Infor Distribution FACTS
Job Cost Users Guide

Release level 9.1

Contents

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.

Organization

This table shows the chapters of the guide:

Section	Description
About this guide	Lists the intended audience as all users. Describe the purpose and the related documentation.
Overview	The overview section described the purpose of the application in terms of the business solutions that it provides, program listings, and menu trees, as applicable to the application.
Work Flows & Program Concepts	This section includes process flows for each module, program descriptions and concepts that are key to using this FACTS module.
Transaction Procedures	This section contains daily, weekly and end of year procedures as well as step-by-step processing information for JC entry, inquiry and transaction programs.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" on page 6.

Refer to the contents of the FACTS Version 9.1 & Incrementals folder located at www.inforxtreme.com. Click Search>Browse Documentation>FACTS> Version 9.1 & Incrementals to view a document tree similar to this.

- o *FACTS Version 9.1 & Incrementals*
    - *Installation and Administration Guides*
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Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

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

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

Chapter 1   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.

Job Cost is divided into these menus.

Job Estimation

Job Entry

Job Posting

Job Invoicing

Job Completion

Inquiries

Reports & Prints

End of Period

File Maintenances

Chapter 2   Work flow and 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.

Program concepts

These programs are available in the Job Cost Estimating system.

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)

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. Estimate Listing is available in these formats.

- 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 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 using Estimate Removal. 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.

Work flow

- Use Job Entry (JCE210) to enter job information into the Job Cost system. 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

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.

Work flow

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.

You can 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 you choose 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 exits the Automatic Job Selection program is used to create invoices. The Job Posting Register can be run for selected source codes.

Program concepts

These programs are 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

Program concepts

These programs are on the Job Cost Completion menu.

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

Use the programs on the Job Cost Invoicing menu to accomplish these tasks.

- review and edit invoices to send to customers
- post invoices to accounts receivable and general ledger
- run reports on outstanding invoices

Work flow

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.

Reports

Program concepts

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

This report is available with these formats.

- 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.

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.

The 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.

File Maintenances and Infrequent File Maintenances

File maintenance programs enable you to enter, change and delete data.

Program concepts

These programs are on the Job Cost File Maintenance menu.

Use Cost Code F/M (JCF910) 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.

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.

Use Past Job Removal (JCU910) 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.

The programs on the Job Cost Infrequent File Maintenances menu are only used once during installation and setup.

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 these 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.

To post 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.

Use Job Class F/M (JCF950) 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.

Use GL Posting Table F/M (JCF960) to 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.

Use Static Control F/M (JCF980) 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.

The Nonstatic Control F/M (JCF990) 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.

End-of-Period

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.

Program concepts

End-Of-Period Update program (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.

Specify 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 specify N.

Chapter 3   Transaction Procedures

3

Standard Procedures

This section covers standard procedures to be followed for Job Cost. 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.

Estimating Procedures

Entering header information for customer job cost estimates

1   Click Job Cost>Estimate> Estimate Entry (JCE110)

2   Specify the **estimate** number or have it automatically assigned by the system.

3   Specify the **name** of this job (up to 30 characters).

4   Specify the **customer** number.
     Tip: Entering NEW as the customer number allows you to use a customer who is not yet in the customer file. This allows you 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. You 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.

6   Specify the **warehouse**.

7   (Optional) If the selected customer is not NEW, specify 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.

8   Specify this information.

job **class** code.

date the **estimate** was made.

date this estimate **expires**.

estimator/manager code

estimated date the job is scheduled to **start**.

estimated date the job is scheduled to **finish**.

contact (up to 25 characters).

phone number (up to 17 characters).

In the **SLSP** field, specify the salesperson/territory code for this customer.

9   (Optional) In the **Commission %**field, the system displays the commission percentage set up for the salesperson/territory in the salesperson/territory control record. Click **Backup** and specify the percentage amount that is to be used to calculate the commission for the job (0-99.99).

10   Specify a valid payment **terms** code. Press **Enter** to default to the value already displayed (initially the terms code assigned the customer).

11   In the **FRT** field, specify whether the freight code is P-prepaid, or C-collect.

12   Specify a **ship via** code.

13   Specify a valid GL department number. 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.

14   Specify the contract **billing type** for this estimate: F - Fixed contract, C - Cost plus contract, T - Time and materials, or N - No charge.

15   In the **Contract** field, specify the contracted amount to bill the customer for the job (0,+9999999.99). If you didn't enter F for the billing type, this field is skipped.

16 In the **Markup %** field, specify the percentage amount to use in marking up costs in calculating the bill rate (0-99.99). If you did not enter C-cost plus contract for the billing type, this field is skipped.

17 In the **Frequency** field, specify how this job is billed: 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).

18 Specify the number of **units** (+9999999999) involved in completing the job. For example, 1 pool, 50000 boxes, 60 acres, etc.

19 Specify the **unit of measure** for the unit quantity entered in the Units field (up to 6 characters). This field is skipped if no units were entered.

20 In the **Ref#** field, specify the reference number (up to 30 characters).If the PO required flag in the customer file is set to Y, you must enter the customer's PO number here.

21 The estimate number is automatically assigned and displayed. The system displays the message: *Bring In Another Estimate*: Specify YES to bring in another estimate.

22 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 Entering line-item information for customer job cost estimates procedure for step-by-step instructions.

Entering line-item information for customer job cost estimates

Specify header information for the job cost estimate. Follow the Entering 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.

1 Specify the **cost** code (up to four characters). The cost code sets the defaults (which fields are used) and cost type for this line

2 Specify the **item** number. This field is not available if the **use inventory** flag is set to N in the cost code record for the selected cost code.

3 Steps 4-5 are only entered if the item is a non-stocked item.

4 (Optional) The system displays the following message: Nonstocked item. Do you wish to add anyway? Specify **N**-return to the Item Number field or **Y** for to specify a non-stocked item.

5 (Optional) For non-stocked items, specify the **unit of measure** for the non-stocked item (up to 2 characters).

6 Specify the **units**. This could refer to the quantity of units required in estimating the extended price or the number of units per unit of measure (number of hours for hr, number of pounds for lb, number "each" for ea) for a cost code, or if an item was entered, the number of items. This field is unavailable if the specified cost code does not use units or an item was not entered.

7 In the Unit **Cost** field, specify the cost per displayed unit of measure. This field is unavailable, if the entered cost code does not use units or allow cost override, or an item was not entered in step 3.

8 In the **Extension** field, the system calculates and displays the line-item cost extension (cost multiplied by the units entered). If the Markup method is M-Manual, specify the extended cost. If you specify an extended cost, you must also specify an extended price.

9 In the Unit **Price** field, specify the price per displayed unit of measure. This Unit Price field is unavailable if the entered cost code does not use units, allow price override, or an item was not entered for step 3. Press **F2** to update the markup information. Refer to Updating the markup method for job cost estimates for details to change the markup method.

10 In the Extension field the system displays the line-item price extension (price multiplied by the units entered). If the Markup method is M-Manual, specify the extended price. The Price **Extension** field is unavailable if the entered cost code uses units or does not allow price override or an item was entered. Press **F2** to update the markup information.

11 The system displays the message: Accept Line. If the line is correct, press **Enter** to continue.

12 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

13 To continue, press **F3** and complete the Entering 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 Entering Customer Job Cost Estimate line items procedure. Ending routine information is displayed on the lower portion of the screen.

1 Specify the **freight amount** (+/-9999.99) if freight is charged.

2 Specify the **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, specify **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 in the AR Tax Table F/M.
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, specify **N**-do not print or **Y**-print now.

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.

Job Cost 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   Click Job Cost>Job Cost Entry>Job Entry (JCE210).

2   Specify the **job number** (up to 8 characters).

3   In the **Estimate # To Import**, specify the estimate number. A valid estimate number is converted to a job number.

    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.

4   (Optional) In the **Hold** field, specify **N** or **Y** to indicate whether this job is on hold. This field is initially skipped for new records.

5   Specify the customer number. A credit check is performed.
    (Optional) You can press S to display the Show Address window to view header address information for the customer.

6   Specify this information.

    name of this job (up to 30 characters).

    job memo to print on the invoice.

    ship-to number for the selected customer.

    manager code for this job.

    salesperson/territory code for this customer.

7   In the **Salesperson Commission Percent** field, specify the percentage amount (0-99.99) that is to be used to calculate the commission for the job.

8   Specify this information.

payment terms code.

GL department number. (The length of the field is user defined in the Company Control F/M.) 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.

ship via code.

whether the freight code is **P**-prepaid, or **C**-collect.

tax code for this ship-to customer. 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.

9   In the **Tax Rate** field, specify **H**-to use of the high rate, **L**-to use the low rate, or **X**-to change tax status of this document to exempt.

10 In the **Consolidate Overhead and Burden** field, specify 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. 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.

11 In the **History** field, specify 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.

12 In the **Cost on invoice?** Field, specify 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** to default to N.

13 Specify the reference number (up to 30 characters). Press **Enter** 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.

14 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 Entering Job Cost Posting information 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 Procedures

Entering Job Cost Posting information

1   Click Job Cost>Job Cost Posting>Job Posting Entry (JCE310).

2   In the **Period** field, specify C-current general ledger period or N-next general ledger period.

3   Specify the **batch number** to add to, edit or display. To use automatic batch numbers, press **Enter**.

4   Specify the **credit G/L# th**at each entry in this batch will post its cost extension against in the Posting Register. This field is unavailable if the source code is not JC.

5   Specify the valid **job number** to post this entry against. Specifying a valid job number displays the job name, customer number and name, and billing type.

6   Specify a valid **cost code** (up to 4 characters). Specifying 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 you can override the defaults.

7   In the **Units** field, specify the quantity of units to post against the selected job. Press **Enter** 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, specify the cost per displayed unit of measure. Press **Enter** 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).

10 (Optional) The **Markup** field is initially skipped; press **F4** and specify:

the markup amount (0-999999.99). Specifying a number 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.

the percentage (0-999999.99%) to mark up the extension cost. To specify a percentage, you must use 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.

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.

-or-
Press **Enter** to initially default to the mark up method (amount/percentage) from the cost code record.

11 In the **Bill Rate** field, specify the price per displayed unit of measure. Press **Enter** 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.

12 In the **Posting Bill Extension** field the system calculates and displays the posting bill extension (bill rate multiplied by the units entered).

13 In the **Work-In-Process/Expense G/L#** field, specify the debit G/L# that this entry will post its cost extension against in the Posting Register. Press **Enter** to initially default to the G/L# assigned to the cost code if the **post to work-in-process** flag is 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.

14 (Optional) Specify the **memo** for this posting entry (up to 30 characters).

15 In the **Print** field, specify **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.

16 In the **Ok To Add/Change?** field, specify **Y** or **N** to indicate whether the entry is correct.

17 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.

18 You can specify:

the appropriate line number to access job information detail.

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

D to delete the batch (can only be done with job cost batches).

or press **F4** to clear the batch information from the screen, and returns to the batch field.

19 Press **F4** to exit.

Running the Job Posting Register (JCR310)

1 Click Job Cost>Job Cost Posting>Job Cost Register (JCR310).

2 In the **Beginning Batch Number** field specify the beginning ticket to print (1-999999).

3 In the **Ending Batch Number** field specify the ending ticket to print (1-999999).

4 In the **Source Code** field, specify the two-character module code that you want to include in the register print. The program defaults to all modules.

5 For users printing the GL distribution, the following field is displayed:

Check register. OK to print GL distribution?

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

7   **Check GL distribution. OK to update?**

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

   -OR-

   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, specify **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, specify **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 Procedures

Creating invoices for the unbilled transactions for all jobs

1   Click Job Cost>Invoicing> Automatic Job Selection.

2   In the Order field, specify whether to create invoices in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order.

3   Specify the **Beginning and Ending Order Choices** to update.

4   Specify a valid **warehouse code** from which the jobs were created from.

5   Specify a valid **customer number** (or **manager** if customer was entered in field #1) to which the jobs were sold.

6   Specify the billing type: **F**-fixed contract, **C**-cost plus, **T**-time and materials and/or **N**-no charge.

7   Specify the type of billing frequency: **M**-bill monthly, **C**-bill when complete or **D**-bill on demand (whenever there are invoices).

8   Specify the cost type the transactions must be. Choices are user defined in the Cost Type F/M. Press **Enter** to default to all.

9   Specify the transaction **cutoff date** to create invoices. This is the date of the original posting from the source code module. Transactions with dates after this entered date are not included.

10 Press **Enter** to begin invoice processing.

Removing overhead and burden transactions and replacing with a consolidated record

1   Click Job Cost> Job Cost Invoicing> Overhead/Burden Consolidation.

2   In the Order field, specify whether the order of the update is by **J**-job number, **M**-manager, **C**-customer number, or **K**-job class.

3   Specify the **beginning and ending order choices** to update.

4   Specify the **Warehouse** code from which the jobs were created from.

5   Specify the **Customer** to which the jobs were sold.

6   Specify the **Beginning and Ending Date** to print from. Transactions with posting dates before this date will not be included.

7   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   Click Job Cost>Job Cost Invoicing>Unselect Jobs.

2   Specify the **Order** to remove in: **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order.

3   Specify the **beginning and ending order choice** to remove.

4   Specify the **warehouse** from which the jobs were created from.

5   Specify the **customer** to which the jobs were sold.

6   Specify the **Billing Type** the jobs must be to remove them: **F**-fixed contract, **C**-cost plus, **T**-time and materials, or **N**-no charge.

7   In the **Frequency** field, specify 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).

8   In the **Cost Type** field, specify the cost type the transactions must be, in order to remove. Choices are defined in the Cost Type F/M.

9   In the **Cutoff Date** field, specify the transaction cutoff date to un-select 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.

10 Press **Enter** 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 un-select.

11 When the report is finished processing, press **Enter** to exit the program.

Editing tax and freight for jobs (before printing)

1   Click Job Cost> Invoicing> Individual Job Review (JCE410).

2   Specify the **job number**.

3   Click **Change Header**.

4   (Optional) Specify the **freight** amount (+/-9999.99). The **charge freight** flag in the job cost static control record establishes whether freight is charged. If this flag is set to N, no freight is charged and this field is skipped.

5   (Optional) Specify the **tax** amount (+/-9999.99). 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.

6   Click **OK**.

7   Click **End**.

8   Click **End** to exit.

Running the Invoice Register (JCR440)

1   Click Job Cost>Job Cost Posting>Invoice Register (JCR440).

2   In the Invoice Register **Date** field, specify the date.

3   In the **SA Period** field, specify whether to post information from this register to the **C**-current or **N**-next sales analysis period.

4   In the **Warehouse** field, specify up to 20 two-character warehouse codes to indicate the warehouse(s) for which register is to print.

5   In the **Scope** field, specify whether to print **S**-summary or **D**-detail information.

6   In the **Correct** field, specify **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.

7   For printing the GL distribution, the following messages are 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, specify **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, specify 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, specify **YES** to continue. The program proceeds with the update. If there is a correction to be made, specify **N** to exit the program. After the correction is made, the entire register process begins again.

   -OR-

   If the system is not set to print the GL distribution, the following messages are displayed:

Check register. OK to update?

After printing the Job Posting Register, **verify the printout.** If there is a correction to be made, specify **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, specify **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 Procedures

Entering job completion percentages for invoice creation

1   Click Job Cost> Job Cost Completion> Job Completion Entry.

2   Specify the job number to review its invoice.

3   Press **F2** to modify job completion information.

4   In the Actual Percent Complete field, specify 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** to default to the displayed calculated value.

5   In the Date Percent Complete field, specify 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** to default to the system date.

6   In the Status field, specify whether the status is A-active, **C**-cost complete or **B**-bill complete. If the job is complete, the status cannot be active. 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   Press **Enter** to display the next job or **F2** to change job completion detail information.

9   Press **F4** to exit.

Running the Job Completion Register

1   Click 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.

3   Specify the **Beginning Order Choice** to print.

4   Specify the **Ending Order Choice**.

5   Specify the **Warehouse** code from which the jobs were created from.

6   Specify the **Customer** to which the jobs were sold.

7   Specify the **Status** whether to print jobs which are **A**-active, **C**-cost complete, and/or **B**-bill complete.

8   In the **New Page?** field, specify **N** or **Y** to indicate whether to print a new page for each job.

9   At the *Check Report. Do You Wish To Remove Records Just Printed?* prompt: Verify the report. Specify **YES** or **N** to indicate whether to remove the records just printed on the register.

Job Cost Inquiries 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   Click Job Cost> Job Cost Inquiries> Job Inquiry (JCI610).

2   Specify the Job Number.

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.

4   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.

5   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 Click Job Cost> Job Cost Inquiries> Past Job Inquiry (JCI620).

2 Specify the Job Number. Entering a valid job number displays the job name and memo, customer number and name, manager code, job class code, and warehouse code.

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

End-of-Period 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 Procedures

Setting up JC to GL Posting

1   Click Job Cost>Job Cost Maintenances> JC to GL Posting F/M (JCF970).

2   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   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.

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.

8   Save your work; exit the program.