             _____

2. Description _____

3. Cost type \_\_\_\_          End group: _____

        1 = LABOR        4 to 8 = User defined
        2 = MATERIAL     9 = PROFIT
        3 = SUBCONTRACT 91 = *GROUP*

4. Unit                  _____

5. Default rate          \_\_\_\_,\_\_\_\_\_.\_\_\_\_\_

6. Default vendor        _____

7. Default retainage payable percent    _____.\_\_\_\_

8. Cost this period       \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_.\_\_\_

9. Cost last period       \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_.\_\_\_\_

10. Cost this year     \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_,\_\_\_.\_\_\_\_

11. Units this period          _____

12. Units last period          _____

13. Units this year            _____

If you chose a cost type of 1 (LABOR) for question 3 above, the
following three fields will also appear:

14. Hours this period_____

15. Hours last period_____

16. Hours this year_____

## Job description information

1.  Job number                    _____
2.  Sub-job number                _____

3.  Change number                 _____

    Change date                   ____/____/____

4.  Title        _____

5.  Price                          _____,_____,_____

6.  Customer number               _____

    Customer name _____

7.  Does this job have sub-jobs ?  __

    Bill for the sub-jobs ?        __

8   Job status                     __
    N = New
    I = In-progress
    O = Copy only

9.  Job billing type               __
    F = Fixed-fee
    P = Cost-plus

10. Default billing account        _____

11. Labor burden type              __
    L = percent of labor cost
    R = rate per labor hour

12. Labor burden rate              _____._____

13. Use Category File ?            __

## Job description information (continued)

14. Overhead burden type     __
    L = Percent of labor cost
    R = Rate per labor hour
    J = Percent of job cost

15. Overhead burden rate     _____._____

16. Overhead burden category     _____

17. Amount billed     _____,_____,_____.____

18. Amount paid     _____,_____,_____.____

19. Last bill date     ____/____/____

20. Last payment date     ____/____/____

21. Retainage percent     ____.__

22. Retainage billed     _____,_____,_____.____

23. Retainage paid     _____,_____,_____.____

## Cost item information

1. Job number      _____

2. Cost item      _____-_____-_____

3. Description      _____

4. Cost type      ____

     1 = LABOR      4 to 8 = User-defined
     2 = MATERIAL      9 = PROFIT
     3 = SUBCONTRACT   91 = *GROUP*

5. Unit      _____      Rate _____._____

6. Default vendor      _____      Retainage percent ____.__

7. Default cost account      _____

8. Budgeted cost      _____,_____,_____

9. Budgeted quantity      ____,_____,_____.__

10. Budgeted hours      _____,_____.____

11. Cost period-to-date      _____,_____,_____.____

12. Cost job-to-date      _____,_____,_____.____

13. Quantity prd-to-date      ____,_____,_____.__

14. Quantity job-to-date      ____,_____,_____.__

15. Percent complete      _____

16. Last cost date      ___/___/____

17. Last estimate date      ___/___/____

## Cost item information (continued)

18. Regular hours PTD     _____,_____.____

19. Regular hours     _____,_____.____

20. Regular cost PTD     _____,_____,_____.____

21. Regular cost JTD     _____,_____,_____.____
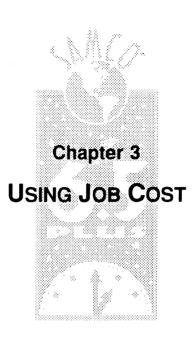
22. Premium hours PTD     _____,_____.____

23. Premium hours JTD     _____,_____.____

24. Premium cost PTD     _____,_____,_____.____

25. Premium cost JTD     _____,_____,_____.____

26. Labor burden PTD     _____,_____,_____.____

27. Labor burden JTD     _____,_____,_____.____

# Chapter 3

# USING JOB COST

## About this Manual

This manual provides the information needed to learn and use Job Cost.

### Organization

The next chapter is a guide to daily operations. It explains how you use Job Cost to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters give instructions on how to enter the basic information which will set up your package according to your needs and prepare you for daily operation.

Following those come chapters which you will use most frequently. They describe how to use Job Cost on a daily basis.

The last few chapters describe selections which are used periodically, including such selections as closing a period.

Additional information can be obtained from the *System Functions* manual, which contains chapters that describe features common to all packages.

Some of the topics covered in the *System Functions* manual include:

Changes after initial installation
Defining multiple companies
General rules
Help (Samco's On-line Documentation)
Switching companies
Menu styles
Passwords
Setting up printers
Taxes (applicable for I/C, P/S, O/E, SMS, A/R, X/R only)
Glossary of terms

**How to Use this Manual**

When beginning, you will want to keep this manual handy so you can refer to it as often as you need.  Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular selection of your software.

**On-line Version**

For your convenience, all of Samco's user manuals are provided in an on-line version.  Simply press ⌷F10⌷  (⌷F11⌷ for the Windows version) from anywhere within the Samco system. (Refer to the chapter titled *Help SAM !!!* in the *System Functions* manual for details.).

# The Menus

A "menu" is a list of things from which something can be selected.

Selecting something from a menu on a computer is the way you tell your computer what you want to do.

Samco provides you with 5 different menu styles to choose from:

- Pull down
- Overlay
- Pop up
- Menu select
- Original

For a complete explanation on selecting your prefered menu style please refer to the chapters titled *Menus* and *Users* in the *System Functions* manual.

## To Start Job Cost

The Job Cost module is directly accessible from the main menu for each company ID where the **Job Cost** field was set to Ⓨ in *Company information* (refer to the chapter titled *Company Information* in the *System Functions* manual for details).

From your company ID's main menu select *Job Cost*.

If you are setting up Job Cost for the first time only a few menu selections will appear. The remaining selections will become available only after the *Control information* function has been completed.

**Inactive Files**

If you answered the "Access inactive files ?" question Ⓨ in the Job Cost Control File, you are then asked which files you wish to work with, Active or Inactive. Make your selection.

If you answered the Control File question Ⓝ, this screen is skipped and you will automatically work with the Active files.

If you answered the "Access inactive files ?" question ⟨Y⟩ in the Job Cost Control File, you have a selection on the menu titled *Change to inactive files* so you can work with the inactive files at any time.

The *Job Cost* menu then appears:

```
SAMCO Enhanced RealWorld - Job Cost              Your Company Name Here
Release: 6.5 Plus



                  Please select

                     * 1. Job descriptions
                       2. Costing
                       3. Billing and payment
                       4. Completion estimates
                       5. View
                       6. Job status
                       7. Reports
                       8. Distributions to G/L
                       9. Get costs



Make a selection, or press F2 for more selections, or F10 for help at any time
```

The selections that you will be using most often (such as *Costing*) are on the first screen of the main menu. To choose one of the selections shown above, type the number of the selection and press ⟨Enter⟩. For example, to select *Costing*, type ⟨2⟩.

To get to page 2 of the menu, press ⟨F2⟩ from page 1. You see:

```
SAMCO Enhanced RealWorld - Job Cost              Your Company Name Here
Release: 6.5 Plus



                  Please select

                    *10. Cash accounts
                     11. Control information
                     12. Categories
                     13. Maintain employee rates
                     14. Maintain category percents
                     15. Close a period
                     16. Close a year
                     17. Utility
                     18. Data integrity check
                     19. File utilities
                     20. Print reports from disk
                     21. Change company

Make a selection, or press F2 for more selections, or F10 for help at any time
```

Make selections from page 2 the same way as from page 1.
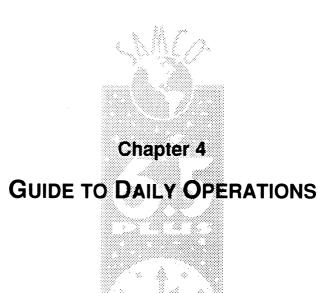
To return to page 1 of the menu, press ⌈Tab⌉ or ⌈F2⌉.

## To Exit the J/C Package

To exit the J/C package, press ⌈Tab⌉ from page 1 of the J/C menu.

---

**NOTES:**

# Chapter 4

# GUIDE TO DAILY OPERATIONS

## Introduction

The following checklists are provided as examples of how you might use Job Cost to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

# Daily Operations Checklist

**EACH DAY**

___ Enter new jobs using *Job descriptions* and *Cost items for jobs*, or enter a new job by copying a "Copy only" job previously entered. Activate these jobs using *Activate jobs*.

___ Enter and post cost transactions using *Costing*.

**NOTE:** If using P/C, payroll costs for jobs are entered in P/C. If using I/C, inventory used on jobs is entered in I/C. If using A/P, costs not otherwise entered in I/C or P/C are entered in A/P and distributed to jobs from A/P. The costs from all these packages are interfaced to the Job Cost package using *Get Costs*. (See the chapter titled *Get Costs*.)

___ If using Payroll, (optionally) enter and post transactions to apply labor burden costs to jobs as described in the chapter titled *Getting Started*.

___ Enter and post billings and payments using *Billing and payment*.

**EACH DAY, AS NEEDED**

## EACH DAY

**NOTE:** If using A/R, billings and payments are entered in A/R and distributed directly to jobs by posting A/R Sales and Cash Receipt transactions.

## EACH DAY, AS NEEDED

___ Inquire into job costs, using *View costs*. Costs may be viewed by vendor, employee, customer or job.

___ Add new categories to the Category File using *Categories*.

___ Print an inspection worksheet for one or more jobs. Inspect the job and then use *Completion estimates* to enter and post completion estimates for each job.

___ Print a Job Status report to determine if each job is over or under budget.

___ Print other job cost reports (such as the Labor Analysis Report or Job Performance Report) to obtain further information regarding job performance.

___ Print the A/P Items for Payment Report to determine vouchers that can be paid for jobs, based upon a specified cut-off invoice date.

| EACH DAY | EACH DAY, AS NEEDED |
|----------|---------------------|

_____ View or print reports about inactive jobs using *Inactive jobs* (if using Menu bar). Inactive jobs are jobs which have been completed (or temporarily closed) and which have been moved to the inactive job files. (See the chapter titled *Using Job Cost* for a discussion of how to access inactive jobs.)

## Periodic/Monthly Operations Checklist

| EACH PERIOD | EACH PERIOD, AS NEEDED |
|-------------|------------------------|

_____ If you do a lot of small jobs of short duration, use the Job Closing Report to determine jobs that can be closed. This report is primarily of use to companies which recognize profit based upon completed jobs.

_____ Enter and post all outstanding cost, billing and payment transactions for the period.

_____ Print the Profitability Report to determine the amount to be billed for each job (for jobs based on the percentage-of- completion method of accounting).

_____ Enter and post billing transactions based upon the Profitability Report.

## EACH PERIOD

___ Reprint the profitability report to ensure that no job has been overbilled (i.e. no job shows a "billings over cost" amount).

___ Enter and post profit recognized transactions for each job as described in the Chapter titled *Getting Started*.

___ Enter and post *Costing* transactions for the profit cost item for each job so that profit recognized will also appear on the Job Status Report. (See the Chapter titled *Getting Started*.)

___ Print the Distribution to G/L Report (from "Earliest" to the last date of the accounting period) to get a list of the distributions to G/L. If you are not using G/L, you may purge the distributions when you print the report. If you <u>are</u> using G/L then <u>do</u> <u>not</u> purge the distributions at this time.

___ If you are using G/L, back up your data files and then run *Get distributions* in the G/L package to pull the distributions from J/C into G/L. Follow the procedures described in the G/L User Manual. You may purge the distributions when running this selection in G/L. If you encounter any system

**EACH PERIOD**                    **EACH PERIOD, AS NEEDED**

difficulty (e.g. power failure) while
running *Get distributions*, then
restore your backup and repeat this
procedure. Then follow the period
ending procedures described in the
chapter titled *Guide to Daily
Operations* in the General Ledger
User Manual. These procedures
include printing financial statements
for the period.

___ Print a Cost Category Analysis
Report, Job Status Report and Job
Performance Report for each job.
These reports contain period-to-date
figures which will be set to zero by
the period end procedure.

___ Close the period, using *Close a
period*. If this period is also your
fiscal year end, close the year using
*Close a year*.

 

                      ___ Close jobs on a temporary basis
using *Close or re-open jobs*. A
job might be closed on a
temporary basis if work on it is
seasonal in nature. The job may
be re-opened when needed using
this same function.

                      ___ Close jobs for which you do not
expect to incur any further costs
using *Close or re-open jobs*.
Billings and payment
transactions can still be applied

| EACH PERIOD | EACH PERIOD, AS NEEDED |
|---|---|

<u>**EACH PERIOD**</u>                                      <u>**EACH PERIOD, AS NEEDED**</u>

to a job after it is closed.
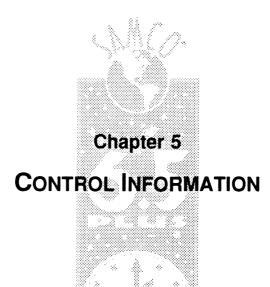
___ Move jobs to the Inactive Job
File after all costs, billings and
payments have been made for
the job.  The Inactive Job File
allows you to retain jobs for
historical information in a file
which is separate from the files
which contain your active jobs.
(See the chapter titled *Utility*.)

___ Purge jobs from the active job
files or inactive job files.  You
may retain information about
completed jobs for as long as
you wish.  The only reason for
purging completed jobs is to
reduce the amount of hard disk
space used by Job Cost.

_____

**NOTES:**

# Chapter 5

# CONTROL INFORMATION

## Introduction

The *Control information* selection contains basic information to customize Job Cost for your company. Before you begin, you should be very familiar with the sections of the *Getting Started* chapter titled **Setting up Job Cost and J/C Control File Options.**

You should read these sections to make sure you understand them thoroughly before using *Control information*. This selection defines many fundamental choices and options available in Job Cost. If you understand these choices and options and use them well, you'll get the most benefits from the features in Job Cost.

## To Begin

Select *Control information* from page 2 of the J/C menu.

This is the screen you see:

```
Control information                                 Your Company Name Here

  1. Interface from A/P ?                  ** DEFAULTS **
  2. Interface from A/R ?
  3. Interface from Payroll ?            13. Labor burd type
  4. Interface from I/C ?                14. Labor burd rate
  5. Interface with G/L ?                15. Ovhd burd type
                                         16. Ovhd burd rate
  6. Are you a contractor ?              17. Ovhd burd categ
                                         18. A/R acct #
  7. Use retainage payable ?             19. Ret rcvbl acct #
  8. Use retainage receivable ?          20. A/P acct #
  9. Use change orders ?                 21. Ret paybl acct #
 10. Access inactive files ?             22. Cash acct #
 11. Use cost category file ?            23. Cost acct #
 12. Default ret rcvbl pct              24. Billing acct #

  Cost-typ  Description    Direct?        Cost-typ  Description    Direct?

 25.                                     28.
 26.                                     29.
 27.
```

The *Control information* screen is simple to use, even though it covers
many details. Each item on the screen requires a yes or no answer, or a
number or letter response.

The first time you use this selection, you must fill in all fields on the
screen. Thereafter, each time you use it, the information you previously
entered appears.

Enter the following information:

## 1. Interface from A/P ?

If you are using Accounts Payable and you will be entering costs for
jobs there, answer Ⓨ.

## 2. Interface from A/R ?

If you are using Accounts Receivable and you will be entering billings
and payments for jobs there, answer Ⓨ.

## 3. Interface from payroll ?

If you are using Payroll and you will be entering labor costs for jobs
there, answer Ⓨ.

## 4. Interface from I/C ?

If you are using Inventory Plus and you will be entering material costs
for jobs there (for material transferred from inventory), answer $\boxed{Y}$.

## 5. Interface with G/L ?

If you are using General Ledger, answer $\boxed{Y}$.

There are two ways you can use G/L with Job Cost. The first way is
when you are also using A/P and P/C. Using G/L, enter adjustments,
corrections, and recognized profit for jobs.

The second way is when you are using only Job Cost and G/L together,
without P/C and A/P. In this case, enter costs from within Job Cost, and
all G/L entries resulting from these costs can later be transferred to G/L.

## 6. Are you a contractor ?

If you are a general contractor or subcontractor in the construction
industry, answer $\boxed{Y}$. If you answer $\boxed{N}$, the questions below about
retainage will be skipped.

## 7. Use retainage payable ?

If you <u>use</u> sub-contractors and customarily retain or hold back payment
of a portion of the sub-contractors' bills received, answer $\boxed{Y}$.

## 8. Use retainage receivable ?

If you <u>are</u> a contractor or sub-contractor who customarily has payment of
a portion of your bills held back or retained, answer $\boxed{Y}$.

## 9. Use change orders ?

If you occasionally or customarily have change orders on the jobs that
you do, answer $\boxed{Y}$. Your answer here determines how you enter cost

item numbers in J/C. If you answer ⟦Y⟧, you will be requested to specify a change order number whenever you are entering a cost item number.

This is not as burdensome as it may sound. If the cost item is not for a change order, you will be able to press ⟦Enter⟧ to automatically set the change order number to zero.

**NOTE:** See the chapter titled *Getting Started* for additional information regarding change orders.

## 10. Access inactive files ?

There are active J/C files and inactive J/C files. These are explained in the other sections referred to at the beginning of this chapter.

If you answer this question ⟦Y⟧, you can select *Switch to inactive files* on the menu at any time.

## 11. Use cost category file ?

If you have a master set of cost categories that you work with for most of your jobs, answer ⟦Y⟧. If each job you do is unique, answer ⟦N⟧.

If you answer ⟦N⟧, you must fully describe each cost item for each job you enter. If you answer ⟦Y⟧, you only have to enter the cost item numbers for each job you enter; the descriptions are automatically obtained from the Cost Category File.

## 12. Default ret rcvbl pct

You will not be asked for this if you answered ⟦N⟧ to "Use retainage receivable ?" above.

If you are using retainage receivable, enter the usual percentage retained on your jobs. You will have the option of changing this percentage for individual jobs.

**Format:** 99.9

## 13. Labor burd type

Refer to the *Getting Started* chapter for a discussion of what labor burden is and how it is handled in J/C.

You are asked for labor burden information here only if you are interfacing with Payroll. If you are using Payroll to enter labor costs for jobs, and you wish to have labor burden calculated automatically for every labor entry, use one of the following options, otherwise, leave this blank by pressing [Enter]:

**Options:**    [L]        Percentage of labor cost

                    [R]        Rate (dollar amount) per labor hour

**NOTE:** The calculated labor burden is kept as a separate figure, and is NOT automatically added to the labor costs of your jobs. You can print it and total it, but your reports will NOT include it in the labor costs. It is always shown separately.

Furthermore, it is NOT transferred to General Ledger after it is calculated; the calculated labor burden does NOT have an automatic effect on your General Ledger.

In order to apply it as an actual job cost, you must make a separate cost entry for it in G/L *General journal* or in J/C *Costing*.

For convenience, however, many of the reports provide you the option of printing the calculated labor burden.

## 14. Labor burd rate

If you entered either [L] or [R] for the labor burden type, enter the percentage of labor cost (for type L), or the rate (in dollars) per labor hour (for type R).

**Format:** 999.999

## 15. Ovhd burd type

Refer to the sections listed at the beginning of this manual for a discussion of what overhead burden is and how it is handled in J/C. If you want the overhead burden to be automatically calculated, select the method to use, otherwise leave it blank. Enter either:

⬜L  percentage of labor cost

⬜R  rate (in dollars) per labor hour

⬜J  percentage of all <u>direct</u> job costs

**NOTE:** The calculated overhead burden will NOT be automatically put into General Ledger. It will be accumulated into one cost item in each job, sub-job, or change order. You will have to make an entry in G/L *General journal* to get these calculated amounts into General Ledger.

## 16. Ovhd burd rate

If you entered ⬜L for the previous question, enter the percentage of the labor cost here. If you entered ⬜R, enter the rate (in dollars) per labor hour. If you entered ⬜J, enter the percentage of job costs.

**Format:**   999.999

## 17. Ovhd burd categ

If you use the automatic overhead burden calculation feature, you must specify a cost category number where these calculated amounts will be recorded. Each job that uses this feature must have a cost item specifically dedicated to this overhead burden. If you use the Cost Category File, this cost category must be on file.

**NOTE:** The rules for the overhead burden cost items are:

•   If a job does not have sub-jobs, there <u>must</u> be one overhead burden cost item for the job.

- If a job uses sub-jobs, there <u>must</u> be one overhead burden cost item for each sub-job.

- For any change order, there <u>may</u> be an overhead burden cost item. If there is, then overhead burdens calculated for cost entries for the change order are accumulated in the overhead burden cost item for the change order.

  If there is no overhead burden cost item for a change order, the automatically calculated overhead burden will be accumulated in the overhead burden cost item for the sub-job or job as appropriate.

The following seven fields are G/L account numbers that are used as default values in various parts of J/C.

If you specified in your Company File (described in the chapter titled *Company Information*) that you do not use sub-accounts, you need only enter the main account number.

The account numbers entered here must also be entered into your Valid G/L Accounts File, as described in that chapter.

[?] **18. A/R acct #**

Enter the account number of your accounts receivable account.

[?] **19. Ret rcvbl acct #**

If you are using retainage receivable, enter your retainage receivable account number.

[?] **20. A/P acct #**

Enter the account number of your accounts payable account here.

⌨ **21. Ret paybl acct #**

If you are using retainage payable, enter your retainage payable account
number.

⌨ **22. Cash acct #**

Enter the account number of your main G/L cash account. The account
you enter here is used in *Billing and Payment* as a default for the
account to be debited when payment is received,

**NOTE:** This account is only used if Job Cost is not interfaced to
Accounts Receivable. When A/R is interfaced, payments for jobs are
made through Accounts Receivable, not through *Billing and payment* in
Job Cost. If Accounts Receivable is interfaced, make this account be the
same account as your default cash account in the A/R Control File.

⌨ **23. Cost acct #**

Enter the account number of the G/L account you normally use to
accumulate costs of your jobs in-progress. The account you enter here is
used as a default when entering cost items for specific jobs using *Cost
items.*

⌨ **24. Billing acct #**

Enter the account number of the G/L account you use to record billings
for your jobs.

You can define up to five cost types in addition to the standard ones
used in the Job Cost system. The standard ones are labor, material,
subcontract, and profit (abbreviated LABOR, MATL, SUB, and PFT).

Some examples of other types are equipment rental, overhead burden and
administrative costs.

If you are using automatic overhead burden calculation, you should
definitely enter a cost type for overhead burden.

You can also enter a cost type for labor burden, and use this to apply any automatically calculated labor burden. For each additional cost type you wish to define, enter the following fields:

## 25. Through 29. (Cost types)

Enter a code for the cost type such as EQPT, OVHD, or ADMN.

**Format:**   4 characters

## Description

Enter a descriptive name for the cost type.

**Format:**   15 characters

## Direct ?

Equipment rental and administrative costs are examples of direct costs for jobs. Overhead is not a direct cost. Answer [Y] if this cost type is for a direct cost, or [N] if it is not.

**NOTE:**  In this package, "profit" is called a cost type, even though it is not really a cost. But profit is definitely a component of every job, and so it is regarded as a "non-direct" cost type in this package.

Any entries made for a non-direct cost type are not automatically put into General Ledger. You must make General Journal entries in order to put them there.
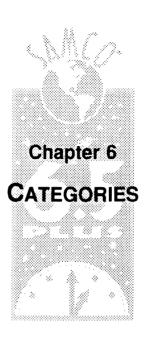
### CAUTION

**Once you have entered job information that uses one of your custom-defined cost types, you should not remove this cost type from the J/C Control File or change its position on the J/C Control File screen.**

If you do, some information you previously entered will become inaccessible to you.

If you want to change one of the cost types, or move it to another location on this screen, you must first delete all cost category and cost item records that use it. Even this will not prevent some reports from producing strange results.

So take a lot of care in deciding what custom-defined cost types you wish to use.

---

# Chapter 6
# CATEGORIES

## Introduction

Use this selection to enter cost categories for cost items for jobs. (Refer to the last section of chapter 1 titled **Relationships between Cost Types, Cost Categories, and Cost Items.**)

This is an essential part of setting up Job Cost for use.

If you chose to use a master set of cost categories (in *Control information*), you must enter all of your cost categories here before you start to enter your jobs.

If you are not using a master set of cost categories, but will be entering unique cost categories on a job-by-job basis, you need not use this selection at all.

You can also print a list of your cost categories.

# How to Group Your Cost Categories

You have considerable leeway in how you group your cost categories together so that subtotals of job costs can be shown for cost categories that are related. There are essentially two types of cost category records you can enter:

The first is for an actual type of cost - that is, some cost category that describes an exact and specific type of work, overhead, or profit that will go into a job. Most of the cost categories you enter will be of this type.

The second type of cost category record is a group type and is used purely for laying out your reports so that they will be most useful to you. No costs are ever directly applied to these group cost categories. For example:

| 1300 | Light carpentry | (group category) |
|------|------|------|
| 1301 | Light carpentry-labor | (regular cost category) |
| 1305 | 2x4's | (regular cost category) |
| 1306 | Other lumber | (regular cost category) |
| 1308 | Hardware (nails,etc.) | (regular cost category) |

The first cost category (1300) would be designated as a group category when it was entered. The next four cost categories here would actually be parts of one or more jobs, and costs would be accumulated for them once they were put into a job.

When a report is printed that shows costs for the four regular cost categories, the total of these four would be printed under category 1300. Several reports allow you to print the group total amounts without having to print the individual cost categories that go into the groups.

## To Begin

Select *Categories* from page 2 of the J/C menu, then select *Enter*.

# Entering Categories

This is the screen you see:

```
Categories                                    Your Company Name Here
Enter

* 1. Category                    2. Description

  3. Cost type









F1 = next cost category
```

## New and Existing Categories

From this screen you can work with both new and existing cost
categories.  If a category has already been entered for the number you
specify, that category will appear and be available for change or deletion.

## *1. Category

**For a new category:**

Enter the number of the cost category.

**Format:**   9999999

**For an existing category:**

Enter the number of the cost category or use the option:

**Option:**        [F1]          To scan through the categories on file

**Format:**   9999999

For a group category, you can change the description and ending group number (see below).

For a regular cost category, you can change these fields:

4. Unit
5. Default rate
6. Default vendor
7. Default ret(ainage) payable %

## 2. Description

Enter the description of the cost category.

**Format:**   25 characters

The screen now looks something like this:

```
Categories                              Your Company Name Here
Enter

* 1. Category    51203           2. Description  Structural steel - sub

  3. Cost type          3    SUB
  4. Unit
  5. Default rate

  6. Default vendor
  7. Default ret paybl %

  8. Cost this period
  9. Cost last period
 10. Cost this year
 11. Units this period
 12. Units last period
 13. Units this year


Press ENTER for "NONE"
```

## 3. Cost type

Enter the cost type of the cost category.  The valid choices are shown at the bottom of the screen.  Once you have entered your choice, its abbreviation will automatically be displayed next to it.  There are four predefined cost types:

| | |
|---|---|
| **1** | Labor |
| **2** | Materials |
| **3** | Subcontract |
| **9** | Profit |

If you added any other Cost Types in the Job Cost Control File, they will show here. You can use *Control information* to define a total of five cost types (numbers 4, 5, 6, 7, and 8) in any way you wish. Also, 91 is used to designate a group category.

We recommend that the last digit of each cost category number be the same as the number of the cost type for that category, to help you identify cost types quickly.

You see:

## Ending group #

If you are entering a group category (cost type = 91), you will be asked to enter the category number that marks the end of the group.

It is a good practice to make your group category numbers end with one or more zeros, such as 1300 or 13000. If you do this, you can use the option:

**Option:**       **F1**       Sets the end group number to the same as the group category number with the zeros at the end replaced by nines.

If the category you are entering is not a group category, you will not be asked to enter the end group number.

**Format:**   9999999

## 4. Unit

This is the unit of work or of material for this cost category. For a labor cost category, it should never be "hours" (which is always included

elsewhere for a labor type cost category).  It could be something like
BDFT (board feet), CUYD (cubic yards excavated), or SQYD (square
yards of carpet laid).  Enter the unit or use the option:

**Option:**          [Enter]          For "NONE"

.

**Format:**   4 characters

## 5. Default rate

This is the dollar rate per the unit entered above.  For example, the rate
per square yard of carpet laid, or the cost per cubic yard of dirt
excavated.  It is used as the default when entering cost items for a job,
and can be overridden or ignored for any specific cost item.

If there is no unit for this cost category, you will not be asked to enter a
rate.

**Format:**   99,999.999

## 6. Default vendor

This is the vendor number of the most usual supplier from whom you
will obtain this material or service, if this cost category is for a material
or service obtained from an independent supplier or subcontractor.  This
will become the default vendor when you enter costs for this cost
category.

You can leave this blank if you don't wish to have a default.  You should
leave this blank if this cost category is not for a material or service
obtained from an independent supplier or subcontractor.

**Format:**   6 characters

## 7. Default ret paybl %

If you specified not to use retainage payable in *Control information,* you
don't have to enter anything here.

Otherwise, enter the most usual retainage percent if this cost category is for a material or service obtained from an outside vendor or subcontractor, and if it is your policy to retain a percentage of the payment for this type of material or service. This will be used as the default retainage percentage when entering costs for this cost category.

You can leave this blank if you wish.

**Format:** 99.9

## 8. through 10. Cost this period, last period, this year

Costs incurred for this cost category are automatically accumulated in the "Cost this period" and "Cost this year" fields when costs are processed. When you run *Close a period*, the "Cost this period" amount is rolled over into the "Cost last period" amount, and "Cost this period" is set to zero.

You may also use the option:

**Option:**    ⌗F1    Sets the remaining fields to zero when you are first entering this cost category.

**Format:**    999,999,999.99-  for fields 8 and 9
              99,999,999,999.99- for field 10

## 11. through 13. Units this period, last period, this year

If some type of unit is also associated with this cost category, such as CUYD, etc. (refer to "Unit" above), the quantity of these units is also accumulated, along with costs, when costs are processed.

If there is no unit for this cost category, these fields will be zero.

**Format:**    99,999,999.9-  for fields 11 and 12
              999,999,999.9-  for field 13

### 14. through 16. Hrs this period, last period, this year

If this is a labor type cost category (and only in this case), the hours
worked will also be accumulated as costs are processed. Remember,
hours and units are not the same thing.

If this is not a labor type cost category, these fields do not appear.

**Format:**  9,999,999.99-  for fields 14 and 15
      99,999,999.99- for field 16

## Printing a Cost Category List

From the *Categories* menu, select *Print*.

This is the screen you see:

```
Categories                                    Your Company Name Here
Print




               Please enter:

                    1. Starting category

                    2. Ending category

                    3. Show totals ?




Press F1 for "First"
```

### 1. Starting category
### 2. Ending category

Enter the range of category numbers to print. Follow the screen
instructions.

**Format:**  9999999 for each field

### 3. Show totals ?

If you answer ⟦Y⟧ to "SHOW TOTALS ?", the totals for this period, last period, and this year appear on the list.

The Cost Category List has a field labeled "level number".  You can't enter anything for this field.  It is automatically determined by Job Cost, based on how you have fitted your group categories together.

For example, if you have no group categories at all, all your cost categories are "level 1".  Refer to the Cost Category List at the end of this chapter to see how the levels are affected by the cost type of "GROUP" and the "End Group #".

---

Date 11/16/94  Time 16:19:41                    Your Company Name Here              User: JD    Report #0352    Page 0001

C O S T   C A T E G O R Y   L I S T

Level: The level is determined by the program, based on the group categories on file.

---------------------------------------------------------------------------------------------------------------------------
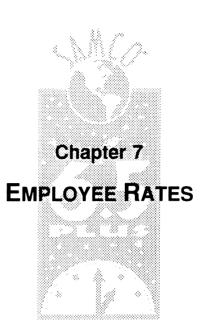
| Category-# | Level | Description | Cost-type | Unit | Default rate | Default vendor | Default retnge-pct |
|---|---|---|---|---|---|---|---|
| 1 | 1 | CONTRACT REQUIREMENTS | *GROUP* | | | End Group #: | 9999 |
| 1500 | 2 | CONSTRUCTION FACILITIES | *GROUP* | | | End Group #: | 1599 |
| 2200 | 2 | EARTHWORK | *GROUP* | | | End Group #: | 2299 |
| 6000 | 2 | LEGAL | *GROUP* | | | End Group #: | 6999 |
| 6108 | 3 | Performance bonds | ADMN | | | | |
| 6508 | 3 | Insurance | ADMN | | | | |
| 6608 | 3 | City building permits | ADMN | | | | |
| 10000 | 1 | GENERAL REQUIREMENTS | *GROUP* | | | End Group #: | 14999 |
| 10500 | 2 | SUPERVISION | *GROUP* | | | End Group #: | 10599 |
| 10511 | 3 | Site foreman | LABOR | HOUR | 15.500 | | |
| 15100 | 1 | UTILITIES | *GROUP* | | | End Group #: | 15199 |
| 15112 | 2 | Temporary water | MATL | | | | |
| 15122 | 2 | Temporary electricity | MATL | | | | |
| 15132 | 2 | Temporary toilet | MATL | | | | |
| 15600 | 1 | MAINTENANCE | *GROUP* | | | End Group #: | 15699 |
| 15601 | 2 | Construction clean-up | LABOR | | | | |
| 15651 | 2 | Laborers - miscellaneous | LABOR | HOUR | 8.000 | | |
| 20000 | 1 | SITEWORK | *GROUP* | | | End Group #: | 29999 |
| 22201 | 2 | Excavation - labor | LABOR | HOUR | 14.600 | | |
| 22202 | 2 | Excavation - material | MATL | | | | |
| 22205 | 2 | Excavation - equipment | EQPT | HOUR | 20.000 | | |
| 30000 | 1 | CONCRETE | *GROUP* | | | End Group #: | 39999 |
| 31000 | 2 | CONCRETE FORMWORK | *GROUP* | | | End Group #: | 31999 |
| 31001 | 3 | Concrete formwork - labor | LABOR | HOUR | 14.500 | | |
| 31002 | 3 | Concrete formwork - matl | MATL | | | | |
| 33100 | 2 | STRUCTURAL CONCRETE | *GROUP* | | | End Group #: | 33199 |
| 33101 | 3 | Structural concrete-labor | LABOR | HOUR | 14.500 | | |
| 33102 | 3 | Structural concrete-matl | MATL | | | | |
| 33105 | 3 | Structural concrete-equip | EQPT | | | | |

Your Company Name Here          User: JD   Report #0352  Page 0002

COST CATEGORY LIST

---
| Category-# | Level | Description | Cost-type | Unit | Default rate | Default vendor | Default retnge-pct |
|---|---|---|---|---|---|---|---|
| 50000 | 1 | METALS | *GROUP* | | | End Group #: | 59999 |
| 51000 | 2 | STRUCTURAL METAL FRAMING | *GROUP* | | | End Group #: | 51999 |
| 51203 | 3 | Structural steel - sub | SUB | | | BINGHM | 10.0 |
| 54000 | 2 | STRUCTURAL STEEL SIDING | *GROUP* | | | End Group #: | 54999 |
| 54063 | 3 | Sheetmetal/roofing - sub | SUB | | | BINGHM | 10.0 |
| 80000 | 1 | DOORS AND WINDOWS | *GROUP* | | | End Group #: | 89999 |
| 81000 | 2 | INDUSTRIAL | *GROUP* | | | End Group #: | 84999 |
| 81002 | 3 | Steel doors - industrial | MATL | EACH | 220.000 | | |
| 81011 | 3 | Doors - labor | LABOR | HOUR | 12.000 | | |
| 83002 | 3 | Special doors | MATL | | | | |
| 90000 | 1 | FINISHES | *GROUP* | | | End Group #: | 99999 |
| 99400 | 2 | WATERPROOFING | *GROUP* | | | End Group #: | 99499 |
| 99401 | 3 | Waterproofing - labor | LABOR | | | | |
| 99402 | 3 | Waterproofing - material | MATL | | | | |
| 100000 | 1 | SPECIALTIES | *GROUP* | | | End Group #: | 109999 |
| 108000 | 2 | TOILET AND BATH | *GROUP* | | | End Group #: | 108999 |
| 108101 | 3 | Toilets - labor | LABOR | HOUR | 12.000 | | |
| 108102 | 3 | Toilets - material | MATL | | | | |
| 150000 | 1 | MECHANICAL | *GROUP* | | | End Group #: | 159999 |
| 154000 | 2 | PLUMBING | *GROUP* | | | End Group #: | 154999 |
| 154001 | 3 | Plumbing - labor | LABOR | HOUR | 18.000 | | |
| 154002 | 3 | Plumbing - material | MATL | | | | |
| 154015 | 3 | Plumbing - equipment | EQPT | | | | |
| 160000 | 1 | ELECTRICAL | *GROUP* | | | End Group #: | 169999 |
| 160100 | 2 | LIGHTING AND POWER | *GROUP* | | | End Group #: | 160199 |
| 160111 | 3 | Electrical - labor | LABOR | HOUR | 18.000 | | |
| 160122 | 3 | Electrical - material | MATL | | | | |
| 600000 | 2 | OVERHEAD BURDEN | OVHD | | | | |
| 700000 | 2 | LABOR BURDEN | LBRD | | | | |

```
Date 11/16/94  Time 16:19:42              Your Company Name Here                        User: JD   Report #0352  Page 0003

                                      C O S T   C A T E G O R Y   L I S T

-----------------------------------------------------------------------------------------------------------------------------
Category-#  Level  Description              Cost-type  Unit   Default   Default   Default
                                                              rate      vendor    rehnge-pct
-----------------------------------------------------------------------------------------------------------------------------
900000        2    PROFIT                   PFT

-----------------------------------------------------------------------------------------------------------------------------

59 categories printed


                                             -- End of report --
```

# Chapter 7

# EMPLOYEE RATES

## Introduction

(This function is only of value if you do progress billing on "cost plus" style jobs.  If your contracts are fixed fee, then this function serves little or no use.)

Use this function to set up billing rates for employees.  These rates are used by the Work in Progress report to provide estimates on what should be billed for the hours worked on a job for a specified time period.  The report will determine the billing amount for each employee (by job) for the labor transactions on file based on the number of hours times the employee's rate.

The rate(s) entered can apply to a specific job, or to all jobs, and can be purged out at any time.

## To Begin

Select *Employee rates* from page 2 of the J/C main menu.  From the menu displayed, select *Enter*.

# Entering Employee Rates

The following screen appears:

```
Employee rate data                          Your Company Name Here
Enter


              * 1. Employee #

              * 2. Job #

                3. Description

                4. Rate

                5. Last year's rate




Enter employee #, or press F1 for next employee rate
```

## New and Existing Rates

From this screen you can work with both new and existing employee
rates.  If a rate has already been entered for the employee and job
number you specify, that rate will appear and be available for change or
deletion.

[?] **\*1. Employee #**

Enter the number of the employee.  If you are interfacing to Payroll, the
name of the employee will appear.  You are not restricted, however, to
entering employee numbers that are on file.  This function will work
whether you are or are not interfacing with Payroll.

**Format:**   4 characters

[?] **\*2. Job #**

Enter the number of the job the employee's rate is to apply to, or press
[F1] if the rate applies to "All" jobs the employee has time transactions
for.

**Format:** 7 characters

## 3. Description

Enter a description (usually the employee's name) for this rate. If you are interfacing to Payroll and enter a valid employee number, you can press `Enter` to default to the employee's name.

**Format:** 25 characters

## 4. Rate

Enter the billing rate to be used for calculation on the Work in Progress report.

**Format:** 99,999.99

## 5. Last year's rate

Enter the rate charged in the previous year.

**Format:** 99,999.99

# Printing an Employee Rate List

From the *Employee rate* menu select *Print*.

From the screen displayed enter the following criteria:

`?` **1. Starting employee**
`?` **2. Ending employee**

Enter the range of employee's to print. Follow the screen instructions.

**Format:** 4 characters.

# Purging Employee Rates

This function allows you to clear out **all** billing rates for jobs that have been closed and purged from the inactive jobs file. Any jobs that are still either in the active or inactive files cannot be purged they must be manually deleted through the *Enter* function by calling up each rate individually and pressing F3 when displayed.

From the *Employee rates* menu select *Purge*.

A screen will appear with the following prompt:

**Print report without purging ?**

Answer Y if you only want a report listing those employee rates which will be purged out. If you answer N, the rates will be purged, and a report also will be generated.

---

Your Company Name Here       User: JD   Report #0353  Page 0001

E M P L O Y E E   R A T E   L I S T

Employee range: "First" to "Last"
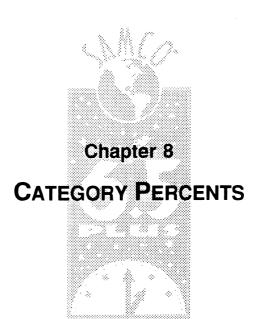
```
--------------------------------------------------------------------------------------------------
Employee-#  Job-#   Description              Rate    Last Year's Rate
--------------------------------------------------------------------------------------------------
1           "All"   Site Foreman            22.50        21.75
100         "All"   Excavation              19.75        19.55
```

-- End of report --

**NOTES:**

# Chapter 8

# CATEGORY PERCENTS

## Introduction

(This function is only of value if you do progress billing on "cost plus" style jobs. If your contracts are fixed fee, then this function serves little or no use.)

Use this function to set up billing percentages for cost categories. These percentages are used by the Work in Progress report to provide estimates on what should be billed for the cost category on a job for a specified time period. The report will determine the billing amount for each cost category (by job) for the job transactions on file based on the cost value ("cost plus" billing).

The percentages entered can apply to a specific job, or to all jobs, and can be purged out once the jobs they apply to are cleared from the system.

**NOTE:** In order to use this function you must have already set up valid cost categories using the *Categories* function.

# To Begin

Select *Category percents* from page 2 of the J/C main menu. From the menu displayed, select *Enter*.

# Entering Category Percents

The following screen appears:

```
Category percent data                          Your Company Name Here
Enter


              * 1. Category #
              * 2. Job #
                3. Percent
                4. Last year's pct




Enter category #, or press F1 for next category #
```

**New and Existing Category Percents**

From this screen you can work with both new and existing category percents. If a percent has already been entered for the cost category and job number you specify, that record will appear and be available for change or deletion.

**1. Category #**

Enter the number of valid cost category.

**Format:** 9999999

### 🔲 *2. Job #

Enter the number of the job the category percent is to apply to, or press 🔲 to apply it to "All" jobs the cost category has transactions for.

**Format:** 7 characters

### 3. Percent

Enter the percentage to add on top of the cost to calculate the amount to be billed for that cost category.

For example, if you want to add 10% to whatever cost was incurred for the category 15112 - Temporary water, you would enter 🔲🔲 here. When the Work in Progress report was generated, an amount to bill would be calculated for all 15112 cost category transactions using the 10% entered here.

**Format:** 999.99

### 4. Last year's pct

Enter the percentage used last year.

**Format:** 999.99

## Printing a Cost Percentage List

From the *Category percent* menu select *Print*.

From the screen displayed enter the following criteria:

### 1. Starting category
### 2. Ending category

Enter the range of categories to print. Follow the screen instructions.

*Format:* 4 characters.

# Purge Cost Percents

This function allows you to clear out **all** category percents for jobs that have been closed and purged from the inactive jobs file.  Any jobs that are still either in the active or inactive files cannot have their category perecents purged, they must be manually deleted through the *Enter* function by calling up each category percent individually and pressing [F3] when displayed.

From the *Category percent* menu select *Purge*.

A screen will appear with the following prompt:

**Print report without purging ?**

Answer [Y] if you only want a report listing those category percents which will be purged out.  If you answer [N], the percents will be purged, and a report will also be generated.

_____

Your Company Name Here                    User: JD    Report #0354

C A T A G O R Y   P E R C E N T   L I S T
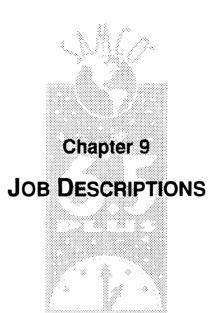
Category range: "First" to "Last"

```
-----------------------------------------------------------------------------------------------------
Category-#   Job-#   Description              Percent    Last Year's Percent
-----------------------------------------------------------------------------------------------------
     6108             Performance bonds         10.00
     6508             Insurance                 25.00
     6608             City building permits     65.00
    15112             Temporary water           15.00
    15122             Temporary electricity     15.00
    15132             Temporary toilet          15.00
    15601             Construction clean-up     12.50
    22202             Excavation - material     15.00
    22205             Excavation - equipment    15.00
    31002             Concrete formwork - matl  17.50
    33102             Structural concrete-matl  15.00
    33105             Structural concrete-equip 25.00
    51203             Structural steel - sub    10.00
    54063             Sheetmetal/roofing - sub  10.00
    81002             Steel doors - industrial  15.00
    83002             Special doors             15.00
    99402             Waterproofing - material  15.00
   108102             Toilets - material        15.00
   154002             Plumbing - material       17.50
   154015             Plumbing - equipment      25.00
   160122             Electrical - material     15.50
```

-- End of report --

**NOTES:**

# Chapter 9
# Job Descriptions

## Introduction

When you are initially setting up Job Cost, use this selection to enter your existing, in-progress jobs. Thereafter, you will use this to enter every new job. You must enter a job here first before you can start accumulating costs for it.

The five major functions in this selection are:

### 1. Jobs

To set up a job, you must first enter some basic information about a job. This information includes the number you assign to the job, the job title, and the price of the job.

### 2. Cost Items for Jobs

The cost items of a job give a detailed breakdown of the job into its specific parts. Each part must have an estimated (or budgeted) cost, and the sum of all the estimated costs must equal the price of the job.

Remember to enter separate cost items for profit and for overhead, so that the sum of the estimates for the cost items equals the job price.

## 3. Copy Jobs

This selection saves you time when entering a new job into Job Cost. If the new job is very similar to an existing job, you can copy part or all of the existing job over to the new job, saving a lot of time.

## 4. Print Jobs List

This selection lets you print a list of the jobs you have on file, in either summary or detailed format.

## 5. Activate Jobs

Before Job Cost lets you enter actual costs and billings for a job, the job must have an "Active" status. This selection makes individual jobs active.

*Activate jobs* simply checks over the information you entered for the specific job. Among other things, it makes sure that the price of the job is equal to the sum of the estimated costs of the cost items. If everything checks out OK, the job is given an "active" status. If there is a problem and the job is not activated, the reasons are printed on a Job Activation Report.

**NOTE:** Some of the information you enter here depends on the options chosen in the J/C Control File when Job Cost was initially set up. Refer to the section titled J/C Control File Options (in the *Getting Started* chapter) for an explanation of these options and the results of selecting them.

If a field below depends on the "change order" option being chosen in the J/C Control File, the paragraph will be marked "(CO)". If a field depends on the "retainage" option being chosen in the Control file, the paragraph will be marked "(RET)".

## To Begin

Select *Job descriptions* from the J/C menu, then select *Jobs*.

## Entering Jobs

This selection is used to enter the most basic descriptive information about a job. You must supply this description before you enter the detailed cost item information that make up the specifics of the job.

You must also use *Jobs* to enter a description for a sub-job before you can begin entering the cost items for that sub-job.

Also, if you wish to enter a change order, you must use *Jobs* to enter a description for the change order before entering the cost items making up the change order.

### Sub-job
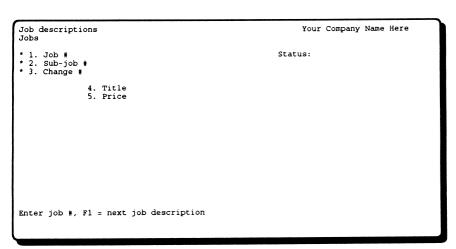
To enter a sub-job, you must first make sure there is an existing job. Enter the job number and the description appears. At this point you'll get a request to enter the sub-job number; and after you do, you'll get a request for the sub-job description.

### Change Order

If you are entering a change order, the job must already be recorded. Also, if this job uses sub-jobs, the change order must apply to one of them and the sub-job must already be on file. Once you provide the job and sub-job numbers, you are asked for the change order number and its description.

The amount of information that you will be requested to enter below is different for a job, a sub-job, and a change order. For a job, all information is requested; for a sub-job, only the description and price; for a change order, only the date, description, and price.

After you select *Jobs* , you see the following screen:

```
Job descriptions                              Your Company Name Here
Jobs

* 1. Job #                              Status:
* 2. Sub-job #
* 3. Change #

            4. Title
            5. Price






Enter job #, F1 = next job description
```

From this screen you can work with both new and existing jobs. If a job
already exists with the job number, sub-job number, and/or change order
number you specify (if you use sub-jobs and/or change orders), it will
appear and be available for changes or deletion.

⌨[?] * 1. Job

Enter the job number or use the option:

**Option:**      [F1]          To scan through the jobs on file

**Format:**   7 characters

You then see:

```
┌─────────────────────────────────────────────────────────────────┐
│ Job descriptions                            Your Company Name Here │
│ Jobs                                                              │
│ * 1. Job #       602                        Status:              │
│ * 2. Sub-job #                                                   │
│ * 3. Change #                                                    │
│             4. Title                                             │
│             5. Price                                             │
│             6. Customer                                          │
│             7. Does this job have sub-jobs ?                     │
│                                                                  │
│   8. Job status                    17. Amount billed            │
│   9. Job billing type              18. Amount paid              │
│  10. Dflt billing acct             19. Last bill date           │
│  11. Labor burden type             20. Last pmnt date           │
│  12. Labor burden rate             21. Retnge percent           │
│  13. Use category file ?           22. Retnge billed            │
│  14. Ovhd burden type              23. Retnge paid              │
│  15. Ovhd burden rate                                           │
│  16. Ovhd burd category                                         │
│                                                                  │
│                                                                  │
└─────────────────────────────────────────────────────────────────┘
```

## * 2. Sub-job #

If this job uses sub-jobs, enter the sub-job number.

**Format:**   999

## * 3. Change # (CO)

If you have chosen to use change orders (specified in the Job Cost
Control File) you will be asked to enter the change order number.

**Format:**   999

**NOTE:** If you are working with new jobs, sub-jobs, or change orders,
skip to to 4. "Title" below.

## Deleting a job, sub-job, or change order:

If you select to delete a job by pressing ⌨[F9], you are asked whether you
want to delete the <u>entire</u> job.  When you delete a job, you will at the
same time delete all sub-jobs, change orders, and cost items for that job.

Only jobs with a status of "N", "I", or "O" can be deleted.  If the status
is "A", "U", or "C", you cannot delete the job.  (See field 8 for an
explanation of job status codes.)

**NOTE:** If any costs have been recorded for a job, the only way to delete the job is to close the job using *Close or re-open jobs*, and then purge the job using *Purge jobs*. (See the *Utility* chapter.)

If you attempt to delete a sub-job or a change order, and the job status is "A" or "U", there cannot be any cost items still on file for it. If there are, you cannot delete the sub-job or change order. You must first delete every cost item for the sub-job or change order individually.

## 4. Title

Enter the title for a new job, sub-job, or change order here. You can later enter a considerable amount of information if you wish. Refer to the section "Additional description" later in this chapter.

**Format:** 25 characters

## 5. Price

Enter the agreed-upon price of the job or sub-job here. This should be a positive number.

If you are adding a change order, enter the price adjustment due to this change order only. The adjustment can be either positive or negative.

The price of a job must include any profit and overhead that apply to the job. It should equal the total of the prices of all the sub-jobs of the job. It should NOT include the prices of any change orders.

**Format:** 999,999,999-

## For change orders:

## 6. Date (CO)

If you are entering a change order, you are asked to enter the date. If the change order is not yet approved, you can leave this field blank.

**Format:** MMDDYY

**For sub-jobs and change orders:**

At this point, you have finished entering the information.

**For jobs:**

⌨ **6. Customer (number and name)**

Enter the customer number and name for this job. You must enter a customer number; the name is optional. If you enter a customer number and you are also using A/R, note that the customer number is <u>not</u> checked against the A/R Customer File.

**Format:** 12 characters for customer # and 25 characters for name

**7. Does this job have sub-jobs ?**

If you are going to break this job down into sub-jobs, answer this question Ⓨ. You must then enter each sub-job after entering information for the job.

If the job will not be broken down into sub-jobs, answer Ⓝ. You cannot change this answer once the job description is entered.

If you answer Ⓨ to this question, you are next asked "Bill for the sub-jobs ?" If you will be billing the customer for each sub-job individually, answer Ⓨ, otherwise answer Ⓝ.

**8. Job status**

Each job is assigned a status, which indicates the condition of the job. For example, when entering a new job you would give it a status of "new".

Jobs can be assigned the following statuses:

N - New

Use this status when entering a new job for which work has not yet
started. When entering a job with status "new", you will not be
asked to enter any accumulated costs or billing amounts; these
amounts are automatically set to zero since you cannot have
accumulated any costs or billings for a job which has not yet started.

I - In progress

Use this status when entering a job for which work has already
started. When entering a job with status "in-progress", you will be
asked to enter all accumulated costs and billing amounts for the job.
These amounts must be entered for the job or else the various Job
Cost reports will not be accurate for this job since you have not
given the software sufficient information.

O - Copy only

Use this status for jobs which are only used to create other jobs.
Such jobs are "templates" (models) which can be used to reduce data
entry if your company does a lot of jobs which are similar. The
selection *Copy jobs* is used to make a copy of a "copy only" job.

The following job statuses are automatically assigned:

A - Active

A job must be activated before it can be run. Activation is a process
which verifies certain information about the job, and is discussed
later in this chapter. You may not enter this status directly on the
Job description screen. It is only assigned to a job by running the
*Activate jobs* selection.

Only "new", "in-progress" or "unreconciled" jobs may be activated.
(The status "unreconciled" is described next.)

⊞ - Unreconciled

> After a job is activated there are certain actions which result in the software assigning the job the status "unreconciled". For example, if you add a sub-job to the job, then the job is assigned the status "unreconciled."

> An unreconciled job must be activated again using *Activate jobs* before it can be run again. This is required so that the software can re-verify certain critical information about the job.

Ⓒ - Closed

> A job is assigned the the status "closed", using the selection *Close or re-open jobs*, when no more costs are expected to be incurred for the job. Once a job is closed, you may no longer post any costs to the job. However, billings may still be posted to the job.

> Only active jobs may be closed.

> A closed job may be re-opened, in which case its status is "active", as described above.

> See the chapter titled *Utility* for further discussion of closing and re-opening jobs.

Of the above statuses, the only ones which can be entered directly on the job description screen are New, In-Progress, or Copy only. Enter Ⓝ (for New), ⊔ (for In-progress), or Ⓞ (for Copy only).

**Format:** 1 character

## 9. Job billing type

> There are two billing types you can choose for any job: fixed-fee or cost-plus. With fixed-fee, the customer pays a fixed price, no matter how much it costs the contractor. With cost-plus, the customer pays the costs plus an additional profit amount.

Enter either:

⊡ F   Fixed-fee

⊡ P   Cost-plus

**Format:**   1 character

⊡? **10. Dflt billing acct**

When you enter a billing for a job, you must enter a billing account
number.  What you enter here is the default account used for such
billings.  Enter an account number or use the option:

**Option:**          ⊡F1          To use the billing account in the J/C Control
                                       File

## 11. Labor burden type

**NOTE:**  This field and the next field are used only if you are interfacing
Payroll into Job Cost.  If you are not, these fields are skipped
automatically.

This determines how you want to calculate the labor burden.  For more
information, refer to the section titled J/C Control File Options in the
*Getting Started* chapter.  Leave this field blank by pressing ⌷Enter⌷ or enter
either:

⊡ L   Percentage of labor cost

⊡ R   Rate per labor hour

**Format:**   1 character

## 12. Labor burden rate

This is the rate or percentage that goes along with the labor burden type entered above. If the labor burden type is a percentage of labor cost, enter that percentage here. If the labor burden type is a rate per labor hour, enter that rate here or use the option:

**Option:**      F1        To use the rate from the J/C Control File

**Format:**   999.999

## 13. Use category file ?

Answer Y if the cost items for the job are to be validated against the Category File. If you answer Y, then the category number for each cost item entered for this job must be defined in the Category File prior to entering the cost item.

If you answer N, then you will be required to enter a description for each cost category number entered for this job. The cost category numbers entered will not be validated against the Category File in this case.

This field is skipped if you specified in *Control information* that the Category File is not to be used for any jobs.

**NOTE:** Once you press Enter at "Field number to change" you will not be able to change the answer for this field. The only way to change the field is to delete the job and then enter the Job Description record again, setting this field to the answer you want.

Thus, be sure to verify your answer for this field prior to pressing Enter at "Field number to change ?".

## 14. Ovhd burden type

This determines how you want to calculate the overhead burden. Refer to the definition in the *Glossary* (*System Functions* manual) and the section titled J/C Control File Options in the *Getting Started* chapter for more information.

Leave this field blank if you don't want overhead burden calculated automatically for this job, or enter either:

[J]  Percent of job cost

[L]  Percent of labor cost

[R]  Rate per labor hour

**Format:**  1 character

## 15. Ovhd burden rate

This is the rate or percentage that goes along with the overhead burden type entered above. If the overhead burden type is a percentage of job cost or a percentage of labor cost, enter that percentage here. If the overhead burden type is a rate per labor hour, enter the rate here or use the option:

**Option:**        [F1]        To use the rate from the J/C Control File

**Format:**  999.999

## 16. Ovhd burd category

The overhead burden that is automatically calculated on cost transactions for a job is not recorded in the same way as regular costs for a job. Overhead burden is not one of the direct costs for the job, but is rather a non-direct cost. (Refer to the section titled J/C Control File Options in the *Getting Started* chapter for an explanation of direct and non-direct cost types.)

If you are having overhead burden calculated automatically, you must enter the number of the cost category into which this burden will be accumulated. It must already be in the Cost Category File, if this file is being used, and it must be a non-direct cost type.

You can also use the option:

**Option:**  ⌨ F1  To use the cost category from the J/C Control File

**Format:**  9999999

## 17. Amount billed

If the status of this job is "In-progress", you can enter the amount you have already billed the customer, plus an optional minus sign. This field is updated automatically when billings are posted. You cannot directly change this field (nor the following five fields, except for retainage percent) once the job has been activated.

**Format:**  999,999,999.99-

## 18. Amount paid

If this is an "In-progress" job, you can enter the amount of the payments you have already received. This field is automatically updated when payments are posted.

**Format:**  999,999,999.99-

## 19. Last bill date

For an "In-progress" job, enter the date of the last billing, if any. This field is automatically updated when billings are posted.

**Format:**  MMDDYY

## 20. Last pmnt date

For an "In-progress" job, enter the date the last payment was received. It is automatically updated when payments are posted.

**Format:** MMDDYY

## 21. Retnge percent (RET)

If you have chosen not to use retainage receivable in the J/C Control File, this field and the next two will not appear on your screen.

If you are subject to retainage from the customer for this job, enter the retainage percentage here, or use the option:

**Option:** [F1] To use the retainage percent from the J/C Control File

**Format:** 99.9

## 22. Retnge billed (RET)

If any retainage was billed for an "In-progress" job, enter the amount here. This field is automatically updated when billings are posted.

**Format:** 999,999,999.99-

## 23. Retnge paid (RET)

For an "In-progress" job, enter the amount of any payments received on retainage billed. This field is automatically updated when payments are posted.

**Format:** 999,999,999.99-
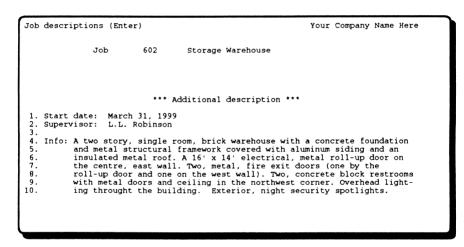
## Additional description

When you have finished entering the contents of these fields, you will be asked if you wish to enter additional description. Answer Ⓝ to return to the first screen, or Ⓨ to enter additional description.

**Format:**   10 lines of 75 characters each

You can enter any additional information you want to record about the job - up to 10 lines of 75 characters each. What you enter is totally up to you. Press ⌈Enter⌋ for each line you wish to skip.

The following is a sample screen for additional description:

```
Job descriptions (Enter)                        Your Company Name Here

              Job      602      Storage Warehouse



                        *** Additional description ***
 1. Start date:  March 31, 1999
 2. Supervisor:  L.L. Robinson
 3.
 4. Info: A two story, single room, brick warehouse with a concrete foundation
 5.       and metal structural framework covered with aluminum siding and an
 6.       insulated metal roof. A 16' x 14' electrical, metal roll-up door on
 7.       the centre, east wall. Two, metal, fire exit doors (one by the
 8.       roll-up door and one on the west wall). Two, concrete block restrooms
 9.       with metal doors and ceiling in the northwest corner. Overhead light-
10.       ing throught the building.  Exterior, night security spotlights.
```

**NOTE:** Blank lines take up no space on disk - only lines with characters require storage space.

If you enter less than 10 lines, press ⌈Tab⌋ at the end of the last line you wish to enter.

## Change orders (CO)

Follow these steps to enter a change order for an existing, active job:

1.  Add the change order. For the price of the change order, enter the price adjustment due for this change order. If the change order reduces the job price, enter the price as negative. Do not change the price on the job or sub-job because of this change order.

2.  Enter the cost items for the change order. The sum of the budgeted costs for these cost items must equal the price of the change order (some of these budgeted costs could be negative).

3.  Restore the job to "active" status by using *Activate jobs*, described later in this chapter.

## Entering Cost Items for Jobs

Select *Cost items for jobs* from the *Job descriptions* menu.

Once you have entered the description for the job, as described above, use this selection to enter the specific cost items which exactly describe the work that will go into this job.

Please note the following things about entering this information:

1.  If you aren't using the Cost Category File, enter a description for each cost item you enter. If you are using the Cost Category File, Job Cost checks each cost category number entered against the Cost Category File and displays its description automatically.

2.  If you aren't using the Cost Category File and you want your Job Status Report to be broken into groups, you must enter your own group cost categories. (Refer to the chapter titled *Categories* for an explanation of this grouping.)

Otherwise, the group cost categories in the Cost Category File are used automatically for grouping, and you don't have to enter them here.

After you select *Cost items for jobs*, this is the screen you see:

```
Job descriptions                              .              Your Company Name Here
Cost items for jobs

*  1.  Job number                                            Status:
*  2.  Cost item

   3.  Description
   4.  Cost type
   5.  Unit                      Rate
   6.  Dflt vendor               Ret-%
   7.  Dflt cost acct

   8.  Budgeted cost
   9.  Budgeted qty
  10.  Budgeted hours




F1 = next job
```

From this screen you can work with both new and existing cost items. If a cost item already exists with the job and cost item number you specify, that cost item will appear and be available for changes or deletion.

[?] **\*1. Job number**

Enter the number of the existing job for which you are entering the cost item, or use the option:

**Option:**        [F1]        To scan through the jobs on file

**Format:**   7 characters

## 2. Cost item

**NOTE:**  9999999 and 9999998 are reserved cost category numbers and can't be used.

Enter the complete designation of this cost item as follows:

Enter the cost category number first. Then enter the sub-job number for this cost item. If the job does not use sub-jobs, the sub-job number will automatically be set to zero and will not require you to enter it.

If you are using the change order option, enter the change order number for this cost item. If this cost item is not part of a change order, press [Enter] to set the change order number to zero.

You can not delete a cost item that has any costs posted to it.

## 3. Description

This is requested only if you are not using the Cost Category File for this job. Otherwise, it is displayed automatically.

**Format:** 25 characters

## 4. Cost type

The cost type appears automatically if you are using the Cost Category File for this job. Otherwise, enter the cost type of this cost item. The valid choices are displayed at the bottom of the screen. (See the *Control Information* chapter for more information on cost types.)

**Format:** 99

## 5. Unit

Enter the unit of work or material associated with this cost item. For example, it could be CUYD (for cubic yards of dirt excavated) or SQFT (for square feet of plywood used). It is never labor hours, since hours are always tracked separately for all labor type cost items.

This is not a necessary field, but you can use it to keep track of quantities on some cost items where this would be desirable. (If you are using the Cost Category File, this is automatically set to the unit for the cost category, and you will not be able to change it. If you are not using the Cost Category File, you can enter it here if it is applicable.)

**Format:** 4 characters

## Rate

Enter the rate (dollar amount) for the unit, as entered or shown above. If there is no unit associated with this cost item, it will automatically be blank. Otherwise, you can enter it, or leave it blank. If you are using the Cost Category File, you can use the option:

**Option:** ⬜F1      To use the rate from the Cost Category File

**Format:** 99,999.999

## 6. Dflt vendor

Enter the number of the vendor associated with this cost item for this job. This field will be skipped if this is a labor cost type or a non-direct cost type. It is used as the default vendor when entering costs for this cost item.

You can leave this field blank or enter a default vendor. If you are using the Cost Category File, you can use the option:

**Option:** ⬜F1      To use the vendor number in the Cost Category File

**Format:** 6 characters

## Ret-%

If you chose not to use retainage payable in the J/C Control File, you are not requested to enter this field. Also, this percent will not be requested for a labor or non-direct cost item. Otherwise, enter the usual retainage percentage that you will hold back from the vendor for this cost item.

Any retainage percent you enter here is used as the default to calculate the retainage amount when you are entering cost entries for this cost item. You can override it when entering any costs.

Enter the retainage percentage or leave it blank. If you are using the Cost Category File, you can use the option:

**Option:**  ⌨F1  To use the retainage percentage in the Cost Category File

**Format:**  99.9

⌨? **7. Dflt cost acct**

Enter the default cost account used when entering costs for this cost item. If the cost type for this cost category is a non-direct cost type, you are not asked to enter this field. You can enter an account number or use the option:

**Option:**  ⌨F1  To use the cost account from the J/C Control File

**8. Budgeted cost**

Enter the cost that you have estimated will be incurred for this item for this job. If this is a non-direct cost type, such as profit or overhead, you must still enter the estimate for this cost item.

**Format:**  999,999,999-

**9. Budgeted qty**

Enter the estimated number of units, as entered in the "UNITS" field above, which you expect to use or accomplish for this cost item for this job. If there is no unit associated with this cost item, you will not be asked to enter this field.

**Format:**  99,999,999.9-

## 10. Budgeted hours

This field is requested only if this cost item is a labor cost type. In this case, it is the number of labor hours you expect to use for this cost item.

**Format:** 999,999.99-

## Additional description

You can enter any additional information you wish about the cost item. What you enter is totally up to you. Press ⌨Enter for each line you wish to skip.

**NOTE:** Blank lines take up no space on disk - only lines with characters require storage space.

**Format:** 10 lines of 75 characters each

The next several fields are updated automatically as costs are entered and posted. If the job you are entering now is coded ⌨ ("In-progress"), you can enter these fields. If this is not an "In-progress" job, you are not asked to enter this information.

Once the job has been activated, you will not be able to change these fields directly. You will only be able to change them by entering and posting costs.

## 11. Cost prd-to-date

Enter the cost already incurred for this cost item for this job for the current period.

**Format:** 999,999,999.99-

## 12. Cost job-to-date

Enter the cost already incurred for this cost item for this job since the beginning of the job.

**Format:** 999,999,999.99-

### 13. Qty prd-to-date

If there are units of work or material associated with this cost item, enter the number of units already completed or used for this cost item in the current period.

**Format:** 99,999,999.9-

### 14. Qty job-to-date

Enter the number of units of work or material already completed or used for this cost item since the beginning of the job.

**Format:** 99,999,999.9-

### 15. Percent complete

Enter the percentage of the cost item that has been completed.

**Format:** 999

### 16. Last cost date

Enter the date of the last cost entered for this cost item. This field is updated automatically when job costs are posted.

**Format:** MMDDYY

### 17. Last est date

Enter the date that the last completion estimate was made for this cost item. This field is updated automatically when completion estimates are posted.

**Format:** MMDDYY

If this is <u>not</u> a labor cost item, you are finished entering information.

If this <u>is</u> a labor cost item, you will be requested to enter the fields below. Note that the following fields are updated automatically as Payroll costs are interfaced to Job Cost. If you are not interfacing Payroll into Job Cost, you will be requested to enter only information for fields 18 and 19. There will be no breakdown into regular, premium, and burden.

## 18. Regular hrs ptd

Enter the number of regular labor hours already spent on this cost item in the current period.

**Format:**   999,999.9-

## 19. Regular hrs jtd

Enter the number of regular hours already spent on this cost item since the beginning of the job.

**Format:**   999,999.9-

## 20. Regular cost ptd

Enter the direct wage cost of the regular labor hours spent on this cost item in the current period.

**Format:**   999,999,999.99-

## 21. Regular cost jtd

Enter the direct wage cost of the regular labor hours spent on this cost item since the beginning of the job.

**Format:**   999,999,999.99-

## 22. Premium hrs ptd

Enter the number of overtime and double-time hours already spent on this cost item in the current period.

**Format:** 999,999.9-

## 23. Premium hrs jtd

Enter the number of overtime and double-time hours already spent on this cost item since the beginning of the job.

**Format:** 999,999.9-

## 24. Premium cost ptd

Enter the direct wage cost of the premium labor hours spent on this cost item in the current period.

**Format:** 999,999,999.99-

## 25. Premium cost jtd

Enter the direct wage cost of the premium labor hours spent on this cost item since the beginning of the job.

**Format:** 999,999,999.99-

## 26. Labor burden ptd

Enter the amount of labor burden cost, in addition to direct wages, that has been automatically calculated for this cost item in the current period (it is not included in the "Cost period-to-date" field above).

**Format:** 999,999,999.99-

## 27. Labor burden jtd

Enter the amount of labor burden cost, in addition to direct wages, that has been automatically calculated for this cost item, since the beginning of the job (it is <u>not</u> included in the "Cost job-to-date" field above).

**Format:** 999,999,999.99-

When you finish entering the contents of these fields, you have the option of entering an additional description for the cost item.

### Additional description

You can enter any additional information you wish about the cost item. What you enter is totally up to you. Press [Enter] for each line you wish to skip.

**NOTE:** Blank lines take up no space on disk - only lines with characters require storage space.

**Format:** 10 lines of 75 characters each

# Copying Jobs

Select *Copy jobs* from the *Job descriptions* menu.

This selection allows you to set up a new job very quickly by copying some or all of the cost items from an already existing job. You have a wide range of choices of what exactly you want to copy from the old job to the new job. You must have already entered the job description for the new job before you can use this option to copy cost items to it.

This is the screen you see:

```
Job descriptions                              Your Company Name Here
Copy jobs


                          Please enter:

          Copy from: 1. Job number
                     2. Sub-job

          Copy to:   3. Job number
                     4. Sub-job

                     5. Starting cost category
                     6. Ending cost category

                     7. Copy budgets ?
                     8. Copy change orders ?
                     9. Copy additional desc ?
```

### ? 1. Copy from job number

Enter the number of the job you are copying cost items from.  The job
must already be on file.

**Format:**  7 characters

**NOTE:**  We assume that you will not be copying a job at this time, but
the instructions are included here for when you wish to use this selection.

### 2. Copy from sub-job

If the job does not use sub-jobs, you are not asked this question.
Otherwise, if you wish to copy cost items from only a single sub-job of
an existing job, enter the sub-job number here, or use the option:

**Option:**          F1          To copy from all sub-jobs

**Format:**  999

### ? 3. Copy to job number

Enter the number of the job you are copying to.  The job description for
this job must have already been entered.

**Format:** 7 characters

## 4. Copy to sub-job

If the job you are copying to does not use sub-jobs, you are not asked this question. Otherwise, enter the number of the sub-job you are copying to, or use the option:

**Option:** ⌷F1⌷ To copy to "All" sub-jobs

**Format:** 999

## 5. Starting cost category
## 6. Ending cost category

Enter the range of cost categories you wish to copy. Follow the screen instructions.

**Format:** 9999999 at each field

## 7. Copy budgets ?

If you wish to copy the budgeted (estimated) amounts and quantities from the old job, answer ⌷Y⌷. If you answer ⌷N⌷, the budgeted amounts and quantities will be set to zero in the new job and you will have to enter them separately.

## 8. Copy change orders ? (CO)

If you are using change orders, per the J/C Control File, you are asked whether or not you wish to copy all information for change orders, as well as copying the cost items for the original job. Answer ⌷Y⌷ or ⌷N⌷.

## 9. Copy additional desc ?
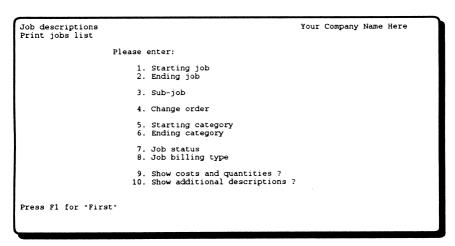
If you wish to copy the additional description from the old job, answer ⌷Y⌷.

# Printing a Jobs List

Select *Print jobs list* from the *Job descriptions* menu.

This function allows you to print the job and cost item descriptions
entered above.  It gives you a variety of choices in printing this
information.

This is the screen you see:

```
Job descriptions                              Your Company Name Here
Print jobs list

                   Please enter:

                        1. Starting job
                        2. Ending job

                        3. Sub-job

                        4. Change order

                        5. Starting category
                        6. Ending category

                        7. Job status
                        8. Job billing type

                        9. Show costs and quantities ?
                       10. Show additional descriptions ?

Press F1 for "First"
```

### ⌨ 1. Starting job
### ⌨ 2. Ending job

Enter the range of jobs you wish to print.  Follow the screen instructions.

**Format:**   7 characters at each field

## 3. Sub-job

If you are printing more than one job, this selection and the next will
automatically be set to "All".  If you are printing only a single job, enter
the number of the sub-job you wish to print, or use the option:

**Option:**         F1          To Print "All" sub-jobs

**Format:** 999

## 4. Change order (CO)

If you chose not to use change orders in the J/C Control File, this field
will be skipped. If you are printing a range of jobs, this field will
automatically be set to "All". Otherwise, enter the number of
the change order you wish to show for the job selected, or use the
option:

**Option:** ⬜F1  To print "All" change orders

**Format:** 999

## 5. Starting category
## 6. Ending category

Whether you are printing a range of jobs or a single job, you have the
option of printing a range of cost categories (or you can print no cost
categories and include only the job description for each job).

Enter the range of cost categories you wish to print (follow the screen
instructions) or use the option:

**Option:** ⬜F2  To print no cost categories

**Format:** 9999999 at each field

## 7. Job status

You can show jobs with all job statuses, or only jobs with selected job
statuses. You can enter up to three separate job statuses for this list:

⬜N - New  ⬜I - In-progress
⬜A - Active  ⬜U - Unreconciled
⬜C - Closed  ⬜O - Copy only

Or press ⌜Enter⌟ at first to show "All" job statuses. (Pressing ⌜Enter⌟ for the second or third job status moves the cursor to the next field.)

**Format:** 1 character

## 8. Job billing type

Enter the billing type for the jobs you wish to show. Enter either:

⌐F⌐ Shows Fixed-fee

⌐P⌐ Shows Cost-plus

⌐Enter⌐ Shows both billing types

## 9. Show costs and quantities ?

If you answer ⌐Y⌐, the accumulated costs and quantities are shown for each cost item printed. If you are not printing any cost categories, this field is set to ⌐N⌐ automatically.

## 10. Show additional descriptions ?

If you wish to show additional descriptions that are associated with the jobs, sub-jobs, change orders, and cost items that you are printing, answer ⌐Y⌐. Otherwise, answer ⌐N⌐.

# Activating Jobs

Select *Activate jobs* from the *Job descriptions* menu.

The purpose of this selection is to allow the software to verify certain key information about the job. For example, the software will verify that the sum of the cost items for the job equals the price of the job. If these numbers are not equal, then there is an inconsistency in the setup of your job which must be handled before the job can be run.

A job may be activated if it is in one of the following statuses:

New
In-progress
Unreconciled

Normally, this selection is run only on a new or in-progress job, once you have completed and verified your data entry for the job, in order to assign the job the status "active" so that it may be run. However, there are certain actions (described later in this section) which can result in an active job being assigned the status "unreconciled". In this case, the job must be activated again, using this selection, before it can be run again.

A "Copy only" job may not be activated since it is used only as a template to create other jobs.

A "Closed" job may not be activated, since it is already an active job which has been temporarily or permanently closed. In order to activate a "closed" job, use *Close or re-open jobs* as described in the chapter titled *Utility*.

If the job you want to activate is already active, you'll be told so and asked if you want to proceed anyway (to recheck the job).

After the job number is entered, the activation program checks several items described below. If all of these check out OK, the status of the job becomes "active". If the activation program finds something wrong, it prints an Activation Report describing what is wrong, and the status of the job remains as it was.

*Activate jobs* examines these points:

1.   If the job uses sub-jobs, the sum of the budgeted costs for all cost items in the sub-job must be equal to the price of the sub-job, for each sub-job. Also, the sum of the prices of all sub-jobs must equal the total price of the job. (This does not include change orders, which are checked separately.)

2. If the job does <u>not</u> use sub-jobs, the sum of the budgeted costs for all cost items for the job must equal the price of the job. (This does not include change orders, which are checked separately.)

3. For every change order, the sum of the budgeted costs for all cost items in the change order must equal the price of the change order.

4. If the job uses sub-jobs and if the job also <u>bills</u> for sub-jobs, the sum of the amounts billed or paid for all sub-jobs must equal the amounts billed or paid for the entire job. This also applies to any retainages billed or paid. This check is only made when you are activating an "In-progress" job (one that you've started work on, but are now entering into Job Cost for the first time).

5. If the job uses the automatic overhead burden calculation feature, there must be a cost item for the overhead burden for each sub-job. If the job does not use sub-jobs, there must be one overhead burden cost item for the job. The cost type of the overhead burden cost items must be non-direct. The software checks for overhead burden cost items by verifying that each sub-job (or the job itself, if sub-jobs are not used) has a cost item of non-direct type whose category number matches the overhead burden category number stored in the job description.

If all of these check out OK, the job is activated.

These are the actions that change an Active job to an Unreconciled job (status = "U"):

1. Adding or deleting a cost item
2. Adding a new sub-job
3. Adding a change order
4. Changing the price of the job, a sub-job, or a change order
5. Changing the budgeted cost of any cost item
6. Changing the overhead burden category number

## Activation Errors

If an error occurs when you are trying to activate a job, one of the following error messages may appear. Follow the steps below to handle the problem.

**Error:** "Budgeted amounts of cost items do not equal sub-job price"

**Handling:**   Compare the price of the sub-job with the total budgeted cost of all cost items for the sub-job. Either the price or one or more budgeted costs have been entered incorrectly, or you have omitted some cost items from the sub-job. You must enter cost items for profit and overhead.

**Error:** "Budgeted amounts of cost items do not equal job price"

**Handling:**   Compare the price of the job with the total of the budgeted costs of all cost items for the job. Either the price or one or more budgeted costs have been entered incorrectly, or you have omitted some cost items from the job. You must enter cost items for profit and overhead. (You can use the Jobs List or the Job Status Report to help you track down the error. You can also use *View*.)

**Error:** "Budgeted amounts of cost items for change order do not equal change order price"

**Handling:**   Compare the price of the change order with the total budgeted cost of all cost items for the change order. Either the price or one or more budgeted costs have been entered incorrectly, or you have omitted some cost items from the change order.

**NOTE:** In order to determine a job's price from its cost items, enter a job price of $0.0 and then enter the budget amounts for each cost item. Verify that the cost items are correctly budgeted and then activate the job. The total amount of the cost items, as shown on the activation report, can then be entered as the job price.

Activate the job <u>again</u> and the price will be equal to the sum of the cost items. (A similar procedure can be used when a change order is added to a job, except in this case it would be the price of the change order which is set to $0.00.)

**Error:** "Total price of all sub-jobs does not equal job price"

**Handling:** Look at the price of each sub-job of the job and compare the total to the price of the job. Do this by using *View*.

**Error:** "The overhead burden cost item was not found"

**Handling:** In the job description, you chose to have overhead burden calculated automatically and entered an overhead burden category number. If the job uses sub-jobs, every sub-job must have a cost item with the overhead burden category number. If the job doesn't use sub-jobs, there must be one cost item for the overhead burden category in the job. Find out where the cost item is missing and add it.

**Error:** "Overhead burden cost item is direct cost type"

**Handling:** The cost type for the overhead burden is a direct cost. It must be a non-direct cost. Delete the overhead burden cost item from the job and reenter it with the correct cost type.

**Error:** "Total amounts billed and paid for sub-jobs do not equal corresponding job totals"

**Handling:** Print the Jobs List for the job, without cost items. Compare the total amounts billed and paid for all sub-jobs with the amounts billed and paid for the job, as shown on this printout. Use *Jobs* from the *Job descriptions* menu to correct the errors.

# Printing a Job Change Log

Select *Print job change log* from the *Job descriptions* menu.

This selection appears only if you have chosen to use change logs in *Company information.*

Selecting this allows you to print the log of changes that were made to the Job Master File.

You are asked "Purge change log ?". If you answer ⃞Y⃞, all changes are removed from the Change Log File once the Change Log is printed. If you answer ⃞N⃞, these changes will remain on file.

---

                                              J O B S   L I S T

Selections for this print-out:

     1. Starting job          "First"
     2. Ending job            "Last"

     3. Sub-job               All

     4. Change order          All

     5. Starting category     "First"
     6. Ending category       "Last"

     7. Job status            All
     8. Job billing type      All

     9. Show costs and quantities ?      N
    10. Show additional descriptions ?   Y

JOBS LIST

Stat (job status): N = new   I = in-progress   A = active   C = closed   O = copy only   U = unreconciled
Type (job billing type) : F = fixed-fee   P = cost-plus
Burden type: J = % job cost   L = % labor cost   R = rate per labor hour   (number after the type is the burden rate)

----------------------------------------------------------------------------------------------------------------------------
| Job-# | Title | Price | | Stat Sub-jobs? Bill-subs? Lab-burden Ovhd-catgry Amt-billed Bill-dat | | Ret-billed |
| | Customer name | Cust-# | | Type Bill-acct | OH-burden Retnge-% Amt-paid Pmnt-dat | | Ret-paid |
----------------------------------------------------------------------------------------------------------------------------

| 602 | Storage Warehouse | 85,896 | N | N | | | 600000 | |
| | Brickyards | MARIN | P | 2700-000 | L  10.000  10.0 | . | | |
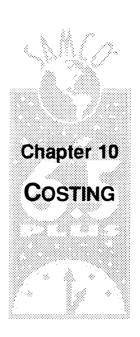
Start date: March 31, 1999
Supervisor: L.L. Robinson
Info: A two story, single room, brick warehouse with a concrete foundation
      and metal structural framework covered with aluminum siding and an
      insulated metal roof. A 16' x 14' electrical, metal roll-up door on
      the centre, east wall. Two, metal, fire exit doors (one by the
      roll-up door and one on the west wall). Two, concrete block restrooms
      with metal doors and ceiling in the northwest corner. Overhead light-
      ing throught the building.  Exterior, night security spotlights.

| Cost-item | Description | Type | Unit | Rate | Vendor | Cost-acct | Budg-cost | Budg-qty | Budg-hrs | Ret |
|---|---|---|---|---|---|---|---|---|---|---|
| 6108-000-000 | Performance bonds | ADMN | | | | 1450-000 | 4,500 | | | |
| 6508-000-000 | Insurance | ADMN | | | MILLER | 1450-000 | 1,759 | | | |
| 10511-000-000 | Site foreman | LABOR | HOUR | 15.500 | | 1450-000 | 1,240 | | 80.00 | |
| 15112-000-000 | Temporary water | MATL | | | DAVIS | 1450-000 | 320 | | | |
| 15122-000-000 | Temporary electricity | MATL | | | DAVIS | 1450-000 | 840 | | | |
| 15132-000-000 | Temporary toilet | MATL | | | DAVIS | 1450-000 | 120 | | | |
| 15601-000-000 | Construction clean-up | LABOR | | | | 1450-000 | 1,280 | | | |
| 15651-000-000 | Laborers - miscellaneous | LABOR | HOUR | 8.000 | | 1450-000 | 1,600 | | 200.00 | |
| 22201-000-000 | Excavation - labor | LABOR | HOUR | 14.600 | | 1450-000 | 321 | | 22.00 | |
| 22205-000-000 | Excavation - equipment | EQPT | HOUR | 20.000 | TYSON | 1450-000 | 450 | 22.5 | | |
| 31001-000-000 | Concrete formwork - labor | LABOR | HOUR | 14.500 | | 1450-000 | 464 | | 32.00 | |
| 31002-000-000 | Concrete formwork - matl | MATL | | | | 1450-000 | 435 | | | |
| 33101-000-000 | Structural concrete-labor | LABOR | HOUR | 14.500 | | 1450-000 | 232 | | 16.00 | |
| 33102-000-000 | Structural concrete-matl | MATL | | | | 1450-000 | 1,850 | | | |
| 33105-000-000 | Structural concrete-equip | EQPT | | | | 1450-000 | 640 | | | |
| 51203-000-000 | Structural steel - sub | SUB | | | BINGHM | 1450-000 | 16,080 | | | 10.0 |
| 54063-000-000 | Sheetmetal/roofing - sub | SUB | | | BINGHM | 1450-000 | 8,432 | | | 10.0 |
| 81002-000-000 | Steel doors - industrial | MATL | EACH | 220.000 | TRACE | 1450-000 | 880 | 4.0 | | |
| 81011-000-000 | Doors - labor | LABOR | HOUR | 12.000 | | 1450-000 | 96 | 8.0 | | |
| 83002-000-000 | Special doors | MATL | | | TRACE | 1450-000 | 995 | | | |
| 108101-000-000 | Toilets - labor | LABOR | HOUR | 12.000 | | 1450-000 | 384 | | 32.00 | |
| 108102-000-000 | Toilets - material | MATL | | | | 1450-000 | 2,300 | | | |
| 154001-000-000 | Plumbing - labor | LABOR | HOUR | 18.000 | | 1450-000 | 576 | | 32.00 | |
| 154002-000-000 | Plumbing - material | MATL | | | | 1450-000 | 530 | | | |
| 160111-000-000 | Electrical - labor | LABOR | HOUR | 18.000 | | 1450-000 | 576 | | 32.00 | |
| 160122-000-000 | Electrical - material | MATL | | | | 1450-000 | 946 | | | |
| 600000-000-000 | OVERHEAD BURDEN | OVHD | | | | | 1,800 | | | |
| 700000-000-000 | LABOR BURDEN | LBRD | | | | 1450-000 | 1,250 | | | |
| 900000-000-000 | PROFIT | PFT | | | | | 35,000 | | | |

-- End of report --

# NOTES

**Chapter 10**

**COSTING**

## Introduction

There are two main uses of this selection: to enter costs for your jobs and to apply costs for jobs interfaced to Job Cost from other packages.

Your actual use of this selection depends on which other packages you are also using, as follows:

A.  If you are using the Accounts Payable, Payroll, and General Ledger packages, you cannot enter costs here. You must enter them through these other packages.

    For Accounts Payable and Payroll, use *Get costs* to transfer these costs into the Cost Entry File. This is described in greater detail below.

    The General Ledger package posts directly to Job Cost files. You can enter costs only for non-direct cost types (such as profit) through G/L *General journal.*

B.  If you are using some but not all of the three packages (A/P, P/C, and G/L), you must enter some costs via *Costing*, and other costs via *Get costs*.

C.  If you are not using A/P, P/C, and G/L, you will enter all costs with this ·selection.

D.  If you are using I/C, you can enter material costs through I/C.

**IMPORTANT NOTE:**  The information you enter during this selection depends on some of the options specified in the J/C Control File when Job Cost was initially set up.  Refer to the section titled **J/C Control File Options** in the *Getting Started* chapter.

If a field below depends on the "change order" option being chosen in the J/C Control File, the paragraph will be marked "(CO)".  If a field depends on the "retainage" option being chosen in the J/C Control File, the paragraph will be marked "(RET)".

## Entering Job Costs

If either case B or C above applies to you, you must use this selection to enter some or all of your job costs.  You will enter costs and then post them to your jobs.

After posting (but not before), these costs will appear on the reports you print about your jobs.

Before posting, you can change any of these costs.  Once posted, the only way to change them is to enter and post one or more adjusting entries.

A cost which has already been posted cannot be deleted directly.  To delete a posted cost, enter and post a correcting entry which reverses the effect of the incorrect entry.

## Getting Job Costs from Other Packages

If you are using any of the A/P, P/C, or I/C packages, you will transfer the job costs from those packages via *Get costs*.
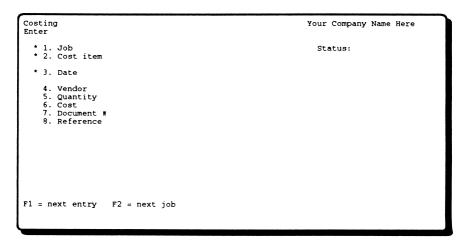
When you use *Get costs*, new costs are actually placed automatically into the Cost Entry File, just as if you had entered them directly. You can then use *Costing* to change or delete these costs, print an edit list of them, and post them to your jobs. These costs are special and are described further below.

## To Begin

Select *Costing* from the *Job Cost* menu, then select *Enter*.

## Entering Costs

This is the screen you see:

```
Costing                                      Your Company Name Here
Enter
  * 1. Job                                       Status:
  * 2. Cost item

  * 3. Date

    4. Vendor
    5. Quantity
    6. Cost
    7. Document #
    8. Reference






F1 = next entry    F2 = next job
```

From this screen you can work with both new and existing costs.

⌨ **\* 1. Job**

Enter the number of the job for the cost. The job must be on file and must be an active job. You can also use one of the options:

**Options:**     ⌑F1⌑       Displays the next cost entry on file

               ⌑F2⌑       Displays the next active job on file

               ⌑Enter⌑       After you have entered one cost, this uses its job number

**Format:**    7 characters

## * 2. Cost item (CO)

Enter the complete designation of this cost item as follows:  Enter the cost category number first.  Then enter the sub-job number for this cost item.  If the job does not use sub-jobs, this is set to zero automatically.

If you are using the change order option, enter the change order number for this cost item.  If this cost item is not part of a change order, press ⌑Enter⌑ to set the change order number to zero, or  use the option:

**Option:**     ⌑F1⌑       Displays the next cost item for the current job

**Format:**    9999999    999    999

## * 3. Date

Enter the date that will be used for all postings of the cost entry, including posting to the G/L accounts (when Job Cost is interfaced to G/L through *Get distributions* from G/L).  Enter the date or use the option:

**Option:**     ⌑F1⌑       Displays the next cost entry that matches the job number and cost item number entered above

               ⌑Enter⌑       To use the last date entered, or the current date if this is the first cost entry

**Format:**    MMDDYY

## ？ 4. Vendor or Employee

If the cost item is for labor, enter the employee number. Otherwise, enter the vendor number. You can leave this field blank if it is not appropriate. If you are requested to enter a vendor, you can use the option:

**Option:**    F1        To use the vendor on the Cost Item record

**Format:**   4 characters for employee # / 6 characters for vendor number

## 5. Quantity

Enter the quantity of material or work done, in the units displayed (if any) in the upper right corner of the screen. If there are no units for this cost category, you will not be requested to enter this field. If there are units for this category, you may skip this field if you wish.

**Format:**   99,999,999.9-

## 6. Cost

Enter the cost amount for this entry.

If you entered a quantity in field 5 and there is a rate displayed on the screen other than zero, the calculated cost amount is calculated automatically as the rate times the quantity, and you can use the option:

**Option:**    F1        To use the calculated cost amount  (if a rate is displayed)

**Format:**   999,999,999.99-

## 7. Document #

Enter the document number, if any, associated with this cost entry. This could be the vendor's invoice number or the check number of the employee's paycheck.

**Format:** 8 characters

## 8. Reference

Enter any description of the cost you wish.

**Format:** 25 characters

## 9. Retainage (RET)

A retainage percentage is requested if you have chosen to use retainage
payable in the J/C Control File, and if this is not a labor cost or an entry
for a non-direct cost type such as overhead or profit. Enter any amount
you are retaining from the vendor, or use the option:

**Option:**      [F1]      To use the retainage percentage (if it is
displayed next to the vendor number) times
the cost

**Format:** 999,999,999.99

## Labor hours

This is displayed for field 9 if the entry is for labor.

**Format:** 999,999.99-

At "Field number to change ?" you can press [Enter] to or press [F5] to
mark a transaction as a correcting entry. When the transaction is
distributed to the G/L it will be marked as a correcting entry.

## Distributions

You must now distribute the cost for this entry to G/L accounts. You
only have to distribute direct costs. If the cost type is not a direct cost,
you will not have to distribute. You must distribute both the debit side
(usually to a cost account) and the credit side (usually to accounts
payable, wages payable, or cash).

The amounts remaining to be distributed are shown continuously at the bottom of the screen. They are both originally equal to the full amount of the entry.

If you have used *Get costs* to transfer costs from Accounts Payable, Payroll, or Inventory Plus, the entries transferred into the Cost Entry File will be different. These entries have no distributions, and you cannot (and don't need to) enter any. This is because their G/L distributions are already fully accounted for within their originating package (A/P, P/C, or I/C).

## DR or CR

For each distribution, you must first enter whether it is a debit or a credit. Enter either ⌦ for debit or Ⓒ for credit.

**Format:** 1 character

## ⍰ Acct-#

Enter the G/L account number of the distribution. Various commonly-used default accounts appear at the bottom of the screen, and you can accept that account by using the option:

**Option:**        Ⓕ₁        To use the displayed account

One side of the distribution should be to a cost account. This will usually be the cost account for the cost item. The other side of the distribution is usually to one of the following:

1.  Accounts payable (for materials, sub-contracts, licenses, fees, or leased equipment)

2.  Wages payable or cash (for labor)

3.  Equipment income (for company-owned equipment you may be using)

Also on this side would be any retainage, if applicable, so that this side would have both accounts payable and retainage payable.

Whether these accounts are to be credited or debited depends on the sign of the cost amount you enter. For example, if you are entering a cost adjustment, you might enter a negative cost. If the cost is positive, then the cost account is the debit, and all other accounts are credits. If the cost is negative, then the cost account is the credit and all other accounts are debits.

**Distrib-amt**

The debit and credit amounts remaining to distribute are always displayed at the bottom of the screen. They both start off equal to the full cost. They both must be zero before you are allowed to exit from entering distributions.

Enter the amount of this distribution or use the option:

**Option:**  ⌨F1  To use the amount remaining for the type of distribution (credit or debit).

**Format:**  999,999,999.99

There is only one exception to using ⌨F1: When the initial full amount remains to distribute, and the account is accounts payable, ⌨F1 uses the cost entry amount less the retainage amount, so that the next default can be used for retainage (if non-zero).

**NOTE:** If you decide to cancel the entire entry prior to distributing the full debit and credit amounts, then press ⌨Tab at the "DR or CR" field. You will be asked "Are you sure you wish to cancel the entire entry ?". Answer ⌨Y to cancel it, or ⌨N to continue entering distributions.

## Printing an Edit List

Select *Edit list* from the *Costing* menu.

You should always print an edit list of all of your costs before posting and carefully review them to see that they are correct and complete.

A screen appears with the following question:

## 1. Job or vendor/employee order ?

If you chose to print the costs in job number order, all costs for a job will appear in sequence, in order by cost item number within the job.

You can also chose to print the costs in vendor number or employee number order. You might do this, for example, if you wanted to see if you had entered all costs for a particular employee. Enter either:

⬚J Job number order

⬚V Vendor/employee order

The remaining selections for printing the edit list depend on your answer to this question. Additional fields appear and you see:

```
Costing                                    Your Company Name Here
Edit list


              Please enter:

                   1. Job or vendor/employee order ?   J

                        2. Starting job

                        3. Ending job

                        4. Starting date

                        5. Ending date



Press F1 for "First"
```

## Job number order

⌨[?] **2. Starting job**
⌨[?] **3. Ending job**

Enter the range of jobs for the costs you wish to show.  Follow the
screen instructions.

**Format:**   7 characters for each field

## 4. Starting date
## 5. Ending date

Enter the range of dates for the costs you wish to show.  Follow the
screen instructions.

**Format:**   MMDDYY for each field

## Vendor/employee order

## 2. Vendors or employees ?

Use one of the options to select which to show (but not both):

⌨[V]  Vendors

⌨[E]  Employees

⌨[?] **3. Starting vendor or Starting employee**
⌨[?] **4. Ending vendor or Ending employee**

Enter the range of vendors or employees whose costs you wish to show.
Follow the screen instructions.

**Format:**   6 characters (vendors), 4 characters (employees)

**5. Starting date**

**6. Ending date**

Enter the range of dates for the cost entries you wish to show.

**Format:** MMDDYY for each field

## Posting Costs

Select *Post* from the *Costing* menu.

When you post your costs, the period-to-date and job-to-date costs are updated, as well as other files. Be certain that your costs are correct before you post.

You are asked for the posting cut-off date. This is the date through which you wish to post costs. None of the cost entries after this date are posted, but they remain in the Cost Entry File to be posted at a later time.

If you wish to post all cost entries, use the option:

**Option:**　　🄵🄸　　　　To set the cut-off date to "Latest"

Posting will take less time if you press 🄵🄸, rather than entering the date of the latest cost entry.

**Format:** MMDDYY

The Costing Register then prints, which shows all cost entries being posted. After printing, some additional processing occurs.

_____

C O S T I N G   R E G I S T E R

Cutoff date: "Latest"

```
--------------------------------------------------------------------------------------------------------------
Job-#    Cost-item      Description           Entry-date  Vnd/Emp        Cost   Doc-#        Lab-hours   Calc-burden
                        Reference             Cost-type   Unit       Quantity                Retainage
--------------------------------------------------------------------------------------------------------------

602      6108-000-000  Performance bonds      03/01/99   SMYTHE     4,500.00   0100237
                       Ten percent bond          ADMN

         Distributions:    DR or CR   Acct-#                           Distrib-amt
                           C    2000-000 Accounts payable                 4,500.00
                           D    1450-000 Cost of jobs                     4,500.00


602      6508-000-000  Insurance              03/01/99   MILLER     1,759.00   53411-C
                                                 ADMN

         Distributions:    DR or CR   Acct-#                           Distrib-amt
                           D    1450-000 Cost of jobs                     1,759.00
                           C    2000-000 Accounts payable                 1,759.00


602      10511-000-000 Site foreman           03/01/99   329          620.00                  40.00          62.00
                       Advance in salary         LABOR    HOUR          40.0

         Distributions:    DR or CR   Acct-#                           Distrib-amt
                           D    1450-000 Cost of jobs                       620.00
                           C    2010-000 Salaries and wages payable         620.00


602      15122-000-000 Temporary electricity  03/01/99   DAVIS        155.00
                       Hookup at site            MATL

         Distributions:    DR or CR   Acct-#                           Distrib-amt
                           D    1450-000 Cost of jobs                       155.00
                           C    2000-000 Accounts payable                   155.00


602      15132-000-000 Temporary toilet       03/01/99   DAVIS         60.00
                       First week - advance pmt  MATL

         Distributions:    DR or CR   Acct-#                           Distrib-amt
                           D    1450-000 Cost of jobs                        60.00
                           C    2000-000 Accounts payable                    60.00


602      51203-000-000 Structural steel - sub 03/01/99   BINGHM    16,080.00   393-J-3R
                       Advance payment           SUB                                         1,608.00

         Distributions:    DR or CR   Acct-#                           Distrib-amt
                           D    1450-000 Cost of jobs                    16,080.00
                           C    2000-000 Accounts payable                14,472.00
                           C    2005-000 Retainage payable                1,608.00
```

# COSTING REGISTER

| Job-# Cost-item | Description Reference | Entry-date Cost-type | Vnd/Emp Unit | Cost Quantity | Doc-# | Lab-hours Retainage | Calc-burden |
|---|---|---|---|---|---|---|---|
| Job totals: | 6 entries | | | 23,174.00 | | 40.00<br>1,608.00 | 62.00 |
| Grand totals: | 6 entries | | | 23,174.00 | | 40.00<br>1,608.00 | 62.00 |

C O S T I N G   R E G I S T E R

------------------G/L account distribution totals------------------

20,946.00  credited to 2000-000  Accounts payable
 1,608.00  credited to 2005-000  Retainage payable
   620.00  credited to 2010-000  Salaries and wages payable
----------
23,174.00  total credited
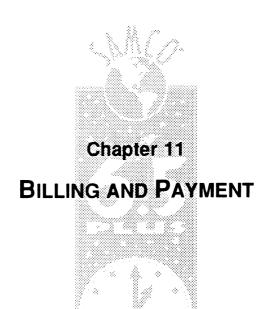
23,174.00  debited to  1450-000  Cost of jobs

-- End of report --

# Chapter 11

# BILLING AND PAYMENT

## Introduction

Use this selection to enter billings, debit/credit memos, payments, and recognized profit for your jobs. (See the *Glossary* in the *System Functions* manual for the definition of "recognized profit", which is used on jobs for which you are using the percentage-of-completion method of contract accounting.)

If you use both A/R and G/L, you will not use this particular selection. In that case, enter billings, debit/credit memos, and payments through A/R, and enter recognized profit through G/L. Your jobs are automatically updated with the results of these entries when they are posted.

This selection also prints an edit list of your entries before posting. When all billings/payments entered are verified as correct, you must post them to the permanent J/C files.

**IMPORTANT NOTE:** Some of the information that J/C requests from you in this selection depends on the options chosen in the J/C Control

File. (Refer to the section titled **J/C Control File Options** in the *Getting Started* chapter.)
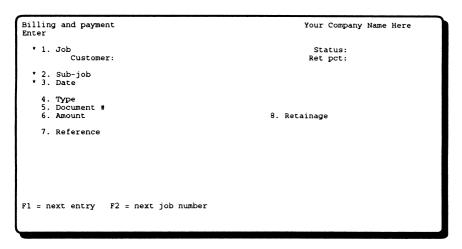
If a field depends on the "retainage" option being chosen in the Control File, the paragraph will be marked "(RET)".

## To Begin

Select *Billing and payment* from the J/C menu, then select *Enter*.

## Entering Billings and Payments

This is the screen you see:

```
Billing and payment                          Your Company Name Here
Enter
   * 1. Job                                        Status:
          Customer:                                Ret pct:

   * 2. Sub-job
   * 3. Date

     4. Type
     5. Document #
     6. Amount                          8. Retainage

     7. Reference




F1 = next entry    F2 = next job number
```

From this screen you can work with both new and existing billings and payments.

"Billings/payments" refers to these types of entries: billings, payments, CR memos, DR memos, and recognized profit.

[?] **\*1. Job**

Enter the job number for this billing/payment. The job must already be on file and its status must be active or closed. You may also use one of the options:

**Options:**     ⌨F1     Displays the next billing/payment

           ⌨F2     Displays the next active or closed job

**Format:**   7 characters

If you change the amount for a billing/payment, you will have to re-enter all the distributions as described later in this chapter.

A billing/payment already posted cannot be changed or deleted directly. To change or delete a posted billing/payment, enter and post a correcting billing/payment to reverse the incorrect one, then (if needed) enter and post the correct billing/payment.

**\*2. Sub-job**

If this job uses sub-jobs and also <u>bills</u> for sub-jobs, enter the sub-job number for this billing/payment.  If the job does not use sub-jobs, or if it uses sub-jobs but does not bill for them, this field is skipped.

**Format:**   999

**\*3. Date**

Enter the date that will be used to update your G/L accounts.  Enter a date or use one of the options:

**Options:**     ⌨F1     Displays the next billing/payment for the job
                                entered above

           ⌨Enter     Uses the last date entered, or the current date
                                if this is the first billing/payment you are
                                adding

**Format:**   MMDDYY

## 4. Type

Enter the type of the billing/payment.  Enter either:

| B | Billing |
|---|---------|
| P | Payment |
| C | CR memo |
| D | DR memo |
| F | Profit recognized |
| Enter | To use the type of the last billing/payment.  If this is the first entry, Enter defaults to billing. |

The recognized profit entries update your G/L distributions and also appear the next time you print the Job Profitability Report.

## 5. Document #

Enter the number of the document (such as the invoice number or check number), if any, associated with this billing/payment.

**Format:**  8 characters

## 6. Amount

Enter the full amount being billed or paid.  (This should include any retainage, if applicable.)  Always enter the amount of a credit or payment as positive.  If this is a recognized profit, enter a profit as positive and a loss as negative.

**Format:**   999,999,999.99-

## 7. Reference

Enter any desired description of the billing/payment.

**Format:** 2 lines of 25 characters each

## 8. Retainage (RET)

You will not be asked to enter this field if you are not using retainage receivable per the J/C Control File. Otherwise, enter the retainage portion of the amount being billed or paid, or use the option:

**Option:** ⌨F1     To use the amount calculated from multiplying the retainage percent shown at the top of the screen by the amount of the entry (except for payment entries)

**Format:** 999,999,999.99

## G/L distributions

You must now distribute the full amount of the entry to G/L accounts. Enter both the debit and the credit distributions. Up to five distributions are allowed.

The amounts remaining to be distributed are shown continuously at the bottom of the screen. They are both originally equal to the full amount of the entry.

You cannot exit from entering distributions until both the debit and credit amounts remaining are zero.

## DR or CR

Enter ⌨D for debit or ⌨C for credit for the distribution.

For an existing distribution, you also have this option:

**Option:**     ⌨F1⌨          To display the next distribution

⌨?⌨ **Acct-#**

If you have set up your G/L accounts and defaults properly, then when you use the ⌨F1⌨ option, you will automatically get the proper account for each distribution.

Here's a detailed explanation of these defaults:

If you are entering a debit distribution for a billing, press ⌨F1⌨ to use the accounts receivable account in the J/C Control File. If there is retainage for this billing and you have already entered a distribution to the A/R account, ⌨F1⌨ will default to the retainage receivable account in the J/C Control File.

If you are entering a credit distribution for a billing, press ⌨F1⌨ to use the billing account for the job.

If you are entering a debit distribution for a payment, press ⌨F1⌨ to use the cash account in the J/C Control File.

**Distrib-amt**

Enter the amount of the debit or credit distribution, or use the option:

**Option:**     ⌨F1⌨          Uses the full debit or credit amount
                              remaining, as displayed on the screen

**Format:**  999,999,999.99

There is one exception to this option: if there is retainage for this billing and you are entering a distribution for the accounts receivable account, the default is the amount remaining less the retainage.

**NOTE:** If you decide to cancel the entire entry prior to distributing the full debit and credit amounts, then press ⌨Tab⌨ at the "DR or CR" field.

You will be asked "Are you sure you wish to cancel the entire entry ?".
Answer ⌷Y⌷ to cancel it, or ⌷N⌷ to continue entering distributions.

## Printing an Edit List

Select *Edit list* from the *Billing and payment* menu.

Before posting your entries to the permanent Job Cost files, print an edit
list and review them for completeness and correctness.

After you make this selection, you are asked "Through what date ?"
Enter the latest (cut-off) date of entries you want to show on the edit list.
This should match the date through which you intend to post these
entries, such as the last day of your current accounting period.

You can use the option to show all the billing and payment entries you
have entered:

**Option:**      ⌷F1⌷        To set this date to "Latest"

## Posting Billings and Payments

Select *Post* from the *Billing and payment* menu.

When you are sure that all billing and payment entries have been entered
correctly, you can post them to the permanent Job Cost files.

You will be asked to enter the date through which you want to post.
This allows you to post some, but not all, of the entries on file.

Enter the latest date of the entries you wish to post, or use the option:

**Option:**      ⌷F1⌷        To set the cut-off date to "Latest"

**NOTE:** If you intend to post all of the entries on file, press ⌷F1⌷ for
"Latest" instead of entering the date of the latest billings/payments on
file. The posting process takes less time if you use ⌷F1⌷.

The Billing and Payment Register then prints and shows all
billings/payments being posted.  When this finishes printing, some
additional processing occurs.

_____

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                              B I L L I N G   A N D   P A Y M E N T   R E G I S T E R

Cut-off date: "Latest"
--------------------------------------------------------------------------------------------------------
Job-#      Title                    Date        Type      Doc-#      Reference                    Amount
Sub-job #                           Cus-#       Customer-name                                  Retainage
--------------------------------------------------------------------------------------------------------

602        Storage Warehouse        03/07/99    Billing   1466       First progress billing    28,500.00
                                    MARIN       Brickyards                                       2,850.00

           Distributions:    DR or CR  Acct-#                        Distrib-amt
                             C        2700-000  Billings on jobs          28,500.00
                             D        1100-000  Accounts receivable       25,650.00
                             D        1500-000  Retainage Receivable       2,850.00


602        Storage Warehouse        03/07/99    Payment   19-2D-1    Profit recognized to date   5,326.00
                                    MARIN       Brickyards                                            .00

           Distributions:    DR or CR  Acct-#                        Distrib-amt
                             D        2700-000  Billings on jobs           5,326.00
                             C        4000-000  Revenue from jobs          5,326.00


           1 Billings                 Billing total:   28,500.00    Billing retainage:   2,850.00
           1 Payments                 Payment total:    5,326.00    Retainage paid:           .00
           --
           2 Entries

B I L L I N G   A N D   P A Y M E N T   R E G I S T E R

---------------G/L account distribution totals-------------
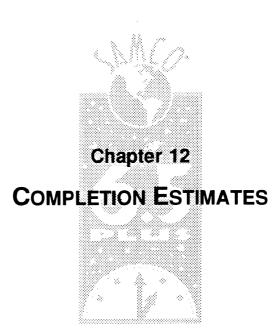
```
28,500.00  credited to 2700-000  Billings on jobs
 5,326.00  credited to 4000-000  Revenue from jobs
---------
33,826.00  total credited

25,650.00  debited to  1100-000  Accounts receivable
 2,850.00  debited to  1500-000  Retainage Receivable
 5,326.00  debited to  2700-000  Billings on jobs
---------
33,826.00  total debited
```

-- End of report --

# Chapter 12

# COMPLETION ESTIMATES

## Introduction

Use this selection to enter all of your current completion estimates for active jobs. To get valid projections of future profit on jobs or to see how you are currently doing on a job compared to your budgets, you need up-to-date estimates of what it will take to complete the job.

These completion estimates apply to the separate cost items that make up the job.

You can enter completion estimates in one of three ways:

1. as the current percentage complete
2. as the estimated cost to completion
3. as the estimated hours or units to completion

You can also enter an overall completion percentage for the entire job. This percentage (and calculations based on this percentage) will appear on the Job Status Report.

You can also enter a figure for the current amount of your outstanding purchase orders (P.O.'s) for the cost item. The amount of the outstanding P.O.'s will be shown on the Job Status Report.

You can print an Inspection Worksheet which lists your jobs and the cost items for them and provides spaces for you to enter your completion estimates. You can enter your completion estimates, which you will later post.

**NOTE:** See the chapter titled *Job Status* for a full explanation of the information shown on that report that is obtained by the posting of completion estimates.

## To Begin

Select *Completion estimates* from the J/C menu, then select *Enter*.

## Entering Completion Estimates

You are reminded that up-to-date costs should already have been posted for the new completion estimates you are about to enter.

You are then asked if it is OK to continue. If up-to-date costs have been posted, answer Ⓨ. If not, answer Ⓝ and post the costs using *Costing*.

You can answer Ⓨ and then enter and post completion estimates without up-to-date costs, but later Job Cost reports might give an incorrect picture of how you are doing on your jobs.

This is the screen you see:

```
Completion estimates                                    Your Company Name Here
Enter

  * 1. Job

  * 2. Cost item


                        3. Estimate date

                        4. Percent complete

                        5. Cost to complete

                        6. Units to complete

                        7. Outstanding P.O.'s

F1 = next entry    F2 = next job
```

From this screen you can work with both new and existing completion
estimates. If a completion estimate with the job and cost item you enter
already exists, it will appear and be available for changes or deletion.

[?] * 1. Job

Enter the job number for your completion estimate. The job must be
active. You can also use one of the options:

**Options:**    [F1]             Displays the next completion estimate

                   [F2]             Displays the next job in job number order

                   [Enter]      To use the job number of the last completion
                                   estimate (if one was entered)

**Format:**   7 characters

* 2. Cost item

Enter the cost item for the estimate. You can also use the option:

**Option:**    [F1]       Displays the next cost item for this job

If you are entering a completion estimate for the <u>entire</u> job, press [Enter] to leave this blank.

**Format:** 9999999  999  999

## 3. Estimate date

Enter the date of the completion estimate, or use the option:

**Option:**      [Enter]       Uses the last date entered, or the current date if this is the first completion estimate being added

**Format:**    MMDDYY

**Entering the completion estimate**

If you are entering the estimate for a cost item on a job, you can enter either the current percentage complete or the estimated cost to completion (or the estimated hours to complete if the cost item is for labor).

You can also enter the estimated units to completion if the cost item is not for labor, but has some other units associated with it, such as CUYD (cubic yard) or SQFT (square feet). These units, if they are specified, appear in the upper right corner of the screen.

If you are entering the estimate for the entire job, you will only be able to enter the current percentage complete.

<u>Only one of the next three fields can be non-zero.</u>

## 4. Percent complete

Enter the current estimated percentage complete for this cost item, or for the entire job if this completion estimate is for the entire job. This figure is <u>not</u> the percentage left to complete, but the percentage <u>already</u> completed.

**Format:** 999

## 5. Cost to complete

Enter the estimated cost it will take to complete this cost item.

**Format:** 99,999,999

## 6. Units or hours to complete

If this is a labor cost item, enter the estimated hours it will take to complete this cost item.

If this is not a labor cost item, but there are some kind of units associated with the cost item, enter the estimated number of units it will take to complete this cost item.

**Format:** 999,999

## 7. Outstanding P.O's

Enter the total current amount of outstanding purchase orders for this cost item, or use the option:

**Option:**      F1          To use the existing figure for outstanding P/O's in the Job Master File

**Format:** 99,999,999-

# Printing an Edit List

Select *Edit list* from the *Completion estimates* menu.

Before posting the completion estimates to the permanent Job Cost files, print an edit list and review them for completeness and correctness.

After your selection, the Completion Estimates Edit List will print.

# Posting Completion Estimates

Select *Post* from the *Completion estimates* menu.

When you are sure that all completion estimates have been entered correctly, you can post them to the permanent Job Cost files.

The Completion Estimates Register will then print, which shows all completion estimates being posted.

When this finishes printing, some additional processing occurs.

# Printing an Inspection Worksheet

Select *Print inspection worksheet* from the *Completion estimates* menu.

You can print the Inspection Worksheet to help you in making your completion estimates. You are asked for the following information before the worksheet is printed:

[?] **1. Starting job #**
[?] **2. Ending job #**

Enter the range of jobs you wish to print worksheets for. Follow the screen instructions.

**Format:** 7 characters for each field

## 3. Sub-job #

If you wish to print the worksheet for a single sub-job of one job, enter the sub-job number here, or use the option:

**Option:**     [F1]          For "All" sub-jobs

If the starting job number is not the same as the ending job number, this field will automatically be set to "All".

**Format:** 999

## 4. Change order (CO)

If "All" was entered for the sub-job number, the change order is automatically set to "All".

Otherwise, if you want to print the worksheet for a single change order, enter the change order number here, or use one of the options:

**Option:**       ⌨️ F1       To include "All" change orders

                    ⌨️ Enter      Leave the field blank if you don't want any change orders included in the worksheet.

If you have chosen not to use change orders in the Job Cost Control File, this field will be skipped.

**Format:** 999

## 5. Starting category
## 6. Ending category

Enter the range of categories you wish to print. Follow the screen instructions.

**Format:** 9999999 at each field

The Job Inspection Worksheet will then print. A sample Job Inspection Worksheet is at the end of this chapter.

# Fast Enter

Select *Fast enter* from the *Completion estimates* menu.

This function is used to generate completion estimate entries for all cost items of a job, as well as an entry for the job as a whole. It allows you to avoid entering a completion estimate for each cost item individually.

Each entry is assigned the <u>same</u> percent complete. If there are existing figures for outstanding P/O's in the Job Master File, then these figures are picked up and stored with each entry (as if you used the ☐F1 key for the "Outstanding P.O.'s" field on the *Completion estimates* entry screen).

While this selection is most useful if you have a lot of small jobs where the percent complete is the same for all cost items, it may also be used for larger jobs in that you can generate entries for all cost items here and then modify them per your *Inspection worksheet* prior to posting.

You are asked for the following information before the completion estimates are generated:

☐? **1. Job #**

Enter the job for which you wish to generate completion estimates. The job must be an active job.

**Format:** 7 characters

**2. Estimate date**

Enter the date which is to be assigned to each completion estimate entry or use the option:

**Option:** ☐Enter To use the system (today's) date

**Format:** MMDDYY

**3. Percent complete**

Enter the percent complete to be assigned to each cost item of the job, and to the job as a whole.

**Format:** 999

After the completion estimates are generated, you may then modify them as needed, print an edit list, and then post the entries.

**NOTE:** If there are completion estimates already on file for the job, completion estimates cannot be generated by *Fast enter*.

---

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C O M P L E T I O N   E S T I M A T E S   R E G I S T E R

---

| Job-# | Job title | Cost item | Description | Estimate date | Outstanding P.O.'s | Pct compl | Cost to-compl | Unit/Hrs to-compl |
|-------|-----------|-----------|-------------|---------------|--------------------|-----------|---------------|-------------------|
| 602 | Storage Warehouse | | | 04/04/99 | | 15 | | |
| | | 10511-000-000 | Site foreman | 04/04/99 | | | | 26 |
| | | 15112-000-000 | Temporary water | 04/04/99 | | 15 | | |
| | | 15122-000-000 | Temporary electricity | 04/04/99 | | | 565 | |
| | | 15132-000-000 | Temporary toilet | 04/04/99 | | | 30 | |
| | | 15651-000-000 | Laborers - miscellaneous | 04/04/99 | | 15 | | |
| | | 22205-000-000 | Excavation - equipment | 04/04/99 | | 15 | | |
| | | 31001-000-000 | Concrete formwork - labor | 04/04/99 | | 15 | | |
| | | 31002-000-000 | Concrete formwork - matl | 04/04/99 | | 15 | | |
| | | 33101-000-000 | Structural concrete-labor | 04/04/99 | | 15 | | |
| | | 33102-000-000 | Structural concrete-matl | 04/04/99 | | 15 | | |
| | | 33105-000-000 | Structural concrete-equip | 04/04/99 | | 100 | | |
| | | 51203-000-000 | Structural steel - sub | 04/04/99 | | 100 | | |
| | | 54063-000-000 | Sheetmetal/roofing - sub | 04/04/99 | | 15 | | |
| | | 81002-000-000 | Steel doors - industrial | 04/04/99 | | 15 | | |
| | | 81011-000-000 | Doors - labor | 04/04/99 | | 15 | | |
| | | 83002-000-000 | Special doors | 04/04/99 | | 15 | | |
| | | 108101-000-000 | Toilets - labor | 04/04/99 | | 15 | | |
| | | 108102-000-000 | Toilets - material | 04/04/99 | | 15 | | |
| | | 154001-000-000 | Plumbing - labor | 04/04/99 | | 15 | | |
| | | 154002-000-000 | Plumbing - material | 04/04/99 | | 15 | | |
| | | 160111-000-000 | Electrical - labor | 04/04/99 | | 15 | | |
| | | 160122-000-000 | Electrical - material | 04/04/99 | | 15 | | |
| | | 600000-000-000 | OVERHEAD BURDEN | 04/04/99 | | 15 | | |
| | | 700000-000-000 | LABOR BURDEN | 04/04/99 | | 15 | | |
| | | 900000-000-000 | PROFIT | 04/04/99 | | 15 | | |

26 entries

-- End of report --

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# J O B  I N S P E C T I O N  W O R K S H E E T

Job: 602    Storage Warehouse    Prev-%-compl: 15    As of: 04/04/99    New-%-compl: .....

Inspected by: ..............    Approved by: ..............    Comments: ........................................

Date: .........    Date: .........    ........................................

| Categ-<br>ory Type  Unit<br>Description | Cost | | | | Units/Hours | | | Pct<br>compl | Cost to<br>complete | Units to<br>complete |
|---|---|---|---|---|---|---|---|---|---|---|
| | Budget | Period | Total | Open P.O.'s | Budget | Period | Total | | | |
| 6108  ADMN<br>Performance bonds | 4,500 | 4,500 | 4,500 | .......... | | | | ... | ............ | ....... |
| 6508  ADMN<br>Insurance | 1,759 | 1,759 | 1,759 | .......... | | | | ... | ............ | ....... |
| 10511  LABOR  HOUR<br>Site foreman | 1,240 | 620 | 620 | .......... | 80 | 40 | 40 | ... | ............ | ....... |
| 15112  MATL<br>Temporary water | 320 | | | .......... | | | | ... | ............ | ....... |
| 15122  MATL<br>Temporary electricity | 840 | 155 | 155 | .......... | | | | ... | ............ | ....... |
| 15132  MATL<br>Temporary toilet | 120 | 60 | 60 | .......... | | | | ... | ............ | ....... |
| 15601  LABOR<br>Construction clean-up | 1,280 | | | .......... | | | | ... | ............ | ....... |
| 15651  LABOR  HOUR<br>Laborers - miscellaneous | 1,600 | | | .......... | 200 | | | ... | ............ | ....... |
| 22201  LABOR  HOUR<br>Excavation - labor | 321 | | | .......... | 22 | | | ... | ............ | ....... |
| 22205  EQPT  HOUR<br>Excavation - equipment | 450 | | | .......... | 22 | | | ... | ............ | ....... |
| 31001  LABOR  HOUR<br>Concrete formwork - labor | 464 | | | .......... | 32 | | | ... | ............ | ....... |
| 31002  MATL<br>Concrete formwork - matl | 435 | | | .......... | | | | ... | ............ | ....... |
| 33101  LABOR  HOUR<br>Structural concrete-labor | 232 | | | .......... | 16 | | | ... | ............ | ....... |
| 33102  MATL<br>Structural concrete-matl | 1,850 | | | .......... | | | | ... | ............ | ....... |
| 33105  EQPT<br>Structural concrete-equip | 640 | | | .......... | | | | ... | ............ | ....... |
| 51203  SUB<br>Structural steel - sub | 16,080 | 16,080 | 16,080 | .......... | | | | ... | ............ | ....... |

J O B   I N S P E C T I O N   W O R K S H E E T

Job: 602    Storage Warehouse

---

| Categry  Type   Unit | ---------------------- Cost ---------------------- | ------ Units/Hours ------ | Pct | Cost to | Units to |
|---|---|---|---|---|---|
| Description | Budget | Period | Total | Open P.O.'s | Budget | Period | Total | compl | complete | complete |

| Categry Type Unit / Description | Budget | Period | Total | Open P.O.'s | Budget | Period | Total | Pct compl | Cost to complete | Units to complete |
|---|---|---|---|---|---|---|---|---|---|---|
| 54063 SUB<br>Sheetmetal/roofing - sub | 8,432 | | | ........... | | | | ... | ............ | ....... |
| 81002 MATL EACH<br>Steel doors - industrial | 880 | | | ........... | 4 | | | ... | ............ | ....... |
| 81011 LABOR HOUR<br>Doors - labor | 96 | | | ........... | | | | ... | ............ | ....... |
| 83002 MATL<br>Special doors | 995 | | | ........... | | | | ... | ............ | ....... |
| 108101 LABOR HOUR<br>Toilets - labor | 384 | | | ........... | 32 | | | ... | ............ | ....... |
| 108102 MATL<br>Toilets - material | 2,300 | | | ........... | | | | ... | ............ | ....... |
| 154001 LABOR HOUR<br>Plumbing - labor | 576 | | | ........... | 32 | | | ... | ............ | ....... |
| 154002 MATL<br>Plumbing - material | 530 | | | ........... | | | | ... | ............ | ....... |
| 160111 LABOR HOUR<br>Electrical - labor | 576 | | | ........... | 32 | | | ... | ............ | ....... |
| 160122 MATL<br>Electrical - material | 946 | | | ........... | | | | ... | ............ | ....... |
| 600000 OVHD<br>OVERHEAD BURDEN | 1,800 | 62 | 62 | ........... | | | | ... | ............ | ....... |
| 700000 LBRD<br>LABOR BURDEN | 1,250 | | | ........... | | | | ... | ............ | ....... |
| 900000 PFT<br>PROFIT | 35,000 | | | ........... | | | | ... | ............ | ....... |

-- End of report --

Chapter 13

VIEW

## Introduction

You can use this selection to get a rapid look at many aspects of the jobs
you have on file, as well as cost categories in the Cost Category File and
the G/L accounts you have entered into the Valid G/L Accounts File.

There are five separate inquiries available with this selection. They are
described below.

## To Begin

Select *View* from the J/C menu, then select *Jobs*.

## Jobs
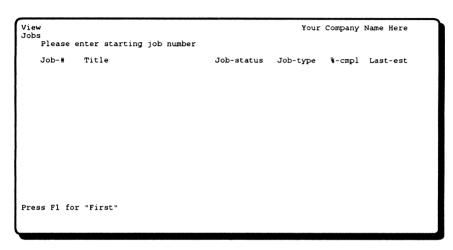
With *Jobs*, you can look at:

    --   All of the jobs you have on file
    --   The cost items on file for each job

-- A summary of the costs, billings, and payments already accumulated for each job

-- Any additional descriptions you may have entered for the job or its sub-jobs, change orders, or cost items

This is the screen you see:

```
View                                    Your Company Name Here
Jobs
    Please enter starting job number

    Job-#   Title                 Job-status   Job-type   %-cmpl  Last-est










Press F1 for "First"
```

Enter the number of the job you wish to view, or use the option:

**Option:**        F1        For "First"

**Format:**   7 characters

A list of the next 16 jobs on file will then be displayed.

If the job you are looking for is not displayed, press Tab to go back and specify another starting job, or use the option:

**Option:**        F1        To display the next 16 jobs

You can scan through all jobs by continuing to press F1.

If the job you are looking for is displayed on the screen, and you want to see more detailed information about it, use this option:

**Option:**     `F2`     Asks for the line number on the screen where the job is displayed. Enter this number (not the job number, but the number that is to the left of the job number).

The job you selected for more detail is redisplayed at the top of the screen and a menu (the second *Jobs* screen) of further choices appears.

You can now select its cost items, sub-jobs and change orders, additional description, or cost and billing summary. The menu appears here:

```
View                                          Your Company Name Here
Jobs
    Please enter starting job number   "First"

    Job-#    Title                    Job-status   Job-type    %-cmpl  Last-est
    602      Storage Warehouse        Active       Cost-plus     0


                Please select the information to view

                        1. Cost items
                        2. Change orders
                        3. Additional description
                        4. Cost and billing summary
                        5. Return to Job Cost menu
```
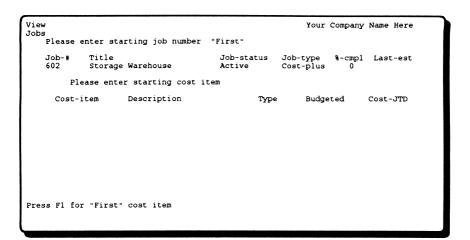
## 1. Cost Items

Select *Cost items* from the second *Jobs* screen above. You see:

```
View                                              Your Company Name Here
Jobs
     Please enter starting job number   "First"

     Job-#     Title                    Job-status   Job-type   %-cmpl  Last-est
     602       Storage Warehouse        Active       Cost-plus     0

          Please enter starting cost item

      Cost-item      Description              Type       Budgeted    Cost-JTD




Press F1 for "First" cost item
```

Enter the number of the starting cost item you wish to look at for this
job. Enter this in the usual way you enter a cost item number: cost
category first, then sub-job number, then change order number (if any),
or use the option:

**Option:**        F1            Displays the first cost item on file for the job

**Format:**  9999999   999   999

Up to 11 cost items will be displayed on the screen, starting from the
cost item number you entered. If the cost item you are looking for is not
on the screen, press Tab to go back and respecify the starting cost item
number, or use the option:

**Option:**        F1            To display the next 11 cost items for the job

You can press F1 continually to scan through all cost items for the job.
You also can display any additional description for any cost item that is
on the screen, with this option:

**Option:**        F2            Asks you to enter the line number for the cost
                                item. This is not the cost item number, but
                                the number on the screen that appears to the
                                left of the cost item number.

## 2. Change Orders

Select *Change orders* from the second *Jobs* screen.

If sub-jobs and/or change orders are applicable, you will be able to look at them here. Otherwise, this selection does not appear.

Up to 12 sub-jobs and/or change orders are displayed, starting from the first sub-job. If the sub-job or change order you are looking for is not displayed, use the option:

**Option:**      `F1`      Displays the next 12 sub-jobs and/or change orders

You can press `F1` continually to scan through all sub-jobs and/or change orders for the job.

You also have the option of displaying any additional description that may be on file for a sub-job or change order, with this option:

**Option:**      `F2`      Asks you to enter the line number for the sub-job or change order

## 3. Additional Description

Select *Additional description* from the second *Jobs* screen.

If there is any additional description on file for the job, it will be displayed.

**NOTE:** If this job does not use sub-jobs, and you are not using change orders, the menu selection will be 2, not 3.

## 4. Cost and Billing Summary

Select *Cost and billing summary* from the second *Jobs* screen.

A cost summary for the job appears on the left side of the screen, and a billing and payment summary on the right. The cost summary shows the budget, period-to-date cost, and year-to-date cost for each cost type that goes into the job.

The billing summary shows the total billings and payments made for the job to date, along with the dates of the last billings and payments posted to the job. Retainage billed and paid (if any) is also shown. This is shown for only the entire job, not for individual sub-jobs.

### 5. Return to Job Cost Menu

Select *Return to Job Cost menu* from the second *Jobs* screen, or press `Tab`.

# Costs by Job

Select *Costs by job* from the *View* menu.

This allows you to look at all costs, or billings, payments, and recognized profit for a job, as long as these have not been purged or saved. (Refer to the chapter titled *Utility* for more details on purging and saving.)

This is the screen you see:

```
View                                      Your Company Name Here
Costs by job
  Job #                                   Cost or billing ?
  Sub-job #
  Change #                                Start date
  Category #                              End date

       Cost-item        Date        Amount     Doc-#   Source










  Enter job number, F1 = next job
```

Enter the following information to limit the range of the costs you wish to view:

⌨ **Job #**

Enter the job number whose costs you wish to view, or use the option:

**Option:** 　　　⌨F1⌨　　　Displays the next job on file

**Format:** 7 characters

## Sub-job #

Enter the number of the sub-job for the costs you wish to view. If the job does not use sub-jobs, you will not be asked to enter this field.

**Format:** 999

## Change # (CO)

Enter the number of the change order for the costs you wish to view. If the costs you want to view are not for a change order, press ⌨Enter⌨. If you did not choose to use change orders in the J/C Control File, you are not asked to enter this field.

**Format:** 999

## Category #

Enter the cost category number of the cost item for which you want to start viewing costs. Leave this field blank to start from the first cost item, or if you want to view billing/payments (see the next field).

**Format:** 9999999

## Cost or billing ?

Enter ⬚C if you want to look at costs, or ⬚B if you want to look at billings, payments, and recognized profit. (This field will be initially set to ⬚C.)

## Start date
## End date

Enter the range of dates for the entries you wish to view. Follow the screen instructions.

**Format:** MMDDYY at each field

Up to 13 entries will be displayed, starting with the first one that matches the selections you have entered. You can then use this option:

**Option:** ⬚F1      Displays the next 13 entries on file

After all the entries for the cost item you selected are displayed, entries for the successive cost items will be displayed. However, all entries displayed will always be for the same job and date range.

# Costs by vendor/employee/customer

Select *Costs by vendor/employee/customer* from the *View* menu.

This allows you to look at all entries that have been entered for a specific vendor, employee, or customer, regardless of what jobs they are for. The entries shown can be for several jobs, but they will always be for a single vendor, employee, or customer.

This is the screen you see:

```
View                                              Your Company Name Here
Costs by vendor/employee/customer
        By vendor, employee, customer ?          Start date
        Identification number                    End date

Job          Cost-item        Date           Amount    Doc-#    Source






V = vendor    E = employee    C = customer
```

## By vendor, employee, customer ?

Enter either ⟦V⟧ for a vendor, ⟦E⟧ for an employee, or ⟦C⟧ for a customer.

## Identification number

Enter the vendor number, employee number, or customer number for the entries you wish to view.

**Format:** 6 characters (vendor), 4 character (employees), 12 characters (customers)

## Start date
## End date

Enter the range of dates for the entries you wish to view. Follow the screen instructions.

**Format:** MMDDYY at each field

For an employee or vendor, costs will be displayed. For a customer, billings and payments will be displayed.

Up to 13 entries will be displayed in date order for the date range you selected, and you can use the option:

**Option:**      [F1]        Displays another 13 entries for the same vendor, employee, or customer

# Cost Categories

Select *Cost categories* from the *View* menu.

Here, you can have a rapid look at the cost categories in the Cost Category File.

This is the screen you see:

```
View                                        Your Company Name Here
Cost categories

    Please enter starting category

        Category  Description          Cost type    Unit     Rate









Press F1 for "First"
```

Enter the number of the starting category you wish to view, or use the option:

**Option:**      [F1]        For the first cost category on file

**Format:**   9999999

Fifteen categories will be displayed, and you can use this option:

**Option:**      [F1]        Displays the next 15 cost categories

# G/L Accounts

Select *G/L accounts* from the *View* menu.

Here, you can have a rapid look at the valid G/L accounts on file.

This is the screen you see:

```
View                                          Your Company Name Here
G/L accounts

             Please enter starting account #

             Acct-#    Description











Press F1 for "First"
```
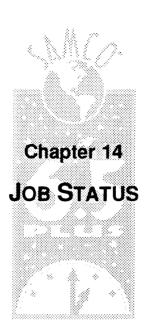
Enter the number of the starting account you wish to view, or use the option:

**Option:**　　　⌨F1　　　　　For the first account on file

Fifteen accounts will be displayed, and you can use this option:

**Option:**　　　⌨F1　　　　　Display the next 15 accounts on file

_____

**NOTES:**

**Chapter 14**

**JOB STATUS**

## Introduction

The Job Status Report is a key report of Job Cost. You will probably print this report often. Therefore, many options are provided so that you can quickly get the exact information you need without also getting a lot that you don't need.

This report shows budgeted costs, actual costs, and projected costs. It shows whether you are over or under your budget.
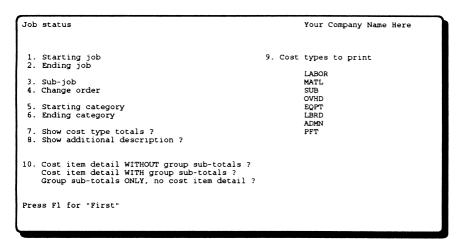
If you have entered and posted an overall completion percentage for an entire job using *Completion estimates*, this percentage (and the calculations based on this percentage) will appear on this report. (See the chapter titled *Completion Estimates* for further data on entering and posting completion estimates for the job as a whole as well as for individual cost items of the job.)

## To Begin

Select *Job status* from the J/C menu.

This is the screen you see:

```
Job status                                    Your Company Name Here


 1. Starting job                    9. Cost types to print
 2. Ending job
                                       LABOR
 3. Sub-job                            MATL
 4. Change order                       SUB
                                       OVHD
 5. Starting category                  EQPT
 6. Ending category                    LBRD
                                       ADMN
 7. Show cost type totals ?            PFT
 8. Show additional description ?

10. Cost item detail WITHOUT group sub-totals ?
    Cost item detail WITH group sub-totals ?
    Group sub-totals ONLY, no cost item detail ?

Press F1 for "First"
```

[?] **1. Starting job**
[?] **2. Ending job**

Enter the range of jobs to show. Follow the screen instructions.

**Format:** 7 characters at each field

## 3. Sub-job

If you have selected to show more than one job, this field is skipped. Otherwise, you can show cost items for a single sub-job by entering the sub-job number here, or you can use the option:

**Option:** [F1]          To show "All" sub-jobs

**Format:** 999

## 4. Change order

If you are not using change orders, this field is skipped.

If you are printing a range of jobs, this field defaults to "All".

Otherwise, you can show cost items for a single change order by entering the change order number here, or you can use the option:

**Option:** ⊞F1⊞  To show all change orders

**Format:** 999

## 5. Starting category
## 6. Ending category

Enter the range of cost categories to show. Follow the screen instructions. Or you can use this option at the first field:

**Option:** ⊞F2⊞  To use "None", giving you a summarized listing instead of a detailed listing

**Format:** 9999999

## 7. Show cost type totals ?

If you answer ⊞Y⊞, you will get a breakdown of these costs by cost type (that is, "LABOR", "MATERIAL", etc.) after the costs for a job are printed.

## 8. Show additional description ?

If you answer ⊞Y⊞, any additional description on file for the jobs and cost items printed will also be shown.

## 9. Cost types to print

You can further limit this report by including only certain cost types.

All the cost types that you are using in J/C (the four standard ones [labor, material, sub-contract, and profit], plus those you have defined in the J/C Control File) are listed on the screen.

You can answer $\boxed{Y}$ or $\boxed{N}$ for each one of them. If you answer $\boxed{Y}$, cost items with this cost type will be included. If $\boxed{N}$, these cost items will be skipped. Or you can use the option:

**Option:**　　　$\boxed{F1}$　　　To include cost items of all cost types

## 10. Sub-totaling options

This field applies only if you have divided your cost categories into groups. (See the section titled **How to group your cost categories** in the chapter titled *Categories*.)

You can answer $\boxed{Y}$ to only one of these three options:

### Cost item detail without group sub-totals ?

The Job Status Report will be printed without any subtotals shown for the group cost categories.

### Cost item detail with group sub-totals ?

In addition to budgets and costs for each cost item, you will get sub-totals for the group cost categories.

### Group sub-totals only, no cost item detail ?

Only the sub-totals for the group cost categories are printed. The individual cost items will not be printed.

If you choose this option, you are asked "How many sub-total levels ?". Enter a number from 1 to 6. If you enter 1, this indicates that you want to show sub-totals for only the major cost category groups. You can show more detailed sub-totals by entering a higher number in the 1-to-6 range.

**NOTE:** The Cost Category List shows the levels of your group cost categories. (Refer to the chapter titled *Categories*.)

## Explanation of Calculations

The Job Status report shows the information listed below for each cost item.

For groups, cost types, and totals of direct costs and indirect costs, the information is totaled from the appropriate cost items of the job.

### A. Budget

This is obtained from the cost item. It is the "Budgeted cost" field of the cost item.

### B. Cost to date

This is the "Cost job-to-date" field from the cost item.

### C. Outstanding Purchase orders

This is a field stored with each cost item (but which is not visible on the screen in *Cost items for jobs*). An amount can be stored in this field as follows:

(1) Using *Completion Estimates* enter a completion estimate for the cost item and specify an amount for "Outstanding P.O.'s" on the transaction screen.

(2) Post this completion estimate. In addition to determining the "cost-to-complete" for the cost item, posting of the completion estimate will store the outstanding P.O.'s amount in the cost item record.

### D. Total actual cost

This is the sum of B and C above.

## E. Percent complete

This is the "Percent complete" stored in the cost item. This percentage is stored in the cost item by posting completion estimates. See the chapter titled *Completion Estimates*.

## F. Cost to complete

This is an estimate of the costs that must be incurred to complete this cost item. This amount is stored in a field in the cost item which is not visible on the screen in *Cost items for jobs*. An amount is stored in this field by posting a completion estimate for this cost item.

For example, assume that the budget for the cost item is $2000 and you have spent $2000 (actual job-to-date cost). If the cost item is only 25% complete, then the cost to complete is $6000, and the total estimated cost will be $8000, which is $6000 over budget.

## G. Total projected cost

This is the sum of D plus F. Note that this amount <u>includes</u> outstanding P.O.'s.

## H. Percent over/under budget

This is (G - A) divided by A and then multiplied by 100 to give a percentage.

## I. Amount over/under budget

This is (G - A).

———————————————

Your Company Name Here                    User: JD   Report #0360   Page 0001

J O B   S T A T U S

Selections for this print-out:

| | | |
|---|---|---|
| 1. Starting job | 602 | 9. Cost types to print: |
| 2. Ending job | 602 | |
| | | LABOR  Y |
| 3. Sub-job | (Not applicable) | MATL   Y |
| 4. Change order | All | SUB    Y |
| | | OVHD   Y |
| 5. Starting category | "First" | EQPT   Y |
| 6. Ending category | "Last" | LBRD   Y |
| | | ADMN   Y |
| 7. Show cost type totals ?       Y | | PFT    Y |
| 8. Show additional description ?  N | | |

10. Cost item detail WITHOUT group sub-totals ?     Y
    Cost item detail WITH group sub-totals ?
    Group sub-totals ONLY, no cost item detail ?
11. Include Labour Burden in Cost Items

JOB  STATUS

| Cost-item | Description Type Unit | Budgeted Outstd-PO | Actual costs Job-to-dat Prd-to-dat | Total | Pct compl | Cost to-compl | Tot-cost | Pct -- Over/(under) - | Cost |
|-----------|----------------------|--------------------|------------------------------------|-------|-----------|---------------|----------|--------------------|------|
| Job: 602 | Storage Warehouse | Cost-plus | Customer: MARIN | | Brickyards | | Active | | |
| 6108-000-000 | Performance bonds ADMN | 4,500 | 4,500 4,500 | 4,500 | 100 | | 4,500 | | |
| 6508-000-000 | Insurance ADMN | 1,759 | 1,759 1,759 | 1,759 | 100 | | 1,759 | | |
| 10511-000-000 | Site foreman LABOR HOUR | 1,240 | 620 620 | 620 | 50 | 620 | 1,240 | | |
| 15112-000-000 | Temporary water MATL | 320 | | | 0 | 320 | 320 | | |
| 15122-000-000 | Temporary electricity MATL | 840 | 155 155 | 155 | 18 | 705 | 860 | 2 | 20 |
| 15132-000-000 | Temporary toilet MATL | 120 | 60 60 | 60 | 50 | 60 | 120 | | |
| 15601-000-000 | Construction clean-up LABOR | 1,280 | | | 0 | 1,280 | 1,280 | | |
| 15651-000-000 | Laborers - miscellaneous LABOR HOUR | 1,600 | | | 0 | 1,600 | 1,600 | | |
| 22201-000-000 | Excavation - labor LABOR HOUR | 321 | | | 0 | 321 | 321 | | |
| 22205-000-000 | Excavation - equipment EQPT HOUR | 450 | | | 0 | 450 | 450 | | |
| 31001-000-000 | Concrete formwork - labor LABOR HOUR | 464 | | | 0 | 464 | 464 | | |
| 31002-000-000 | Concrete formwork - matl MATL | 435 | | | 0 | 435 | 435 | | |
| 33101-000-000 | Structural concrete-labor LABOR HOUR | 232 | | | 0 | 232 | 232 | | |
| 33102-000-000 | Structural concrete-matl MATL | 1,850 | | | 0 | 1,850 | 1,850 | | |
| 33105-000-000 | Structural concrete-equip EQPT | 640 | | | 0 | 640 | 640 | | |
| 51203-000-000 | Structural steel - sub SUB | 16,080 | 16,080 16,080 | 16,080 | 65 | 8,658 | 24,738 | 54 | 8,658 |

J O B   S T A T U S

| Cost-item | Description<br>Type    Unit | Actual costs<br>Budgeted<br>Outstd-PO | Actual costs<br>Job-to-dat<br>Prd-to-dat | Total | Estimates<br>Pct<br>compl | Estimates<br>Cost<br>to-compl | Projections<br>Tot-cost | Projections<br>Pct<br>-- Over/(under) - | Projections<br>Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Job: 602** | **Storage Warehouse** | | | | | | | | |
| 54063-000-000 | Sheetmetal/roofing - sub<br>SUB | 8,432 | | | 0 | 8,432 | 8,432 | | |
| 81002-000-000 | Steel doors - industrial<br>MATL      EACH | 880 | | | 0 | 880 | 880 | | |
| 81011-000-000 | Doors - labor<br>LABOR     HOUR | 96 | | | 0 | 96 | 96 | | |
| 83002-000-000 | Special doors<br>MATL | 995 | | | 0 | 995 | 995 | | |
| 108101-000-000 | Toilets - labor<br>LABOR     HOUR | 384 | | | 0 | 384 | 384 | | |
| 108102-000-000 | Toilets - material<br>MATL | 2,300 | | | 0 | 2,300 | 2,300 | | |
| 154001-000-000 | Plumbing - labor<br>LABOR     HOUR | 576 | | | 0 | 576 | 576 | | |
| 154002-000-000 | Plumbing - material<br>MATL | 530 | | | 0 | 530 | 530 | | |
| 160111-000-000 | Electrical - labor<br>LABOR     HOUR | 576 | | | 0 | 576 | 576 | | |
| 160122-000-000 | Electrical - material<br>MATL | 946 | | | 0 | 946 | 946 | | |
| 600000-000-000 | OVERHEAD BURDEN<br>OVHD | 1,800 | 62<br>62 | 62 | 0 | 1,800 | 1,862 | 3 | 62 |
| 700000-000-000 | LABOR BURDEN<br>LBRD | 1,250 | | | 0 | 1,250 | 1,250 | | |
| 900000-000-000 | PROFIT<br>PFT | 35,000 | | | 0 | 35,000 | 35,000 | | |
| | Job totals - direct costs: | 49,096 | 23,174<br>23,174 | 23,174 | | 34,600 | 57,774 | 18 | 8,678 |
| | Job totals - non-direct costs: | 36,800 | 62<br>62 | 62 | | 36,800 | 36,862 | | 62 |
| | LABOR: | 6,769 | 620 | 620 | | 6,149 | 6,769 | | |

Your Company Name Here                  User: JD   Report #0360   Page 0003

J O B   S T A T U S

```
----------------------------------------------------------------------------------------------------------------
  Cost-item    Description          ---------- Actual costs ---------- -- Estimates ----  ------ Projections ---------
               Type    Unit          Budgeted   Job-to-dat    Total    Pct      Cost      Tot-cost  Pct        Cost
                                     Outstd-PO   Prd-to-dat            compl   to-compl              -- Over/(under) -
----------------------------------------------------------------------------------------------------------------

Job: 602    Storage Warehouse

                           MATL:        9,216         215        215     9,021     9,236                      20
                           SUB:        24,512      16,080     16,080    17,090    33,170     35          8,658
          (Not a direct cost)  OVHD:    1,800          62         62     1,800     1,862      3             62
                           EQPT:        1,090                            1,090     1,090
                           LBRD:        1,250                            1,250     1,250
                           ADMN:        6,259       6,259      6,259                6,259
          (Not a direct cost)  PFT:    35,000                           35,000    35,000
```

-- End of report --

# Chapter 15

# REPORTS

## Introduction

This selection allows you to print several types of reports. Each one lets you choose between several formats and options, as described in the sections below.

## To Begin
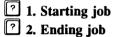
Select *Reports* from the J/C menu, then select *Performance*.

## Performance Report

This report is similar to the Job Status Report, but shows the budgeted, actual, and projected quantities associated with each cost item, as well as the costs. It shows you how much labor, material, sub-contract work, etc., you are using on jobs, compared to how much you expected to use.

This is the screen you see:

```
Reports                                      Your Company Name Here
Performance


      1. Starting job                    7. Cost types to print
      2. Ending job
                                             LABOR
      3. Sub-job                             MATL
                                             SUB
      4. Starting category                   OVHD
      5. Ending category                     EQPT
                                             LBRD
      6. Show only poor performance ?        ADMN
                                             PFT




Press F1 for "First"
```

⌨[?] **1. Starting job**
⌨[?] **2. Ending job**

Enter the range of jobs to show. Follow the screen instructions.

**Format:** 7 characters at each field

### 3. Sub-job

If you have selected more than one job to show, this field is
automatically set to "All".

Otherwise, enter the sub-job number here to show cost items for a single
sub-job, or use the option:

**Option:** [F1] To use "All" sub-jobs

**Format:** 999

### 4. Starting category
### 5. Ending category

Enter the range of cost categories to show. Follow the screen
instructions.

**Format:**   9999999 at each field

## 6. Show only poor performance ?

This option allows you to pinpoint those areas of jobs where you are doing significantly worse than you expected.  If you answer Ⓨ, you are asked the next two questions, which further limit the cost items shown on the report.

If you answer Ⓝ here, all cost items will be shown and you are not asked the next two questions:

## Actual rate / expected rate >

Cost items that have units associated with them have an <u>expected</u> rate. This is the cost per unit that you expect to incur for this type of work or material.  You entered this when you were originally entering the cost items for your jobs.

As costs are incurred for work or material, an <u>actual rate</u> can be calculated, using the actual costs incurred and the actual number of units completed.  The ratio of the actual rate to the expected rate shows actual performance, compared to expected performance.

For example, if this ratio is 2, this means that each unit of work or material is actually costing twice as much as expected.  If the ratio is 0.5, each unit of work or material is costing half as much as expected.

The number you enter here is a cut-off.  Any cost item whose performance is worse than this cut-off is shown on the report.  If performance for the cost item is at least as good as the cut-off, this cost item is not shown on the report.

**Format:**   9.9

**Estimated percent complete >**

If a job has just been started, you do not usually have enough experience yet to give an accurate idea of how efficiently and effectively work is being done, or material is being used. Only after work has gone on for awhile can you get an accurate picture of performance.

The percent complete figure you enter here is used as a cut-off for each cost item on the job. If the last completion percent estimate for the cost item is less than or equal to this cut-off, the cost item is not shown on the report, even if performance is extremely poor so far. For instance, if you wish to include only cost items which are 20% or more complete, enter 19% here.

**Format:** 99

**NOTE:** Using this feature also prevents Job Cost from reporting cost items that haven't yet been started; otherwise, this could be interpreted as poor performance.

**7. Cost types to print**

You may further limit this report by selecting which cost types to show cost items for. All the cost types that you are using in Job Cost (the four standard ones [labor, material, sub-contract and profit] plus those you defined in the Job Cost Control File) are listed on the screen. Answer Y or N for each one of them, or use the option:

**Option:** F1          To print "All" cost types

# Labor Analysis

Select *Labor analysis* from the *Reports* menu.

This report is similar to the Performance Report, except that it shows only <u>labor</u> cost items. It shows hours worked, as well as units completed (the Performance Report does not show hours worked). This report also

shows the difference between actual and budgeted amounts for labor costs and labor hours.

This is the screen you see:

```
Reports                                    Your Company Name Here
Labor analysis



                    1. Starting job
                    2. Ending job

                    3. Sub-job

                    4. Starting category
                    5. Ending category

                    6. Show only poor performance ?




Press F1 for "First"
```

Enter the following fields just as in the performance report above.

? 1. **Starting job**
? 2. **Ending job**

**Format:** 7 characters at each field

### 3. Sub-job

If you have specified more than one job, this field will be automatically set to "All".

Otherwise, you can show the entries for a single sub-job by entering the sub-job number here, or you can use the option:

**Option:**        F1        To show "All" sub-jobs        .

**Format:** 999

## 4. Starting category
## 5. Ending category

Enter the range of cost categories to show.  Follow the screen
instructions.

**Format:**   9999999 at each field

## 6. Show only poor performance ?

If you answer ⌨Y, you will be asked the next two questions, further
limiting the cost items shown on the report.  This option allows you to
pinpoint those areas of jobs which are performing significantly worse
than expected.

If you answer ⌨N, all cost items are shown, and you will not be asked
the next two questions:

## Cost and/or hours variance >

"Cost variance" is the difference between the actual cost and the
expected cost.  "Hours variance" is the difference between the actual
hours and the expected hours.  These variances can be expressed either
as an amount (the actual difference) or as a percentage (how big is the
difference compared to the expected amount?).

The number you enter here is a cut-off for either the cost variance or the
hours variance.  If either one of these is greater than the cut-off, the cost
item will be shown on the report; otherwise, it will be skipped.

For example, if you enter 50 here, a cost item will be printed only if it is
costing at least 50% more than expected, or taking at least 50% more
labor hours than expected.

**Format:**   999

**Estimated percent complete >**

The figure you enter here is a cut-off for each cost item on a job. If the last completion estimate for the cost item is not greater than this cut-off, the cost item is not shown on the report, even if performance has been extremely poor so far.

If a job has just been started, then there is usually not enough experience yet to get an accurate idea of how efficiently and effectively work is being performed. Only after work has gone on for awhile can an accurate picture of performance be obtained.

**Format:   99**

**NOTE:**  Using this feature also prevents J/C from reporting cost items that you haven't even <u>started</u> yet, as if they were "performing poorly".

# Profitability Report

Select *Profitability* from the *Reports* menu.

This is also sometimes called the "Bonding Report". It shows the current status of the job; the current profit or loss on that job; the earned revenue to date; and the billing status to date.

The Profitability Report shows if costs are over or under billings. You can also use this report as a worksheet to record the current billing and the results of this billing.

This is the screen you see:

```
Reports                                  Your Company Name Here
Profitability


                   Please enter:
                          1. Starting job
                          2. Ending job
                          3. Job bill type
                          4. Job status



Press F1 for "First"
```

## ? 1. Starting job
## ? 2. Ending job

Enter the range of jobs to show.  Follow the screen instructions.

**Format:**   7 characters at each field

## 3. Job bill type

Enter either:

| F | Shows only fixed-fee jobs |

| P | Shows cost-plus jobs |

| Enter | Shows both types |

**Format:**   1 character

## 4. Job status

Press Enter to show all three statuses, or enter either one or two of these
statuses:

$\boxed{\text{A}}$ Active jobs

$\boxed{\text{C}}$ Closed jobs

$\boxed{\text{I}}$ In-progress jobs (jobs that have not yet been activated)

**Explanation of calculations**

The formulas below explain how the figures on the Profitability Report are calculated. Here is the code used:

**A** Price including changes
**B** Actual cost to date
**C** Estimated cost at completion
**D** Estimated profit (loss) at completion
**E** Profit earned to date
**F** Profit previously recognized
**G** Profit to be recognized
**H** Earned revenue
**I** Amount billed
**J** Billings over cost
**K** Cost over billings

A= job price + price of all change orders

B= sum of all actual costs for the job and all change orders to date, for all cost items except profit

C= B + sum of all costs-to-complete for all cost items, except profit, for the job and all change orders (includes any amounts entered for outstanding P.O.s)

D= A - C

E= (B/C) x D, if profit

E= D, if loss

F= sum of all previously posted recognized profit

G= E - F

H= B + E, if profit

H= B or A, whichever is less, if loss

I= sum of all previously posted billings, plus debit memos, less credit memos

J= I - H, if I is greater than H

K= H - I, if H is greater than I

# Job Entry Reports

Select *Job entry reports* from the *Reports* menu, then select the desired report.

There are eight possible choices for printing these job entry (transaction) reports. Not all of these choices may be available to you, as some of them depend on the other packages you are using with Job Cost.

These reports give you a list of the costs and billings entered for jobs, as long as you have not saved or purged these entries. (Refer to the chapter titled *Utility* for an explanation of saving and purging cost and billing entries.)

Before you use *Get costs* to update your job costs with costs from other packages, you should print the specific entry report from each other package which shows the costs you want to obtain from that package.

In particular, before you get costs from Accounts Payable, Payroll, or Inventory Plus, you should print the report of costs in job number order from the appropriate package (see below). This will show you exactly which costs will be sent to Job Cost. Refer to the chapter titled *Get Costs* for further details.

After you select the entry report you wish to print, you are given a set of options to choose from. These options further limit the entries shown on the report. This set of options is the same for all reports that show costs, and is slightly different for the reports that show billings/ payments.

First, we'll look at the eight different types of entry reports, then the options you can use in printing these reports.

**Sources of Entries**

The sources of <u>costs</u> that are shown on these reports are:

| | |
|------|------------------|
| J/C | Job Cost |
| A/P | Accounts Payable |
| P/C | Payroll |
| I/C | Inventory Plus |
| G/L | General Ledger |

The sources of <u>billings/payments</u> are:

| | |
|------|------------------------------------------|
| J/C | Job Cost |
| A/R | Accounts Receivable |
| G/L | General Ledger (only for recognized profit) |

**The Various Entry Reports**

1.  Costs by job - shows all costs for jobs regardless of their source. These will be shown in the following order: job number, cost item number, and date of the cost entry.

2.  Payables by job # - shows only those costs entered for jobs in Accounts Payable in the following order: job number, cost item number, and date of the payable entry.

3.  Payables by vendor # - shows the same costs as the previous report, but in a different order. The order is vendor number, job number, cost item number, and date of the payable entry.

4. Payroll by job # - shows only those costs entered for jobs in Payroll, and are shown in the order: job number, cost item number, and date of the cost entry.

5. Payroll by employee # - shows the same costs as the previous report, but in a different order: employee number, job number, date of the cost entry, and cost item number.

6. Inventory - shows only those costs entered for jobs in Inventory Plus, in the order: job number, cost item number, and the date of the cost entry.

7. Billings/Payments by job # - shows billings/payments for jobs. These are billings/payments entered directly in Job Cost, as well as those made for jobs in Accounts Receivable. The order is: job number, sub-job number, and date of the billing/payment entry.

8. Billings/Payments by cust # - shows billings/payments for jobs. These are billings/payments entered in Accounts Receivable, and are shown in the following order: customer number, job number, and date of the billing/payment entry.

Reports 7 and 8 above also show recognized profit entered through General Ledger.

Enter the following information in these entry reports:

? **1. Starting job**
? **2. Ending job**

Enter the range of jobs to show. Follow the screen instructions.

**Format:** 7 characters at each field

## 3. Sub-job

If you have specified more than one job, this field will be automatically set to "All".

Otherwise, you can show the entries for a single sub-job by entering the sub-job number here, or you can use the option:

**Option:**       ⌨️F1       To show "All" sub-jobs

**Format:**   999

## 4. Change order (CO)

If you are not using change orders, this field will be skipped.

Otherwise, if you have selected to show only one job, you can show the entries for a single change order by entering the change order number here, or you can use the option:

**Option:**       ⌨️F1       To show  "All" change orders

If you are printing a range of jobs, this field will automatically be set to "All".

**Format:**   999

## 5. Starting category
## 6. Ending category

Enter the range of cost categories to show.  Follow the screen instructions.

**Format:**   9999999 at each field

## 7. Starting date
## 8. Ending date

Enter the range of dates to show.  Follow the screen instructions.

**Format:**   MMDDYY for each field

## 9. Cost types to print

This is requested only for those entry reports that show costs. It is not requested for the reports that show billings/payments.

This field lets you select which cost types to show cost items for, thus limiting your report. All the cost types used in Job Cost (the four standard ones [labor, material, sub-contract and labor], plus the ones you defined in the J/C Control File) appear on the screen. Answer ⓨ or Ⓝ for each one of them, or use the option:

**Option:**　　　F1　　　　To show "All" cost types

## 10. Show only entries not yet interfaced to jobs ?

You will be asked this question only for the following reports:

- Accounts Payable entries — job number order
- Payroll entries — job number order
- Inventory entries

This question allows you to limit the entries on your report to only those not yet interfaced to jobs through *Get costs*. Answer ⓨ or Ⓝ.

## [?] 10. Starting vendor
## [?] 11. Ending vendor

These fields are requested only for the report that shows A/P entries in vendor number order. Enter the range of vendors to show. Follow the screen instructions.

**Format:** 6 characters at each field

? 10. **Starting employee**
? 11. **Ending employee**

These fields are requested only for the report that shows Payroll entries in employee number order. Enter the range of employees to show. Follow the screen instructions.

**Format:** 4 characters at each field

? 10. **Starting customer**
? 11. **Ending customer**

These fields are requested only for the report that shows billings/ payments in customer order. Enter the range of customers to show. Follow the screen instructions.

**Format:** 12 characters at each field

10. **1 or 2 line format ?**

This is requested only for the reports that show all job cost entries. The one-line format will give you a shorter report. The information shown on the second line applies only to entries entered in other packages. If you are not using A/P, P/C, or I/C with Job Cost, use the one-line format.

**Format:** 1 character

## Job Summary

Select *Job summary* from the *Reports* menu.

This report will help you in preparing bills for your customers for individual jobs.

For each job or sub-job, it shows (by the most major cost category groupings) the following:

-- The price which you have agreed upon or budgeted (including change orders),
-- Your actual cost for this time period and for job-to-date,
-- The percent of "completion" (actual cost incurred job-to-date, vs. price [budgeted cost] for job-to-completion),
-- Balance-to-complete (the budgeted costs not yet incurred), and
-- The amount to be billed in your next progress billing.

You should run this at the end of each period, after all costs for that period are entered and posted.

You will see a screen with the following fields:

[?] **1. Job number**

Enter the number of the job to show.

**Format:** 7 characters

**2. Sub-job**

If this job does not bill for sub-jobs, "NOT APPLICABLE" displays here.

Otherwise, enter the number of the sub-job to show, or use the option:

**Option:** [F1] To show "All" sub-jobs

**Format:** 999

# A/P Items for Payment

Select *A/P items for payment* from the *Reports* menu.

This report shows the A/P items (invoices) which are eligible to be paid to your vendors (suppliers/sub-contractors) for the job or sub-job(s) specified. Eligibility is determined by the cut-off A/P invoice date that you specify.

Run this after you have received payment from a customer for a job.
Make sure all invoices have been posted in A/P before running the
report.

You are then asked to enter the following information:

### [?] 1. Job number

Enter the number of the job to show.

**Format:** 7 characters

### 2. Sub-job

If this job does not bill for sub-jobs, "(NOT APPLICABLE)" will display
here.

Otherwise, enter the number of the sub-job to show, or use the option:

**Option:** [F1]         To show "All" sub-jobs

**Format:** 999

### 3. Cut-off A/P invoice date

Enter the cut-off date which will determine which A/P invoices will be
shown on this report.

**Format:** MMDDYY

## Cost Category Analysis

Select *Cost category analysis* from the *Reports* menu.

If you do not use the Cost Category File (refer to the section titled **J/C
Control File Options** in the *Getting Started* chapter), you will never
need to run this report.

This report shows the costs incurred for each cost category across all jobs. It is not specific to jobs, but instead shows how you have been doing with regard to each type of work that your company does or each type of material that you use, regardless of the specific job worked on.

It shows the cost and quantity (and hours for labor) incurred or used for the current period, the last period, and the current year. It also gives cost per unit, cost per hour, hours per unit, and units per hour for all three time periods.

Run this at the end of each period, after all costs for that period are entered and posted.

This is the screen you see:

```
Reports                                         Your Company Name Here
Cost category analysis

                    1. Starting category
                    2. Ending category

                    3. Cost types to print

                          LABOR
                          MATL
                          SUB
                          OVHD
                          EQPT
                          LBRD
                          ADMN
                          PFT




Press F1 for "First"
```

## 1. Starting category
## 2. Ending category

Enter the range of categories to show. Follow the screen instructions.

**Format:**   9999999 at each field

### 3. Cost types to print

You can limit this report to just some of the cost types. All the cost types that you are using in J/C (the four standard ones [labor, material, sub-contract and profit], plus the ones you have defined in the Job Cost Control File) are listed on the screen. Answer $\boxed{Y}$ or $\boxed{N}$ for each one of them, or use the option:

**Option:** $\boxed{F1}$      To show "All" cost types

## Job Closing Report

Select *Job closing* from the *Reports* menu.

This report is useful for a company which does many short jobs of a couple of days duration - for example, a print shop or a plastic molding business. With many jobs, it becomes impractical to give a lot of individual attention to the closing of each job. This option greatly simplifies the job closing process for such a company.

For each job, the report shows the budgeted cost, the actual cost, and the difference. It also shows the contract price (including any change orders), the total billed so far, and the difference. For each job, space is provided to note any action required. Grand totals are shown for the cost and price figures.

This is the screen you see:

```
Reports                                    Your Company Name Here
Job closing


              Please enter:

                     1. Starting job
                     2. Ending job

                     3. Starting category
                     4. Ending category

                     5. Job status

                     6. Maximum difference
                        from budget to actual



Press F1 for "First"
```

Enter the following information:

[?] **1. Starting job**
[?] **2. Ending job**

Enter the range of jobs to show.  Follow the screen instructions.

**Format:**   7 characters at each field

## 3. Starting category
## 4. Ending category

Enter the range of categories to show.  Follow the screen instructions.

**Format:**   9999999 at each field

## 5. Job status

Enter either:

[A]   Active jobs
[C]   Closed jobs
[B]   Both active and closed jobs

If you choose Ⓒ or Ⓑ, you are asked to enter a "Closed since" date (print jobs closed since this date).

**Format:** 1 character

**6. Maximum difference from budget to actual**

Enter the maximum amount in whole dollars by which the budgeted amount can exceed the actual amount and still have the job appear on this report. (For instance, if you enter $1,000, a job which was budgeted at $4,500 and actually cost $3,800 so far would print; but a job which was budgeted at $4,500 and actually cost $2,300 so far would not print.)

Using this feature, you can eliminate from the report those active jobs which are far from completion.

All jobs on which the actual costs exceeded the budgeted cost are also shown.

**Format:** 999,999,999

# Work in Progress Report

This report is useful for companies that generate cost plus progress billing for jobs. Using the *Employee rates* and *Category percents* (see the respective chapters with the same name), the system determines what should be billed for the time period specified and the job transactions on-file.

The report first sorts all transactions by the jobs specified and then groups them by cost type (see *Control information*). Calculations are then made and reported on the following criteria:
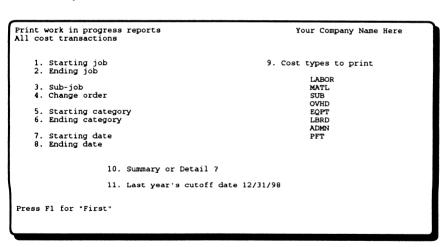
**Labor....** The number of hours for each employee are multiplied by the rate set (for each employee) in *Employee rates*. If an employee has time transactions but no rate, no recommended billing calculation will be made.

**Materials....** Each cost category that is set to a cost type of materials, and that has a category percent, will have the recommended billing amount calculated using the percent in the *Category percent* function. The resulting values will be added together and reported as an aggregate figure under the heading of materials.

**Others....** All cost type transactions that are neither labor nor materials will have the recommended billing amount calculated using their respective category percents. The aggregate of all calculations are then reported under the heading of dispersals.

The report will then show the calculations for labor, material, and dispersal separately, along with a recommended total billing amount, the amount billed for the period specified and the difference between the recommended amount and the actual amount billed.

To begin, select *Work in progress* from the *Reports* menu. This is the screen you see:

```
Print work in progress reports              Your Company Name Here
All cost transactions


   1. Starting job                   9. Cost types to print
   2. Ending job
                                        LABOR
   3. Sub-job                           MATL
   4. Change order                      SUB
                                        OVHD
   5. Starting category                 EQPT
   6. Ending category                   LBRD
                                        ADMN
   7. Starting date                     PFT
   8. Ending date


            10. Summary or Detail ?

            11. Last year's cutoff date 12/31/98


Press F1 for "First"
```

Enter the following report criteria:

⌨️[?] **1. Starting job**
⌨️[?] **2. Ending job**

Enter the range of jobs to show. Follow the screen instructions.

**Format:** 7 characters at each field

### 3. Sub-job

If you have selected to show more than one job, this field is skipped. Otherwise, you can show cost items for a single sub-job by entering the sub-job number here, or you can use the option:

**Option:** [F1]     To show "All" sub-jobs

**Format:** 999

### 4. Change order

If you are not using change orders, this field is skipped.

If you are printing a range of jobs, this field defaults to "All".

Otherwise, you can show cost items for a single change order by entering the change order number here, or you can use the option:

**Option:** [F1]     To show all change orders

**Format:** 999

### 5. Starting category
### 6. Ending category

Enter the range of cost categories to show. Follow the screen instructions.

**Format:** 9999999

## 7. Starting date
## 8. Ending date

Enter the range of dates to include in the report. Follow the screen instructions.

The date range is very important for this particular report since the recommended billing amounts, and the amount billed for that period are time sensitive and should reflect what <u>should</u> be billed.

**Format:** MMDDYY for each field

## 9. Cost types to print

You can further limit this report by including only certain cost types.

All the cost types that you are using in J/C (the four standard ones [labor, material, sub-contract, and profit], plus those you have defined in the J/C Control File) are listed on the screen.

You can answer Ⓨ or Ⓝ for each one of them. If you answer Ⓨ, cost items with this cost type will be included. If Ⓝ, these cost items will be skipped. Or you can use the option:

**Option:** 　　Ⓕ1　　　　To include cost items of all cost types

## 10. Summary or detail ?

Answer Ⓢ if you only what a summary of the work in progress billing recommendations. If you enter Ⓓ, a detailed listing of all transactions (using the above criteria) will be included.

Samples of both types are included at the end of this chapter.

## 11. Last year's cutoff date

Enter the date at which the "Last year's rate/percent" from the category percents and employee rates fields apply.
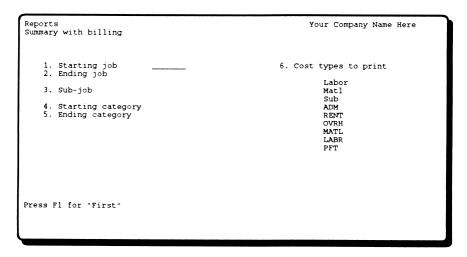
All transactions with a date equal to or less than the date entered here will have the "Last year's rate/percent" applied.

**Format:** MMDDYY

# Summary with Billing

This report is very similar to the Job Summary report, with the exception that billing details are also provided.

To begin, select *Summary with Billing* from the *Reports* menu. This is the screen you see:

```
Reports                                    Your Company Name Here
Summary with billing


    1. Starting job        _____        6. Cost types to print
    2. Ending job
                                              Labor
    3. Sub-job                                Matl
                                              Sub
    4. Starting category                      ADM
    5. Ending category                        RENT
                                              OVRH
                                              MATL
                                              LABR
                                              PFT




Press F1 for "First"
```

Enter the following report criteria:

[?] **1. Starting job**
[?] **2. Ending job**

Enter the range of jobs to show. Follow the screen instructions.

**Format:** 7 characters at each field

**3. Sub-job**

If you have selected to show more than one job, this field is skipped.

Otherwise, you can show cost items for a single sub-job by entering the sub-job number here, or you can use the option:

**Option:**      ⌨F1      To show "All" sub-jobs

**Format:**   999

## 4. Starting category
## 5. Ending category

Enter the range of cost categories to show. Follow the screen instructions.

**Format:**   9999999

## 6. Cost types to print

You can further limit this report by including only certain cost types.

All the cost types that you are using in J/C (the four standard ones [labor, material, sub-contract, and profit], plus those you have defined in the J/C Control File) are listed on the screen.

You can answer ⌨Y or ⌨N for each one of them. If you answer ⌨Y, cost items with this cost type will be included. If ⌨N, these cost items will be skipped. Or you can use the option:

**Option:**      ⌨F1      To include cost items of all cost types

---

P E R F O R M A N C E

Selections for this print-out:

1. Starting job                602
2. Ending job                  602
3. Sub-job                     (Not applicable)
4. Starting category           "First"
5. Ending category             "Last"
6. Show only poor performance ?   N

7. Cost types to print

| | |
|---|---|
| LABOR | Y |
| MATL. | Y |
| SUB | Y |
| OVHD | Y |
| EQPT | Y |
| LBRD | Y |
| ADMN | Y |
| FFT | Y |

## PERFORMANCE

Actual rate is based on total cost and total quantity.

| Cost-item | Description Unit | Type Vendor | Qty-% Est-% | Budg-qty Budg-cost | Qty-PTD Cost-PTD | Tot-qty Tot-cost | Act-rate Exp-rate | Cst-date Est-date | Proj-qty Proj-cost |
|---|---|---|---|---|---|---|---|---|---|
| **Job: 602** | **Storage Warehouse** | | | | | | | | |
| 6108-000-000 | Performance bonds | ADMN | 100 | 4,500 | 4,500 | 4,500 | | 03/01/99 03/07/99 | 4,500 |
| 6508-000-000 | Insurance | ADMN MILLER | 100 | 1,759 | 1,759 | 1,759 | | 03/01/99 03/07/99 | 1,759 |
| 10511-000-000 | Site foreman HOUR | LABOR | 50 | 1,240 | 40.0 620 | 40.0 620 | 15.50 | 03/01/99 03/07/99 | 80.0 1,240 |
| 15112-000-000 | Temporary water | MATL DAVIS | | 320 | | | | | |
| 15122-000-000 | Temporary electricity | MATL DAVIS | 18 | 840 | 155 | 155 | | 03/01/99 03/07/99 | 861 |
| 15132-000-000 | Temporary toilet | MATL DAVIS | 50 | 120 | 60 | 60 | | 03/01/99 03/07/99 | 120 |
| 15601-000-000 | Construction clean-up | LABOR | | 1,280 | | | | | |
| 15651-000-000 | Laborers - miscellaneous HOUR | LABOR | | 1,600 | | | | | |
| 22201-000-000 | Excavation - labor HOUR | LABOR | | 321 | | | | | |
| 22205-000-000 | Excavation - equipment HOUR | EQPT TYSON | | 22.5 450 | | | 20.00 | | |
| 31001-000-000 | Concrete formwork - labor HOUR | LABOR | | 464 | | | | | |
| 31002-000-000 | Concrete formwork - matl HOUR | MATL | | 435 | | | | | |
| 33101-000-000 | Structural concrete-labor HOUR | LABOR | | 232 | | | | | |
| 33102-000-000 | Structural concrete-matl | MATL | | 1,850 | | | | | |
| 33105-000-000 | Structural concrete-equip | EQPT | | 640 | | | | | |

| Cost-item | Description Unit | Type Vendor | Qty-% Est-% | Budg-qty Budg-cost | Qty-PTD Cost-PTD | Tot-qty Tot-cost | Act-rate Exp-rate | Cst-date Est-date | Proj-qty Proj-cost |
|-----------|-----------------|-------------|-------------|--------------------|-------------------|------------------|-------------------|-------------------|--------------------|
| 51203-000-000 | structural steel - sub | SUB BINGHM | 65 | 16,080 | 16,080 | 16,080 | | 03/01/99 03/07/99 | 24,731 |
| 54063-000-000 | Sheetmetal/roofing - sub | SUB BINGHM | | 8,432 | | | | | |
| 81002-000-000 | Steel doors - industrial | MATL TRACE | | 4.0 880 | | | 220.00 | | |
| 81011-000-000 | Doors - labor HOUR | LABOR | | 8.0 96 | | | 12.00 | | |
| 83002-000-000 | Special doors | MATL TRACE | | 995 | | | | | |
| 108101-000-000 | Toilets - labor HOUR | LABOR | | 384 | | | | | |
| 108102-000-000 | Toilets - material | MATL | | 2,300 | | | | | |
| 154001-000-000 | Plumbing - labor HOUR | LABOR | | 576 | | | | | |
| 154002-000-000 | Plumbing - material | MATL | | 530 | | | | | |
| 160111-000-000 | Electrical - labor HOUR | LABOR | | 576 | | | | | |
| 160122-000-000 | Electrical - material | MATL | | 946 | | | | | |
| 600000-000-000 | OVERHEAD BURDEN | OVHD | | 1,800 | 62 | 62 | | 03/01/99 | |
| 700000-000-000 | LABOR BURDEN | LBRD | | 1,250 | | | | | |
| 900000-000-000 | PROFIT | PFT | | 35,000 | | | | | |

-- End of report --

Date 11/17/94  Time 17:09:55                   Your Company Name Here            User: JD   Report #0362   Page 0001

                                                 L A B O R   A N A L Y S I S

Selections for this print-out:

    1. Starting job                      602
    2. Ending job                        602
    3. Sub-job                           (Not applicable)
    4. Starting category                 "First"
    5. Ending category                   520000
    6. Show only poor performance ?      N

Your Company Name Here        User: JD   Report #0362  Page 0001

L A B O R   A N A L Y S I S

| Cost-item Description | Budgeted cost/hrs | Actual Regular cost/hrs | Actual Premium cost/hrs | Burden cost | Pct-cmpl cost/est | Projected Cost Hours | Projected Burden | Var-% ----cost/hrs---- | Var-amt ----cost/hrs---- |
|---|---|---|---|---|---|---|---|---|---|

Job: 602     Storage Warehouse

| 10511-000-000 Site foreman | 1,240 80.0 | 620 40.0 | | | 50  50 | 1,240 80.0 | | | |
| 10500 *Group* SUPERVISION | 1,240 80.0 | 620 40.0 | | | 50 | 1,240 80.0 | | | |
| 10000 *Group* GENERAL REQUIREMENTS | 1,240 80.0 | 620 40.0 | | | 50 | 1,240 80.0 | | | |
| 15601-000-000 Construction clean-up | 1,280 | | | | | 1,280 | | | |
| 15651-000-000 Laborers - miscellaneous | 1,600 200.0 | | | | | 1,600 200.0 | | | |
| 15600 *Group* MAINTENANCE | 2,880 200.0 | | | | | 2,880 200.0 | | | |
| 22201-000-000 Excavation - labor | 321 22.0 | | | | | 321 22.0 | | | |
| 20000 *Group* SITEWORK | 321 22.0 | | | | | 321 22.0 | | | |
| 31001-000-000 Concrete formwork - labor | 464 32.0 | | | | | 464 32.0 | | | |
| 31000 *Group* CONCRETE FORMWORK | 464 32.0 | | | | | 464 32.0 | | | |
| 33101-000-000 Structural concrete-labor | 232 16.0 | | | | | 232 16.0 | | | |
| 33100 *Group* STRUCTURAL CONCRETE | 232 16.0 | | | | | 232 16.0 | | | |

LABOR  ANALYSIS

| Cost-item Description | Budgeted cost/hrs | ---------Actual--------- Regular cost/hrs | Premium cost/hrs | Burden cost | Pct-cmpl cost/est | ---------Projected--------- Cost Hours | Burden | Var-% Var-amt ----cost/hrs---- |
|---|---|---|---|---|---|---|---|---|

Job: 602    Storage Warehouse

| Cost-item Description | Budgeted | | | | | Cost Hours | | |
|---|---|---|---|---|---|---|---|---|
| 30000 *Group* CONCRETE | 696 48.0 | | | | | 696 48.0 | | |
| 81011-000-000 Doors - labor | 96 | | | | | 96 | | |
| 81000 *Group* INDUSTRIAL | 96 | | | | | 96 | | |
| 80000 *Group* DOORS AND WINDOWS | 96 | | | | | 96 | | |
| 108101-000-000 Toilets - labor | 384 32.0 | | | | | 384 32.0 | | |
| 108000 *Group* TOILET AND BATH | 384 32.0 | | | | | 384 32.0 | | |
| 100000 *Group* SPECIALTIES | 384 32.0 | | | | | 384 32.0 | | |
| 154001-000-000 Plumbing - labor | 576 32.0 | | | | | 576 32.0 | | |
| 154000 *Group* PLUMBING | 576 32.0 | | | | | 576 32.0 | | |
| 150000 *Group* MECHANICAL | 576 32.0 | | | | | 576 32.0 | | |
| 160111-000-000 Electrical - labor | 576 32.0 | | | | | 576 32.0 | | |
| 160100 *Group* LIGHTING AND POWER | 576 32.0 | | | | | 576 32.0 | | |

L A B O R   A N A L Y S I S

| Cost-item Description | Budgeted cost/hrs | ------Actual------ Regular cost/hrs | Premium cost/hrs | Burden cost | Pct-cmpl cost/est | Cost Hours | ------Projected------ Burden Var-% | Var-amt --cost/hrs-- |
|---|---|---|---|---|---|---|---|---|

Job: 602    Storage Warehouse

160000 *Group*          576                                                              576
ELECTRICAL             32.0                                                             32.0

-- End of report --

P R O F I T A B I L I T Y

Job 602      Storage Warehouse       Active

ESTIMATED PROFITABILITY AT COMPLETION
-------------------------------------

| | |
|---|---|
| Price including changes | 85,896 |
| Actual cost-to-date | 23,236 |
| Estimated cost at completion | 59,636 |
| Estimated profit/(loss) at completion | 26,260 |

REVENUE
-------
| | |
|---|---|
| Earned revenue | 33,468 |

PROFIT/(LOSS)
-------------
| | |
|---|---|
| Earned to-date | 10,232 |
| Previously recognized | ------ |
| To be recognized | 10,232 |

BILLED TO-DATE
--------------
| | |
|---|---|
| Amount billed | 28,500 |
| Billings over cost | |
| Cost over billings | 4,968 |

CURRENT BILLING
---------------
| | |
|---|---|
| Amount to be billed | _____ |

RESULT OF CURRENT BILLING
-------------------------
| | |
|---|---|
| Billings over cost | |
| Cost over billings | |

-- End of report --

J O B   S U M M A R Y

Job: 602     Storage Warehouse

| Group-# | Description | Price incl-chngs | Actual cost This-period | Actual cost Job-to-date | Pct Compl | Bal-to-compl | To be billed |
|---|---|---|---|---|---|---|---|
| 1 | CONTRACT REQUIREMENTS | 6,259 | 6,259.00 | 6,259.00 | 100.0 | .00 | _____ |
| 10000 | GENERAL REQUIREMENTS | 1,240 | 620.00 | 620.00 | 50.0 | 620.00 | _____ |
| 15100 | UTILITIES | 1,280 | 215.00 | 215.00 | 16.8 | 1,065.00 | _____ |
| 15600 | MAINTENANCE | 2,880 | | | 0.0 | 2,880.00 | _____ |
| 20000 | SITEWORK | 771 | | | 0.0 | 771.00 | _____ |
| 30000 | CONCRETE | 3,621 | | | 0.0 | 3,621.00 | _____ |
| 50000 | METALS | 24,512 | 16,080.00 | 16,080.00 | 65.6 | 8,432.00 | _____ |
| 80000 | DOORS AND WINDOWS | 1,971 | | | 0.0 | 1,971.00 | _____ |
| 100000 | SPECIALTIES | 2,684 | | | 0.0 | 2,684.00 | _____ |
| 150000 | MECHANICAL | 1,106 | | | 0.0 | 1,106.00 | _____ |
| 160000 | ELECTRICAL | 1,522 | | | 0.0 | 1,522.00 | _____ |
| 600000 | OVERHEAD BURDEN | 1,800 | 62.00 | 62.00 | 3.4 | 1,738.00 | _____ |
| 700000 | LABOR BURDEN | 1,250 | | | 0.0 | 1,250.00 | _____ |
| 900000 | PROFIT | 35,000 | | | 0.0 | 35,000.00 | _____ |
| | Totals: | 85,896 | 23,236.00 | 23,236.00 | 27.1 | 62,660.00 | _____ |

-- End of report --

C O S T   C A T E G O R Y   A N A L Y S I S

---

| Category Description | Type | Unit | | Prd-to-date | Last-prd | Year-to-date |
|---|---|---|---|---|---|---|
| 6108  Performance bonds | ADMN | | Cost: | 4,500.00 | | 4,500.00 |
| 6508  Insurance | ADMN | | Cost: | 1,759.00 | | 1,759.00 |
| 6608  City building permits | ADMN | | Cost: | | | |
| 10511  Site foreman | LABOR | HOUR | Cost: | 620.00 | | 620.00 |
| | | | Units: | 40.0 | | 40.0 |
| | | | Cost/unit: | 15.50 | | 15.50 |
| | | | Hours: | 40.00 | | 40.00 |
| | | | Hrs/unit: | 1.00 | | 1.00 |
| | | | Units/hr: | 1.00 | | 1.00 |
| | | | Cost/hr: | 15.50 | | 15.50 |
| 15112  Temporary water | MATL | | Cost: | | | |
| 15122  Temporary electricity | MATL | | Cost: | 155.00 | | 155.00 |
| 15132  Temporary toilet | MATL | | Cost: | 60.00 | | 60.00 |
| 15601  Construction clean-up | LABOR | | Cost: | | | |
| | | | Hours: | | | |
| | | | Cost/hr: | | | |
| 15651  Laborers - miscellaneous | LABOR | HOUR | Cost: | | | |
| | | | Units: | | | |
| | | | Cost/unit: | | | |
| | | | Hours: | | | |
| | | | Hrs/unit: | | | |
| | | | Units/hr: | | | |
| | | | Cost/hr: | | | |
| 22201  Excavation - labor | LABOR | HOUR | Cost: | | | |
| | | | Units: | | | |
| | | | Cost/unit: | | | |
| | | | Hours: | | | |
| | | | Hrs/unit: | | | |
| | | | Units/hr: | | | |
| | | | Cost/hr: | | | |

COST CATEGORY ANALYSIS

| Category | Description | Type | Unit | | Prd-to-date | Last-prd | Year-to-date |
|----------|-------------|------|------|---|-------------|----------|--------------|
| 22202 | Excavation - material | MATL | | Cost: | | | |
| 22205 | Excavation - equipment | EQPT | HOUR | Cost:<br>Units:<br>Cost/unit: | | | |
| 31001 | Concrete formwork - labor | LABOR | HOUR | Cost:<br>Units:<br>Cost/unit:<br>Hours:<br>Hrs/unit:<br>Units/hr:<br>Cost/hr: | | | |
| 31002 | Concrete formwork - matl | MATL | | Cost: | | | |
| 33101 | Structural concrete-labor | LABOR | HOUR | Cost:<br>Units:<br>Cost/unit:<br>Hours:<br>Hrs/unit:<br>Units/hr:<br>Cost/hr: | | | |
| 33102 | Structural concrete-matl | MATL | | Cost: | | | |
| 33105 | Structural concrete-equip | EQPT | | Cost: | | | |
| 51203 | Structural steel - sub | SUB | | Cost: | 16,080.00 | | 16,080.00 |
| 54063 | Sheetmetal/roofing - sub | SUB | | Cost: | | | |
| 81002 | Steel doors - industrial | MATL | EACH | Cost:<br>Units:<br>Cost/unit: | | | |

COST  CATEGORY  ANALYSIS

```
----------------------------------------------------------------------------------------------------------------
Category Description              Type  Unit            Prd-to-date      Last-prd      Year-to-date
----------------------------------------------------------------------------------------------------------------

  81011  Doors - labor            LABOR  HOUR       Cost:
                                                   Units:
                                               Cost/unit:
                                                   Hours:
                                                Hrs/unit:
                                                Units/hr:
                                                 Cost/hr:

  83002  Special doors            MATL              Cost:

  99401  Waterproofing - labor    LABOR             Cost:
                                                    Hours:
                                                 Cost/hr:

  99402  Waterproofing - material MATL              Cost:

 108101  Toilets - labor          LABOR  HOUR       Cost:
                                                   Units:
                                               Cost/unit:
                                                   Hours:
                                                Hrs/unit:
                                                Units/hr:
                                                 Cost/hr:

 108102  Toilets - material       MATL              Cost:

 154001  Plumbing - labor         LABOR  HOUR       Cost:
                                                   Units:
                                               Cost/unit:
                                                   Hours:
                                                Hrs/unit:
                                                Units/hr:
                                                 Cost/hr:

 154002  Plumbing - material      MATL              Cost:

 154015  Plumbing - equipment     EQPT              Cost:
```

```
                                        C O S T   C A T E G O R Y   A N A L Y S I S
```

| Category | Description | Type | Unit | | Prd-to-date | Last-prd | Year-to-date |
|----------|-------------|------|------|---|-------------|----------|--------------|
| 160111 | Electrical - labor | LABOR | HOUR | Cost: | | | |
| | | | | Cost/unit: | | | |
| | | | | Hours: | | | |
| | | | | Hrs/unit: | | | |
| | | | | Units/hr: | | | |
| | | | | Cost/hr: | | | |
| 160122 | Electrical - material | MATL | | Cost: | | | |
| 600000 | OVERHEAD BURDEN | OVHD | | Cost: | 62.00 | | 62.00 |
| 700000 | LABOR BURDEN | LBRD | | Cost: | | | |
| 900000 | PROFIT | PFT | | Cost: | | | |

34 categories printed

-- End of report --

Your Company Name Here

W O R K   I N   P R O G R E S S   R E P O R T

Selections for this print-out:

1. Starting job       602
2. Ending job         602
3. Sub-job            All
4. Change order       All
5. Starting category  'First'
6. Ending category    'Last'
7. Starting date      'Earliest'
8. Ending date        'Latest'

9. Cost types to print

| | |
|---|---|
| LABOR | Y |
| MATL | Y |
| SUB | Y |
| OVHD | Y |
| EQPT | Y |
| LBRD | Y |
| ADMN | Y |
| PFT | Y |

10. Summary or Detail ?  S
11. Last Year's cutoff date    12/31/98

## W O R K   I N   P R O G R E S S   R E P O R T

| Cost-item | Description | Type | Date | WIP-amount | Quantity | Reference | Hours | Emp/Vend |
|---|---|---|---|---|---|---|---|---|

Storage Warehouse   Brickyards
Job 602   totals:   8 transactions

| | Labour 1,000.00 | Mtl 247.25 | Disp 17,688.00 | Total 18,935.25 | Billed 23,174.00 | Net 4,238.75- |

Report totals:   8 transactions

| | Labour 1,000.00 | Mtl 247.25 | Disp 17,688.00 | Total 18,935.25 | Billed 23,174.00 | Net 4,238.75- |

-- End of report --

# W O R K   I N   P R O G R E S S   R E P O R T

Selections for this print-out:

1. Starting job    602
2. Ending job      602
3. Sub-job         All
4. Change order    All
5. Starting category   "First"
6. Ending category     "Last"
7. Starting date   "Earliest"
8. Ending date     "Latest"

9. Cost types to print

   LABOR  Y
   MATL   Y
   SUB    Y
   OVHD   Y
   EQPT   Y
   LBRD   Y
   ADMN   Y
   PFT    Y

10. Summary or Detail ?  D
11. Last Year's cutoff date   12/31/98

                                        W O R K   I N   P R O G R E S S   R E P O R T

```
-----------------------------------------------------------------------------------------------------------------------
Cost-item        Description           Type    Date      WIP-amount   Quantity  Reference                    Hours   Emp/Vend
-----------------------------------------------------------------------------------------------------------------------

   Job  602      Storage Warehouse

   6108-000-000  Performance bonds     ADMN  03/01/99     4,950.00              Ten percent bond
   6508-000-000  Insurance             ADMN  03/01/99     2,198.75
  10511-000-000  Site foreman          LABOR 03/01/99     1,000.00     40.0     Site Foreman                 40.00  329
  15122-000-000  Temporary electricity MATL  03/01/99       178.25              Hookup at site
  15132-000-000  Temporary toilet      MATL  03/01/99        69.00              First week - advance pmt
  51203-000-000  Structural steel - sub SUB  03/01/99    17,688.00              Advance payment

Storage Warehouse    Brickyards       Labour           Mtl        Disp          Total        Billed           Net
Job 602    totals:    8 transactions  1,000.00         247.25    17,688.00     18,935.25    23,174.00     4,238.75-


                                      Labour           Mtl        Disp          Total        Billed           Net
Report totals:        8 transactions  1,000.00         247.25    17,688.00     18,935.25    23,174.00     4,238.75-



                                      -- End of report --
```

```
J O B   S U M M A R Y   R E P O R T   W I T H   B I L L I N G

Job:

Sub:

Group-# Description            Price         ------ Actual cost ------      Pct
                             Incl-chrgs      This-period   Job-to-date     Compl      Bal-to-compl      To be billed


         Selections for this print-out:

1.  Starting job        1
2.  Ending job          1
3.  Sub-job             1                              6. Cost types to print
4.  Starting category  'First'                                    Labor  Y
5.  Ending category    'Last'                                     Matl   Y
                                                                  Sub    Y
                                                                  ADM    Y
                                                                  RENT   Y
                                                                  OVRH   Y
                                                                  MATL   Y
                                                                  LABR   Y
                                                                  PFT    Y
```

JOB SUMMARY REPORT WITH BILLING

Job: 1   Sub:   1   Skookum Square Project

| Group-# | Description | Price Incl-chngs | Actual cost This-period | Job-to-date | Pct Compl | Bal-to-compl | To be billed |
|---|---|---|---|---|---|---|---|
| 1000000 | Materials | 62,000 | 416.06 | 416.06 | 0.7 | 61,583.94 | |
| 2000000 | Labour cost | 0 | | | | .00 | |
| 9000000 | Overhead | 0 | 200.00 | 200.00 | 0.0 | .00 | |
| 9900000 | Profit on paving | 13,000 | | | 0.0 | 13,000.00 | |
| | Total of cost items: | 75,000 | 616.06 | 616.06 | 0.8 | 74,383.94 | |

### J O B   S U M M A R Y   R E P O R T   W I T H   B I L L I N G

```
Job: 1
Sub:  1    Skookum Square Project
--------------------------------------------------------------------------------------------------------------------------
Group-# Description                          Price        ------ Actual cost -----      Pct        Bal-to-compl    To be billed
                                          Incl-chngs      This-period   Job-to-date    Compl
--------------------------------------------------------------------------------------------------------------------------

Billings to-date:                                              n/a        28,924.32
                                                         -------------  -------------

Billing over (under) costs:                                             28,308.26

Percentage profit:( 0% if costs higher than billings)                        97.87 %
                                                                        ==============

Price of job:          $    125,000.00

Last billing date:          07/07/95

--------------------------------------------------------------------------------------------------------------------------
                                         Accounts                Holdbacks
                                        Receivable               Receivable
                                        ----------               ----------

          Amount billed to-date     $     28,924.32       $         6,303.50
( less)   Amount paid to-date       $      1,070.00       $            85.00
                                        ----------               ----------
          Net receivable:           $     27,854.32       $         6,218.50
                                     ==============         ==============



                                         -- End of report --
```

# Chapter 16

# DISTRIBUTIONS TO G/L

## Introduction

If you are using the full set of packages with Job Cost, you never need to print this report, because all G/L distributions are handled in the other packages.

This report shows you all the G/L activities (called G/L distributions) that have resulted from posting job costs, billings, and payments from within Job Cost.

G/L activity resulting from entries made in other packages, such as Accounts Payable or Payroll, are not shown on this report. They can be seen by printing the Distributions to G/L Report for those other packages.

If you are interfacing Job Cost with G/L, you can "pull in" the entries shown on this report into your General Ledger Transaction File through *Get distributions* in G/L.

# To Begin

Select *Distributions to G/L* from the J/C menu.

This is the screen you see:

```
Distributions to G/L                              Your Company Name Here


               Please enter:
                     1. Starting account
                     2. Ending account
                     3. Starting date
                     4. Ending date
                     5. Profit center
                     6. Purge file ?



Press F1 for "First"
```

[?] **1. Starting account**
[?] **2. Ending account**

Specify the range of account numbers to include. Follow the screen
instructions.

See the note under field 6, "Purge file ?", in regard to the range of
account numbers to include.

**3. Starting date**
**4. Ending date**

Specify the range of dates for distributions to G/L. Follow the screen
instructions.

**Format:** MMDDYY for each field

⟦?⟧ **5. Profit center**

If you have chosen not to use multiple account sections for your G/L accounts in the Company File, this field will not appear on your screen.

Otherwise, you can limit the distributions to a single profit center.  Enter the profit center number here, or use one of the options:

**Options:**     ⟦F1⟧          For "All" profit centers

**Format:**  3 characters

**6. Purge file ?**

Answer ⟦Y⟧ to purge the file after printing the report, or ⟦N⟧ if you do not wish the file to be purged.

You are allowed to purge only if the range of account numbers entered in the fields 1 and 2 above is "First" to "Last"; otherwise, "Purge file ?" displays "(Not applicable)".  The reason for this is that purging only some accounts would put the J/C Distribution to G/L File out of balance. This is true whether General Ledger is interfaced or not.

In a multi-user environment, you should not purge distributions while another user is posting sales transactions or cash receipts or is posting invoices from Order Entry Plus or Professional Invoicing.

If G/L is not interfaced (as specified in the J/C Control File) and you answer ⟦Y⟧, all information in the J/C Distribution File within the date range will be purged after the report is printed.

If G/L is interfaced (as specified in the J/C Control File) and you answer ⟦Y⟧, field 7 appears:

## 7. Dists to purge

Type ① or ② to select which distributions to purge:

If you type ①, all distributions within the date range entered above will be purged, regardless of whether they have already been interfaced to G/L.

If you type ②, only those distributions will be purged which are within the date range and which have already been interfaced to G/L.

**Format: 9**

If you selected to purge, there is a period of processing while the file is being purged.

A sample of this report follows at the end of this chapter.

## Important note - if G/L is not used

The Distribution to G/L Report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of an accounting period after all J/C transactions have been entered and posted for the period.

Do a backup of your data files and then print this report. All accounts should be printed. The date range should be from "Earliest" to the date which is the end of your accounting period. Specify that the file should be purged. By purging the distributions which are printed on the report, the only distributions remaining in the file, if any, will be for transactions which apply to the future accounting periods.

If a power failure (and computer crash) occurs while printing the report and purging the file, simply restore the backup and repeat the procedure.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

**Important note - if using G/L**

The J/C Distribution to G/L File contains debits and credits (created by J/C transactions) that must be transferred to General Ledger.

The distributions are actually transferred by selecting *Get distributions* from the G/L menu, and then specifying that you want to get distributions from the A/R package. See the chapter titled *Get Distributions* in the G/L user manual.

Prior to running *Get distributions*, you should first print the Distribution to G/L Report. All accounts should be printed. The date range should be from "Earliest" to the date which is the end of your accounting period. Do not specify that the file is to be purged! If you purge distributions here in J/C before transferring them to the G/L package, you would have to enter these distributions again manually in the G/L package, using *General journal*. This would defeat the purpose of the *Get distributions* selection.

The purpose of printing this report is to obtain an accurate list of the debits and credits that are to be transferred to G/L.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

After printing the report, you should then back up your data files and run *Get distributions*. When running this selection, you should specify that the distributions are to be purged as they are copied to the General Journal Transaction File. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

Once *Get distributions* has been run, you may then print a General Journal Entry Edit list and compare this report with the Distribution to G/L Report to verify that all debits and credits have been transferred. (The debits and credits will only be comparable if you have purged the distributions each period. If you have not purged the Distribution File in a previous period, then the reports will not be comparable.)
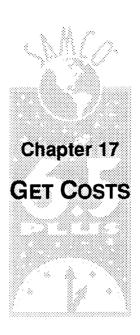
An alternative procedure is as follows:

1.  Back up your data files.

2.  Run *Get distributions*, specifying that distributions are not to be purged.

3.  Run *Distributions to G/L*, specifying that the file is to be purged and only interfaced distributions are to be purged.

4.  Print the General Journal Entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the Distribution File in a previous period, then the reports will not be comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again, you will still never transfer the same distribution from J/C to G/L more than once, because *Get distributions* prevents this. Thus, if after step (2) in the alternate procedure above you discover additional J/C transactions for the accounting period which have not yet been entered into J/C, simply enter and post these transactions in J/C, and repeat the alternate procedure starting with step (1).

————————————————

**J O B   C O S T   D I S T R I B U T I O N S   T O   G E N E R A L   L E D G E R   R E P O R T**

Accounts: 'First' thru 'Last'  
Starting date: 'Earliest'   Ending date: 'Latest'  
Profit center: All  
JC = Cost  JB = Billing

| Acct-# | Description | Date | Amount | Source |
|--------|-------------|------|--------|--------|
| 1100-000 | Accounts receivable | 03/07/99 | 25,650.00 | JB0357 |
| | Account 1100-000 Total: | | 25,650.00 | |
| 1450-000 | Cost of jobs | 03/01/99 | 23,174.00 | JC0356 |
| | Account 1450-000 Total: | | 23,174.00 | |
| 1500-000 | Retainage Receivable | 03/07/99 | 2,850.00 | JB0357 |
| | Account 1500-000 Total: | | 2,850.00 | |
| 2000-000 | Accounts payable | 03/01/99 | 20,946.00CR | JC0356 |
| | Account 2000-000 Total: | | 20,946.00CR | |
| 2005-000 | Retainage payable | 03/01/99 | 1,608.00CR | JC0356 |
| | Account 2005-000 Total: | | 1,608.00CR | |
| 2010-000 | Salaries and wages payable | 03/01/99 | 620.00CR | JC0356 |
| | Account 2010-000 Total: | | 620.00CR | |
| 2700-000 | Billings on jobs | 03/07/99 | 23,174.00CR | JB0357 |
| | Account 2700-000 Total: | | 23,174.00CR | |
| 4000-000 | Revenue from jobs | 03/07/99 | 5,326.00CR | JB0357 |
| | Account 4000-000 Total: | | 5,326.00CR | |

Total Debits:    51,674.00  
Total Credits:    51,674.00CR

-- End of report --

**NOTES:**

# Chapter 17

# GET COSTS

## Introduction

If you are using Accounts Payable, Payroll, or Inventory Plus with Job
Cost, you must use this selection to update your jobs with costs entered
in these other packages. You would probably do this each month, to
update your jobs with all costs entered that month. You could also run
this selection every week or every day, if you need an up-to-date or
up-to-the-minute record of job costs.

## Flow of Costs from Other Packages into Job Cost

These are the ways that you transfer costs from Accounts Payable,
Payroll, or Inventory Plus into Job Cost:

### From Accounts Payable

1.   Enter a vendor's invoice through *Payables* in the A/P package.
     Distribute the amount of this invoice to one or more jobs.

2. Post this invoice in A/P. Posting puts an entry record into Job Cost for every distribution to a job entered in Step 1 above.

   At this point, you have not yet updated the costs for your jobs.

3. Check these entries now or at any other time by using *Reports* as described in the chapter titled *Reports*. Select the *Payables by job #* report (under the *Job entry reports* selection). Print this report, showing only costs not yet interfaced to J/C. Check it for correctness and completeness. It shows all costs that have come from A/P that are not yet entered into your job costs.

4. Run *Get costs* as described here. This creates a job cost entry for every A/P entry in the Job Detail File not previously processed by *Get costs*.

5. Run *Costing* (from the *Job Cost* menu). Using this, you can print an edit list of these costs, and you have a last chance to alter or delete them.

6. When you have reviewed your work and checked to see that the costs are OK, post them to the jobs by using the *Post* selection from *Costing*.

Once you have completed these steps, the A/P entries are designated as having been interfaced and cannot be used to update your job costs a second time. You can keep them indefinitely, save them in a "holding" file, or purge them completely from J/C.

## From Payroll

Follow these steps to transfer the entries generated by Payroll to J/C.

1. Make time entries for employees through *Transaction processing* in Payroll. Distribute employee hours to one or more jobs.

2. Print and post checks for the employees handled in Step 1 through *Cheque processing*. As the checks are posted to the Payroll files, J/C receives a record for each distribution to a job made in Step 1.

The remaining steps are the same as the steps for Accounts Payable above, except that the report to print in Step 3 is the Payroll by Job # Report.

**From Inventory Plus**

1. Run *Inventory* in the I/C package. This selection allocates material to jobs from inventory and returns material from jobs back to inventory. There is an inventory entry (transaction) type for material transfers to or from a job.

2. Post these inventory entries in I/C.

The remaining steps are the same as the steps for A/P, except that in Step 3, you should print the Inventory Report.

# Before You Use this Selection

Before you use this selection, print the entry report that corresponds to the system you are interfacing with J/C.

From the J/C menu, select *Reports*.

There are three reports that apply to interfacing:

If you want to get costs from Accounts Payable entries, select *Payables by job #*.

If you want to get costs from Payroll entries, select *Payroll by job #*.

If you want to get costs from Inventory Plus entries, select *Inventory*.

After you have selected the appropriate report, make the following selections from the screen that appears:

⌨ **1. Starting job**
⌨ **2. Ending job**

Press ⌨ for each field to chose "First" to "Last".

**Format:** 7 characters at each field

## 3. Sub-job

If you have selected more than one job to show, this field is automatically set to "All".

Otherwise, enter the sub-job number here to show cost items for a single sub-job, or use the option:

**Option:**　　　　⌨　　　　To use "All" sub-jobs

**Format:** 999

## 4. Change order (CO)

(Sub-job and change order automatically default to "All" if starting and ending jobs are set to "First" and "Last".)

**Format:** 999

## 5. Starting category
## 6. Ending category

Press ⌨ for each field to chose "First" to "Last" categories.

**Format:** 9999999 at each field

## 7. Starting date

Enter the beginning date of the period you want to work with, or press
[F1] for the "Earliest" date on file to make sure you process any earlier
entries you may have missed.

**Format:** MMDDYY

## 8. Ending date

Enter the cut-off date for the entries you want to interface, or press [F1]
for "Latest". This is the date of the end of the period you are
interfacing.

**Format:** MMDDYY

## 9. Cost types to print

Enter the cost type to print, or use the option:

**Option:** [F1]        To print all cost types on file

**Format:** 1 character

## 10. Show only entries not interfaced to jobs ?

Answer [Y]. The resulting report shows you only those entries in the Job
Detail File which have not yet been interfaced to Job Cost for the system
for which you are running the entry report.

# To Begin

Select *Get costs* from the J/C menu.

This is the screen you see:

```
Get costs                                    Your Company Name Here




              Please enter:

                    1. Get costs from which system ?

                .   2. Starting date

                    3. Ending date

                    4. Purge job detail file ?




IC = Inventory control    AP = Accounts payable    PR = Payroll
```

When you begin using this selection, you may get an error message,
telling you that entries must be posted or deleted before you can run *Get
costs*.  If you do, refer to the chapter titled *Costing* for information on
posting these entries.

# 1. Interface with which system ?

Type ⬚Ⓒ for Inventory Plus, ⒶⓅ for Accounts Payable, or ⓅⓇ
for Payroll.

**Format:**   2 characters

# 2. Starting date
# 3. Ending date

Enter the range of dates for the period you want to interface.  Follow the
screen instructions.  For the starting date, you can safely use the
"Earliest" option, because only entries not yet interfaced will be
processed, so no entries will be duplicated.

**Format:**   MMDDYY for each field

## 4. Purge job detail file ?
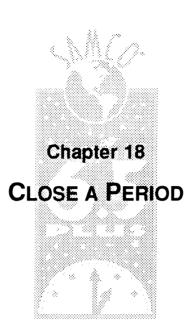
This selection gives you the option to remove the detailed entry records from the Job Detail File as they are interfaced to the Cost Entry File. If you do not purge them (by answering ⃞Ⓝ here), they are marked as interfaced entries (and cannot be processed again) and are kept in the Job Detail File.

You can purge or save them at a later time by using *Purge/Save/ Restore detail*. ( See the chapter titled *Utility*.)

**NOTE:** Remember, once you process an entry, it is designated as having been interfaced. You won't be able to transfer it to Job Cost a second time in the same straightforward fashion.

_____

# NOTES:

# Chapter 18

# CLOSE A PERIOD

## Introduction

Use this selection to "close out" the current period in preparation for starting a new period. In most cases, a period is a month; it depends on the way you run your business. You may have a four-week period, or you may use quarterly periods (three months). This is entirely up to you. For the purpose of costing your jobs, you may even have weekly periods.

As costs are posted to jobs, the total costs for the current period are accumulated in the Job Master File and in the Cost Category File. These accumulated costs are shown on the Job Status Report, Performance Report, and Cost Category Analysis.

You should print all of these reports, in as many formats as you wish, before running *Close a period.*

**NOTE:** You can enter costs for a new period before closing out the current period. Just make sure that when you post costs, only post those that are dated within the current period, and wait until the current period is closed before posting those in the new period.

This selection sets the accumulated period costs to zero in the Job Master File and in the Cost Category File, and rolls over the "current period costs" into the "last period costs".

## To Begin

Select *Close a period* from page 2 of the J/C menu.

This is the screen you see:

```
Close a period                              Your Company Name Here



                This program clears the period-to-date totals
                in the Job File and in the Cost Category File.
                It should only be run after you have printed all
                reports containing period-to-date information.

                        These reports are:

                        JOB STATUS REPORT

                     JOB PERFORMANCE REPORT

                  COST CATEGORY ANALYSIS REPORT



Are you sure ?  N
```
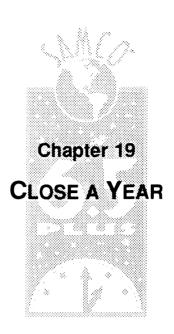
If you have printed the above three reports (or if you've decided that you will never want these reports for this period), answer [Y].

If you wish to print these reports, press [Enter] to default to [N]. Print the reports and then return to this selection.

When the processing for this selection is complete, "PROCEDURE COMPLETE..." appears.

---

# Chapter 19
# CLOSE A YEAR

## Introduction

Use this selection to "close out" the current accounting year in preparation for the new year. As costs are posted to jobs, the total costs for the year are accumulated in the Cost Category File. These figures are used in printing the Cost Category Analysis.

If you are using the Cost Category File (see the section titled **J/C Control File Options** in the *Getting Started* chapter), you should print the Cost Category Analysis before running this selection.

**NOTE:** You should also run *Close a period* before running this selection.

## To Begin

Select *Close a year* from the J/C menu.

This is the screen you see:
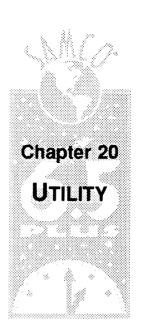
```
Close a year                                    Your Company Name Here



          This program clears the year-to-date totals in the
          Cost Category File.  It should only be run after you
          have printed the following report at the end of the year:

                         COST CATEGORY ANALYSIS REPORT





Are you sure ?  N
```

If your Cost Category Analysis has been printed (or you've decided that you'll <u>never</u> want this report for this year), answer Y.

If you wish to print the Cost Category Analysis, press Enter to default to N. Print the report and then return to this selection.

When processing for this selection is complete, "PROCEDURE COMPLETE..." appears.

_____

# Introduction

There are four options available with this selection. These are actions
that are outside the course of your day-to-day processing of jobs.

## To Begin

Select *Utility* from the J/C menu, then select *Close or re-open jobs.*

## Closing or Re-opening Jobs
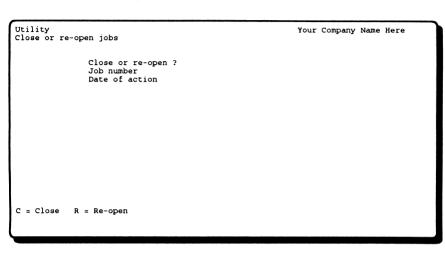
After all costs, billings, and payments have been posted to a job and the
job is complete, use this selection to close the job.

A job does not necessarily have to be complete in order to be closed. If
you don't expect to incur any more costs for the job, close the job. This
changes the job status to "Closed" and sets the date it was closed. You
can always re-open the job at a later time if you resume work on it.

If there are any unposted costs or billings for the job, you cannot close
the job.  You must post them first.

This is the screen you see:

```
Utility                                         Your Company Name Here
Close or re-open jobs


            Close or re-open ?
            Job number
            Date of action










C = Close    R = Re-open
```

## 1. Close or re-open ?

Answer ⒞ if you are closing a job, or ⓡ if you are re-opening a job
that was previously closed.

**Format:**   1 character

⟨?⟩ **2. Job number**

Enter the number of the job you are closing or re-opening.  Only an
"active" job may be closed.

**Format:**   7 characters

## 3. Date of action

Enter the date the job is being closed or re-opened, or use the option:

**Option:**          [Enter]          To use the current date

If you are closing a job, this selection checks all cost items in the job for any that are not marked as 100% complete. It also checks the percentage complete for the overall job. If the job or any cost item is not marked 100% complete, you can still close the job by pressing ⌨F2.

**Format:** MMDDYY

## Purge/Save/Restore Detail

Select *Purge/Save/Restore detail* from the *Utility* menu.

When you post costs, billings, and payments during your normal day-to-day processing, the file that stores them (called the Job Detail File) will grow and require more and more disk space. Posting will be slower as this file grows larger.

This selection removes detailed entries from this file and either saves them in a "holding" file or purges them completely from the system.

This is the screen you see:

```
Utility                                    Your Company Name Here
Purge/Save/Restore detail


                      1. Purge/Save/Restore

                      2. Starting job

                      3. Ending job

                      4. Starting date

                      5. Ending date

                      6. Cost or billing ?


P = purge (Removes detail from the active file)
S = save (Moves detail from the active to the holding file)
R = restore (Moves detail from the holding to the active file)
```

Use this selection to remove entries from the Job Detail File. You can either store them temporarily (until the job is closed) in a "holding" file (this is the "save" option), or you can remove them completely so they are no longer stored in the computer (this is the "purge" option). If you

have previously saved some entries in the temporary "holding" file, you can use this selection to restore them from the holding file back to the Job Detail File.

You cannot save or purge any detail entries that have come from A/P, P/C, or I/C and have not been processed by *Get costs*.

**NOTE:** To actually regain the physical disk space in the Job Detail File, you must "rebuild" this file after you have saved the entries. Refer to the appendix titled *File Utilities* for further details.

Enter the following information:

## 1. Purge/save/restore

Answer Ⓟ for purge, Ⓢ for save, or Ⓡ for restore.

**Format:** 1 character

⍰ **2. Starting job**
⍰ **3. Ending job**

Enter the range of jobs for which you wish to purge, save, or restore entries. Follow the screen instructions.

**Format:** 7 characters at each field

## 4. Starting date
## 5. Ending date

Enter the range of dates for the entries you wish to purge, save, or restore. Follow the screen instructions.

**Format:** MMDDYY for each field

## 6. Cost or billing ?

Enter the type of entries to purge, save, or restore. Enter either:

| | |
|---|---|
| C | Costs only |
| B | Billings and payments only |
| Enter | Both types |

**Format:** 1 character

# View Saved Detail

Select *View saved detail* from the *Utility* menu.

After you have saved some entry detail into the holding file (using the selection above), you may want to look at this detail before the job is closed. You could restore these entries to the Job Detail File, but this would take considerable time and increase the size of that file again. Instead, use the *View saved detail* selection to look at the saved detail quickly and directly.

This allows you to look at all entries (costs, billings, or payments) that have not been purged.

This is the screen you see:

```
Utility                                    Your Company Name Here
View saved detail
  Job #                                    Cost or billing ?
  Sub-job #
  Change #                                 Start date
  Category #                               End date

      Cost-item        Date        Amount      Doc-#    Source










Enter job number, F1 = next job
```

Enter the following information, specifying the range of entries to view:

## ? Job #

Enter the job number whose entries you wish to view, or use the option:

**Option:** ⊞ F1  Displays the next job

**Format:** 7 characters

## Sub-job #

Enter the number of the sub-job you wish to view. If the job does not use sub-jobs, you will not be asked to enter this field.

**Format:** 999

## Change #

Enter the number of the change order you wish to view. If the entries you want to view are not for a change order, press Enter. If you have not chosen to use change orders in the Job Cost Control File, you will not be asked to enter this field.

**Format:** 999

## Category #

Enter the category number of the cost item for which you want to start viewing entries, or use the option:

**Option:** Enter  To start from the first cost item

If you want to look at billing entries, not cost entries, see the next field.

**Format:** 9999999

### Cost or billing ?

Enter Ⓒ if you want to look at cost entries, or Ⓑ if you want to look at billing, payment, and profit recognized entries. If you entered a category number above, this field will be automatically set to "C".

### Start date
### End date

Enter the range of dates for the entries you wish to view. Follow the screen instructions.

Up to 13 entries will appear, starting with the first one selected to be viewed, and you can use the option:

**Option:**     🄵🄸     Displays the next 13 entries on file. In this way you can scan through all entries that match your selections

After all entries for the cost item you selected are displayed, entries for successive cost items will be displayed. However, all entries displayed will always be for the same job and date range.

**Format:** MMDDYY for each field

# Purge/Save/Restore Jobs

Select *Purge/Save/Restore jobs* from the *Utility* menu.

After a job has been closed, you can use this selection to remove the job from the active job files. You can either save it into the "inactive" job files, or you can purge it from the system altogether. (Refer to the section titled **Job Cost Control File Options** in the *Getting Started* chapter.)

If you have previously saved a job in the inactive files, this selection allows you to restore it to the active files if you want to reopen it or

copy it to create a new job. You can use this selection for only one job at a time.

Your "inactive" job files must be available on disk in order to use this selection. If you have previously stored any entries in the "holding" file, this holding file must also be available to this selection.

This is the screen you see:

```
Utility                                    Your Company Name Here
Purge/Save/Restore jobs




        1. Purge/Save/Restore

        2. Job number

        3. Save additional description ?

        4. Save detail ?



P = purge (Removes all data about a job from the active files)
S = save (Moves all job data from active to inactive files)
R = restore (Moves all job data from inactive to active files)
```

## 1. Purge/save/restore

Answer ☐P for purge, ☐S for save, or ☐R for restore.

☐? **2. Job number**

Enter the number of the job you wish to purge, save, or restore.

**NOTE:** If you are purging a job, the job must be closed.

You are requested to enter information in the next two fields only if you are saving a job.

**Format:** 7 characters

## 3. Save additional description ?

Answer $\boxed{Y}$ if you want to save any additional description you have entered for the job or cost items of the job.
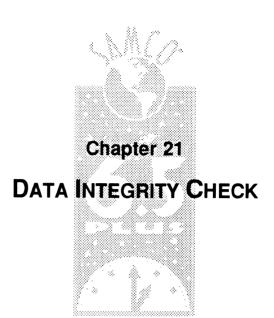
If you answer $\boxed{N}$ to this, all additional description will be purged and not saved.

## 4. Save detail ?

If you answer $\boxed{Y}$ to this, your detailed cost, billing, and payment entries in the Job Detail File will be saved, along with the header and cost item information for the job. Any entries that you previously saved in the holding file will be removed from the holding file and, along with entries that are still in the Job Detail File, put into the inactive files.

———————————

**NOTES:**

**Chapter 21**

# DATA INTEGRITY CHECK

## Introduction

This selection verifies the accuracy of the information in your files.

It should be run after initial set up of your system. This will set up the initial integrity values. You may also run this report at any time.

You should be sure that no one else is using your software when you run this check, so that the results will be valid.

While transactions are being processed, their amounts are added together and the totals are saved. These totals represent the "calculated" balance of the information that should be in the data files.

When *Data integrity check* is run, the "actual" amount of information in the data files is totaled, and the "actual" and "calculated" amounts are compared on a data integrity report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

-   ·Hardware failures

-   Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)

-   Power surges due to electrical storms or other causes.

Because this report shows differences between the actual and calculated amounts, you can locate errors by referring to edit lists and registers run since the data integrity check was last run.

If a difference is noted between the actual and calculated amounts, you will be asked if you want to reset the calculated amount to match the actual amount. If you answer Ⓨ, the calculated amount will then be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal.

## To Begin

Select *Data integrity check* from page 2 of the main menu.
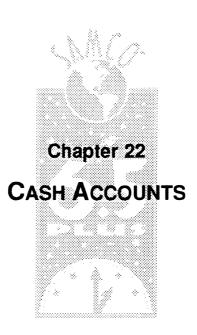
A sample of this report follows at the end of this chapter.

If any of the calculated values do not match the actual, you see a message saying so and are asked if you want to reset the calculated values.

_____

D A T A   I N T E G R I T Y   R E P O R T

Last integrity check report run on:  NONE

-----------------------------------------------------------------------------------------------------------------
Type of data                            Actual          Calculated
-----------------------------------------------------------------------------------------------------------------

Number of job master records             43               43

Number of job detail records              8                8

Number of cost category records          59               59

Number of distribution records            8                8


                                      -- End of report --

**NOTES:**

# Chapter 22

# CASH ACCOUNTS

## Introduction

The system allows for an unlimited number of cash accounts. Cash accounts are used by Accounts Payable, Accounts Receivable, Job Cost, and Bank Reconciliation.

You enter your cash accounts here so that the cash account number can be verified later when you post cash receipts in Accounts Receivable, cut computer checks in Accounts Payable, enter billing transactions in Job Cost, or make checkbook entries in Bank Reconciliation.

## To Begin

From the second page of the J/C menu, select *Cash accounts*. From the menu displayed, choose *Enter*.

# Entering Cash Accounts

Enter the following information:

⌨ *1. Cash account #

Enter the cash account number.  If the account you enter does not already exist in the Valid G/L Account File, you may add it here.

**Options:**       ⌨F1⌨       To scan through the accounts on file

**Description**

Enter a description of the cash account.

**Format:**  30 characters

## 2. Last check #

The last check number is used by Accounts Payable to determine the next check number to be used when A/P checks are cut.  It is not used by Accounts Receivable, Job Cost or Bank Reconciliation.

**If you are using only A/R, J/C or B/R (or any combination):**

This field displays "(Not applicable)" and entry is not allowed.

**If you are using A/P:**

Enter the last check number used for a new cash account from which A/P checks will be cut.

**Format:**  999999

**NOTE:**  If you have been using A/R, J/C,  or B/R, and are now installing A/P,  be sure to enter a last check number for any cash accounts already entered for A/R, J/C or B/R, for which you plan to cut computer checks.

### 3. Comments

Enter comments about the cash account.

This field uses the text editing function.  You enter text in much the same way as most word processing programs, using the [Enter] key, [↑][↓] keys, [Del] key, [Tab] when done, etc.  When you are finished entering text, press [Tab] and follow the screen instructions.

When you press [Tab], you have these choices:

**File**

Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing [Enter] at "Field number to change ?" in other selections.)

**Save & continue**

Save what I have just entered/changed, but leave the information on the screen because I want to continue to work with it.

**Abandon changes**

Throw away what I have just entered/ changed and get ready for a new note.  (Like pressing [ESC] at "Field number to change ?" in other selections.)

**Delete**

Delete these comments from the data file and clear the screen to get ready for another comment.  (Like Delete in other selections.) The software will ask you to confirm the deletion with an "OK to delete ?" message.

**Format:**  10 lines of 65 characters each

## Deleting Cash Accounts

The ⌨F3 key is used to delete a cash account. A cash account can not be deleted if it has been entered in the Accounts Receivable, Order Entry Plus, Point of Sale, or Accounts Payable Control File as a default cash account. There are also other checks made. If you cannot delete a cash account for some reason, the software will inform you through a message as to why.

# Printing a List of Cash Accounts

From the *Cash accounts* menu select *Print*.

From the screen which appears, enter the following information:

⌨ 1. **Starting account #**
⌨ 2. **Ending account #**

Enter the starting and ending account numbers. Follow the screen instructions.
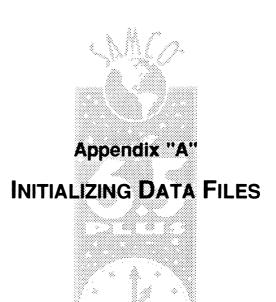
## 3. Print comments ?

Your answer here determines whether comments will be printed.

A sample Cash Accounts List is at the end of this chapter.

_____

C A S H   A C C O U N T S   L I S T

Starting account #: "First"          Ending account #: "Last"

----------------------------------------------------------------------------------------------------------------
Acct-#     Description
           Comments
----------------------------------------------------------------------------------------------------------------

1000-000   Cash account #13557

           This account is for bank account #1.

1010-000   Cash account #13726

1020-000   Cash account #13591


 3 Cash accounts on file


-- End of report --

**NOTES:**

# Appendix "A"

# INITIALIZING DATA FILES

## Introduction

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

### CAUTION

DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

# To Begin

Log into your Samco top-level directory and type ⬚J⬚C⬚I⬚N⬚I⬚T.

**NOTE:** If you are running under Xenix/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with ⬚.⬚/⬚J⬚C⬚I⬚N⬚I⬚T

Enter the company ID you wish to initialize J/C data files for.

You will then see a screen similar to this:

```
Initialize J/C files                         Your Company Name Here
Release: 6.5 Plus

Please enter for each file:    Init ?                      Init ?

 1. Job cost control file     N      11. Activity entry file
 2. Job master file                  12. Activity entry lock file
 3. Job change log file              13. J/C to G/L distr. file
 4. Additional desc. file            14. Inactive job master file
 5. Cost category file               15. Inactive job detail file
 6. Job detail file                  16. Inactive descr. file
 7. Cost entry file                  17. Detail holding file
 8. Cost entry lock file             18. Employee cost file
 9. Billing entry file               19. Cost percentage file
10. Billing entry lock file          20. Cash account file
```

Answer ⬚Y for each file you want to initialize, ⬚N to not initialize a file.

## 1. Job cost control file

Contained within this file are a number of parameters that define your job cost structure. Each parameter determines a specific procedure to be used in other packages.

## 2. Job master file

This file contains the full definition and specification of each of your jobs. It contains the description record for each job identifying the job

and one or more "cost item" records giving the breakdown of a job into its parts.

### 3. Job master change log file

This file is used to log any changes or deletions which are made to the Job Master File. It may be selectively purged after the Change Log is printed. If you are not using the change log function (per the Company File), no data will ever be put into this file.

### 4. Additional description file

This file contains any additional description you may enter for the job header records or job cost item records.

### 5. Cost category file

This file contains your "master list" of cost categories that will be used on all your jobs.

### 6. Job detail file

This file contains a complete record of all cost and billing transactions that were entered for jobs. These transactions stay in the Job Detail File until you specifically request to save them in another file (the Holding File or the Inactive Job Detail File) or purge them.

This file contains all transactions that were entered directly in Job Cost and all transactions for jobs that were entered through other packages.

### 7. Cost entry file

This is the temporary work file for cost entries (transactions). They can be entered directly in the Job Cost package, or interfaced into Job Cost from other packages via the *Get costs* function. Whenever cost transactions are posted, they are deleted from this file at the same time.

## 8. Cost entry lock file

This file protects the Cost Entry File during posting of cost transactions.

## 9. Billing entry file

This is the temporary work file for billing and payment entries (transactions) entered directly in Job Cost. The file is purged each time such transactions are posted.

## 10. Billing entry lock file

This file is used to protect the Billing Entry file during the posting of billing and payment transactions.

## 11. Activity entry file

This is the temporary work file for activity transactions. It is completely purged each time activity transactions are posted.

## 12. Activity entry lock file

This file protects the Activity Entry File during posting of activity transactions.

## 13. Job distribution to G/L file

This file is used only if you are not using all three of the A/R, A/P, and P/C packages. In this case, it holds all general ledger distributions resulting from cost transactions and billing and payment transactions that were entered directly in Job Cost. It may be selectively purged at any time.

## 14. Inactive job master file

This is the file you use to save jobs that have been closed, and that you want to remove from your active files but store for later use or review.

### 15. Inactive job detail file

This is the file you use to save the detailed transactions for the jobs
saved in the Inactive Job Master File.

### 16. Inactive description file

This is the file you use to save the additional description for the jobs
saved in the Inactive Job Master File.

### 17. Detail holding file

This is the file where you temporarily save or hold detailed transactions
(from the Job Detail File) for jobs that are still active.  This allows you
to temporarily keep detailed transactions that are not current in a
separate file, so they will not be included with the current detail.

### 18. Employee rate file

This file is used to store the individual employee billing rates for
determining work in progress billing.

### 19. Cost percentage file

This file is used to store the cost category mark up percentages for
determining work in progress billing.

### 20. Cash account file
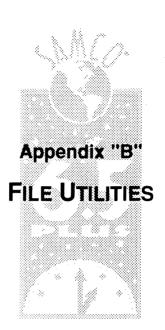
The file contains all G/L accounts which you have assigned as cash
accounts in *Cash accounts*.  It is shared by the A/R, and A/P packages.

## To Exit

When initialization is complete, the operating prompt reappears.

---

**NOTES:**

# Appendix "B"

# FILE UTILITIES

## Introduction

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).

- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.

- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.

## Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when your are using your Samco applications.

2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there may be a fee).

### Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

## To Begin

Select *File utilities* from the second page of the J/C main menu.

## Export a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "**xxxxxxnn.EXP**". Where '**xxxxxx**' is the file name, and where '**nn**' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu.

A screen appears for you to select to export active or inactive job cost files. If you select inactive, only a few files can be accessed. If you select active, a screen similar to the one below will appear:

```
File recovery utilities                          Your Company Name Here
Export a file


            Please select
              1. Valid G/L acct file............(ACCTFI01)
              2. Cost category file.............(CATFIL01)
              3. Job master file................(MSTFIL01)
              4. Additional description file.....(DESCFI01)
              5. Job detail file................(DTLFIL01)
              6. Holding file...................(HLDFIL01)
              7. Job distribution to G/L file....(JCDIST01)
              8. Cost transaction file..........(CSTTRX01)
              9. Billing and payment trans file..(BLPTRX01)
             10. Activity transaction file.......(ACVTRX01)


Please enter device for converted file
Please enter device size in kilobytes

Press F1 for "All"
```

Enter the following data for either active or inactive files:

## Please select file

Enter the number, from the list provided, of the file to be converted to ASCII format, or use one of the options:

**Options:**  [F1]     To export "All" files.

  [F2]     To view additional files available for converting.

## Please enter device for converted file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or use the option:

**Option:**  [F1]     If you either (a) do not want to append a drive letter prefix to the file name (Unix

only), or (b) want the file created on your
hard drive.

### For UNIX/XENIX users

The drive letter entered here will be attached to the front of the file
name. The letter A is recommended for consistency. The ASCII backup
file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press ⌨F1 for
"none".

### For MS-DOS/LAN network users

The drive letter enter here will be the drive that the ASCII backup file
will be written onto. If the drive letter entered is that of a floppy
diskette drive you will be prompted if you wish to delete all files on the
drive first.

**Please enter the device size in kilobytes**

Enter the size of the diskette the ASCII files are to be written to.

The following table shows some of the more common device sizes in
kilobytes:

| | |
|---|---|
| ③⑥⓪ | Standard double sided double density 5 1/4" |
| ⑦②⓪ | Normally, low density 3 1/2" |
| ①②⓪⓪ | Standard double sided quad density 5 1/4" |
| ①④④⓪ | Normally, high density 3 1/2" |
| F1 | Unlimited, Hard disk drive |

If you enter a specific device size, once the diskette is filled you will
then be asked for another diskette. This process will be repeated until
all the data is written to the diskette.

The screen will then prompt you "Any change ?". Enter Ⓨ and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press ⌷Enter⌷ to accept the default of Ⓝ.

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if did not select "All" files at the "Please select file" prompt:

```
File recovery utilities                        Your Company Name Here
Export a file


                        Creating new export file for:
                             01/CATFIL.DAT


        1. Starting file key
        2. Ending file key




Press F1 for "First"
```

Enter the following data:

1. **Starting file key**
2. **Ending file key**

Enter the starting and ending file keys for the data file selected for conversion, or press ⌷F1⌷ for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press ⌷F1⌷.

When you have completed all entries the following prompt will appear:

**(C) create new export file or (A) add records to existing export file**

Enter ⒞ to create a new export file and over-write any pre-existing ASCII export for this data file, or enter Ⓐ to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

After you have completed running the convert routine, press ⌨Tab⌨ at the "Please select file" prompt. A window will appear for you to select how to print the export log.

## Restore an exported file

This function is used to restore one of more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "xxxxxx.DAT". Where "xxxxxx" is the file name.

From the *File utilities* menu select *Restore an exported file*.

A screen appears for you to select to import active or inactive job cost files. If you select inactive, only a few files can be accessed. If you select active, a screen similar to the one below will appear:

```
File recovery utilities                          Your Company Name Here
Restore from an export file



            Please select
               1. Valid G/L acct file.............(ACCTFI01)
               2. Cost category file..............(CATFIL01)
               3. Job master file.................(MSTFIL01)
               4. Additional description file.....(DESCFI01)
               5. Job detail file.................(DTLFIL01)
               6. Holding file....................(HLDFIL01)
               7. Job distribution to G/L file....(JCDIST01)
               8. Cost transaction file...........(CSTTRX01)
               9. Billing and payment trans file..(BLPTRX01)
              10. Activity transaction file.......(ACVTRX01)


Please enter device for converted file
Please enter device size in kilobytes

Press F1 for "All"
```

Enter the following information for either active or inactive files:

**Please select file**

Enter the file number, from the list provided, of the file to be restored
from an ASCII export format, or use the option:

**Option:**      [F1]         To restore "All" exported files.

**Please enter device for exported file**

Enter  the drive letter of the device that the ASCII version of the data
file will be read from, or use the option:

**Option:**      [F1]         If you either (a) did not append a drive letter
                              prefix to the file name (Unix only), or (b) the
                              file(s) reside on your computer's default hard
                              drive.

### For UNIX/XENIX users

This is the  drive letter attached to the front of the file name.  For
example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter [A]
here.  If no designation is at the beginning of the file press [F1] for
"none".

### For MS-DOS/LAN network users

The drive letter entered here will be the drive that the ASCII export file resides on.

## Please enter the device size in kilobytes

Enter the size of the diskette the ASCII export files are on.

The following table shows some of the more common device sizes in kilobytes:

| | |
|---|---|
| ③⑥⓪ | Standard double sided double density 5 1/4" |
| ⑦②⓪ | Normally, low density 3 1/2" |
| ①②⓪⓪ | Standard double sided quad density 5 1/4" |
| ①④④⓪ | Normally, high density 3 1/2" |
| F1 | Unlimited, Hard disk drive |

## (C) Create New Data File Or (A) Add Records To existing Data File

If you answer C (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer A (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

**"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"**

Answer Y or N, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press ⌞Tab⌟ to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

## Rebuilding Data Files

Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

A screen appears for you to select to rebuild active or inactive job cost files. If you select inactive, only a few files can be accessed. If you select active, a screen similar to the one below will appear:

```
File recovery utilities                        Your Company Name Here
Rebuild file


            Please select
              1. Valid G/L acct file.............(ACCTFI01)
              2. Cost category file.............(CATFIL01)
              3. Job master file................(MSTFIL01)
              4. Additional description file.....(DESCFI01)
              5. Job detail file................(DTLFIL01)
              6. Holding file...................(HLDFIL01)
              7. Job distribution to G/L file....(JCDIST01)
              8. Cost transaction file..........(CSTTRX01)
              9. Billing and payment trans file..(BLPTRX01)
             10. Activity transaction file.......(ACVTRX01)




Press F1 for "All"
```

Enter the following information for either active or inactive files:

**Please select file**

Enter the number of the file you wish to rebuild, or use the option:

**Option:**      [F1]          To rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being
rebuilt.  Once completed, you are returned to the *Rebuild a file* screen.

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# SUBJECT INDEX

## Introduction

This subject index provides cross referencing to important topics. Any index which is in **Bold print** indicates a chapter heading.

When looking for a particular topic, you may also want to check the *Table of Contents* which includes references to both chapter and sub-topic headings.

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**NOTES:**

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