



Infor Distribution FACTS 7.9.0 Job Cost Users Guide

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About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Job Cost Module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Related documents

You can find the documents in the product documentation section of InforXtreme, as described in "Contacting Infor" on page 5.

For information about other FACTS modules or basic usage information, see the other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: [FACTSDocNavigation.pdf](#).

Contacting Infor

If you have questions about Infor products, go to InforXtreme Online Support at <http://www.inforxtreme.com>.

If we update this document after the product release, we will post the new version on InforXtreme. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Job Cost Overview

Use the Infor Distribution FACTS Job Cost module to track costs incurred for jobs you perform for customers to help you stay within budget or maintain accurate records so you can bill for the job-related costs.

To access this module, select Job Cost from the FACTS Master Menu or type in the access code JC.

The Job Cost Invoicing system enables you to bill costs through other FACTS modules. For instance, costs (and billing amounts) can be posted to the Job Cost system from the Accounts Payable, Purchase Orders (through AP), Payroll and Inventory Control modules. You can set up the system so that invoices generated through the Job Cost invoicing system post to the Sales Analysis module so you have complete sales history.

You can also post costs from the Sales Orders module; however, these costs are billed through Sales Orders rather than Job Cost invoicing.

The Job Cost module produces a printed audit trail so all transactions can be traced throughout the system. The module also interacts with the General Ledger module through the use of GL Posting Tables.

Posting to General Ledger from Job Cost

When FACTS posts to the General Ledger, it must know to which GL numbers it should post. The JC to GL Posting F/M program provides the system the default General Ledger number to post to, the journals to post to, and the directions for posting.

You provide this information by setting up the JC to GL Posting F/M. This program stores information such as journal and account numbers that the system references when it posts Job Cost Invoice Register data to the General Ledger when the register is updated. The General Ledger numbers you select must be set up in General Ledger Account F/M.

GL distributions are built and posted through the use of GL posting tables created in the Job Cost GL Posting Table F/M.

The system also uses information you set up in the Job Cost GL Posting Tables F/M. Each job number is assigned to a GL posting table, which determines the GL account numbers to which transactions should post for that job. The posting tables determine the General Ledger distribution after various system registers are run.

Posting occurs when you run the Job Posting Register and the Job Cost Invoice Register. The following outlines how these registers use the GL account numbers set up in the Job Cost GL posting tables to post different types of transactions:

Sales - may be distributed during the JC Invoice Register.

Accounts Receivable - may be distributed during the JC Invoice Register.

Job Cost Receipts - is distributed by the PO Receipt Register when job information is entered for a purchase order.

Work-in-process (WIP) - when posting costing information to job cost from other modules (AP, PR, IC) or from job cost and posting to General Ledger. Work-in-process is posted when the Post Work-In-Process flag is selected (set to Y) in the JC to GL posting record. The WIP number used is the one assigned to the cost type of the cost code used. Refer to the JC to GL Posting F/M program.

Cost of Goods Sold (COGS) - distributed in the JC Invoice Register if COGS is set to J in the JC to GL posting record. The COGS number used is the one assigned to the cost type of the cost code used. Refer to the JC to GL Posting F/M program.

Sample GL Posting Tables

Say there are two types of jobs on the system: industrial and commercial. If you want industrial and commercial job cost transactions to post separately to General Ledger, set up two GL posting tables: one to assign to industrial jobs and one to assign to commercial jobs.

Sample Industrial
Table

*. GL TABLE	IND
2. DESCRIPTION	INDUSTRIAL JOBS

3. SALES	410-01-1	SALES – IND.
4. ACCTS RECEIVABLE	120-01-0	ACCTS RECEIVABLE - IND.
5. JOB COST RECEIPTS	520-01-1	PURCHASES - MISC. - IND
	WORK IN PROCESS (DEBIT)	COST OF GOODS SOLD
6. LABOR	179-01-0	530-01-1
7. MATERIALS	179-01-0	530-01-1
8. SUBCONTRACTING	179-01-0	530-01-1

Sample Commercial Table

*. GL TABLE	COM	
2. DESCRIPTION	COMMERCIAL JOBS	
3. SALES	415-01-1	SALES – COM.
4. ACCTS RECEIVABLE	125-01-0	ACCTS RECEIVABLE - COM.
5. JOB COST RECEIPTS	525-01-1	PURCHASES - MISC. - COM.
	WIP DEBIT	COST OF GOODS SOLD
6. LABOR	189-01-0	535-01-1
7. MATERIALS	189-01-0	535-01-1
8. SUBCONTRACTING	189-01-0	535-01-1

The following examples use the GL posting tables listed above to show how various registers post transactions. These examples also use two jobs: warehouse setup, which is assigned to the IND GL posting table; and office setup, which is assigned to the COM GL posting table.

JC Invoice Register

The warehouse setup job is billed \$500.00 and the office setup job is billed \$300.00. Using the GL posting tables, the GL distribution prints as follows:

Debit	Credit
179-01-0 WIP - Industrial	50.00
189-01-0 WIP - Commercial	30.00
520-01-1 JC Receipts - Industrial	50.00
525-01-1 JC Receipts - Commercial	<u>30.00</u>
80.00	80.00

PO Receipt Register

The warehouse setup job receives an item for \$50.00 and the office setup job receives an item for \$30.00. The post work-in-process flag is set to Y in the JC to GL posting record.

Debit	Credit
179-01-0 WIP - Industrial	50.00
189-01-0 WIP - Commercial	30.00
520-01-1 JC Receipts - Industrial	50.00
525-01-1 JC Receipts - Commercial	<u>30.00</u>
80.00	80.00

When the AP Document Entry Register is printed, the distribution prints as follows:

Debit	Credit
520-01-1 JC Receipts - Industrial	50.00
525-01-1 JC Receipts - Commercial	30.00
720-01-1 Accounts Payable*	<u>80.00</u>
80.00	80.00

*The AP G/L# comes from the AP GL posting tables

JC Invoice Register

The warehouse setup job and office setup job are billed for the PO receipts (see PO Receipt Register above):

Debit	Credit
179-01-0 WIP - Industrial	50.00
189-01-0 WIP - Commercial	30.00
530-01-1 COGS – Industrial	50.00
535-01-1 COGS - Commercial	<u>30.00</u>
80.00	80.00

Job Cost Workflow & Program Concepts

Job Cost Estimating

The Estimating system is an optional feature of the FACTS job cost system. The Estimating menu enables you to enter, correct, print, list and remove estimates. Estimates may also be converted into jobs automatically.

Job Cost Estimating programs

Estimate Entry (JCE110)

Use this program to enter job estimates into the system. Estimates can be created for existing customers or prospects and include information on costs, prices, the person to whom the estimate was given and the person who created the estimate. If the customer accepts the estimate, FACTS can convert it to a job.

Estimate Print (JCP110)

Use this program to print estimates to plain paper or preprinted forms. The Estimate Entry screen consists of three sections:

Header: Enter information about the customer information, date of estimate, person who created the estimate, etc.

Line item entry: Enter specific tasks and materials required to complete the job, as well as costs, prices, quantities, etc.

Ending routine: Enter freight and tax information. You can also print the estimate from the ending routine.

Change, add to and remove line-items or delete the estimate at anytime.

Print estimates from the Estimate Print program. Estimates may be corrected and may be converted to a job using the Job Entry program.

Estimates remain in the system even after being converted to a job. You can remove estimates by running the Estimate Removal program.

Estimate Listing (JCR110)

Generate a list of estimates on file in the system. Information on this report is entered through the Estimate Entry program and may be removed through the Estimate Removal program.

- Summary: estimate number, status (entered, printed or converted to job), job name, entry and expiration dates, customer number and name, start date, estimator, warehouse, total, and if converted to job, the job number. Report totals for estimates are included.
- Detail: summary information plus billing type, billing frequency, units, freight, ship via, finish date, customer and ship-to address, contact, phone number, reference number, job class and terms.
- Lines: the cost code, description, number of units, unit of measure, extended cost and extended price. Total by estimate includes cost, price, gross profit %, freight, tax and amount.
- Costing information: lines plus line-item cost and price.

The printed estimates include all pertinent header and line-item information, addresses, and totals.

Estimate Entry accesses this program when so you can print individual estimates as you complete them. Estimate print parameters are determined in the Job Cost Static Control F/M; depth of the estimate, whether the form is preprinted, and whether to use a cost tear-off.

The total number of estimates listed is also included.

Estimate Removal (JCU110)

Remove old estimates from the system and estimates that have been converted to jobs.

Once an estimate is converted to a job (a work estimate), the estimate remains in the estimate file. Estimates may be left on file for the use of printing the estimate listing. However, the file eventually becomes full. Therefore, this program should be run periodically to remove the estimates that are not necessary to keep on file.

Job Cost

Job Entry (JCE210) Workflow Details

Use this program to enter job information into the Job Cost system.

The Job Entry screen consists of two sections.

Detail: Use this section to enter contract information, billing, estimated start and finish dates, as well as revised finish date (access with F1), actual start date, and percent complete, etc.

You can revise the detail portion information at any time, and you can delete a job as long as there are no transactions on it. Deleted job numbers can be reused.

Use the Job Listing program to generate a complete list of jobs on file.

Jobs may have costs posted against them until they are completed. Use the Job Posting Register to post costs to jobs. The detail section of the program displays the total posted cost and billing-to-date.

Calculating Commissions

Use Company Control F/M to setup the proper prioritization of the contract price's commission % and to set the commission flag for use highest/lowest/priority commission.

As a line is being entered/edited in the Sales Order module, the default commission % values for customer, salesperson, item, and price are saved and used in commission calculation processing.

Even though price data is not necessary for the Job Entry (JCE210) program, the system reads the salesperson's commission % and recalculates the job's commission % each time the header is modified.

Processing Details

Throughout FACTS, commission percentage processing is as follows when the price selected has a commission % assigned:

There are five commission percent sources: customer, salesperson, item, price and current line commission. The system maintains a user override flag and a price type to designate if the user overrode the line's commission during order entry.

When calculating commissions, the system first checks the value of the Commission Flag. If the Commission Flag is set to H- always choose the Highest commission in the hierarchy, the system returns the highest commission %, excluding the line's commission %, after replacing the item's commission with the price's commission if necessary. If the Commission flag is set to "L- always choose the Lowest commission in the hierarchy", it returns the lowest, non-blank, commission %, excluding the line's commission %, after replacing the item's commission with the price's commission if necessary.

If the value of the Commission Flag is set to X-calculate (always choose the commission that the hierarchy determines), the system checks the Commission Basis for the first priority to determine which commission percentage to use. As the system navigates the priority string, it returns the first entry that has a commission other than "No Priority" (or blank) as the correct commission %.

For example: If the commission hierarchy is set to SCIP the system would calculate the commission using the percentage assigned to the salesman who sold the merchandise. If no priority is assigned to the salesman, the second priority is checked. The system would then calculate the commission using the percentage assigned to the customer the merchandise was sold to. If no priority is assigned to the customer, the third priority is checked. The system would then calculate the commission using the percentage assigned to the item that was sold.

If the price type is not a contract price, the position of the Price's Commission % in the hierarchy will be ignored, and if a Price Commission is present, it will replace the Item's Commission % (regardless of whether the Item's Commission was "No Priority").

If the user override flag is set for the line-item during order entry processing, the system returns the Line's Commission as the correct commission %.

Job Posting Entry Work Flow

The Job Posting Entry system can display transactions entered for a job from all source modules. However, you can only enter and edit job cost transactions in the Job Cost module.

The costs to be posted to a job are created in several registers in other modules. Each time a register is run, if there is job cost posting involved the system groups all the postings together in a batch. These batches are stored by period.

The user is able to view all job postings from all modules for the current or next general ledger period, by batch and source module (abbreviated to two-digit source code).

If the user chooses to enter job posting information directly in the entry program, this information can be edited or deleted any time before the Job Posting Register is updated.

The Job Posting Register converts the postings to transactions. It also updates the costing running total in the job record. Once the transactions exit the Automatic Job Selection program is used to create invoices. The Job Posting Register can be run for selected source codes.

Programs available in the Job Posting Entry system:

Job Posting Entry (JCE310)

Use this program to enter costing and billing information for each job. The Job Cost Posting File is used to store the costing and billing information for each job. The file holds the information until it is converted to the job cost transaction file and removed in the Job Posting Register.

All posting to jobs is done by period, batch number and source code. The entry program allows you a batch search by period, which displays the source code.

The user is able to enter the job number, the cost code, units, costing and billing rates or extension amounts, and a memo. To aid the user, the posting entry looks the same and acts almost identically no matter what module the user is posting from.

Postings may be corrected and deleted as many times as needed before the Job Posting Register is updated.

Job Posting Register (JCR310)

Use this program to post costing and billing information to the system. The optional update posts cost amounts to jobs in the job costing job file, creates the information in the job cost transaction file, and removes the posting records.

Job Posting Register information includes the following: register date, register number, batch number range, cost code and description, cost type, units and unit of measure, cost rate and extension, bill rate and extension, posting memo, source code, posting date, job number and name, and work-in-process or expense G/L#.

Totals print for job, batch and register and include cost extension and bill extension.

Job Cost Completion Work Flow

Use the Job Completion Worksheet (JCR510) program to get an accurate calculation of the completion percentage. The Job Completion Worksheet prints a listing of all active jobs and the necessary information to estimate the completion percentage. Run this report prior to using the Job Completion Entry. It provides the information needed to make accurate completion percentage entries. Report information includes: job number and name, customer name, manager, estimated completion date and total cost, actual start date and total cost, calculated (by cost to date divided by estimate total cost) and actual completion percentage, date the last actual completion percentage was entered, and blanks for the new percentage of completion, new date, and status. The total number of jobs listed is also included.

Use the Job Completion Entry (JCE510) program to enter completion percentages into the system. The Job Completion Entry screen consists of two sections. The upper portion of the screen is called the header portion where the job number, name and memo, customer number and name, manager and warehouse are displayed. The lower portion of the screen is called the detail portion, which has the same headings as the Job Completion Worksheet and displays estimated completion date and total cost, actual start date and total cost, calculated (by cost to date divided by estimate total cost) and actual completion percentage, and the date the last actual completion percentage was entered. You can change or revise the detail portion information as often as necessary prior to running the Job Completion & Removal Register. This register provides a complete breakdown of all information for the jobs in the job cost jobs file. Report information includes job number, name and memo, customer number and name, status, hold indication, and broken down by cost type: each cost code and each transaction including source code, posting date, units and unit of measure, cost rate and extension, billing rate and extension, cost code, transaction billed status, and posting memo. The complete header and detail information from Job Entry are also included on the report.

Use the Job Completion & Removal Register (JCR520) program to update and convert completed jobs to past jobs if the Store Job History flag is set to Y for the job. Jobs with billing frequency of C (bill when complete) can also be billed. The Job Completion & Removal Register, writes the job to the past jobs file, removes the job from the jobs file (and all corresponding sort records), and updates the various job cost files.

Job Cost Invoicing (JCS400) Work Flow

Use the programs on the Job Cost Invoicing menu to:
review and edit the invoices to send to customers,
post the invoices to accounts receivable and general ledger
run reports on outstanding invoices

Process Overview

Once the Job Posting Register has been run, the transactions for jobs are ready to be invoiced (except fixed contract jobs, which need to have job completion entries made). The Unbilled Cost Report gives the user a report of all transactions for jobs that have not been invoiced. The user has a choice of three formats (summary, detail, and detail w/transactions). Once the user checks what is about to be invoiced for accuracy, the invoices can be created.

The Overhead/Burden Consolidation Register runs through the job file and finds any job that has the consolidate overhead and burden flag set to Y. It then reads through the transaction file for overhead and burden transactions, optionally removes and replaces them with a single consolidated transaction for each.

Invoices are created in the Automatic Job Selection program. It reads through the transaction file and creates invoices for unbilled transactions (viewed in the Unbilled Cost Report).

After invoices are created, they can be modified or deleted in the Individual Job Review program. If the user chooses to not bill customers for jobs, the Unselect Jobs program can be run. This program deletes all the invoices (printed or not) and updates the job cost invoice file.

The Selection Edit List prints a list of all invoices and their transaction records. This report shows the change between the billing amount posted and the invoice amount (any changes made through the Individual Job Review).

Invoices can be printed through the Invoice Print program and updated along with all the other job cost files in the Invoice Register.

Job Cost Reports Work Flow

Reports available in the Job Cost module:

Job Listing provides reports in job number, manager, customer, or job class order. Report information includes job number, name and memo, status, hold indication, customer number and name, cost extension, billing amount, freight and tax totals and an invoice total.

- Detail information: the report also shows cost type, and for each cost code: total units and unit of measure, cost extension and bill extension.
- Transactions: the report also shows every transaction posted for each cost code including: cost and bill rate, markup method, and the posting memo.

Report totals include the total number of jobs on the report and the total dollar amounts for cost and billing.

Job Cost Analysis provides a breakdown of job by cost type. The report displays estimated versus actual costs and the amount remaining. The report compiles a list of all jobs in the jobs file. This report is helpful in terms of tracking costs to meet the estimate. It provides the estimated figures, the actual figures and the amount remaining.

Report information includes job number and name, status, actual start date, estimated completion date, percentage complete, date percent complete was entered into the system. The report also includes job totals for: estimated cost, actual cost, remaining cost, and percentage of estimate. If the user details transactions, the job totals are broken out by cost type for each job.

Job Billing Analysis provides a breakdown of job billing by cost type. The report displays estimated versus actual billing and the amount remaining. Also displayed total freight, tax, and billing amount. The report compiles a list of all jobs in the jobs file. This report is helpful in terms of tracking billing amounts to meet the estimate. It provides the estimated figures, the actual figures and the amount remaining.

Report information includes job number and name, customer name, manager, warehouse, status, billing type and frequency, actual start date, estimated completion date, percentage complete, date percent complete was entered into the system. The report also includes job totals for: estimated billing, actual billing, remaining amount to bill, percentage of estimate, freight amount, and tax amount. If the user details transactions, the job totals are broken out by cost type for each job. If the user selects past billing to be included, the program prints each invoice number, date, billing amount, freight amount, tax amount, and total amount.

Purchase Order Report lists POs that are in the system for jobs. The report also shows the PO status, the vendor number, item and quantity ordered/received and extended cost. This report is provides the status of merchandise/materials ordered on PO's that is needed to complete jobs.

Report information includes job number and name, customer number and name, manager, warehouse, status. Each cost type is broken out by cost code, and each code the PO information that was posted under it: PO#, line number, status, date, vendor number, item number and description, units ordered and the buying unit of measure, cost and the costing unit of measure, and the line extension amount.

The report totals the PO's for each job and order; and prints the number of jobs listed on the report.

Overhead/Burden Report provides a breakdown of the overhead and burden by job. It lists the posting transactions and the amount calculated for both. This report provides month-to-date as well as job-to-date overhead and burden totals. It also lists the cost and billing of each transaction.

Report information includes job number and name, customer name, manager, warehouse, status, billing type, actual start date, estimated completion date, percent complete, date of percent complete and cost and billing amounts for overhead and burden. If the user details transactions, each overhead and burden record is printed along with its cost code, source code, date of transaction cost, markup and method, billing amount and memo.

Job Balancing Register runs through the transaction file and totals the transactions. If the transaction totals do not agree with the transaction detail it prints the discrepancy and updates the totals. If they do agree, then the system adds the transaction totals together by cost type and checks the job file to make sure the totals are equal. If they are not, the discrepancies print, and the job file is updated. Use this program to print a listing of any discrepancies between the transaction amounts and the total costing and billing amounts in the job file. It resets the job file totals to match the transactions. You can select the range of jobs to update. Report information includes job number and name, and for each cost type: job to date totals for new and current units, and their difference, job to date totals for new and current cost and their difference, and job to date totals for new and current billing amounts and their difference.

Job Notes Print lists all the notes that were entered about a job. Job notes are created and maintained through the Job Inquiry program.

Report information includes job number and name and all notes recorded for a job. Each job printed may begin on a new page. The total number of jobs listed is also included.

JC Code List prints a listing of the various job codes: job classes, managers, GL posting tables and cost codes. Each code is entered into its own file maintenance program and are used in the jobs file.

Job Cost Inquiries Work Flow

Inquiries available in the Job Cost module:

Job Inquiry (JCI610)

Use this program to view job cost information by the job number selected. Information includes general, codes, estimate, transaction activity, invoices, open PO's, and job notes.

Past Job Inquiry (JCI620)

Allows you to view past job cost information (only those jobs that had the store history flag set to Y in the header record when the Job Completion & Removal Register was updated) by the job number selected. Information includes general, codes, estimate, and transaction activity.

Job Cost File Maintenances Work Flow

Programs available in the Job Cost File Maintenance menu:

Cost Code F/M (JCF910)

Use this program to create and maintain cost codes, which represent tasks and materials required to complete various jobs. Cost codes tell the system how to handle the billing for each job and determine default costing methods and billing values for each job. They are set up for each cost type and also determine whether the operator is able to override the defaults.

An example of a cost code might be LAB1 - Labor. This cost code would be set up as requiring units (hours); the unit of measure could then be HR. The mark up method could be percentage and the default mark up could be 5%. You can then use this cost code to post labor costs to jobs.

If the user is going to post overhead or burden, a corresponding cost code has to be set up and entered in the Job Cost Static Control F/M. These cost codes require a cost type that does not add a percentage of overhead or burden. If the user elects to post all overhead/burden into a corresponding overhead or burden GL #, the flag for WIP credit (work in process) in the JC to GL posting record must be set to J-use the posting table assigned to the job number. Since GL posting tables post by cost type, the cost type entered stores all the overhead and/or burden from all jobs (see Cost Type F/M).

Cost codes are used mainly in the posting programs, but also are used as sort options in some reports and inquiries.

Past Job Removal (JCU910)

Use this program to remove past job history based on job number, warehouse, customer number, manger and date. Past job history is stored on file indefinitely. It can only be removed through this program. Past job information is stored for analysis and comparison.

The past job history file is used in the job cost Past Job Inquiry and is updated during the Job Completion & Removal Register.

Job Cost Infrequent File Maintenances Work Flow

File maintenance programs enable you to enter, change and delete data. The programs on the Infrequent File Maintenances menu are only used once during installation and set up.

In some instances, FACTS updates information in the infrequent file maintenances during live processing. An example is the Nonstatic Control F/M, which keeps track of the Job Cost period and all the register trace numbers.

Job Cost Infrequent F/Ms menu contains the following programs:

Cost Type F/M (JCF965)

Enables you to create and maintain cost type codes, which are user-defined categories of costs related to jobs. Up to nine cost types may be set up, for example - L-labor, M-materials, S-subcontracting, etc. These types are also used by the system to determine if the cost type is taxable, how much burden and overhead to add to the costing amount, and what general ledger account numbers to post the costs and invoices to (assigned in the GL Posting Table F/M). Cost types are also set up to store default markup methods and percent markup for individual cost codes.

If the user is posting overhead and/or burden to a single GL # then a cost type (for each or both) must be set up so that the GL # number set up for this cost type in the GL Posting Table F/M holds all the overhead and/or burden amounts if the appropriate fields in the JC to GL posting control record are set to J-the posting table assigned to the job number.

Cost types are used in the job cost Posting Register, Invoice Register, some reports and the entry programs.

Job Class F/M (JCF950)

Use this program to create job class codes, which enable you to categorize jobs for reporting and posting purposes. They are assigned to jobs by the user in the header portion of the entry programs, and are used as an order method for job cost reports.

Examples of job classes would be IH1 designating in-house jobs, or OS1 designating on-site jobs.

Assign job classes in the Estimate Entry and Job Entry programs. Job classes enable you to assign a default GL posting table, which automatically appear in entry programs.

Manager/Estimator F/M (JCF955)

Enables you to create codes for project/job managers and estimate writers. The codes are helpful in reports. Managers are responsible for the job costs after the estimate has been converted to a job. Managers are mainly used once the job estimate is accepted and the estimate has been converted. Some distributors may employ the same people to estimate and manage costs. The system allows for this by letting the user enter estimators into the Estimate subsystem.

Managers and estimators are stored in the same file; however, their usage is stored separately. In other words, if you opt to have a manager estimate as well as manage, the system tracks the results of that manager as an estimator and a manager independently.

GL Posting Table F/M (JCF960)

Create and maintain various General Ledger posting tables in this program to automate the Job Cost posting process and to gain more detailed accounting. Once you create GL posting tables, you can assign them to each job number so the job transactions post to the correct GL account numbers.

The posting tables determine the general ledger distribution after the printing of various registers throughout the system. Following are how registers use the GL account numbers set up in the JC GL posting tables:

- Sales - may be distributed during the JC Invoice Register.
- Accounts Receivable - may be distributed during the JC Invoice Register
- Job Cost Receipts - is distributed by the PO Receipt Register when job information is entered for a purchase order.
- Work-in-process (WIP) - when posting costing information to job cost from other modules (AP, PR, IC) or from job cost and posting to general ledger. Work-in-process is posted when the post work-in-process flag is set to Y in the JC to GL posting record. The WIP number used is the one assigned to the cost type of the cost code used. Refer to the JC to GL Posting F/M program.
- Cost of Goods Sold (COGS) - distributed in the JC Invoice Register if COGS is set to J in the JC to GL posting record. The COGS number used is the one assigned to the cost type of the cost code used. Refer to the JC to GL Posting F/M program.

JC to GL Posting F/M (JCF970)

Enables you to tell FACTS how you want job cost transactions to post to the General Ledger, including which journals and GL numbers to use. Several programs post to the General Ledger. For example, the Job Posting Register posts costs from jobs and the JC Invoice Register posts both costs and invoicing amounts.

When the system posts to General Ledger, it needs to know what GL numbers it should post to. Using this file maintenance, you can define those GL numbers, as well as journals and posting directions.

The General Ledger and Journal number you use in this program must be set up in Account F/M and Journal F/M in the General Ledger module.

Infor™ strongly recommends that Administrators or Implementation Consultants password-protect the Static Control F/M (JCF980) and Nonstatic Control F/M (JCF990) programs. Changes should be made only with extreme caution and under the supervision of a local FACTS Affiliate.

Static Control F/M (JCF980)

Use this program to set up default information such as default codes for overhead and burden, default estimate cost and billing type, estimate form depth and other print parameters.

Nonstatic Control F/M (JCF990)

This program requires no user entry, rather it tracks information, such as job numbers used, during live processing.

Rebuild JC Sort Files (JCU990)

This is a System Administrator level program used to repair data. Sort files are used throughout the FACTS system and enable users to report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the customer file (ARCUST) are stored in customer number order. To access this file in alphabetical order requires a sort file (ARCALX) which is stored in customer number by alpha lookup order. The corresponding record in the main file may then be accessed for the needed information.

Job Cost End-of-Period System Work Flow

The End-of-Period menu contains consists of the End-Of-Period Update program (JCU890), which zeros out job month-to-date totals and closes out the current job cost period.

End-Of-Period Update (JCU890)

The End-of-Period Update zeros out job month-to-date totals and closes out the current job cost period. The program adds the total cost and bill amount for the current period, updates the month-to-date totals in jobs file, changes the current period, and updates the job cost nonstatic control record date of last EOP update.

Use the following field to perform the Job Cost end-of-period update:

1. End Of Period Reports Been Run

Enter Y or N to indicate whether all of the end-of-period reports have been run. This program resets month-to-date totals in the job file, so if reports have not been run enter N.

Job Cost Transaction Procedures

Standard Procedures - Job Cost

This section covers standard procedures to be followed for Sales Orders. These procedures may vary depending on how the company's business is conducted. The following three sections of standard procedures are provided as a guideline:

1) Recommended Operating Procedures

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

2) End-Of-Period Checklist

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the Job Cost Module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

3) End-Of-Period Checklist Explanation

A detailed account is provided of the purpose of each program on the checklist.

Job Cost Estimating Transaction Procedures

Entering header information for customer job cost estimates

- 1 Access this program by selecting Job Cost>Estimate> Estimate Entry (JCE110)
- 2 In the Estimate Number field, you can enter the estimate number or have it automatically assigned by the system. For manual estimate numbers, enter the number of the estimate (up to 8 characters). Estimate numbers already existing on file are displayed and the program proceeds to the prompt-selection field. To use automatic estimate numbers, press Enter (CR). The system assigns the next available number when you complete the header information. The word NEXT is displayed until the header portion is completed.
- 3 In the Job Name field, enter the name of this job (up to 30 characters). Job names can be changed during Job Entry. This field acts as a memo field and displays on most searches and reports providing job information. Blank job names are not valid.
- 4 In the Customer field, enter the customer number for this estimate. When you enter a valid customer number the system performs a credit check and displays the customer's balance, credit limit, date of last sale, phone number, contact 1, and message, if on file. F2 allows a search.

Tip: Entering NEW as the customer number allows the user to enter a customer who is not yet in the customer file. This allows the user to send estimates to potential customers without continually expanding the customer file (if the estimate is not converted to a job). However, estimates with NEW customer numbers may not be converted to a job. The user must enter a valid customer number and assign it to the estimate before it may be converted. When creating standard estimates, it is not necessary to change the customer number or address; create a new estimate header for the customer and pull over the line-items from the standard customer. You can press **S** to display the Show Address window to view header address information for the customer.

- 5 In the Ship-To Number field, the system initially automatically displays the customer's default ship-to number in the customer file. You can modify the ship-to number for the selected customer. Entering a valid ship-to number displays its address. Entering SAME, displays the same ship-to address as the customer's address. If the customer is NEW then the ship-to is set to SAME and the address is the customer's address. If the user chooses to enter a different ship-to address for the NEW customer select F3. If the selected customer is not NEW, F2 allows a search. F3 allows the user to enter a temporary address that is not to be kept on file. If the user selects F3, the customer's address appears on the screen as the default. The user can edit or change the address as is needed.
- 6 (Optional) At any point during steps 7-20, you can select F3-Auto defaults. Selecting F3 causes the program to display the defaults on file from that field forward and skip to field #21. If entering a new estimate and values for fields #5-20, have not been entered then the default values are the same as if you pressed Enter (CR) through the same fields. If

you entered values on the new estimate or chose to change or correct the header portion of an existing estimate, then the default values are the same as if you selected F1-to skip at each field. If the program does not skip to field #20 and instead stops at an earlier field, the system could not find a valid default value for that field, and the user must enter a valid field before continuing

- 7 In the Warehouse field, enter a valid warehouse code from which the estimate is to be made. Any posting to the job (converted from this estimate), from purchase orders or sales orders must be from documents containing the selected customer and this warehouse. The warehouse is also used to separate estimates into groups on reports, registers and updates. Press Enter (CR) to default to the warehouse assigned to the terminal. F2 allows a search.
- 8 (Optional) If the selected customer is not NEW, you also have the option to enter a display code for the warehouse: A (Aging)--displays the customer's credit limit and outstanding balance for the last number of periods (set in the accounts receivable aging control record), or N (Notes)--displays the customer notes on file. Press Enter (CR) continues listing. .
- 9 In the Job Class field, enter the job class code for this estimate (up to 3 characters). Entering a valid job class code displays a partial description. When this estimate is converted to a job, the job class is used as an order for reports and registers. F2 allows a search.
- 10 In the Estimate Date field, enter the date the estimate was made. Press Enter (CR) to default to the system date.
- 11 In the Expiration Date field, enter the date this estimate expires. Entering December 31, 1999 defaults to NONE. The Expiration date cannot be before the estimate date. Press Enter (CR) to default to NONE.
- 12 In the Estimator/Manager field, enter the estimator/manager code for this customer. Entering a valid estimator/manager displays a partial description. Managers can be entered as estimators and the data will not affect reports on jobs providing information in manager order. Press Enter (CR) to default to the value already displayed (initially the last estimator/manager used, if any). F2 allows a search.
- 13 In the Start Date field, enter the estimated date the job is scheduled to start.
- 14 In the Finish Date field, enter the estimated date the job is scheduled to finish.
- 15 In the Contact field, enter the contact (up to 25 characters) for the selected customer. This is the person to contact about the estimate (and job). Press Enter (CR) to default to contact 1 set up in the ship-to record. If the ship-to is SAME or TEMP, ENTER (CR) defaults to contact 1 set up in the customer file.
- 16 In the Phone field, enter the phone number (up to 17 characters) for the selected customer. This is the phone number of the contact previously entered. Press Enter (CR) to default to phone 1 set up in the ship-to record. If the ship-to is SAME or TEMP, press Enter (CR) to default to phone 1 set up in the customer file.
- 17 In the Salesperson/Territory field, enter the salesperson/territory code for this customer. The entry must be a valid salesperson/territory. Press Enter (CR) to default to the value already displayed (initially the salesperson/ territory code assigned to the ship-to number). F2 allows a search.

- 18** In the Salesperson Commission Percent field, the system displays the commission percentage. You can enter the percentage amount that is to be used to calculate the commission for the job (0-99.99) or press Enter (CR) to default to the commission percentage set up for the salesperson/territory in the salesperson/territory control record.
- 19** In the Terms Code field, enter a valid payment terms code. Press Enter (CR) to default to the value already displayed (initially the terms code assigned the customer). F2 allows a search.
- 20** In the Freight field, enter whether the freight code is P-prepaid, or C-collect. Press Enter (CR) to default to P. Entering a P signifies the freight for this order is prepaid and the freight amount (in the ending routine) is correct. Entering a C signifies that the freight is collect and the shipper should collect the freight amount on arrival (user should not enter a value for freight in the ending routine).
- 21** In the Ship Via field, enter a ship via code. Ship via codes are setup and maintained in Sales Orders>File Maintenances>Ship Via. Press F2 to search existing codes. If entering UPS, the system does not allow 1ST day air and 2ND day air to be entered at the same time.
- 22** In the Department field, enter a valid GL department number. (The length of the field is user defined in the Company Control F/M.) Entering a valid department number displays a partial description. Press Enter (CR) to default to the displayed value (initially the department assigned to the terminal). F2 allows a search.

Note: If the dept position flag in the company control record is 0 or if the insert dept flag in the JC to GL Posting F/M is N for all entries, this field does not appear and is skipped.

- 23** In the Billing Type field, enter the contract billing type for this estimate. The billing type is retrieved when posting to the job from other modules, read to determine whether to print the job on billing reports and used to tell the user the job's type of contract. Press Enter (CR) to initially default to the billing type flag set in the job cost static control record. You have the following options:

F - Fixed contract. Selecting F signals to the system that the job has a fixed amount that can be charged. For example, the user's customer agreed to have a parking lot paved for \$25,000. The contract type is fixed, because no matter what it costs in time, labor and materials, \$25,000 is all that can be charged. Once the billing reaches the fixed limit, invoices will not print until the limit has been raised. If this type is entered the line-item's extensions will add up to the price total in the header; but, will be completely independent from the contract price. However, tax is calculated on the contract price and freight is added to the contract price as well, in order to figure the new total in the ending routine.

C - Cost plus contract. Selecting C signals to the system to post the cost of the materials and/or labor plus a gross profit percentage. For example, the user's customer agreed having a parking lot paved for 10% over cost. The contract type is cost plus, because the billing amount is based on the cost times the same markup percentage no matter what type of cost it is. If it costs \$25000, the system bills \$27,500; if it costs \$30,000, the system bills 33,000, etc. The cost plus billing type does affect the posting programs. The user will only be able to override the cost plus percentage as a mark-up method in the individual job review.

T - Time and materials. Selecting T signals to the system to bill according to normal charges for time and materials. The user calculates charges for time and materials by the normal method and rate and then charges for each accordingly. In other words, costs are not added in to one lump sum and marked up, nor is the markup rate for all costs the same.

N - No charge. Selecting N signals to the system to accept no billing amounts when posting to the job. The user is able to enter and track costs that post against jobs, but the billing extension is always zero. This type might be used for warranty work. The user is able to override this in the individual job review.

- 24 In the Contract field, enter the contracted amount to bill the customer for the job (0,+9999999.99). If the amount to be billed puts the job over the amount entered here, the Automatic Job Selection program will not create the invoice until the contract amount is revised. Press Enter (CR) to default to 0. If you didn't enter F for the billing type, this field is skipped.
- 25 In the Markup % field, enter the percentage amount to use in marking up costs in calculating the bill rate (0-99.99). Press Enter (CR) to default to 0. If you didn't enter C-cost plus contract for the billing type, this field is skipped.
- 26 In the Frequency field, enter M-bill the customer on a monthly basis for the job, C-bill the customer once upon completion of the job, or D-bill the customer on demand (whenever invoices exist for the job). Press Enter (CR) to default to M.
- 27 In the Units, enter the number of units (+9999999999) involved in completing the job. For example, 1 pool, 50000 boxes, 60 acres, etc. Press Enter (CR) to initially default to blanks.
- 28 In the Unit Of Measure field, enter the unit of measure for the unit quantity entered in the Units field (up to 6 characters). Press Enter (CR) to default to the displayed value (initially blanks).

This field is skipped if no units were entered.

- 29 In the Reference # field, enter the reference number (up to 15 characters). Press Enter (CR) to default to the displayed value (initially blanks). If the PO required flag in the customer file is set to Y, you must enter the customer's PO number here.
- 30 This concludes the header portion of the Estimate Entry program. At this time the estimate number is automatically assigned and displayed. After the header record is created, all header fields except #1-3 are accessible (if the customer is not NEW) through the change header routine. Fields #1-3 can only be changed (if the customer is not NEW) by deleting and reentering the estimate.
- 31 The system displays the message: Bring In Another Estimate: Enter YES or N to bring in another estimate. You can establish standard estimates so that there is no need to enter them each time. By bringing in another estimate, the line-items automatically transfer from the estimate selected to the estimate being entered. The estimate selected to be brought in is not affected by the transfer. It stays in its original form. If N is entered, proceed. If YES is entered, enter the estimate number. F2 allows a search.

- 32** The line-item portion of the program allows the entry of up to 999 line-item and message lines to complete the estimate. Refer to the How to enter Customer Job Cost Estimate line items procedure for step-by-step instructions.

Entering line-item information for customer job cost estimates

- 1** Make sure you have entered header information for the job cost estimate. Follow the How to enter header information for customer job cost estimates procedure for step-by-step instructions. Line numbers are assigned automatically beginning with 001 and incremented by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single estimate, the program refuses further entries.
- 2** In the Cost Code field enter a valid cost code (up to four characters). Entering a valid cost code displays a partial description. The cost code sets the defaults and cost type for this line. Press F2 allows to search or F3 to end line-item entry.

You can also enter M in this field to indicate you want to enter a memo line. The program prints M under the cost code column and proceeds to the description column. Any entry is accepted as a memo. Enter a memo up to 30 characters. The program increments the line number one and jumps to field #30. Press Enter (CR) to initially default to blanks.

- 3** In the Item Number field, enter the item number. If the item is not a valid item, the system checks to see if it is an interchange; if it is, the system automatically retrieves the valid item number and sets the defaults for the unit of measure, the default cost of the item based on the default estimate cost flag in the job cost static control record, and the bill rate (from the item price). If the item is not on file, the program proceeds to the non-stocked item field (field #30). This field is not available if the use inventory flag is set to N in the cost code record for the selected cost code.
- 4** Steps 4-5 are only entered if the item is a non-stocked item.
- 5** The system displays the following message: Nonstocked item. Do you wish to add anyway? If the item is a valid item, this field is skipped and the program proceeds to step 6. If the entered item number is not in the item file, the prompt Nonstocked item? is displayed. Enter N-return to the Item Number or Y for non-stocked. Press Enter (CR) to default to N.
- 6** For non-stocked items, enter the unit of measure for the non-stocked item (up to 2 characters) in the Unit Of Measure field.
- 7** If an item was entered, the system displays the item description 1 on file or the cost code description on file. If you indicated that you wanted to enter a memo in step 2, enter a message (up to 30 characters).
- 8** In the Units field, enter the quantity of units required in estimating the extended price for the selected cost code per displayed unit of measure. If an item was entered, enter the number of items. If a cost code was entered, enter the number of units per unit of measure; e.g. number of hours for hr, number of pounds for lb, number "each" for ea, etc. This field is unavailable, if the entered cost code does not use units and an item was not entered for field #29.

- 9 In the Unit Cost field, enter the cost per displayed unit of measure. If an item was entered, ENTER (CR) defaults to the cost set through default estimate cost flag in the job cost static control record. If the cost code uses units, ENTER (CR) defaults to the cost/unit rate set in the cost code record. This field is unavailable, if the entered cost code does not use units or allow cost override, and an item was not entered in step 3.
- 10 In the Extension field, the system calculates and displays the line-item cost extension (cost multiplied by the units entered) and displayed. If the extension is greater than \$999,999,999, the message EXTENSION TOO LARGE is displayed and the field is not accepted. If you have a line-item with a cost in excess of one billion dollars, enter the line-item on more than one line. The program proceeds to field #36.
- 11 In the Cost Extension field, enter the extended cost (+/-99999999.99) for the selected cost code. Press Enter (CR) to default to the displayed value (initially 0). This field is unavailable if: the entered cost code uses units or does not allow cost override, or an item (instead of a cost code) was entered for step 3.
- 12 In the Unit Price field, enter the price per displayed unit of measure. If you are entering an item, press Enter (CR) to default to the item price. If the cost code uses units, press Enter (CR) to default to the cost rate from the Cost Code F/M. If the cost rate is nonexistent press Enter (CR) to default to the cost rate marked up by the Cost Code F/M default markup method.

Press F2 to display the default markup method, and if an item was not entered, allows the user to override it. Press F1 to leave the existing value unchanged. If you press F2, the program prompts you to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) If the markup method is M-manual, and you choose not to change it, press F4 to return to Unit Price field.

This Unit Price field is unavailable if: the entered cost code does not use units or allow price override, and an item was not entered for step 3

- 13 In the Extension field the system displays the line-item price extension (price multiplied by the units entered). If the extension is greater than \$999,999,999, the message EXTENSION TOO LARGE is displayed and the field is not accepted. If the user has a line-item with an estimate in excess of one billion dollars, enter the line-item on more than one line. The program proceeds to step 13.
- 14 In the Price Extension field is unavailable if: the entered cost code uses units or does not allow price override or an item was entered. Enter the extended price for the selected cost code. Press Enter (CR) to default to the cost extension marked up by the cost code's default markup method. Press F2 to display the default markup method, and allows the user to override it. Press F1 to leave the existing value unchanged.

If you press F2, the program prompts you to enter the markup amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) If the markup method is M-manual, and you choose not to change it, press F4 to return to the Price Extension field.
- 15 The system displays the message: Accept Line. If the line is correct, press Enter (CR) to continue. If the line is not correct, select F4 to back up to change the field that is incorrect.

16 This concludes an entry in the line-item portion of the Estimate Entry program. The running total is updated and displayed. The line number is incremented by one, displayed and the program returns to the cost code field for the next line-item entry. Following the entry of the last line-item, you can perform a number of functions:

Changes a line-item

L Lists line-items

A Adds a line-item

D Deletes the estimate

F2 Changes header information

F3 Accesses the ending routine

17 To continue, press F3 and complete the How to enter footer information for job cost estimates procedure.

Entering footer information for customer job cost estimates

The ending routine consists of the final fields prior to completion of the estimate. The ending routine is not accessible if no line-items have been entered. For step-by-step instructions on entering line-items, refer to the How to enter Customer Job Cost Estimate line items procedure. Ending routine information is displayed on the lower portion of the screen.

1 In the Freight field enter the freight amount (+/-9999.99) if freight is charged. Press Enter (CR) to default to 0.

Tip: You establish whether freight is charged through the charge freight flag in the job cost static control record, the user. If this flag is set to N, no freight charge is allowed and the field is skipped.

2 In the Tax Code field, enter the tax code for this ship-to customer. The entry must be a valid tax code. Press Enter (CR) to default to the currently displayed value, initially the customer's ship-to tax code.

Tip: You establish whether tax is to be charged through the charge tax flag in the job cost static control record. If this flag is set to N, no tax is charged and this field is skipped. This field is also skipped if the estimate amount is zero. .

If you back up to this prompt after changing the tax rate, the system recalculates the charges to reflect the tax code and the change to the tax rate is lost.

3 In the Tax Rate field, enter H-to use of the high rate, L-to use the low rate, or X-to change tax status of this document to exempt. The rates are set up by the user in the accounts receivable Tax Table F/M. Press Enter (CR) to default to the displayed value.

TIP: This field is initially skipped. If the charge tax flag in the job cost static control record is not set to Y, you are not able to override the tax code and this field is unavailable.

- 4 In the Print Estimate Now field, enter N-do not print or Y-print now. Press Enter (CR) to default to N.
- 5 This concludes the ending routine of the Estimate Entry program. The estimate prints immediately if Y was selected. Upon completion of the update, the screen is cleared of field information and the program returns to the Estimate Number field to await further estimate entries. You can enter another estimate or press F4 to exit the program.

Entering header information for customer job cost estimates

- 1 Access this program by selecting Job Cost>Estimate> Estimate Entry (JCE110)
- 2 In the Estimate Number field, you can enter the estimate number or have it automatically assigned by the system. For manual estimate numbers, enter the number of the estimate (up to 8 characters). Estimate numbers already existing on file are displayed and the program proceeds to the prompt-selection field. To use automatic estimate numbers, press Enter (CR). The system assigns the next available number when you complete the header information. The word NEXT is displayed until the header portion is completed.
- 3 In the Job Name field, enter the name of this job (up to 30 characters). Job names can be changed during Job Entry. This field acts as a memo field and displays on most searches and reports providing job information. Blank job names are not valid.
- 4 In the Customer field, enter the customer number for this estimate. When you enter a valid customer number the system performs a credit check and displays the customer's balance, credit limit, date of last sale, phone number, contact 1, and message, if on file. F2 allows a search.
Tip: Entering NEW as the customer number allows the user to enter a customer who is not yet in the customer file. This allows the user to send estimates to potential customers without continually expanding the customer file (if the estimate is not converted to a job). However, estimates with NEW customer numbers may not be converted to a job. The user must enter a valid customer number and assign it to the estimate before it may be converted. When creating standard estimates, it is not necessary to change the customer number or address; create a new estimate header for the customer and pull over the line-items from the standard customer. You can press **S** to display the Show Address window to view header address information for the customer.
- 5 In the Ship-To Number field, the system initially automatically displays the customer's default ship-to number in the customer file. You can modify the ship-to number for the selected customer. Entering a valid ship-to number displays its address. Entering SAME, displays the same ship-to address as the customer's address. If the customer is NEW then the ship-to is set to SAME and the address is the customer's address. If the user chooses to enter a different ship-to address for the NEW customer select F3. If the selected customer is not NEW, F2 allows a search. F3 allows the user to enter a temporary address that is not to be kept on file. If the user selects F3, the customer's address appears on the screen as the default. The user can edit or change the address as is needed.

- 6** (Optional) At any point during steps 7-20, you can select F3-Auto defaults. Selecting F3 causes the program to display the defaults on file from that field forward and skip to field #21. If entering a new estimate and values for fields #5-20, have not been entered then the default values are the same as if you pressed Enter (CR) through the same fields. If you entered values on the new estimate or chose to change or correct the header portion of an existing estimate, then the default values are the same as if you selected F1-to skip at each field. If the program does not skip to field #20 and instead stops at an earlier field, the system could not find a valid default value for that field, and the user must enter a valid field before continuing
- 7** In the Warehouse field, enter a valid warehouse code from which the estimate is to be made. Any posting to the job (converted from this estimate), from purchase orders or sales orders must be from documents containing the selected customer and this warehouse. The warehouse is also used to separate estimates into groups on reports, registers and updates. Press Enter (CR) to default to the warehouse assigned to the terminal. F2 allows a search.
- 8** (Optional) If the selected customer is not NEW, you also have the option to enter a display code for the warehouse: A (Aging)--displays the customer's credit limit and outstanding balance for the last number of periods (set in the accounts receivable aging control record), or N (Notes)--displays the customer notes on file. Press Enter (CR) continues listing. .
- 9** In the Job Class field, enter the job class code for this estimate (up to 3 characters). Entering a valid job class code displays a partial description. When this estimate is converted to a job, the job class is used as an order for reports and registers. F2 allows a search.
- 10** In the Estimate Date field, enter the date the estimate was made. Press Enter (CR) to default to the system date.
- 11** In the Expiration Date field, enter the date this estimate expires. Entering December 31, 1999 defaults to NONE. The Expiration date cannot be before the estimate date. Press Enter (CR) to default to NONE.
- 12** In the Estimator/Manager field, enter the estimator/manager code for this customer. Entering a valid estimator/manager displays a partial description. Managers can be entered as estimators and the data will not affect reports on jobs providing information in manager order. Press Enter (CR) to default to the value already displayed (initially the last estimator/manager used, if any). F2 allows a search.
- 13** In the Start Date field, enter the estimated date the job is scheduled to start.
- 14** In the Finish Date field, enter the estimated date the job is scheduled to finish.
- 15** In the Contact field, enter the contact (up to 25 characters) for the selected customer. This is the person to contact about the estimate (and job). Press Enter (CR) to default to contact 1 set up in the ship-to record. If the ship-to is SAME or TEMP, ENTER (CR) defaults to contact 1 set up in the customer file.
- 16** In the Phone field, enter the phone number (up to 17 characters) for the selected customer. This is the phone number of the contact previously entered. Press Enter (CR) to default to phone 1 set up in the ship-to record. If the ship-to is SAME or TEMP, press Enter (CR) to default to phone 1 set up in the customer file.

- 17 In the Salesperson/Territory field, enter the salesperson/territory code for this customer. The entry must be a valid salesperson/territory. Press Enter (CR) to default to the value already displayed (initially the salesperson/ territory code assigned to the ship-to number). F2 allows a search.
- 18 .In the Salesperson Commission Percent field, the system displays the commission percentage. You can enter the percentage amount that is to be used to calculate the commission for the job (0-99.99) or press Enter (CR) to default to the commission percentage set up for the salesperson/territory in the salesperson/territory control record.
- 19 In the Terms Code field, enter a valid payment terms code. Press Enter (CR) to default to the value already displayed (initially the terms code assigned the customer). F2 allows a search.
- 20 In the Freight field, enter whether the freight code is P-prepaid, or C-collect. Press Enter (CR) to default to P. Entering a P signifies the freight for this order is prepaid and the freight amount (in the ending routine) is correct. Entering a C signifies that the freight is collect and the shipper should collect the freight amount on arrival (user should not enter a value for freight in the ending routine).
- 21 In the Ship Via field, enter a ship via code. Ship via codes are setup and maintained in Sales Orders>File Maintenances>Ship Via. Press F2 to search existing codes. If entering UPS, the system does not allow 1ST day air and 2ND day air to be entered at the same time.
- 22 In the Department field, enter a valid GL department number. (The length of the field is user defined in the Company Control F/M.) Entering a valid department number displays a partial description. Press Enter (CR) to default to the displayed value (initially the department assigned to the terminal). F2 allows a search.

Note: If the dept position flag in the company control record is 0 or if the insert dept flag in the JC to GL Posting F/M is N for all entries, this field does not appear and is skipped.

- 23 In the Billing Type field, enter the contract billing type for this estimate. The billing type is retrieved when posting to the job from other modules, read to determine whether to print the job on billing reports and used to tell the user the job's type of contract. Press Enter (CR) to initially default to the billing type flag set in the job cost static control record. You have the following options:

F - Fixed contract. Selecting F signals to the system that the job has a fixed amount that can be charged. For example, the user's customer agreed to have a parking lot paved for \$25,000. The contract type is fixed, because no matter what it costs in time, labor and materials, \$25,000 is all that can be charged. Once the billing reaches the fixed limit, invoices will not print until the limit has been raised. If this type is entered the line-item's extensions will add up to the price total in the header; but, will be completely independent from the contract price. However, tax is calculated on the contract price and freight is added to the contract price as well, in order to figure the new total in the ending routine.

C - Cost plus contract. Selecting C signals to the system to post the cost of the materials and/or labor plus a gross profit percentage. For example, the user's customer agreed having a parking lot paved for 10% over cost. The contract type is cost plus, because the billing amount is based on the cost times the same markup percentage no matter what

type of cost it is. If it costs \$25000, the system bills \$27,500; if it costs \$30,000, the system bills 33,000, etc. The cost plus billing type does affect the posting programs. The user will only be able to override the cost plus percentage as a mark-up method in the individual job review.

T - Time and materials. Selecting T signals to the system to bill according to normal charges for time and materials. The user calculates charges for time and materials by the normal method and rate and then charges for each accordingly. In other words, costs are not added in to one lump sum and marked up, nor is the markup rate for all costs the same.

N - No charge. Selecting N signals to the system to accept no billing amounts when posting to the job. The user is able to enter and track costs that post against jobs, but the billing extension is always zero. This type might be used for warranty work. The user is able to override this in the individual job review.

- 24** In the Contract field, enter the contracted amount to bill the customer for the job (0,+9999999.99). If the amount to be billed puts the job over the amount entered here, the Automatic Job Selection program will not create the invoice until the contract amount is revised. Press Enter (CR) to default to 0. If you didn't enter F for the billing type, this field is skipped.
- 25** In the Markup % field, enter the percentage amount to use in marking up costs in calculating the bill rate (0-99.99). Press Enter (CR) to default to 0. If you didn't enter C-cost plus contract for the billing type, this field is skipped.
- 26** In the Frequency field, enter M-bill the customer on a monthly basis for the job, C-bill the customer once upon completion of the job, or D-bill the customer on demand (whenever invoices exist for the job). Press Enter (CR) to default to M.
- 27** In the Units, enter the number of units (+9999999999) involved in completing the job. For example, 1 pool, 50000 boxes, 60 acres, etc. Press Enter (CR) to initially default to blanks.
- 28** In the Unit Of Measure field, enter the unit of measure for the unit quantity entered in the Units field (up to 6 characters). Press Enter (CR) to default to the displayed value (initially blanks).

This field is skipped if no units were entered.

- 29** In the Reference # field, enter the reference number (up to 15 characters). Press Enter (CR) to default to the displayed value (initially blanks). If the PO required flag in the customer file is set to Y, you must enter the customer's PO number here.
- 30** This concludes the header portion of the Estimate Entry program. At this time the estimate number is automatically assigned and displayed. After the header record is created, all header fields except #1-3 are accessible (if the customer is not NEW) through the change header routine. Fields #1-3 can only be changed (if the customer is not NEW) by deleting and reentering the estimate.
- 31** The system displays the message: Bring In Another Estimate: Enter YES or N to bring in another estimate. You can establish standard estimates so that there is no need to enter them each time. By bringing in another estimate, the line-items automatically transfer

from the estimate selected to the estimate being entered. The estimate selected to be brought in is not affected by the transfer. It stays in its original form. If N is entered, proceed. If YES is entered, enter the estimate number. F2 allows a search.

The line-item portion of the program allows the entry of up to 999 line-item and message lines to complete the estimate. Refer to the How to enter Customer Job Cost Estimate line items procedure for step-by-step instructions.

Job Cost Transaction Procedures

Entering job header information

The freight and tax amounts that appear in the header reflect the amounts that the customer has been billed to date. The Job Cost Invoice Register updates this information.

- 1 Access this program by selecting Job Cost>Job Cost Entry>Job Entry (JCE210)
- 2 In the Job Number field, enter the number of the job (up to 8 characters) for manual job numbers. Job numbers may be entered manually or automatically assigned by the system. Job numbers already existing on file are displayed and the program proceeds to the prompt-selection field. To use automatic job numbers, press Enter (CR). The system assigns the next available number. The word NEXT is displayed until the header portion is completed.

Press F2 to perform a document search by customer or job number. After selecting F2-search, the program asks the user to search by job or customer number? If the user selects customer the prompt returns to the customer field (field #3) on the screen and asks for the customer number. Entering a valid customer displays all the jobs on file for the customer. The user can then select a job for correction or inquiry, or F4-backup to return to the job number field (#1). Press Enter (CR) to default to E. If you select E, the program asks for the beginning job number to start listing from, press Enter (CR) to continue listing, a line # to select a job on the screen, or F4 to back up.

- 3 In the Estimate # To Import, enter the estimate number to pull over. Entering a valid estimate number converts the estimate into the job number entered. Pulling over an estimate means: set all possible values in the job file to those entered into the estimate file. Press Enter (CR) to skip this field and the estimate step in the job cost processing cycle. F2 allows a search.

TIP: Pulling over an estimate in Estimate Entry (JCE110) does not affect the new estimate header values; however pulling over an estimate in Job Entry does affect the job header values. If an estimate is pulled over, the program proceeds to the prompt-selection field.

- 4 In the Hold field, enter N or Y to indicate whether this job is on hold. Jobs can be placed on hold only through this program. Once a job is placed on hold: the system does not allow any programs in any modules to make new entries to post against it. Press Enter (CR) to default to N.

This field is initially skipped for new records.

- 5 In the Customer field, enter the valid customer number for this job. Entering a valid customer number displays the customer's balance, credit limit, date of last sale, phone number, contact 1, and message, if on file. A credit check is performed. F2 allows a

search. You can press S to display the Show Address window to view header address information for the customer.

- 6 In the Job Name field, enter the name of this job (up to 30 characters). Job names can be changed during Job Entry. This field acts as a memo field and displays on most searches and reports providing job information. Blank job names are not valid.
- 7 In the Job Memo field, enter the job memo to print on the invoice. Press Enter (CR) to default to the displayed value (initially the standard memo set up in the job cost static control record). If no memo is desired, press the space bar before pressing Enter (CR).
- 8 In the Ship-To Number field, enter the ship-to number for the selected customer. Entering a valid ship-to number displays its address. Entering SAME, displays the same ship-to address as the customer's address. Press F3 to enter a temporary address that is not to be kept on file. If you select F3, the customer's address appears on the screen as the default—you can edit or change the address as is needed.

After a valid ship-to has been entered, the system displays the information and skips the ship-to field fields. You can back up and change any of the fields except the ship-to itself once the job is entered. (Ship-to's are used in sales analysis to get credit for the job.)

Steps 9 through 14 are initially skipped (because they default from the ship-to record) if a valid ship-to number or same are entered in step #7.

- 9 In the Ship-To Name field, enter the ship-to customer name (up to 30 characters). This name appears on the first line of the address on invoices. Press Enter (CR) to default to the customer's name from the customer file.
- 10 In the Contact field, enter the contact (up to 25 characters) for the selected customer. This is the person to contact about the estimate (and job). Press Enter (CR) to default to contact 1 set up in the ship-to record.
- 11 In the Phone #1 field, enter the phone number (up to 17 characters) for the selected customer. This is the phone number of the contact previously entered. Press Enter (CR) to default to phone 1 set up in the ship-to record. If the ship-to is SAME, press Enter (CR) to default to phone 1 set up in the customer file.
- 12 (Optional) From any of the following fields (Warehouse to Freight), press F3 to use the Auto Defaults feature. Auto Defaults imports default information from that field forward and skips to the Tax Code field. If you are entering a new job and values for fields 16-FREIGHT have not been entered, then the default values are the same as you pressed Enter (CR) through the same fields. If you have entered values on the new job or elected to change or correct the header portion of an existing job, then the default values are the same as if you selected F1-to skip at each field. If the program does not skip to the Tax Code field and instead stops at an earlier field, the system could not find a valid default value for that field, and you must enter a valid field before continuing.
- 13 In the Warehouse field, enter the valid warehouse code for this job. Entering a valid warehouse code displays the warehouse description. This is the warehouse that all posting from sales orders and purchase orders must be done from. The system does not allow posting to this job from documents in other modules that are not for the selected

customer and warehouse; the field is skipped during the change header routine. F2 allows a search.

- 14 In the Job Class field, enter the job class code for this job (up to 3 characters). Entering a valid job class code displays a partial description. The job class is used as a sort order for reports and registers. F2 allows a search.
- 15 In the Manager field, enter the manager code for this job. Entering a valid manager displays a partial description. Managers are used as a sort order on reports and prints. By selecting manager order, the user can see totals for jobs by managers, etc. Managers can be entered as estimators in the Estimate Entry and the data does not affect reports on jobs providing information in manager order. Press Enter (CR) to default to the value already displayed (initially the last manager used, if any). F2 allows a search.
- 16 In the Salesperson/Territory field, enter the salesperson/territory code for this customer. The entry must be a valid salesperson/territory. Press Enter (CR) to default to the value already displayed (initially the salesperson/ territory code assigned to the ship-to number). F2 allows a search.
- 17 In the Salesperson Commission Percent field, enter the percentage amount (0-99.99) that is to be used to calculate the commission for the job. Press Enter (CR) to default to the commission percentage that has the higher priority.
- 18 In the Terms Code, enter a valid payment terms code. Press Enter (CR) to default to the value already displayed (initially the terms code assigned the customer). F2 allows a search.
- 19 In the Department field, enter a valid GL department number. (The length of the field is user defined in the Company Control F/M.) Entering a valid department number displays a partial description. CR defaults to the displayed value (initially the department assigned to the terminal). F2 allows a search.

If the dept position flag in the company control record is 0 or if the insert dept flag in the JC to GL Posting F/M is N for all entries, this field does not appear and is skipped.

- 20 In the Ship Via field, enter a ship via code. Press Enter (CR) to default to the value already displayed (initially the ship via assigned to the ship-to number). Ship Via codes are setup and maintained in Sales Orders >Files Maintenances>Ship Via F/M. Press F2 to search existing codes. If entering UPS, the system does not allow 1ST day air and 2ND day air to be entered at the same time.
- 21 In the Freight field, enter whether the freight code is P-prepaid, or C-collect. Press Enter (CR) to default to P. Entering a P signifies the freight for this order is prepaid and the freight amount (in the ending routine) is correct. Entering a C signifies that the freight is collect and the shipper should collect the freight amount on arrival (user should not enter a value for freight in the ending routine).
- 22 In the Tax Code field, enter the tax code for this ship-to customer. The entry must be a valid tax code. Press Enter (CR) to default to the currently displayed value, initially the customer's ship-to tax code.

Through the charge tax flag in the job cost static control record the user establishes

whether tax is to be charged. If this flag is set to N, no tax is charged and this field is skipped. This field is also skipped if the estimate amount is zero.

- 23** In the Tax Rate field, enter H-to use of the high rate, L-to use the low rate, or X-to change tax status of this document to exempt. The rates are set up by the user in the accounts receivable Tax Table F/M. Press Enter (CR) to default to the displayed value. This field is initially skipped. If the charge tax flag in the job cost static control record is not set to Y, you are not able to override the tax code and this field is unavailable.
- 24** In the Consolidate Overhead and Burden field, enter Y or N to indicate whether the overhead and burden costs should be allowed to post once for all transactions, instead of once for each transaction. If Y is entered all the overhead transactions can be collapsed into one transaction and/or all burden transactions can be collapsed into transaction by running the Overhead/Burden Consolidation Register. If you are using overhead and/or burden, the system automatically creates an overhead and /or burden transaction for every cost posted during the Posting Register. Press Enter (CR) to default to Y. This field is initially skipped and the flag set to N, if the cost code overhead and cost code burden fields are both set to "" (NOT USED) in the job cost static control record.
- 25** In the History field, enter Y or N to indicate whether to store job history after the job is completed. If Y is selected, the system stores the history of this job in the past jobs file (written to this file during the Job Completion and Removal update). If N is selected, this job cannot be displayed in the Past Job Inquiry after completed. Press Enter (CR) to default to Y.
- 26** In the Cost on invoice? Field, enter N or Y to indicate whether to print the cost on the job cost invoice. If Y is entered the cost of the job (before markup method was used) prints on the invoice sent to the customer. This is helpful if the billing type is C-cost plus. Press Enter (CR) to default to N.
- 27** In the Reference # field, enter the reference number (up to 15 characters). Press Enter (CR) to default to the displayed value (initially blanks). If the PO required flag in the customer file is set to Y, the user must enter the customer's PO number here.

This concludes the header portion of the Job Entry program. After the header record is created, all header fields except Warehouse, Ship-To Number, Customer, Estimate # To Import, and Job Number are accessible through the change header routine—the fields listed can only be changed by deleting and reentering the job. Refer to the How to enter job details procedure for step-by-step instructions on adding contract and billing information, estimated start and finish dates, as well as revised finish date, actual start date, and percent complete information.

Job Posting Entry Transaction Procedures

Entering Job Cost Posting information

- 1 Access this program by selecting Job Cost>Job Cost Posting>Job Posting Entry (JCE310).
- 2 In the Period field, enter C-current general ledger period or N-next general ledger period. After entering a selection, the system prints the period along with the word CURRENT or NEXT signifying the general ledger period.
- 3 In the Batch field, enter the batch number to add to, edit or display. Batch numbers may be entered by the user or automatically assigned by the system. For manual batch numbers, enter the number of the batch (1-9999). Batch numbers already existing on file are displayed and the program proceeds to the prompt-selection field. To use automatic batch numbers, press Enter (CR). The system assigns the next available number. The word NEXT is displayed until the first posting record is completed. F2 allows a batch search (search only displays batches for the selected period). Once a batch is entered, the system displays the source code (JC=job cost for NEXT), running totals for cost and billing amounts and if the batch number is on file the posting records. Also displayed is the credit GL account number if the source code is JC.
- 4 In the Credit G/L# field, enter the credit G/L# that each entry in this batch will post its cost extension against in the Posting Register. Press Enter (CR) to default to the existing G/L# if any. F2 allows a search. This field is unavailable if the source code is not JC.
- 5 In the Job Number field, enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Press Enter (CR) to default to the last job number entered (if any). F2 allows a search.

After selecting F2-search, the program asks the user to search by job # or customer? If you select customer the program then prompts the user for the beginning customer to list. Entering a valid customer displays all the jobs on file for that customer and those customers following. You can then select a job for correction or inquiry, or F4-backup to return to the job number field (field #4). Press Enter (CR) to default to J. If you select J, the program asks for the beginning job number to start listing from, press Enter (CR) to default to continue listing, a line # to select a job on the screen, or F4 to back up to the Job Number field.

- 6 In the Cost Code field, enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. The cost code sets the defaults for units, unit of measure, cost rate/extension, billing rate/extension, and markup method. The cost code also determines whether the user is able to override the defaults. F2 allows a search.
- 7 In the Units field, enter the quantity of units to post against the selected job. Enter the number of units per unit of measure; e.g. number of hours for hr, number of pounds for lb, number "each" for ea, etc. Press Enter (CR) to default to the existing value, if any.

This field is unavailable if the entered cost code does not use units (no unit of measure set up in cost code F/M).

- 8** In the Cost Rate field, enter the cost per displayed unit of measure. Press Enter (CR) to initially default to the cost/unit rate set in the cost code record. This field is unavailable, if the entered cost code does not use units or allow cost override.
- 9** In the Cost Extension field, the system automatically calculates and displays the cost extension (cost rate multiplied by the units entered). If the extension is greater than \$99,999,999, the message EXTENSION TOO LARGE is displayed and the field is not accepted. If you have an entry with a cost in excess of one hundred million dollars, enter the posting entry on more than one line.
- 10** In the Cost Extension field, enter the extended cost (+/-9999999.99) for the selected cost code. Press Enter (CR) to default to the displayed value (initially 0). This field is unavailable if the entered cost code uses units or does not allow cost override.

If the billing type for this job is no charge or cost plus, then the billing amounts are calculated according to the billing type, fields #8-11 are unavailable, and the program proceeds to field #13.

- 11** In the Markup field, enter the markup method to use for this posting entry. You have the following options:

Enter the markup amount (0-999999.99). Entering a number tells the system to mark up the cost by a dollar amount. If units are entered, the system marks up the cost rate by the dollar amount; otherwise, it marks up the cost extension.

Enter the percentage (0-999999.99%) to mark up the extension cost. To enter a percentage, you must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. If units are entered, the system marks up the cost rate by the percentage amount; otherwise, it marks up the cost extension.

Enter M to indicate you want to enter the bill rate/extension manually. Entering M displays the word MANUAL and the program proceeds.

TIP: The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select the proper cost code.

Press Enter (CR) to initially default to the mark up method (amount/percentage) from the cost code record. This field is initially skipped.

- 12** In the Bill Rate field, enter the price per displayed unit of measure. Press Enter (CR) to initially default to the cost rate marked up by the mark up method. This field is unavailable if the entered cost code does not use units or allow price override.
- 13** In the Posting Bill Extension field the system calculates and displays the posting bill extension (bill rate multiplied by the units entered). If the extension is greater than \$99,999,999, the message EXTENSION TOO LARGE is displayed and the field is not accepted. If you have a posting entry with a bill extension in excess of one hundred

million dollars, enter the posting entry on more than one line. The program proceeds to the Work-In-Process/Expense G/L# field.

- 14** In the Bill Extension field, enter the bill extension to post for this job. Press Enter (CR) to default to the cost extension marked up by markup method. This field is unavailable if the entered cost code uses units or does not allow price override.
- 15** In the Work-In-Process/Expense G/L# field, enter the debit G/L# that this entry will post its cost extension against in the Posting Register. Press Enter (CR) to initially default to the G/L# assigned to the cost code if the user has the post to work-in-process flag set to N in the JC to GL posting record; otherwise, the system uses the default work-in-process G/L# if the distribution flag in the JC to GL posting record is set to D, or the default comes from the GL posting table for the job entered, under the cost type of the cost code. This field is initially skipped.
- 16** In the Memo field, enter the memo for this posting entry (up to 30 characters). Press Enter (CR) to initially default to blanks.
- 17** In the Print field, enter N or Y to indicate whether to print the memo on the job cost invoice. If the invoice is to print the transactions by cost code total or cost type total (as set in the Job Entry), then Y is not allowed. Press Enter (CR) to default to N. This field is initially skipped and set to N.
- 18** In the Ok To Add/Change? field, enter Y or N to indicate whether the entry is correct. Enter N to back up to the Print field. The program defaults to Y.
- 19** This concludes the detail portion of the Job Posting Entry program. The running totals are updated and displayed. To protect data integrity, you cannot change the job number, except by deleting the entry record and re-entering the information. If you are in add mode or entering records in a new batch, the line number is incremented by one, the program returns to the job number field for the posting entry; otherwise the next job posting entry is displayed.
- 20** You can select to perform the following functions:

Enter the appropriate line number to access job information detail. If the line number is not on the screen, the system assumes the entered number is a job number to begin listing from.

Enter A to add a posting entry to the batch (can only be done with job cost batches).

Enter D to delete the batch (can only be done with job cost batches).
- 21** Press F4 to clear the batch information from the screen, and returns to the batch field (#2).
- 22** Once the update is complete, the screen clears and the cursor returns to the Job Number field so you can enter additional entries or press F4 to exit.

Running the Job Posting Register (JCR310)

- 1 Access this program by choosing Job Cost>Job Cost Posting>Job Cost Register (JCR310).
- 2 In the Beginning Batch Number field enter the beginning ticket to print (1-999999). Press Enter (CR) to default to FIRST.
- 3 In the Ending Batch Number field enter the ending ticket to print (1-999999). Press Enter (CR) to default to LAST.
- 4 In the Beginning Date field enter the beginning production date to print. Press Enter (CR) to default to FIRST.
- 5 In the Ending Date field enter the ending production date to print. Press Enter (CR) to default to LAST.
- 6 In the Source Code field, enter two-character module code that you want to include in the register print. The program defaults to all modules.
- 7 For users printing the GL distribution, the following field is displayed:

Check register. OK to print GL distribution?

After printing the Job Posting Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue. The program then prints the GL distribution. Once the GL distribution is printed, check the GL distribution and update.

Check GL distribution. OK to update?

- 8 After printing the GL distribution, verify the printout. If everything is correct, enter YES to continue. The program proceeds with the update. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire register process begins again

-OR-

- 9 **If the system is not set to print the GL distribution:**

Check register. OK to update?

After printing the Job Posting Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue and no GL distribution will be printed, the system skips the GL distribution print and proceeds to the update.

Job Cost Invoicing Transaction Procedures

Creating invoices for the unbilled transactions for all jobs

- 1 Access this program by selecting Job Cost> Job Cost Invoicing> Automatic Job Selection.
- 2 In the Order field, enter whether to update in J-job number, M-manager, C-customer number, or K-job class order. Press Enter (CR) to default to J.
- 3 In the Beginning Order Choice field, select the beginning order choice to update.
- 4 In the Ending Order Choice field, select the ending order choice to update.
- 5 In the Warehouse field, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. F3 defaults to ALL.
- 6 In the Customer/Manager field, enter a valid customer number (or manager if customer was entered in field #1) to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.
- 7 In the Billing Type field, enter whether the billing type the jobs must be to update is F-fixed contract, C-cost plus, T-time and materials and/or N-no charge. Press Enter (CR) to default to ALL.
- 8 In the Billing Frequency field, enter whether the type of billing frequency the jobs must be to update is M-bill monthly, C-bill when complete or D-bill on demand (whenever there are invoices). Press Enter (CR) to default to D.
- 9 In the Cost Type field, enter the cost type the transactions must be, in order to update. Choices are user defined in the Cost Type F/M. Press Enter (CR) to default to all.
- 10 In the Cutoff Date field, enter the transaction cutoff date to update. This is the date of the original posting from the source code module. Transactions with dates after this entered date are not included. Press Enter (CR) to default to NONE.
- 11 Press Enter (CR) to begin invoice processing.

Removing overhead and burden transactions and replacing with a consolidated record

- 1 Access this program by selecting Job Cost> Job Cost Invoicing> Overhead/Burden Consolidation.
- 2 In the Order field, enter whether the order of the update is by J-job number, M-manager, C-customer number, or K-job class. Press Enter (CR) to default to J.
- 3 In the Beginning Order Choice field, select the beginning order choice to update.

- 4 In the Ending Order Choice field, select the ending order choice to update.
- 5 In the Warehouse field, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. F3 defaults to all warehouses.
- 6 In the Customer field, enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.
- 7 In the Beginning Date field, enter a date to begin printing from. Transactions with posting dates before this date will not be included. Press Enter (CR) to default to FIRST (first date on file).
- 8 In the Ending date field, enter a date to end printing from. Transactions with posting dates after this date will not be included. Press Enter (CR) to default to LAST (last job on file).
- 9 The Overhead/Burden Consolidation program reads the job file and finds any job that has the consolidate overhead and burden flag set to Y. Then it reads through the transaction file for overhead and burden transactions, optionally removes them, and replaces each one with a single consolidated transaction.

Removing job invoices in the job cost invoice file

- 1 Access this program by selecting Job Cost> Job Cost Invoicing> Unselect Jobs
- 2 In the Order field, enter whether to remove in J-job number, M-manager, C-customer number, or K-job class order. Press Enter (CR) to default to J.
- 3 In the Beginning Order Choice field, select the beginning order choice to remove.
- 4 In the Ending Order Choice field, select the ending order choice to remove.
- 5 In the Warehouse field, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. F3 defaults to ALL.
- 6 In the Customer field, enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.
- 7 In the Billing Type field, enter whether the billing type the jobs must be to remove are F-fixed contract, C-cost plus, T-time and materials, or N-no charge. Press Enter (CR) to default to ALL.
- 8 In the Frequency field, enter whether the type of billing frequency the jobs must be to remove are M-bill monthly, C-bill when complete and/or D-bill on demand (whenever there are invoices). Press Enter (CR) to default to D.
- 9 In the Cost Type field, enter the cost type the transactions must be, in order to remove. Choices are user defined in the Cost Type F/M. Press Enter (CR) to default to ALL.
- 10 In the Cutoff Date field, enter the transaction cutoff date to unselect through. This is the date of the original posting from the source code module and any transactions with a

date prior to or equal to the date entered are removed. Press Enter (CR) to default to NONE.

- 11 Press Enter (CR) to continue processing. In the lower portion of the screen the system displays records as they are read and lists the jobs that are available for you to unselect.
- 12 When the report is finished processing, press Enter (CR) to exit the program.

Editing the billing amounts of jobs before they are printed

- 1 Access this program by selecting Job Cost> Job Cost Invoicing>
- 2 In the Job Number field, enter the job number to review its invoice. Entering a valid job number displays its invoice and the program proceeds to the prompt-selection field. If the job number does not have an invoice associated with in, the system displays the message: Create invoice for this job? Enter Yes to create the invoice or No to enter another job number.
F2 allows a job number search by customer or job number.
F3 allows an invoice search by job number or customer. [Click here for Search Details.](#)
- 3 In the Freight field, enter the freight amount (+/-9999.99) if freight is charged. The charge freight flag in the job cost static control record establishes whether freight is charged. Press Enter (CR) to default to the displayed amount, initially the amount calculated when the invoice was created. If this flag is set to N, no freight charge is allowed and the field is skipped.
- 4 In the Tax field, enter the tax amount (+/-9999.99) if tax is charged. Press Enter (CR) to default to the displayed amount, initially the amount calculated when the invoice was created. The charge tax flag in the job cost static control record establishes whether tax is to be charged. If this flag is set to N, no tax is charged and this field is skipped.
- 5 After changing header information, you can perform a number of functions:

Enter the line number to change

Enter L to list line-items

Enter D to delete the invoice

Press Enter (CR) to list more line-items

Press F1 to display the next invoice on file

Press F2 to change header information

Press F3 to ends the inquiry; clear information and return to the first field.

- 6 To modify a line, enter the line number and complete the following as necessary:
- 7 In the Unit Price field, enter the price per displayed unit of measure. Press Enter (CR) to default to the displayed value initially calculated to be the cost rate marked up by the cost code's default mark up method. Press F2 to change the bill rate by using the markup

method. If you press F2, the program prompts you to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) F4 backs-up to the Unit Price field. This field is unavailable if: the entered cost code does not use units.

- 8 In the Extension field, the system displays the line-item price extension (price multiplied by the units entered). If the extension is greater than \$99,999,999, the message EXTENSION TOO LARGE is displayed and the field is not accepted. If you have a line-item with an estimate in excess of one hundred million dollars, enter the line-item on more than one line. The program proceeds to the prompt-selection field.
- 9 In the Price Extension field, enter the extended price for the selected cost code. Press Enter (CR) to default to the displayed value initially calculated to be the cost extension marked up by the cost code's default mark up method. Press F2 to change the price extension by using the markup method. If you press F2, the program prompts you to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) F4 backs up to field #5. This field is unavailable if the entered cost code uses units.
- 10 This concludes an entry in the line-item portion of the Individual Job Review program. The running total is updated and displayed. You can:

Enter the line number to change

Enter L to list line-items

Enter D to delete the invoice

Press Enter (CR) to list more line-items

- 11 Press F1 to display the next invoice on file

Press F2 to change header information

Press F3 to ends the inquiry; clear information and return to the first field.

- 12 When you have finished editing bill amounts, press F4 to exit.

Running the Invoice Register (JCR440)

- 1 Access this program by choosing Job Cost>Job Cost Posting>Invoice Register (JCR440).
- 2 In the Date field, enter the Invoice Register date. The date must be within the current or next GL period. Press Enter (CR) to default to the system date.
- 3 The system displays the GL period field as follows: If the date entered above is within the current GL period, then this field is displayed as CURRENT with the current period and year. If the date entered above is within the next GL period, then this field is displayed as NEXT with the next period and year. (No field is necessary.)

- 4 In the Sa Period field, enter whether to post information from this register to the C-current or N-next sales analysis period. Press Enter (CR) to default to C.
- 5 In the Warehouse field, enter up to 20 two-character warehouse codes to indicate the warehouse(s) for which register is to print. Only valid warehouse codes are accepted. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 to default to ALL.
- 6 In the Scope field, enter whether to print S-summary or D-detail information. Press Enter (CR) to default to S.
- 7 In the Correct field, enter Y or N to indicate whether or not this is the correct date and GL and SA period for the Invoice Register to post to.
- 8 For users printing the GL distribution, the following field is displayed:

Check register. OK to print GL distribution?

After printing the Job Posting Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue. The program then prints the GL distribution. Once the GL distribution is printed, check the GL distribution and update.

Check GL distribution. OK to update?

After printing the GL distribution, verify the printout. If everything is correct, enter YES to continue. The program proceeds with the update. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire register process begins again.

-OR-

9 If the system is not set to print the GL distribution:

Check register. OK to update?

After printing the Job Posting Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue and no GL distribution will be printed, the system skips the GL distribution print and proceeds to the update.

Job Cost Completion Transaction Procedures

Entering the job completion percentages for invoice creation

- 1 Access this program by selecting Job Cost> Job Cost Completion> Job Completion Entry.
- 2 In the Job Number field, enter the job number to review its invoice. Entering a valid job number displays its information. Press F2 to search for job numbers by customer or job number. Select the Search Details link for more information.
- 3 Press F2 to modify job completion information.
- 4 In the Actual Percent Complete field, enter the percentage that represents the degree to which the job is finished; e.g., one half finished would be 50%. This number appears in the actual section of the detail portion in Job Entry. Press Enter (CR) to default to the displayed calculated value.
- 5 In the Date Percent Complete field, enter the date that the percentage of completion was based on. This date appears in the actual section of the detail portion in Job Entry, Press Enter (CR) to default to the system date.
- 6 In the Status field, enter whether the status is A-active, C-cost complete or B-bill complete. If the job is complete, the status cannot be active. Press Enter (CR) to default to C. This field is skipped if the percentage complete is not 100%.
- 7 This concludes an entry in the detail portion of the Job Completion Entry program. The system updates the screen display and the job record.
- 8 Following the change of the last detail entry you can perform the following functions.

Press Enter (CR) to display the next job.

Press F2 to change job completion detail information.
- 9 When you have finished entering job completion percentages, press F4 to exit.

Running the Job Completion Register

- 1 Access this program by selecting Job Cost> Job Cost Completion> Job Completion & Removal Register.
- 2 In the Order field, indicate whether to print in J-job number, M-manager, C-customer number, or K-job class order. Press Enter (CR) to default to J.
- 3 In the Beginning Order Choice field, select the beginning order choice to print.
- 4 In the Ending Order Choice field, select the ending order choice to print.

- 5** In the Warehouse field, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 to default to ALL.
- 6** In the Customer field, enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.
- 7** In the Status field, enter whether to print jobs which are A-active, C-cost complete, and/or B-bill complete. Press Enter (CR) to default to B which displays a message indicating the optional update will be available at the end of the register.
- 8** In the New Page? field, enter N or Y to indicate whether to print a new page for each job. Press Enter (CR) to default to N.
- 9** At the Check Report. Do You Wish To Remove Records Just Printed? prompt: Verify the report. Enter YES or N to indicate whether to remove the records just printed on the register.

Job Cost Inquiries Transaction Procedures

Use the programs on the Job Cost Inquiry menu to view current and past job cost information by job number.

Displaying job information

- 1 Access this program by selecting Job Cost> Job Cost Inquiries> Job Inquiry (JCI610).
- 2 In the Job Number field, enter the job number of the job to be displayed. Entering a valid job number displays the job name and memo, customer number and name, manager code, job class code, and warehouse code. If the job is on hold, HOLD is displayed just above the job number in the header portion of the screen. Press Enter (CR) to default to the next job. F2 allows a search.
- 3 The system displays the General view, which includes general information entered for the job in Job Entry. The header information for the job is displayed on top of the detail information and includes: Ship-to number and name, address 1, 2 and 3, contact, phone, job status, ship via, freight, consolidate overhead and burden flag, store job history flag, display cost on invoice flag, and reference number.

The detail portion includes three sections: Contract, Billing, and Actual. These sections are identical to the display in Job Entry. Contract shows: contract number, date of contract, total billing amount (contract amount), revised contract date, revised contract amount, units, and unit of measure. Billing shows: billing type, markup amount or percent (if billing type is cost plus), billing frequency, and the detail order for the invoice print. Actual shows: actual start date, percentage completed, date percentage completed was entered into the system, actual cost amount, and amount billed.

- 4 After displaying the information for the selected job, the program returns to the Display Code field at the bottom of the screen. You can select from the follow views:

G-General

C-Codes

E-Estimate

A-Activity

I-Invoices

O-Open purchase orders

N-Job notes (entered through this program)

Displaying past job costing information

- 1 Access this program by selecting Job Cost> Job Cost Inquiries> Past Job Inquiry (JCI620).

- 2 In the Job Number field, enter the job number of the job to be displayed. Entering a valid job number displays the job name and memo, customer number and name, manager code, job class code, and warehouse code. Press Enter (CR) to default to the next job. F2 allows a search.
- 3 The system displays the General view, which includes general information entered for the job in Job Entry. The header information for the job is displayed on top of the detail information and includes: Ship-to number and name, address 1, 2 and 3, contact, phone, job status, ship via, freight, consolidate overhead and burden flag, store job history flag, display cost on invoice flag, and reference number.

The detail portion includes three sections: Contract, Billing, and Actual. These sections are identical to the display in Job Entry. Contract shows: contract number, date of contract, total billing amount (contract amount), revised contract date, revised contract amount, units, and unit of measure. Billing shows: billing type, markup amount or percent (if billing type is cost plus), billing frequency, and the detail order for the invoice print. Actual shows: actual start date, percentage completed, date percentage completed was entered into the system, actual cost amount, and amount billed.

- 4 After displaying the information for the selected job, the program returns to the Display Code field at the bottom of the screen. You can select from the follow views:

G-General

C-Codes

E-Estimate

A-Activity

Job Cost End-of-Period Transaction Procedures

End-of-Period Checklist - Job Cost

Period ___ **Year** ___

User	Date	Menu		Description
_____	_____	Recurring	1.	Print/update last Job Posting Register
_____	_____	Invoices	2.	Print/update last Invoice Register
_____	_____	EOP	3.	Print/update Job Completion & Removal Register
_____	_____	EOP	4.	Run End-of-Period Update

End-of-Period Checklist Explanation - Job Cost

- 1 Print/update last Job Posting Register. This register must be run to ensure that all job cost entries from job cost and all other modules have posted to the job cost transaction file. After this register is updated the user may invoice the transactions posted prior to closing the month. If this register is run after the period is closed, the postings will post into the next period.
- 2 Print/Update last Invoice Register. This register must be run to ensure that all job cost invoicing is complete for the period. If this register is not updated, the invoices will post into accounts receivable in the next period.
- 3 Print/Update last Job Completion Register. This register must be to complete jobs in the correct period. If this register is not updated in the current period prior to closing, the completed jobs will be completed in the next period.
- 4 Run End-of-Period Update. This is the last step to closing the job cost current period and should only be run after all of the above procedures have been completed. The program sets all month-to-date figures to zero, sets the date of the last end-of-period update and increments the current period by one. When this program is complete, the user may begin daily procedures in Job Cost in the new (current) period.

Job Cost File Maintenance Transaction Procedures

Setting up JC to GL Posting

- 1 Access this program by selecting Job Cost>Job Cost Maintenances> JC to GL Posting F/M (JCF970).
- 2 First define how you want Job Cost transactions to post to General Ledger using the GL Distribution flag.

0 indicates no GL distribution prints or posts.

1 indicates the GL distribution prints in detail format, but does not post to General Ledger.

2 indicates the GL distribution prints in detail format and posts to General Ledger in detail (detail posting means each item contributing to the amount posts to each account number).

- 3 Next establish costing and invoicing journals. Choose the General Ledger journal into which the system should post transactions from the Job Posting and Invoicing Registers, for example Sales Journal.
- 4 Indicate whether to post Work-in-Process transactions when running the Job Cost registers.
- 5 For each account listed select a basis. The basis allows you to tell the system whether to use the default GL number defined in this program or use one of the GL numbers set up in the various GL Table File Maintenances in other modules.

For instance, Accounts Receivable entry in this program give you the option of posting to the default GL number, the customer's GL table, or the job's GL table. If you look in the Customer F/M program, it contains a field in which you can assign an AR GL Table to each customer. By selecting the customer basis, you tell FACTS that you want Job Cost registers to post to the Accounts Receivable GL number defined in the tables assigned to the customers entered on the jobs— not to the GL number entered here. Similarly, when you select the job table basis, you tell FACTS to post to the GL number defined in the tables assigned to the job classes – which are in turn assigned to the cost codes entered on the jobs.

In many cases, the other basis options – such as customer, job, tax code – enable you to create a much more accurate and detailed accounting system than you could be simply posting to single default GL numbers.

- 6 For each account, indicate whether you want the department and/or branch numbers embedded within the GL account number (if applicable). If you use departments and branches and select this option, the system looks at the department and branch number on the invoices and inserts this information into the GL number.

For example, if the GL number to post is 415-00-00 (department is fourth and fifth digits,

branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to 415-01-02. The system inserts the department and/or branch in the proper place within the GL account number.

If the Department Position flag in the Company Control Record is 0, the department fields are disabled. If the Branch Position flag in the Company Control Record is 0, the branch fields are disabled. By default, these fields are deselected, or in character, set to N.

- 7 Define a default GL number for each account. Press F2 to search. Even if you intend to post by a basis other than default, you must define a GL number in this program. For some accounts, the default GL number is the only basis option.
- 8 Set up the following accounts:

Accounts Receivable

The Basis options are the D-default GL number, C-customer GL table or J-job GL table. The program initially defaults to D.

Accounts Receivable cannot post by department. Skip this field.

Indicate whether or not you want the branch number embedded in the Accounts Receivable GL number. Make sure the corresponding Branch flags in AR to GL and JC to GL Posting F/Ms are set same way. If the Branch Position flag in SM Company Control F/M is set to 0, this field is disabled.

Enter the default General Ledger account number for the Accounts Receivable account. F2 allows a search. This is the account number the system uses when the basis is set to D-default. The default GL number does not change if you change the basis. It always refers to the default basis.

Sales

The Basis options are the D-default GL number, C-customer GL table or J-job GL table. The program initially defaults to D.

Indicate whether or not you want the department and/or branch numbers embedded in the Sales GL number. By default, these fields are set to N. If the Department Position or Branch Position flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default General Ledger account number for the Sales account. F2 allows a search. This is the account number the system uses when the basis is set to D-default. The default GL number does not change if you change the basis to Customer or Job. It always refers to the default basis.

Tax

The Basis options are the D-default GL number and T-tax code. The tax code basis tells the system to use the GL number in the AR Tax Table F/M. Tax codes created in this program can be assigned to customer records. The program initially defaults to D.

Indicate whether or not you want the department and/or branch numbers embedded in the Tax GL number. By default, these fields are set to N. If the Department Position or Branch Position flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default General Ledger account number for the Tax account. F2 allows a search. This is the account number the system uses when the basis is set to D-default.

The default GL number does not change if you change the basis. It always refers to the default basis.

Freight

The only Basis option is the D-default GL number.

Indicate whether or not you want the department and/or branch numbers embedded in the Freight GL number. By default, these fields are set to N. If the Department Position or Branch Position flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default General Ledger account number for the Freight account. F2 allows a search.

Work-In-Process

The Basis options are D-default GL number and J-Job GL Table. The program initially defaults to D. The Job Cost registers only post this information if the Post Work In Progress flag is selected.

Indicate whether or not you want the department and/or branch numbers embedded in the Work-In-Progress GL number. By default, these fields are set to N. If the Department Position or Branch Position flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default General Ledger account number for the Work-In-Process account. F2 allows a search. This is the account number the system uses when the basis is set to D-default. The default GL number does not change if you change the basis. It always refers to the default basis.

Contra Cost of Sales

The only Basis is D-default GL number.

Indicate whether or not you want the department and/or branch numbers embedded in the Contra Cost of Sales GL number. By default, these fields are set to N. If the Department Position or Branch Position flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default General Ledger account number for the Contra Cost of Sales account. F2 allows a search. This is the account number the system uses when the basis is set to D-default. The default GL number does not change if you change the basis. It always refers to the default basis.

Cost Of Sales

The Basis options are D-default GL number and J-Job GL Table. The program initially defaults to D.

Indicate whether or not you want the department and/or branch numbers embedded in the Cost of Sales GL number. By default, these fields are set to N. If the Department Position or Branch Position flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default General Ledger account number for the Cost of Sales account. F2 allows a search. This is the account number the system uses when the basis is set to D-default. The default GL number does not change if you change the basis. It always refers to the default basis.

Job Cost Receipts

The Basis options are D-default GL number and J-Job GL Table. The program initially defaults to D.

Indicate whether or not you want the department and/or branch numbers embedded in the Job Cost Receipts GL number. By default, these fields are set to N. If the Department Position or Branch Position flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default General Ledger account number for the Job Cost Receipts account. F2 allows a search. This is the account number the system uses when the basis is set to D-default. The default GL number does not change if you change the basis. It always refers to the default basis.