



Job Cost Overview Document

for Sage 100 ERP

©2012 Sage Software, Inc. All rights reserved. Sage Software, Sage Software logos, and the Sage Software product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities. All other trademarks are the property of their respective owners.

Table of Contents

Introduction.....	1
Main Menu.....	2
Job Masterfile Maintenance.....	2
Job Masterfile Inquiry.....	3
Job Field Report Entry.....	4
Job Field Report Register.....	5
Job Posting Entry.....	6
Job Posting Register.....	7
Daily Overhead Allocation Register.....	8
Job Billing Menu.....	9
Job Billing Selection.....	9
Job Billing Selection Register.....	10
Job Billing Data Entry.....	11
Job Invoice Printing.....	12
Job Billing Register.....	13
Estimating Menu.....	15
Job Estimate Maintenance.....	15
Job Estimate Printing.....	16
Job Estimate Memo Printing.....	17
Job Estimate Materials Report.....	18
Job Estimate by Cost Code Report.....	19
Estimate Update to Jobs.....	20
Item Pricing Maintenance.....	21
Update Item Pricing from Inventory.....	22
Reports Menu.....	23
Job Masterfile Listing.....	23
Job Memo Printing.....	24
Job Field Report Worksheet.....	25
Job Schedule Report.....	26
Job Analysis Report.....	27
Work in Process Report.....	28
Job Cost Code Detail Report.....	29
Subcontractor Analysis Report.....	30
Job Billing History Report.....	31
Job Billing Recap Report.....	32
Job Profitability Report.....	33
Monthly Overhead Allocation Report.....	34
Job Close-Out Report.....	35
Job Transaction Detail/Detail History Report.....	36
Period End Menu.....	37
Period End Processing.....	37
Job Cost History Purge/Restore Utility.....	38
Setup Menu.....	39
Job Cost Options.....	39
Job Type Maintenance.....	40
Cost Code Maintenance.....	41
Burden Rate Maintenance.....	42
Overhead Rate Maintenance.....	43
Job Status Maintenance.....	44

Introduction

This document includes overview information about each task in the Job Cost module that is accessible from the menus. You can print this document to use as an offline reference.

The information in this document is also available in the Help system in the overview Help topics.

For additional information about the software, refer to the Help system, which also includes the following:

- Overview information for windows that cannot be accessed directly from menus
- Procedures that guide you step-by-step through common activities
- Explanations of important concepts
- Field descriptions
- Flowcharts
- FAQs

Main Menu

Job Masterfile Maintenance

Navigation

Select Job Cost Main menu > Job Masterfile Maintenance.

The Change Orders tab is available only if the Allow Job Contract Change Orders check box is selected in the Job Cost Options window.

Overview

Use Job Masterfile Maintenance to create and maintain a file of jobs to be processed by the system. This task also provides options to maintain job descriptions and other constant data, contract amounts, job status, contract change order information, cost code detail, and job memos. You can also perform billing detail inquiry and change job numbers.

During system startup, you will build a Job master file containing records for each of your jobs. Initially, the majority of jobs entered into the system are "open" (active) jobs. You may want to enter "closed" jobs for which revenue and expense transactions have taken place in the current year, or are anticipated before the close of the year.

Jobs can be entered manually into the Job master file, or they can be transferred automatically from a Job Estimate file using Job Estimate Maintenance. After a job number is established for a new job, you can quickly copy information from an existing job to a new job. Jobs can be deleted or renumbered only if there is no activity for that job.

You can enter the job description, customer number, job address, contract number and date, billing method, job status, start date, and other constant data for the job. You can also record the actual percentage of completion of a job contract, along with the date of the entry.

NOTE All job cost customers are open item customers. An error message appears if you attempt to enter a balance forward customer number.

The original estimate and revised estimate amounts are adjusted automatically as additional cost code detail entries are made. Period-to-date, year-to-date, and job-to-date actual costs; billed (invoiced) costs; and payments received are maintained as job activity is processed. The lower portion of the window recaps projected cost variances, total billed and unbilled costs, projected profit, and other cost-related information for active jobs. You may want to review this information periodically for an up-to-date financial analysis of any open job.

If postings have been made for a future accounting period, you can view the period-to-date, year-to-date, and job-to-date information reflecting future postings.

You can record any revisions made to an original job contract. Change order detail is entered and retained by date, description, and amount, and is used to update the Revised Contract field on the Job Masterfile Maintenance Job Status tab. All contract amount changes must be entered directly in the Revised Contract field on the Job Masterfile Job Status tab.

You can review billing and payment status information for a job without printing a report. Each line is detailed by date, type (invoice or payment), source code, reference number or comment, bill or payment amount, and any applicable retention amount. The total amount billed and total amount paid are displayed at the bottom of the window.

Job Masterfile Inquiry

Navigation

Select Job Cost Main menu > Job Masterfile Inquiry or Job Masterfile History Inquiry.

The Change Orders tab is available only if the Allow Job Contract Change Orders check box is selected in the Job Cost Options window.

Overview

Use Job Masterfile Inquiry to review constant data, contract information, cost analysis detail, contract change order, cost code/cost type detail, cost transaction detail, billing and payment history, and job memos for each job in the job master file. Use Job Masterfile History Inquiry to review this information for jobs archived in the history files.

The information provided by Job Masterfile Inquiry and Job Masterfile History Inquiry cannot be edited. The System Security feature can be used to restrict access to Job Masterfile Maintenance to personnel authorized to add, delete, or maintain job information.

You can view the job description, customer number, job address, contract number, and date, billing method, job status, start date, and other constant data for a job. You can also view the costing and billing summary for each job, as well as the actual percentage of completion of a job contract.

The original estimate and revised estimate amounts are adjusted automatically as additional cost code detail entries are made. Period-to-date, year-to-date, and job-to-date actual costs; billed (invoiced) costs; and payments received are maintained as job activity is processed. The lower portion of the window recaps projected cost variances, total billed and unbilled costs, projected profit, and other cost-related information for active jobs. You may want to review this information periodically for an up-to-date financial analysis of any open job.

Change order detail displayed on the Change Orders is entered and retained by date, description, and amount, and is used to update the Revised Contract field on the Job Masterfile Maintenance Job Status tab.

You can view billing and payment status information for a job. Each line is detailed by date, type (invoice or payment), source code, reference number or comment, bill or payment amount, and any applicable retention amount. The total amount billed and total amount paid are displayed at the bottom of the window.

Job Field Report Entry

Navigation

Select Job Cost Main menu > Job Field Report Entry.

Overview

Use Job Field Report Entry to update completion status information for active jobs based on information provided by the job manager. Update information is entered for both the overall job and for each cost code/cost type associated with the job. You can also use this task to update any units (quantities) that have been completed for a specific cost code/cost type.

After the information is entered, it can be printed on the Job Field Report Register and updated automatically to the Job Cost system. The actual completion information prints on many Job Cost reports and is used to calculate cost analysis information (for example, current cost variance, projected variance, estimated cost to complete, and projected profit).

If the actual completion information is not provided, cost analysis calculations are based on the percentage of job-to-date cost against the revised estimated cost. Cost code/cost types that use the Unit Method of Completion calculation method use the percentage of job-to-date units against the revised estimated units. Updating completion status information on a timely basis is essential to verify that Job Cost reports reflect the most accurate job status information.

Job Field Report Register

Navigation

Select Job Cost Main menu > Job Field Report Register.

Overview

The Job Field Report Register produces an audit report itemizing all completion status entries made in Job Field Report Entry.

Information detailed for each job on the register includes the job number and description, total estimated costs and units, total job-to-date costs and units, the calculated percentage of completion, and the actual percentage of completion and date reported. This same information is provided for each cost code/cost type detailed on the register, along with additional units completed.

Printed reports provide a permanent audit trail of your entries and ensure that all entries are correct before the data is posted to the permanent files. The Job Field Report Register must be printed before the update to the Job master file can be performed.

Review the Job Field Report Register for accuracy. If there are errors, return to Job Field Report Entry, make the necessary changes, print the Job Field Report Register, and proceed with the update.

WARNING Do NOT, under any circumstances, interrupt the update process.

During the update process, the additional units completed and actual percentage of completion information is updated to the Job master file.

Job Posting Entry

Navigation

Select Job Cost Main menu > Job Posting Entry.

Overview

Use Job Posting Entry to enter direct costs, direct billing, and cash receipt information for a job. Job Posting Entry should be used only to make a cost, billing, or cash receipt adjustment or to enter miscellaneous costs that do not originate from the integrated Payroll, Accounts Payable, Purchase Order, Inventory Management, and Accounts Receivable modules.

Job Posting Entry is often used to make entries directly to the Job Cost module when a particular module is not installed. For example, labor and burden costs may need to be posted to Job Cost even if the Payroll module is not installed. This task is also used during the conversion process to bring job cost, billing, and payment information up to date before beginning actual day-to-day operations.

Each line item represents a cost, billing, or cash receipt transaction to post or an adjustment to a previously posted transaction. If you are recalling a previously entered batch to add, delete, or adjust cost, billing, or cash receipt entries, all transactions in the receipt appear. You can copy information entered in the previous line to use as the default in the next line.

You can use Job Posting Entry to post to General Ledger for direct cost, billing, and cash receipt transactions. You can specify whether to generate general ledger postings for any of the three types of transactions by selecting the appropriate check boxes in Job Cost Options. If the Post to G/L for Work in Process, Post to G/L for Direct Cost Transactions, and Post to G/L for Billing & Cash Receipt Transactions check boxes are cleared in the Job Cost Options window, Job Cost can be used on a stand-alone basis without integrating with the General Ledger module.

Job Posting Register

Navigation

Select Job Cost Main menu > Job Posting Register.

Overview

The Job Posting Register itemizes all direct cost, billing, and cash receipt entries made using Job Posting Entry. The report provides detailed transactions by batch number and is divided into three portions, each with a separate report total: direct cost postings, billing postings, and cash receipt postings.

Information detailed for each type of transaction includes the job number, cost code and cost type (for direct cost transactions), reference number, transaction date, general ledger credit and debit account numbers (if applicable), posting comment, and transaction amount. Subtotals are provided by batch, with a report total of all cost, billing, or cash receipt transactions.

Review the Job Posting Register for accuracy. Use the register to balance your posting entries by preparing an adding machine tape of the direct cost, billing, and cash receipt transactions entered; check the totals against the totals on the register. If there are errors, return to Job Posting Entry, make the necessary changes, reprint the Job Posting Register, and proceed with the update.

WARNING Do NOT, under any circumstances interrupt the update process.

NOTE Be sure to save the *most recently printed* register as an audit trail of direct cost, billing, and cash receipt transactions.

During the update process, the following occurs:

- If the Post to G/L for Direct Cost Transactions check box is selected in the Job Cost Options window, direct cost postings are updated to the Job Cost Daily Transaction Register file for later printing and updating of the Daily Transaction Register, and subsequent update to the Job master file.
- Any billing and cash receipt postings are updated to the invoice billed, payment received, and retention balance amounts in the Job master file.
- The Job Cost Billing History file is updated.
- General ledger postings are updated to the General Ledger Transaction file for later printing and updating of the Daily General Ledger Transaction Register.
- The Job Cost period-ending date is compared with the accounting date. If the accounting date is greater than the period-ending date, all data is posted to the future period.

When the update is completed, you advance automatically to either the Daily Overhead Allocation Register (if Daily is selected in the Apply Overhead on a Daily or Monthly Basis field in the Job Cost Options window) or the Daily Transaction Register.

Daily Overhead Allocation Register

Navigation

Select Job Cost Main menu > Daily Overhead Allocation Register.

Overview

Use the Daily Overhead Allocation Register to perform automatic calculation of daily overhead and to provide an audit report of all overhead transactions generated.

The report shows daily overhead costs calculated for each job detailed by cost type, based on the overhead rate specified in Overhead Rate Maintenance. Information detailed includes the job number, source code (AP, PR, etc.), cost code, cost type, cost amount, overhead rate, overhead amount, and general ledger posting accounts. The report total reflects the total cost and overhead amounts for all the jobs on the report.

Daily Overhead Allocation Register is available only if Daily is selected in the Apply Overhead on a Daily or Monthly Basis field in the Job Cost Options window. If Monthly is selected in this field, you must print the Monthly Overhead Allocation Report to calculate overhead amounts.

This task can also be accessed at the completion of any data entry process that generates Job Cost transactions (for example, Job Posting Entry/Register, Accounts Payable Invoice Register/Update, and Payroll Check Register/Update).

Review the Daily Overhead Allocation Register for accuracy. If there are errors, select Overhead Rate Maintenance from the Job Cost Setup menu, make the necessary changes, print the Daily Overhead Allocation Register, and proceed with the update.

WARNING Do not, under any circumstances, interrupt the update process.

During the update process, calculated overhead amounts are posted to the Daily Transaction file to include on the Daily Transaction Register.

Job Billing Menu

Job Billing Selection

Navigation

Select Job Cost Job Billing menu > Job Billing Selection.

Overview

Use Job Billing Selection to select a range of jobs to bill. You can indicate the job type and/or job manager for each range of jobs selected. A job billing date can be entered for jobs with Time and Material charges to indicate billing "as of" a specific cutoff date. This date is also used by Fixed Percent Complete jobs to clear work-in-process up to a given date.

NOTE This task is available only if the Accounts Receivable module is integrated with Job Cost.

The selection process retrieves billing information for jobs using the Fixed Contract or Time and Material billing method. Billable amounts and invoice totals are calculated based on the billing method used for each job. When the selection process is completed, this information can be printed on the Job Billing Selection Register and reviewed for accuracy. If you do not encounter errors or omissions on the printed register, you can print invoices immediately. If you need to make changes (to correct the actual percentage of completion, to add unrecorded miscellaneous expenses, etc.), use Job Billing Data Entry, and then print the invoices.

Time and Material work-in-process charges can be selected in this task if cost codes/cost types defined with a "unit price" bill method are assigned a unit price on the Cost Code Detail window in Job Masterfile Maintenance.

You can select jobs for billing on an individual basis by proceeding directly to Job Billing Data Entry and entering the job number and necessary billing information only for those jobs to bill. In this case, the Job Billing Selection Register should be printed after all billing information is entered for the desired jobs.

Job Billing Selection Register

Navigation

Select Job Cost Job Billing menu > Job Billing Selection Register.

This task is available only if the Accounts Receivable module is integrated with Job Cost.

Overview

The Job Billing Selection Register lists all jobs selected for billing using Job Billing Selection and itemizes billable costs and invoice totals by job. For Fixed Contract jobs, the contract, estimate, job-to-date cost, and percentage-of-completion information is shown for each selected job, as well as the contract amount billed, invoice number, and invoice total. The invoice total is calculated based on the revised contract amount multiplied by the actual percentage of completion, minus the total of previously invoiced amounts. Any applicable sales tax is added to this amount, and applicable retention is subtracted.

For jobs billed on a Time and Material basis, all unbilled costs entered using Job Posting Entry or generated from other modules are itemized by cost code/cost type. The invoice total shown is calculated based on the total unbilled job-to-date costs, plus applicable sales taxes, minus any calculated retention.

For Payroll/TimeCard transactions, the description is formatted based on the option selected in the Job Cost Comment Format field in the Payroll Options window. Changes to the Job Cost Comment Format field only affect Payroll/TimeCard transactions for Time and Material jobs with a cost type of 'L' (Labor).

After the Job Billing Selection Register prints, check the register for accuracy and completeness. Any necessary changes (percentage of completion for Fixed Contract jobs, cost detail for Time and Material jobs, etc.) can be made using Job Billing Data Entry. For jobs billed on a Time and Material basis, you can also use Job Billing Data Entry to enter any additional miscellaneous expenses and comment lines to print on the invoice or to unbill any cost detail to be billed later.

After the Job Billing Selection Register prints, a message appears asking if you want to print job invoices. Click Yes to print job invoices.

Job Billing Data Entry

Navigation

Select Job Cost Job Billing menu > Job Billing Data Entry.

This task is available only if the Accounts Receivable module is integrated with Job Cost. The Lines tab is available only for time and material jobs.

Overview

Use Job Billing Data Entry to make changes, additions, or deletions to jobs selected using Job Billing Selection. This task can also be used to manually enter jobs to be billed if you have not used the Job Billing Selection task.

For fixed contract jobs, any necessary adjustments to the actual percentage of completion, billable retention, sales tax, and commission amount can be entered. For time and material jobs, cost code detail can be modified, along with sales tax, commission, and retention amounts. You can also enter miscellaneous expenses or comments to print on the invoice or to unbill any cost detail to be billed later.

If the invoice for this job number is entered, but not yet updated to the Open Invoice file, the information originally recorded appears and can be modified.

Each line item represents an unbilled cost code, a miscellaneous expense, or a comment to print on the invoice. Cost code detail entered can be summarized by cost code on the printed invoice or itemized by cost type, based on the summary or detail option selected for each cost code in Job Cost Options. If the current customer has a tax exemption number set up in Customer Maintenance and the cost codes being billed are taxable, the customer tax status overrides the cost code tax status. If the cost code tax status is altered manually using Job Billing Data Entry, it overrides the customer tax status. To override the customer tax status for a line, clear the Subj to Exemption check box.

NOTE When you create an invoice in Job Billing Data Entry for a job with a Time and Billing Material billing method, you must access the Lines tab for the system to generate invoice lines for unbilled cost or units.

At the completion of Job Billing Data Entry, print the Job Billing Register and Daily Transaction Register to review all jobs selected for billing. No file updates are performed until invoices are printed, and the Job Billing Register and update process is completed. After the update process is completed, these invoices can no longer be printed.

NOTE If the Accounts Receivable module is integrated with Job Cost, the customer assigned for the job should not be set up as a bill-to and sold-to customer.

Job Invoice Printing

Navigation

Select Job Cost Job Billing menu > Job Invoice Printing.

This task is available only if the Accounts Receivable module is integrated with Job Cost.

Overview

Job Invoice Printing uses information selected in Job Billing Selection or Job Billing Data Entry to produce printed invoices for mailing to customers. Invoices are printed according to the form alignment and print specifications defined. This task can also be accessed at the completion of Job Billing Selection Register and Job Billing Data Entry or by clicking Quick Print in the Job Billing Data Entry window.

Invoices for Fixed Contract jobs are printed on a single page. Information printed includes the invoice number, invoice date, customer number, customer name, customer address, contract amount, percentage completed, billable contract, retention, sales tax, and invoice amount.

Invoices for Time and Material jobs are printed in two parts. The first page includes invoice header information similar to Fixed Contract invoices. The second page, and any subsequent pages, is printed with cost code detail information for the invoice.

Retention invoices are printed on a single page. Information printed includes the original contract amount, total change order amount, revised contract amount, retention billing amount, and sales tax, if applicable.

You can print graphical or nongraphical invoices based on your selection in the Graphical Forms Job Invoices field in the Job Cost Options window.

After you have completed Job Invoice Printing, you can print the Job Billing Register and update the invoices to the permanent files.

Job Billing Register

Navigation

Select Job Cost Job Billing menu > Job Billing Register.

Overview

The Job Billing Register provides an audit report that itemizes all entries made using Job Billing Data Entry or selected using Job Billing Selection. Printing the Job Billing Register report is the first step in the file update process. It allows you to check for possible errors before the information is posted to the permanent files.

NOTE This task is available only if the Accounts Receivable module is integrated with Job Cost.

For each invoice, the report details the invoice number and date, the customer number, terms code, retention rate, sales tax code, revised contract amount, billed-to-date costs, actual percentage of completion, percentage of contract billed, amount billable, retention amount, sales tax, and invoice total. The Report Total line shows the total revised contract amount, billed-to-date costs, amount billable, retention, sales tax, and total invoiced amount.

If you are using Work-in-Process accounting and you are billing percentage of completion jobs, a General Ledger Work in Process Recap report prints following the printing of the Job Billing Register. This report recaps posting amounts by cost type for each job currently being billed, along with the General Ledger Work-in-Process and Cost of Sale account numbers to post.

If the Job Billing Register includes tax amounts, a Tax Journal Summary prints following the printing of the register. The Tax Journal Summary prints tax information for each tax code that was invoiced.

Review the Job Billing Register for accuracy. If there are any errors, select Job Billing Data Entry, make the necessary changes, print the job invoices and the Job Billing Register, and proceed with the update.

WARNING Do NOT, under any circumstances, interrupt the update process!

If you do not update this information, the invoice information remains in Job Billing Data Entry and is included the next time an update is attempted.

During the update process, the following occurs:

- The Invoice Billed fields in the Job master file for the period to date, year to date, and job to date are updated with invoice amounts, along with the retention balance and percentage of contract billed.
- The Job Billing History file is updated with information for each invoice.
- The Period to Date and Year to Date Sales fields in the Accounts Receivable Customer master file are updated with invoice amounts.
- Invoices are recorded in the Accounts Receivable Open Invoice file. The invoice and retention amounts are recorded for each invoice.
- Retention invoices are recorded as -IN type invoices for the full invoice amount. Retention amounts for the customer are cleared from the Accounts Receivable Open Invoice file, and the remainder of the Job Cost retention total, if any, is recorded as the retention amount for the new invoice.
- If you are using Work-in-Process accounting and the accounting method for the job is Percentage of Completion, the general ledger Work-in-Process account is relieved by the cost amount associated with the expenses that have been billed and posted to the Cost-of-Sale account.

Job Cost Overview

- Postings for Accounts Receivable, Retention Receivable, and Job Revenue are made to the General Ledger Transaction file for future printing.
- The period-ending date for each module integrated with Job Cost is compared with the Job Cost accounting date. If the Job Cost accounting date is greater than the period-ending date, all data for that module is posted to the future period.

After the Job Billing Register update is completed, a message appears asking if you want to print a Daily Transaction Register. Print the Daily Transaction Register and update the general ledger entries posted from the Job Billing Register.

Estimating Menu

Job Estimate Maintenance

Navigation

Select Job Cost Estimating menu > Job Estimate Maintenance.

Overview

Use Job Estimate Maintenance to enter and maintain job estimate information. To speed the entry of new estimates, you can copy information from a previously entered estimate or "boilerplate" (standard) estimate. After an estimate is entered, you can use this task to make any necessary changes or corrections.

Two types of information must be entered for each new estimate being added to the file: description and constant data (names, addresses, dates, terms, etc.), and estimate item detail (items, descriptions, quantities, costs and pricing information).

NOTE All Job Cost customers must be open item customers. An error message appears if you attempt to enter a balance forward customer number.

You can update an estimate with current cost and price information from the Item Pricing file. You can also modify or delete a line item. Clicking Undo will remove the entry displayed from the list of entries to be executed.

This task can be used to update current item costs and to override standard pricing methods and rates. If your estimates are based on standard boilerplate formats, you can use this task to enter the quantities and any nonstandard item information necessary to complete the estimate. Each line item represents an item code with pricing information that is used to estimate the cost of the job, a miscellaneous expense, or a comment to be printed on the estimate. To customize the estimate for a job, you can enter miscellaneous items for nonstandard costs, multiple comment lines, and subtotal and grand-total lines.

NOTE An estimate is maintained on file until it is deleted from the file. Inactive or "dead" estimates that no longer need to be retained on file should be deleted to clear space for new estimate records.

Job Estimate Printing

Navigation

Select Job Cost Estimating menu > Job Estimate Printing.

Overview

Use Job Estimate Printing to print estimates in four different formats: Take Off Sheet Summary, Item Price Summary, Item Cost and Price Summary, and Item Detail.

Job Estimate Memo Printing

Navigation

Select Job Cost Estimating menu > Job Estimate Memo Printing.

Overview

Use Job Estimate Memo Printing to print memos containing information pertinent to specific job estimates. These memos can contain specific instructions regarding the maintenance of individual job estimates.

Each memo contains a header section containing information specific to the memo itself. This information includes a memo code, subject description, memo date, and reminder date.

You can select the memos to print using the job estimate number, memo code, memo date, or reminder date. You can also print memo detail or print only one memo on each page.

Job Estimate Materials Report

Navigation

Select Job Cost Estimating menu > Job Estimate Materials Report.

Overview

The Job Estimate Materials Report summarizes material items for an estimate or a group of estimates detailed by cost type, item code, status, and job type. This report provides the total quantity requirements for each item on the estimate.

The item cost type, costing unit of measure, total quantity required, unit cost, extended cost, total markup amount, and extended price are printed for each item requested on the estimate.

Job Estimate by Cost Code Report

Navigation

Select Job Cost Estimating menu > Job Estimate by Cost Code Report.

Overview

The Job Estimate by Cost Code Report summarizes estimates by cost code/cost type or a detailed listing for each cost code/cost type. This report shows the total cost estimate amounts for each cost code/cost type that is established when an estimate becomes an open job.

For each cost code/cost type, the costing unit of measure, total quantity required, unit cost, extended cost and extended price are listed. If you select to print items in detail, the item code and description are also printed.

Estimate Update to Jobs

Navigation

Select Job Cost Estimating menu > Estimate Update to Jobs.

Overview

Use Estimate Update to Jobs to update information from an estimate to the Job master file to create a new job. The new job is updated with the constant data information and the total estimated costs and units for each cost code/cost type and job estimate memo, if applicable. You can proceed with the update only if a job has been entered.

NOTE You cannot have two jobs with the same number. If you enter an existing job number, you are prompted that the job number is currently active.

NOTE An estimate that has been updated to a job is not removed from the Job Estimate master file. Estimates are retained for future reference unless you use the Delete option in Job Estimate Maintenance to remove them.

You can modify the estimate unit, cost, and memo information updated to the new job in the Cost Code Detail window.

When you proceed with the update, the description and constant data information for the estimate updates to the new job, and the total estimate units and cost information are updated to the Cost Code Detail records for the job.

Item Pricing Maintenance

Navigation

Select Job Cost Estimating menu > Item Pricing Maintenance.

Overview

Use Item Pricing Maintenance to establish and maintain a set of item price codes to be used in estimating when calculating costs and prices. An item can be a labor rate or a material item in inventory, or it can represent an "assembly" of material, labor, and other costs necessary to complete a component of the job. You can enter up to 12 items for an assembly to specify the different material, labor, and other costs associated with a component of the job. The total cost of an assembly is calculated automatically based on the unit cost of all its individual items.

You can specify the "take off" unit of measure, standard cost code, cost type, costing unit of measure, unit cost, and markup information for each item. A conversion factor can be specified to convert item quantities from the "take off" unit of measure to the costing unit of measure.

NOTE You cannot enter an assembly item as an item for another assembly.

Update Item Pricing from Inventory

Navigation

Select Job Cost Estimating menu > Update Item Pricing from Inventory.

This task is available only if the Inventory Management is integrated with Job Cost.

Overview

Use Update Item Pricing from Inventory to automatically update the Item Pricing file with the current items, prices, and costs on file in Inventory Management. The update can be performed for all or a selected group of items for a specific product line, price code, or vendor.

When a new item code is added to the Item Pricing file using this task, the following occurs.

- The inventory item code becomes the item code.
- The "take off" unit of measure conversion is set to the item's standard unit of measure.
- The cost type is set to Material.
- The costing unit of measure is set to the standard unit of measure for the inventory item with a conversion factor of 1.
- The unit cost, markup method, and rate are set based on the options you specify using this task.

Following the update of inventory items, the task proceeds to update all assemblies with the updated items costs and markup rates.

Reports Menu

Job Masterfile Listing

Navigation

Select Job Cost Reports menu > Job Masterfile Listing or Job Masterfile History Listing.

Overview

The Job Masterfile Listing provides information on jobs contained in the job master file. The Job Masterfile History Listing provides information on jobs archived in the history files.

You can select to print job information for all or a group of jobs. You can also specify the degree of detail to print, from a simple listing including only the job number, description, job type, contact name, and phone number, to a complete listing containing all job information.

Job Memo Printing

Navigation

Select Job Cost Reports menu > Job Memo Printing.

Overview

Use Job Memo Printing to print any memos containing information pertinent to specific jobs. These memos can contain specific instructions regarding the maintenance of individual jobs.

Each memo contains a header section containing information specific to that memo. This information includes a memo code, subject description, memo date, and reminder date.

You can select the memos to print using the job number, memo code, memo date, or reminder date. You can also print memo detail or print only one memo on each page.

Job Field Report Worksheet

Navigation

Select Job Cost Reports menu > Job Field Report Worksheet.

Overview

The Job Field Report Worksheet can be printed as an aid in entering completion status information in Job Field Report Entry. This worksheet details estimated and job-to-date costs and units for each job by cost code/cost type, and includes the calculated percentage of completion, the previous reported percentage of completion, and the unit of measure, if applicable, for each cost code/cost type.

Blank entry lines are provided on the worksheet for writing in the additional units completed and the reported percentage of completion for each cost code/cost type. After the information is entered using Job Field Report Entry, it can be printed on the Job Field Report Register and updated to the Job Cost files.

You can print the report for a specific group of cost types. Up to 12 cost types can be defined in Job Cost Options.

Job Schedule Report

Navigation

Select Job Cost Report menu > Job Schedule Report.

Overview

The Job Schedule Report uses information entered in Job Masterfile Maintenance to produce a bar chart schedule of job activities detailed by cost code, phase, and job number. For each cost code associated with the job, the days to start, days to complete, and completion date are charted by month and day.

This report can be sorted by any of the standard sort options and can be summarized by cost code, phase, or job. If the Use Sub-Job Number check box is selected in the Job Cost Options window, the Job Summary option provides schedules by subjob number (that is, the last three characters of the job number), with consolidated, start-to-finish schedules by master job number.

Job Analysis Report

Navigation

Select Job Cost Reports menu > Job Analysis Report.

Overview

The Job Analysis Report provides a management report detailing billed-to-date job information along with cost-to-date information recapped by either cost type (Labor, Material, Subcontract, etc.) or by phase (the first segment of the cost code).

For each cost type or job phase, period-to-date and job-to-date costs are compared to original and revised estimate amounts to derive the percentage of estimated cost, current variance, projected cost to complete the job, and the projected cost as a percentage of the estimated cost.

Total costs per job are provided, along with the cost per job unit (square feet) and estimate information including the current variance. The Billed to Date variance is calculated using the Billed Job to Date, and the Cost Type/Code detail line variances are calculated using the Job to Date Costs.

Work in Process Report

Navigation

Select Job Cost Reports menu > Work in Process Report.

Overview

The Work in Process Report lists unit-to-date, cost-to-date, and work-in-process (unbilled cost) information detailed by cost code and cost type for each job. This report can be used to analyze the cost-to-date and unit-to-date information in detail and to obtain the current work-in-process totals by job.

Revised estimate and job-to-date units and costs are itemized for each cost code and cost type. Additional information provided includes the job-to-date cost as a percentage of estimate, the reported or calculated percentage completed, and the projected cost at completion as a percentage of the job estimate.

The OUTSTANDING WORK IN PROC column on the report reflects the total unbilled costs posted to the Work-in-Process account for each cost code and cost type, including future period postings.

NOTE If the Post to GL for Work in Process check box is not selected in the Job Cost Options window, the column title changes to UNBILLED COST.

This report can be produced with full cost code and cost type detail or summarized by cost code, phase, or job.

Job Cost Code Detail Report

Navigation

Select Job Cost Reports menu > Job Cost Code Detail Report.

Overview

The Job Cost Code Detail Report provides a listing of cost, unit, and cost-per-unit information detailed by cost code and cost type for each job selected. This report is useful for comparing estimated and actual cost per unit, and it provides a detailed list of cost code information for a specific cost type. You can also use this report to obtain a list of all cost code items that have exceeded the estimated cost by a specified percentage.

Costs and units are reported for the period to date and job to date, along with the original and revised estimate amounts, the percentage of cost over the estimated cost, the actual percentage of job completion, the current variance, the projected cost to complete the job, and the projected cost at completion as a percentage of the job estimate.

Cost code detail options allow reporting of full cost detail by cost code and cost type or summarized by cost code, phase, or job. You can also select dollar and unit detail to include, from dollar costs only to dollar costs, units, cost per unit, and cost per job unit.

You can print the report for a specific group of cost types. Up to 12 cost types can be defined in Job Cost Options.

Subcontractor Analysis Report

Navigation

Select Job Cost Reports menu > Subcontractor Analysis Report.

Overview

The Subcontractor Analysis Report details cost, payment, and change order activity for subcontracts sorted by job or vendor. This report is a vital tool in controlling and tracking cost for jobs with a large number of subcontracts.

Each subcontract is listed by cost code and can include change order detail, and cost and payment transaction detail. The lien amount and the lien release date are also provided. Each transaction is listed by transaction date with source code, the reference (invoice number or check number), the comment and amount billed (by the vendor), and the retention and payment amount, as appropriate. A running contract balance is provided to highlight subcontracts that are overbilled.

The Subcontractor Analysis Report can be printed in job number or vendor number sequence. If printed by job number, subtotals are provided by vendor and cost code. If the report prints in vendor number sequence, subtotals are provided by job and by vendor number.

Job Billing History Report

Navigation

Select Job Cost Reports menu > Job Billing History Report.

Overview

The Job Billing History Report provides a detailed history of billing transactions for each job selected. Billing transactions shown on the report can originate from Job Billing Data Entry or Job Posting Entry. They can also originate from Accounts Receivable Invoice Data Entry if the Accounts Receivable module is integrated with Job Cost, or from Sales Order Invoice Data Entry if the Sales Order module is integrated with Job Cost. Payment transactions included on the report can originate from direct cash receipts entered in Job Posting Entry or in Accounts Receivable Cash Receipts Entry.

The transaction date, type (invoice or payment), source code (for example, JC=Job Posting Entry, AR=Account Receivable Invoice Data Entry, SO=Sales Order Invoice Data Entry, or CR= Accounts Receivable Cash Receipts Entry), reference number, posting remark, and transaction amount are shown for each transaction. Billing information also includes the percentage of contract billed, the retention amount, and any sales tax billed. The CURRENT BALANCE column on the report reflects the outstanding receivable amount after each transaction.

Job Billing Recap Report

Navigation

Select Job Cost Reports menu > Job Billing Recap Report.

Overview

The Job Billing Recap Report summarizes billing information by job, including projected profit amounts and percentages. A range of projected profit percentage rates can be entered to obtain a listing of those jobs that exceed or fall short of standard profit margins.

For each job, the job type, job status, revised contract amount, actual percentage of completion, billed-to-date, outstanding retention, and paid-to-date amounts are shown, along with the current balance.

The percentage of contract billed, the amount by which the job is overbilled (positive) or underbilled (negative), and the projected profit percentage is calculated for each job.

Subtotals for master jobs (if the Use Sub-Job Number check box is selected in the Job Cost Options window) and a grand total of all jobs included on the report are provided.

Job Profitability Report

Navigation

Select Job Cost Reports menu > Job Profitability Report.

Overview

The Job Profitability Report summarizes job billings, costs, projected profit amounts, and percentages for each job printed. To print a listing of jobs that exceed or fall short of the standard variance from estimated cost and profit margins, you can select a range of job-to-date cost over job estimate percentage rates, and projected profit percentage rates.

Information shown for each job includes the revised contract amount, revised estimate amount, job-to-date costs, job-to-date billed, percentage of cost over estimate, actual percentage completed, percentage of contract billed, projected profit, estimated profit percent, and projected profit percentage.

Monthly Overhead Allocation Report

Navigation

Select Job Cost Reports menu > Monthly Overhead Allocation Report.

Overview

The Monthly Overhead Allocation Report performs automatic calculation of monthly overhead and provides an audit report of all overhead transactions generated.

The report recaps all costs subject to overhead that are posted during the past month by job, by overhead cost code, and by source cost type. The appropriate overhead rate and the calculated overhead amount are shown for each cost type. Totals are provided by job and by report.

The appropriate general ledger account numbers to debit and credit for each overhead posting are also shown.

The Monthly Overhead Allocation Report is available only if Monthly is selected in the Apply Overhead on a Daily or Monthly Basis field in the Job Cost Options window. If Daily is selected in this field, you must print the Daily Overhead Allocation Register to calculate overhead amounts.

Review the Monthly Overhead Allocation Report to verify that all overhead rates and general ledger account numbers are correct. If there are any errors, click Overhead Rate Maintenance on the Job Cost Setup menu, make the necessary changes, print the Monthly Overhead Allocation Report, and proceed with the update.

WARNING Do NOT, under any circumstances, interrupt the update process.

During the update process, calculated overhead amounts are posted to the Daily Job Transaction file to include on the Daily Transaction Register. When the update is completed, a message appears prompting you to print a Daily Transaction Register. Click Yes to print the register and update the general ledger entries posted from the Job Close-Out Report.

Job Close-Out Report

Navigation

Select Job Cost Reports menu > Job Close-Out Report.

Overview

The Job Close-Out Report provides a final opportunity to check all costs before purging the jobs from the system. This detailed cost report uses a format similar to the Work in Process Report format for completed jobs (jobs assigned a completed status). A printed copy of the Job Close-Out Report must be produced and retained as the final audit trail of all unit and cost information before purging jobs during period-end processing.

Revised estimate and job-to-date units and costs are itemized for each cost code and cost type. The percentage of job-to-date cost over estimated cost is compared to the cost variance (calculated as the estimated cost minus the job-to-date cost) as a percentage of the job estimate.

The OUTSTANDING WORK IN PROC column on the report reflects the total unbilled cost posted to the Work-in-Process account for each cost code and cost type, including future period postings.

A recap of all costs and outstanding work-in-process amounts for the job, summarized by cost code, is provided for each job. If you are using Work-in-Process accounting, the General ledger accounts to debit (Cost of Sale) and credit (Work-in-Process) are included.

Review the Job Close-Out Report to verify that all dollar and unit costs are posted to the jobs, that all billing is complete, and that all general ledger account numbers (if Work-in-Process accounting is being used) are correct. If there are errors, select the appropriate maintenance option(s), make the necessary changes, print the Job Close-Out Report, and proceed with the update.

During the update process, the following occurs:

- The outstanding work-in-process amounts are cleared for the completed jobs. If the Work-in-Process accounting method is used, the necessary postings are made to the general ledger. If the Completed Contract accounting method is used, then any new unbilled costs are cleared.
- Depending on the selection you made in the Change Job Status field, the job status for completed jobs is changed to Closed and the job status date is changed to the posting date in the job master file. Closed jobs are either purged or saved to history files during period-end processing, depending on the selection in the Retain Job Cost History check box in the Job Cost Options window.

When the update is completed, a message appears prompting you to print the Daily Transaction Register. Click Yes to print the register and update the general ledger entries posted from the Job Close-Out Report.

Job Transaction Detail/Detail History Report

Navigation

Select Job Cost Reports menu > Job Transaction Detail Report or Job Trans. Detail History Report.

Overview

The Job Transaction Detail Report provides an audit report detailing all cost transactions from all sources posted to jobs in the job master file. The Job Transaction Detail History Report prints this information for jobs archived in the history files. If the transaction detail is retained for the life of the job, each report provides a complete, detailed history of all cost activity for the job, including the invoice number, check number, and employee number for each transaction. This report also provides the balance forward amount, which represents the prior period costs.

The reports can also be used to track a specific type of cost by specifying a range of cost codes, cost types, or source journals. For each cost code and/or cost type, the description, unit of measure, and standard unit cost are printed. Either the revised estimated cost or the bill amount can be printed. Detail information for each cost transaction includes the transaction date, source journal, reference number or posting remarks, whether the item is billed, unit cost, total units, and cost amount. Subtotals are provided by cost type, cost code, and job. Labor transaction totals for units, dollars, and bill amount can be printed for each job and the entire report. The job-to-date cost is provided as a percentage of the job estimate for all subtotals.

If the Retain Transaction Detail check box is cleared on the Job Masterfile Maintenance Main tab for a job, all detailed transactions are purged and summarized during monthly period-end processing. For this reason, the Job Transaction Detail Report should be printed on a monthly basis to provide a permanent audit trail of cost transactions for all jobs that are set to purge the transactions. All transactions that are purged are included on the Job Transaction Detail History report, summarized by period-end date.

You can print the report for a specific group of cost types. Up to 12 cost types can be defined in Job Cost Options.

Period End Menu

Period End Processing

Navigation

Select Job Cost Period End menu > Period End Processing.

Overview

Use Period End Processing to automatically perform either period-end or year-end processing based on the period entered at the Current Job Cost Period field in the Job Cost Options window.

Use Period End Processing to close the current period and increment the accounting period to the next period. Period-end processing is usually performed at the end of each accounting period, on the last business day of each month. Year-end processing takes place automatically when period-end processing is performed for the last period of the fiscal year.

NOTE Fields in the Job Cost Options window are used to determine the current accounting period and if retaining job cost history after year-end processing.

WARNING Period End Processing cannot be performed if job billing is in progress (if the Job Billing Register has not been printed and updated), if the Daily Overhead Allocation Register or Monthly Overhead Allocation Report has been printed but not yet updated, or if the Daily Transaction Register has not been updated for all outstanding job transactions.

The following occurs during period-end or year-end:

- The year-to-date actual cost, invoice billed, and payment received totals are cleared and set to zero, along with the year-to-date dollar and unit totals.
- Job information is removed if the Retain Job Cost History check box is cleared in Inventory Management Options.
- Closed jobs are archived to history files instead of purged during period-end processing if the Retain Job Cost History check box is selected in the Job Cost Options window.
- If the Retain Transaction Detail check box is cleared in the Job Masterfile Maintenance window, transaction jobs are summarized. If selected, transaction jobs are retained until the job is closed.

Before performing period-end processing, the Job Close-Out Report must be printed and updated to the files. This report provides a final audit trail of all unit and cost information. If you are using Work-in-Process accounting, the job close-out update also clears outstanding work-in-process amounts and makes the necessary postings to the General Ledger module. The Work in Process Report and Job Transaction Detail Report should always be printed before performing either period-end or year-end processing.

WARNING Backing up your data is an important part of your daily, period-end, and year-end procedures. Back up all Job Cost data before performing period-end processing.

Job Cost History Purge/Restore Utility

Navigation

To access the Job Cost History Purge Utility, select Job Cost Period End menu > Job Cost History Purge Utility.

To access the Job Cost History Restore Utility, select Job Cost Period End menu > Job Cost History Restore Utility.

Overview

Use Job Cost History Purge Utility to purge jobs from the history files. Jobs purged from history are permanently deleted from the system and cannot be restored.

Use Job Cost History Restore Utility to restore jobs from the history files to the active files. Jobs restored to the active files from the history files have a status of Closed. Use Job Masterfile Maintenance to change the jobs' statuses, if necessary.

Jobs with customers or vendors set to Inactive in Customer Maintenance or Vendor Maintenance will not be restored.

You can purge or restore jobs by a range of job numbers or status dates, or click Select to select individual jobs to purge or restore.

When a job is archived using the Purge/Archive Jobs option in Period End Processing and later restored from the history files to the active files, the period-to-date and year-to-date amounts displayed for the job in Job Masterfile Maintenance are the amounts that were on file on the date the job was archived, even if that period has since been closed.

Setup Menu

Job Cost Options

Navigation

Select Job Cost Setup menu > Job Cost Options.

Overview

Job Cost Options presents a series of options that allow you to select features most appropriate for your business.

You can track as many as 12 types of costs for each cost code (phase, subphase, etc.) within a job. Cost types can be used to represent different types of costs within a cost code for a job, to determine general ledger work-in-process and cost of goods sold accounts, or to indicate which types of costs are subject to sales tax.

Job Type Maintenance

Navigation

Select Job Cost Setup menu > Job Type Maintenance.

Overview

Use Job Type Maintenance to classify jobs for system billing and report sorting. Job types (residential, commercial, government, union, etc.) are also used to establish the General Ledger Revenue account and, if applicable, the Work-in-Process and Cost of Sale accounts for posting revenue and expenses for the job. You can also assign default Work-in-Process and Cost of Sale accounts in Post to G/L for Work in Process.

The labor burden rate and overhead rate, the job accounting method and billing method, the billing rate, the "units per job" (number of buildings, apartments, etc.), and the Job Revenue account are determined by the job type assigned to each job in the Job master file.

Cost Code Maintenance

Navigation

Select Job Cost Setup menu > Cost Code Maintenance.

The Expense Accounts tab is available only if the Post to G/L Work in Process check box is cleared in the Job Cost Options window.

Overview

Use Cost Code Maintenance to set up and maintain a set of standard cost codes. Cost codes can categorize costs incurred for a job and are the cornerstone of job costing.

Cost codes are used to track estimates, actual costs, and billing information for each job. Each cost code contains from three to nine alphanumeric characters that can be divided into two or three segments to accommodate individual reporting requirements. Segments are used to define cost categories (phase, subphase, step, etc.). If more than one segment is used, the first segment represents the phase number.

Each cost code can be subdivided by up to 12 cost types (Labor, Material, Subcontract, etc.). Cost types are established on the Job Cost Options Cost Type tab. For each cost code, you can specify which cost types to activate, and enter the standard unit of measure, unit cost, billing method, billing rate, and default general ledger accounts (when not posting work in process). Depending on how your business operates, you may have certain types of cost codes with costs confined primarily to one area, such as labor or subcontractor costs.

For posting purposes, all job cost transactions must be entered using the cost code and cost type in combination with the job number. The system accumulates and tracks all job-to-date costs according to the level of detail set up for each cost code.

You can enter the default general ledger expense account to use for posting Accounts Payable and Job Posting entries to the job. It is recommended that you assign default account numbers for each cost type to speed data entry. A default account number can be overridden by entering a different account number when posting transactions.

If you are not using Work-in-Process accounting, you can enter the Cost of Sale accounts on the Expense Accounts tab. If you are using Work-in-Process accounting, enter Work-in-Process and Cost of Sale accounts in Job Type Maintenance.

You can apply new cost tables entered during Cost Code Maintenance to existing jobs.

Burden Rate Maintenance

Navigation

Select Job Cost Setup menu > Burden Rate Maintenance.

Overview

The true cost of a job consists of direct costs (such as material, labor, and subcontract) that can be directly associated with a job, plus a portion of indirect costs that are difficult to allocate to a specific job. Burden is the indirect cost associated with labor expenses, such as union contributions and employer's taxes. The system allows you to calculate and allocate indirect costs based on the direct costs posted to a job. Different burden rates can be specified for each job type.

Use Burden Rate Maintenance to establish burden rates for each job type. When payroll postings are made to a job, burden rates are used to calculate the associated indirect costs (employer's taxes, union expenses, etc.), in addition to direct wages. Burden rates can be calculated as either a percentage of the gross wages per employee or a dollar amount per hour per job.

Burden rates established in the Job Cost module are used to calculate burden for jobs, unless burden rates are established in Payroll Labor Code Maintenance. The rates specified in the Payroll module override the burden rates defined in Job Cost; however, burden rate information for a job type must be defined in Job Cost using Burden Rate Maintenance before any burden can be calculated for a job.

Calculated burden can be charged to a specific cost code and cost type and to appropriate general ledger accounts. If you do not enter burden or overhead rates, no automatic calculation is made. Use Job Posting Entry to post manually calculated burden and/or overhead amounts.

To post the burden amount to the same cost code and cost type as the cost code used to post the labor cost, enter all asterisks (**-**-**) in the Burden Cost Code field and select Labor in the Burden Cost Type field.

NOTE Only the rates from Burden Rate Maintenance are used to calculate burden for estimates.

Click Delete to remove the burden rate and all related information from the file. Click the Printer button to print a Burden Rate Listing.

Overhead Rate Maintenance

Navigation

Select Job Cost Setup menu > Overhead Rate Maintenance.

Overview

The true cost of a job consists of direct costs (such as material, labor, and subcontract) that can be directly associated with a job, plus a portion of indirect costs that are difficult to allocate to a specific job. Overhead is the indirect cost associated with operating expenses, such as administration, utilities, and taxes. The Job Cost system allows you to calculate and allocate indirect costs based on the direct costs posted to a job. Different overhead rates can be specified for each job type.

Use Overhead Rate Maintenance to establish overhead rates to use for each job type and cost type. These rates are used to calculate indirect expenses that cannot be directly attributed to the job (rent, utilities, etc.). Each job type and cost type can be assigned an overhead cost code and cost type for posting, and a general ledger debit and credit account number. The amount to post is determined by assigning the overhead rate, which is a percentage of your direct expenses. If you do not enter overhead rates, no automatic calculation is made. Use Job Posting Entry to post manually calculated burden and/or overhead amounts.

Job Status Maintenance

Navigation

Select Job Cost Setup menu > Job Status Maintenance.

This task is available only if the Define Job Statuses Allowed in Entry check box is selected in Job Cost Options.

Overview

Use Job Status Maintenance to define which job statuses are allowed when entering job numbers in data entry windows in the Accounts Payable, Accounts Receivable, Inventory Management, Job Cost, Payroll, Purchase Order, and Sales Order modules. The ability to enter job numbers with statuses that are not allowed can be modified with the appropriate security setup.

NOTE The system checks for allowed job statuses only when a job number is entered in a data entry window. Changing a job status from allowed to not allowed does not affect existing records; however, if a job number is changed for an existing record, or a new item with a job number is entered on the Lines tab for an existing record, the system will check to verify that the job's status is allowed.