FACTS

Job Cost

Release 7.4

Copyright Notice

Aperum
Leaders in Distribution Solutions

3425B Corporate Way
Duluth, GA 30096

770-418-2000, FAX 770-418-2022

www.aperum.com

PREFACE

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

SYSTEM OVERVIEW

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

PROGRAM DESCRIPTIONS

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

REFERENCES

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

GLOSSARY OF TERMS

The glossary provides a definition of terms used in the manual and related terms from other modules.

SAMPLE REPORTS

This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.

System Overview

The FACTS Job Cost module is where a user may enter a job to be performed by the user for a customer, e.g., set up a warehouse, paint a house etc. As costs are incurred in the process of completing the job, these costs may be posted against the job and the customer may be billed by the user.

The system has been designed so that all transactions will produce a printed audit trail. This allows users the secure feeling that all information is traceable throughout the system. Instructional prompts, default values and the capability to back up to previous inputs promote both operator efficiency and comfort in using the system.

The Job Cost module is a system, which will maintain accurate file information, provide complete audit trails and will optionally post to general ledger. Interaction with General Ledger is automatic and great flexibility is available through the use of the GL posting tables (see section on Posting to General Ledger).

Costs (and billing amounts) may be posted to the Job Cost system from the Accounts Payable, Purchase Orders (through AP), Payroll and Inventory Control modules. Billing these costs from the other modules may be performed through the Job Cost Invoicing system. Costs from the Sales Orders module may also post to the Job Cost system however billing for these costs is performed through Sales Orders. Invoices generated through the Job Cost invoicing system may optionally post to the Sales Analysis module for complete sales history.

Job Cost is broken down into the following menus: Job Estimation, Job Entry, Job Posting, Job Invoicing, Job Completion, Inquiries, Reports & Prints, End of Period and File Maintenances.

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system. The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs will be used often (example, vendors) where others will be used infrequently. These infrequent file maintenances (found on the Infrequent File Maintenances menu) are used mostly in the installation of the system.

The user must set up certain files prior to processing to maintain accurate audit trails and so that the system will perform as desired. The user must first determine the types of costs, which will be posted against jobs either from other modules or entered directly into the Job Cost system. Examples of cost types are labor, materials, subcontracting, etc. Up to 9 cost types are entered into the system through the Cost Type F/M program. Each cost type, which will be assigned to cost codes, determines whether the cost code will be taxable, whether to post overhead and burden (see next paragraph), and how the transactions for the cost code will post to general ledger. Next the user must set up **cost codes** through the Cost Code F/M program. Cost codes are used in Job Cost and the modules, which post to Job Cost as a way of posting costs (expenses, etc.) to jobs. (These costs may later be billed to the customer through Job Cost Invoicing). Cost codes determine the cost type of the cost code, costing and billing amounts for the cost code, whether costing and billing amounts may be overridden, whether units are required, whether inventory items may be entered in the Job Estimate Entry program, the default markup method for the cost code, and the expense G/L# to post when posting transactions to general ledger for the cost code. The following **markup methods** are hardcoded into the system: manual - enter the bill rate/extension manually, fixed - use the entered bill rate/extension, regardless of cost, % - markup the cost rate/extension by the entered %, and $ - markup the cost rate/extension by the entered amount.

Users may set up a cost type and cost code to bill customers for overhead and burden costs on jobs. Examples of overhead would be lighting, heat, etc. Burden is usually associated with payroll expenses such as social security tax and insurance. Overhead and burden are optional features of the system. If used, each cost type is assigned an overhead and /or burden percentage. When a cost code is entered in any module to post costing and billing information to a job, the system automatically creates a cost code and calculates the billing amount for the overhead and /or burden. In the Job Invoicing menu there is a program that will consolidate the overhead and/or burden cost codes into one to print on the invoice.

Additional job cost files needed by the system are **job classes** that are used for reporting purposes, **manager/estimators** that are also used for reporting purposes, and **GL posting tables** that are used for posting transactions to general ledger. Once the desired file information is entered by the user, the entry of job information may begin.

The estimating system is an optional feature of the FACTS job cost system. The estimating menu allows the user to enter, correct, print, list and remove estimates in the system. Estimates may also be converted into jobs automatically. Estimates may be entered into the system through the Estimate Entry program. The estimate is entered for a particular customer along with the costs and prices being estimated through the use of cost codes and inventory items. Estimates are entered with an assigned estimate date and expiration date. Also entered are who made the estimate and the customer contact the estimate was given to. Estimates can be entered for customers not on file; i.e., the user may make estimates to people who are not presently customers. However, before converting the estimate to a job, this new customer number must become a valid customer number and must be entered for the estimate through the Accounts Receivable Customer F/M. The user never has the option of conversion until the customer is valid.

If the user needs to use standard estimates (one estimate for a type of job that may be given to many customers), the user could create a standard estimate. Once the need for the estimate arises, the user enters the correct header information for the customer and pulls the standard estimate over. Since estimates are not tied to jobs, the user could pull over the estimate for another job, if so needed. If the cost code used for an estimate utilizes inventory, items entered on the estimate are not committed in a warehouse. Other features of the Estimate Entry are: the markup method can be displayed to aid in pricing and estimates may also include tax and freight. At the end of the Estimate Entry program, the user has the option to print the estimate immediately or save it for batch printing.

Estimates may be printed/reprinted through the Estimate Print program and may be corrected through the Estimate Entry program. Estimates may be corrected and reprinted as often as needed. A listing of estimates made for a multitude of criteria can be printed through the Estimate Listing.

When an estimate is converted (sold) to a job, it stays in the estimate file as a converted estimate to be used again, if needed. As estimates are not automatically removed from the system, the estimate file eventually fills up. To avoid filling the file, the user should remove the estimates periodically. Estimates may be removed through the Estimate Removal by their status (entered, printed, converted) and the expiration date.

Jobs are entered through the Job Entry program. Jobs entered store the information needed about each job. The jobs file holds the information it needs to post to/from other modules: customer information (number, ship-to, contact, phone, etc.), general ledger information (GL posting table, department), accounts receivable information (salesperson/territory, commission %, terms code, etc.), and shipping information (ship via, freight, etc.). It also contains job information for system use (flags for: consolidation of overhead/burden, store job history, display cost on invoice, etc,), and costing and billing.

For each job entered there is contract information that displays the information entered from the job agreement (sales contract). It has the original contract number, the date of the contract, the agreed upon amount for the job (if any), the revised date and revised total amount (if applicable), and the units and unit of measure. If the job was converted from an estimate, the contract amount, units and unit of measure are taken from the estimate file. Billing information is also included for each job which includes the billing type (**fixed** - the job has a fixed amount that can be charged and the billing amount may not exceed the limit unless increased, **cost plus** - the job will be billed for a fixed percentage over the cost to complete the job, **time and materials** - the job is to be billed for all charges for time and materials used to complete the job, **no charge** - the job is not to be billed, e.g., warranty work) and markup amount (if cost plus), the frequency of billing (**monthly** - to be billed once a month, **on demand** -to be billed whenever costs are incurred and invoicing is performed, **on completion** - to be billed only after the job is 100% complete) and flags to determine the order of the transactions printed on the invoice. If this job was converted from an estimate the billing type and frequency are pulled over. The job also includes actual billing information displaying the date the job started, the percentage complete, and the day the percentage complete was entered, and the total cost posted against this job and billed for this job to date.

The user has the option of changing or revising the detail job information at any time. The job can be deleted if it has no transactions on file. Deleted job numbers may be used again. Jobs may have costs posted against them until they are completed. Posting costs to a job takes place in the Job Posting menu.

The Job Cost Posting menu allows the user to add/view transactions that were/are entered for any job on file and to post the current transactions to the job. Transactions for jobs may be entered manually through the Job Posting Entry program or transactions may be posted automatically from other modules in the system. The modules that allow posting to the Job Cost system are Accounts Payable (posting expenses), Purchase Orders (through AP - posting costs of items purchased), Inventory Control (post items used for the job), Payroll (labor expenses), and Sales Orders (for costs of items already billed in Sales Orders). The appropriate register from the other modules updates the job posting file in Job Cost (Daily Sales Register in SO, Check Register in PR, etc.) When posted to Job Cost from other modules, the system posts each register by batch to Job Cost by source module (code - AP, PR, etc.)

The Job Posting Entry is able to display transactions entered for a job from all source modules. However, to maintain data integrity, the user is able to edit and enter transactions only for the job cost module. If the user chooses to enter job posting information directly in the Job Cost 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 for the job. Once the transactions have been created, invoicing may take place through the Job Cost Invoicing menu.

The Job Invoicing menu allows the user to create, review and edit the invoices to send to customers, to post the invoices to accounts receivable and general ledger, and to print reports on outstanding invoices. The Unbilled Cost Report provides the user with a report of all transactions for jobs that have not been invoiced. The user has a choice or 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 may then be created through 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. The Invoice Register posts invoices to the open receivables file and posts the job information to Sales Analysis.

The Job Completion menu allows the user to enter completion updates into the system and to convert completed jobs to past jobs.

Fixed contract jobs have a total billing amount. The system does not allow invoices to be created for a job if the amount already billed, is higher than the amount accomplished (percentage of completion times the total bill amount). In these cases, the user must update the completion percentage before running the Automatic Job Selection program.

In order to get an accurate calculation of the completion percentage, the system provides the completion worksheet. The Job Completion Worksheet prints a listing of all active jobs and the necessary information to estimate the completion percentage. Once the completion percentage is known, the user must enter it into the Job Cost system. This is done through the Job Completion Entry. After a job is completely finished, the system updates all records and converts it to the past jobs file (if the **store job history** flag is set to Y for the job). Those 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.

All job information stored is available for display through the Job Inquiry program which displays general , code and estimate information, open purchase orders, invoices and activity. Activity includes transaction activity for month-to-date and job-to-date by cost type. Each cost type is also available for detail displaying transaction information for each cost code. Job notes may also be entered in the inquiry program. The Past Job Inquiry program provides general, code estimate and activity information on past jobs.

Most Job Cost reports have the option of printing in different orders (depending on the information on the report). In addition to the order, the user may choose the range to be printed. For example, the Job Listing can be printed in job number, manager, customer, or job class order. The beginning and ending range of each order can be selected.

1. The Job Listing provides a printout of jobs in job, manager, customer, or job class order.
2. The Job Cost Analysis provides a breakdown of job by cost type. The report displays estimated versus actual costs and the amount remaining.
3. The 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.
4. The Purchase Order Report lists purchase orders that are in the system for jobs. Shown is the status of the PO, the vendor number, item and quantity ordered/received, and extended cost.
5. The Overhead/Burden Report provides a breakdown of the overhead and burden by job. It lists the posting transactions and the amount calculated for both.
6. The 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.
7. The Job Notes Print lists all the notes that were entered about a job.
8. The JC Code List prints a listing of the various job codes: job classes, managers, GL posting tables and cost codes.

Job Cost Flow Charts

The following pages present flow charts that illustrate the flow of information from Job Cost to the other modules in the FACTS System. They also illustrate the flow of information within Job Costs.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

The following symbols represent the types of information shown on the flow charts.

Program	Register or report with optional update
Report	File
FACTS Module	
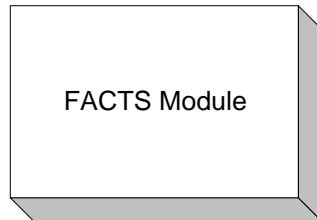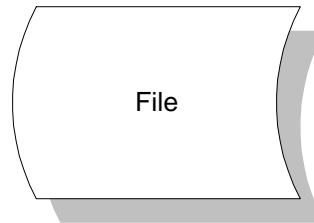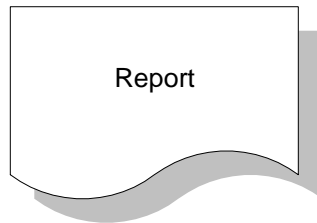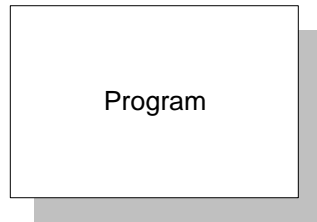
The FACTS System
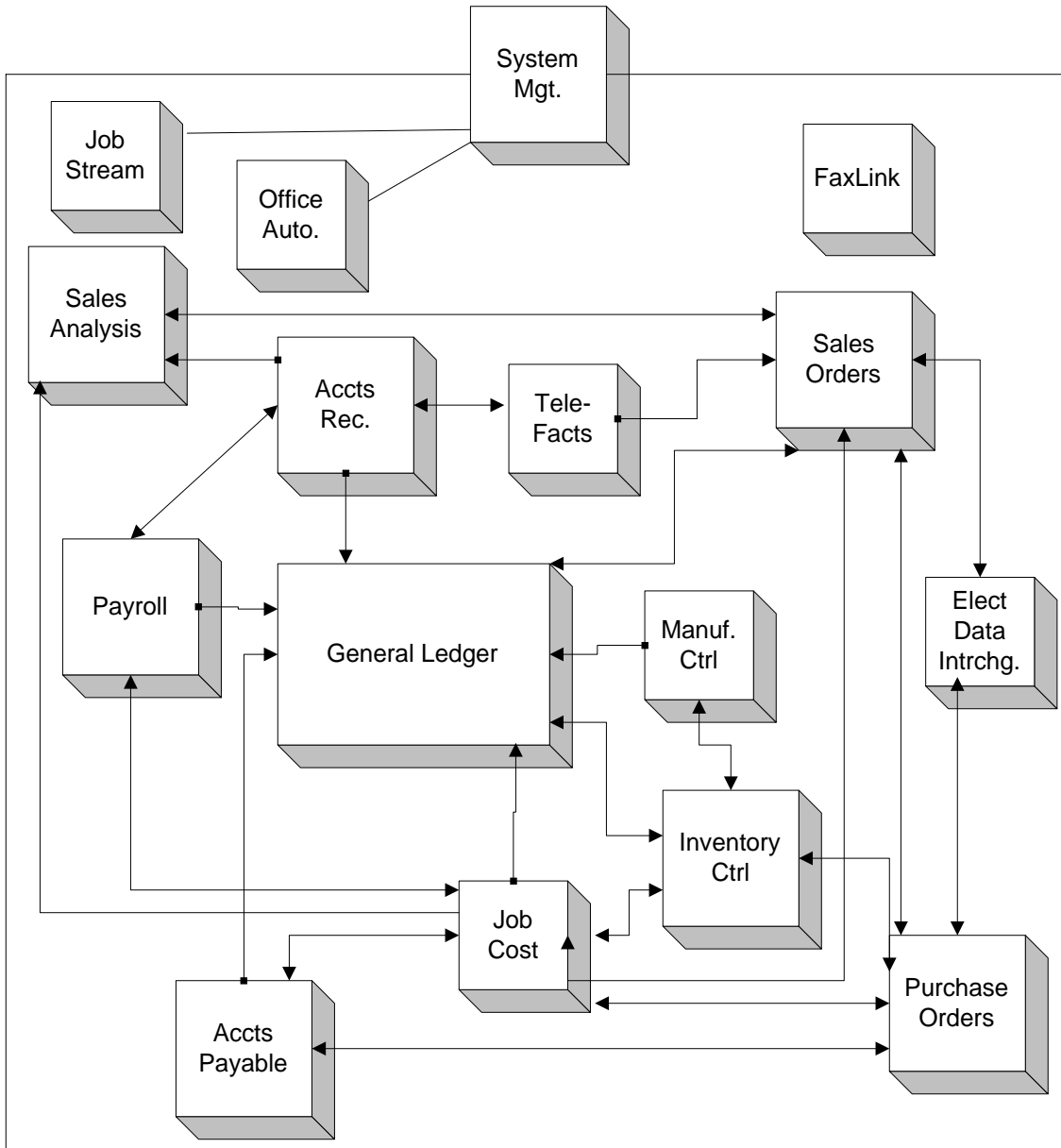
Job Cost Interaction with Other FACTS Modules

```
        ┌─────────────┐              ┌─────────────┐
        │     IC      │              │     GL      │
        │  Inventory  │              │  General    │
        │  Control    │              │  Ledger     │
        └──────┬──────┘              └──────▲──────┘
               │                            │
               │                            │
               └──────────┐      ┌──────────┘
                          ▼      │
┌─────────────┐      ┌─────────────┐      ┌─────────────┐
│     PR      │      │     JC      │      │     SA      │
│   Payroll   │─────▶│  Job Cost   │─────▶│   Sales     │
│             │      │             │      │  Analysis   │
└─────────────┘      └────▲────▲───┘      └─────────────┘
                          │    │
               ┌──────────┘    └──────────┐
               │                          │
        ┌──────┴──────┐            ┌──────┴──────┐
        │     SO      │            │     AP      │
        │   Sales     │            │  Accounts   │
        │   Orders    │            │  Payable    │
        └─────────────┘            └─────────────┘
```

```
                          ┌──────────┐   ┌──────────┐   ┌──────────┐
                          │   Job    │   │   Job    │   │Job Notes │
                          │  Entry   │   │ Inquiry  │──▶│  Print   │
                          └──────────┘   └──────────┘   └──────────┘
                               │              ▲
                               │              │
  ┌──────────┐   ┌──────────┐  │              │
  │ Estimate │   │ Estimate │  │              │
  │  Entry   │──▶│   File   │──┘              │
  │          │   │  JCESTM  │                 │
  └──────────┘   └──────────┘                 │
                     │    │                   │
        ┌────────────┘    └──────┐            │
        ▼                        ▼            │
  ┌──────────┐   ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
  │ Estimate │   │ Estimate │  │   JC     │  │   Job    │  │ Posting  │
  │  Print   │   │ Listing  │  │  File    │─▶│ Posting  │─▶│   File   │
  └──────────┘   └──────────┘  │   #1     │  │  Entry   │  │  JCPOST  │
                                └──────────┘  └──────────┘  └──────────┘
                                     │                           │
                                     ▼                           ▼
                                ┌──────────┐               ┌──────────┐
                                │   JC     │               │Job Posting│
                                │Program #1│               │ Register │
                                └──────────┘               └──────────┘
```

(continued on next page)

JC File #1   **JC File #2**

JCJOBS   JCINVC   ARCUST   ARTAXR

JCJOCX   JCTRAN   ARLEDG   JCBILL

JCJBMX   JCJOBS AROPEN   GLJRNL

JCJBCX   JCHOLD   ARCOPX   GLJRNX

JC Program #1

JOB LISTING

JOB COST ANALYSIS

JOB BILLING ANALYSIS

OVERHEAD/BURDEN REPORT

PURCHASE ORDER REPORT

JOB BALANCE REGISTER

(continued)

JOB COST
DATA FILES

COST CODE F/M	COST CODE FILE JCCODE

STATIC CTRL FILE SMCNTL "JCS"	STATIC CONTROL F/M
NONSTATIC CTRL FILE SMCNTL "JCN"	NONSTATIC CONTROL F/M
COST TYPE FILE SMCNTL "JCC"	COST TYPE F/M
GL POST CONTROL FILE SMCNTL "JCG"	GL POST CONTROL F/M
JOB CLASS FILE SMCNTL "JCJ"	JOB CLASS F/M
MANAGER ESTIMATE SMCNTL "JCM"	MANAGER ESTIMATE F/M
GL POST TABLE FILE SMCNTL "JCT"	GL POST TABLE F/M

JC CODES PRINT
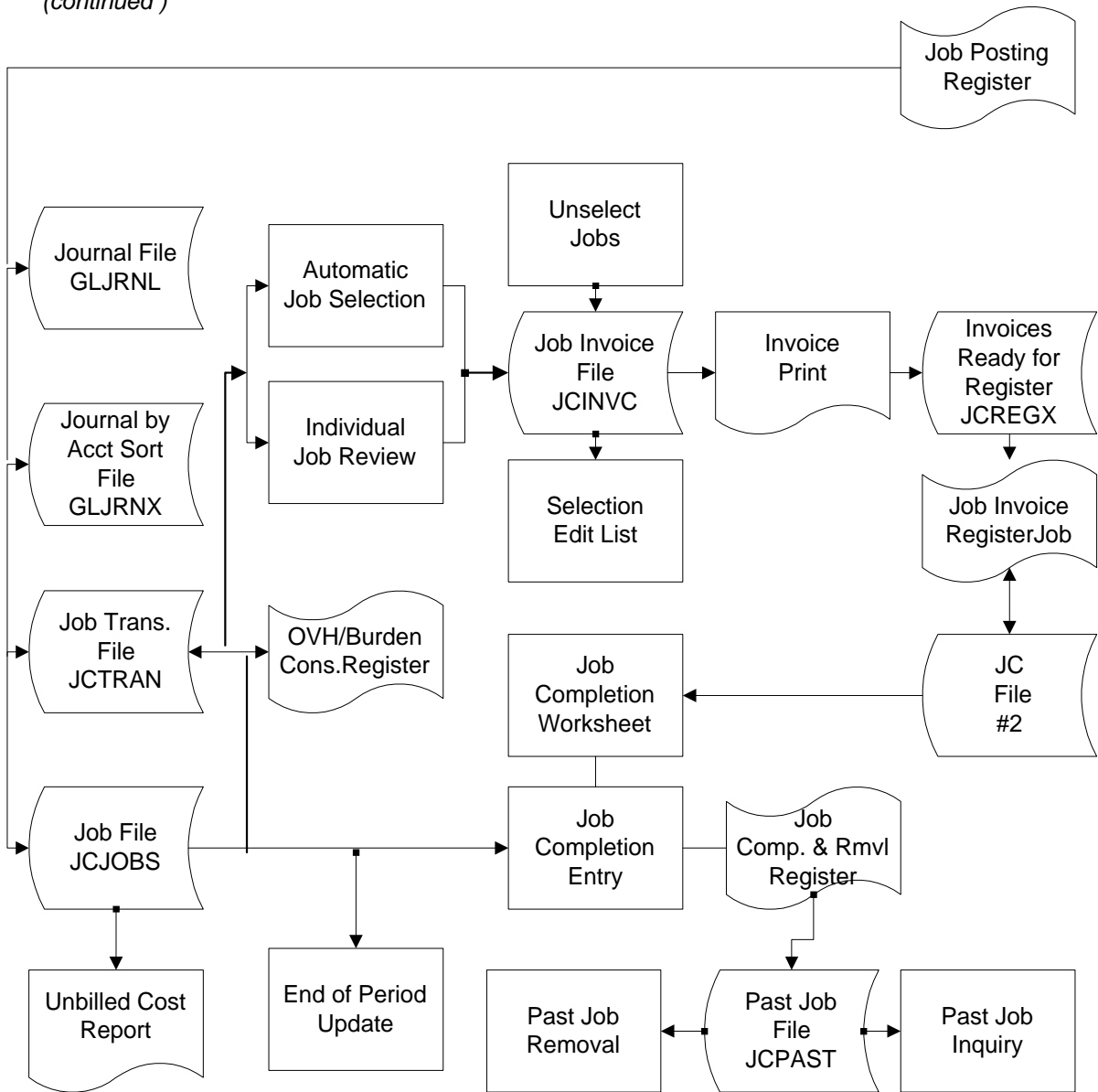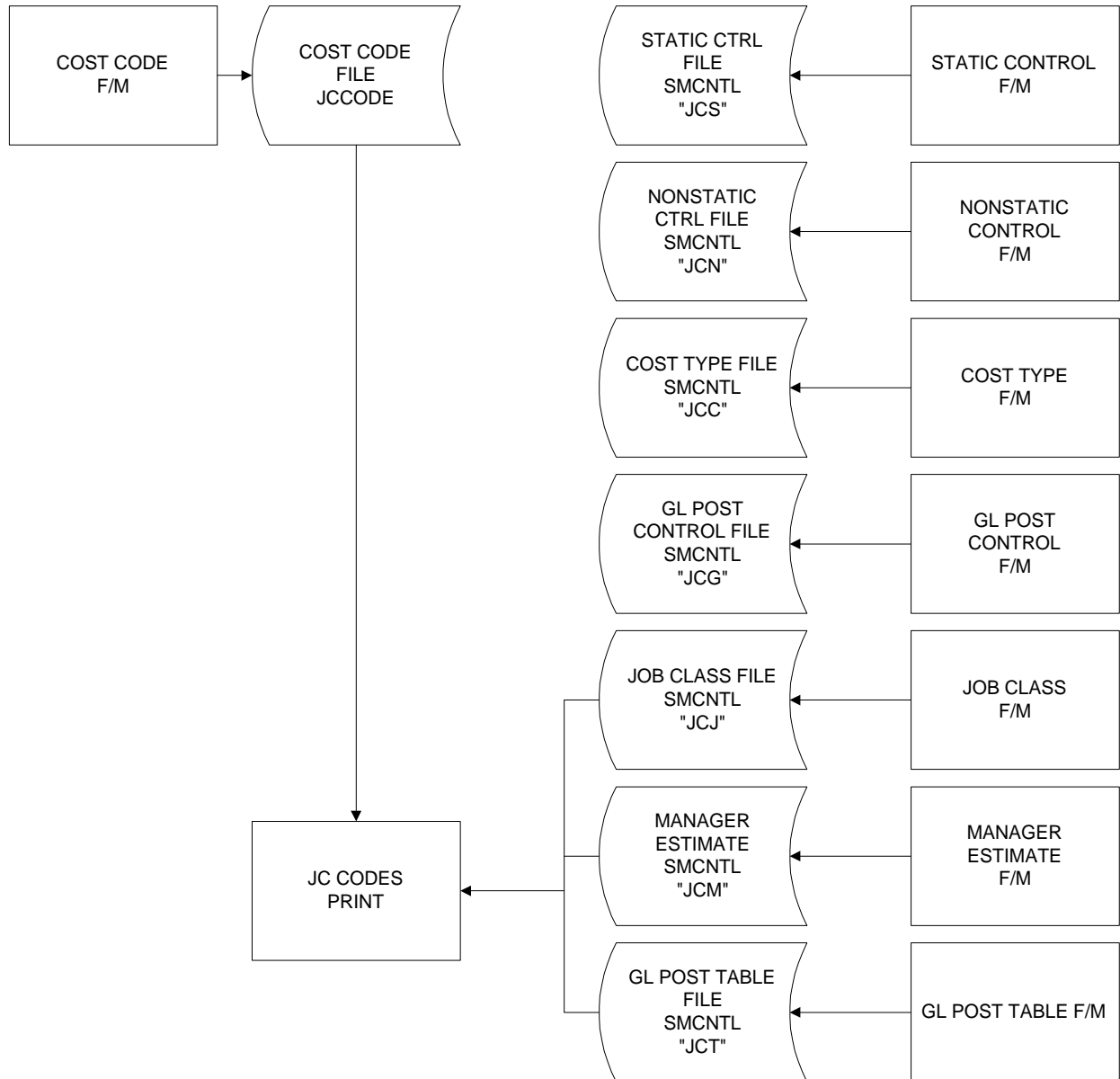
Posting To General Ledger

Transactions from Job Cost may automatically post to General Ledger. Through the **GL distribution flag** set in the JC to GL Posting F/M program, the user determines how to post to GL for all JC transactions (if at all). The flag may be set to one of the following: **0**-indicating no GL distribution is printed or posted; **1**-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; **2**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or **3**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Through the **costing and invoicing journals** also set in the JC to GL Posting F/M program, the user determines which GL journal (where in the general ledger journal file) to post transactions from the Job Posting and Invoicing Registers respectively (if at all).

The GL distributions are built and posted through the use of GL posting tables.

Users establish their own set of valid GL posting tables. Each job number is assigned to a GL posting table which determines the correct GL account numbers to post to when posting a transaction to general ledger for that job. 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.

For our example, there are two types of jobs on the system: industrial and commercial. If industrial and commercial job cost transactions are to be posted separately to general ledger, we will set up two GL posting tables; one to assign to industrial jobs and one to assign to commercial jobs.

*. GL TABLE	**IND**
2. DESCRIPTION	**INDUSTRIAL JOBS**
3. SALES	**410-01-1 SALES** - **IND.**
4. ACCTS RECEIVABLE	**120-01-0 ACCTS RECEIVABLE** - **IND.**
5. JOB COST RECEIPTS	**520-01-1 PURCHASES** - **MISC.** - **IND.**

	WIP DEBIT	**COST OF GOODS SOLD**
6. LABOR	**179-01-0**	**530-01-1**
7. MATERIALS	**179-01-0**	**530-01-1**
8. SUBCONTRACTING	**179-01-0**	**530-01-1**

*. GL TABLE	**COM**
2. DESCRIPTION	**COMMERCIAL JOBS**
3. SALES	**415-01-1 SALES** - **COM.**
4. ACCTS RECEIVABLE	**125-01-0 ACCTS RECEIVABLE** - **COM.**
5. JOB COST RECEIPTS	**525-01-1 PURCHASES** - **MISC.** - **COM.**

	WIP DEBIT	**COST OF GOODS SOLD**
6. LABOR	**189-01-0**	**535-01-1**
7. MATERIALS	**189-01-0**	**535-01-1**
8. SUBCONTRACTING	**189-01-0**	**535-01-1**

The following examples use the GL posting tables listed previously. We will use two jobs : warehouse setup which is assigned to the IND GL posting table, and office setup which is assigned to the COM GL posting table.

JC Invoice Register

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

	Debit	Credit
120-01-0 Accts Rec. - Industrial	500.00	
125-01-0 Accts Rec. – Commercial	300.00	
410-01-1 Sales - Industrial		500.00
415-01-1 Sales - Commercial		300.00
	800.00	800.00

PO Receipt Register

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

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

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

	Debit	Credit
520-01-1 JC Receipts - Industrial	50.00	
525-01-1 JC Receipts – Commercial	30.00	
*720-01-1 Accounts Payable		80.00
	80.00	80.00

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

JC Invoice Register

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

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

Again, posting to general ledger occurs in several programs; for example; costs from jobs are posted to general ledger in the Job Posting Register and both costs and invoicing amounts are posted to general ledger in the Invoice Register. When the system posts to general ledger, it must know what G/L #'s to post to. The JC to GL Posting F/M program provides the system the default G/L #'s to post to, the journals to post to, and the directions for posting.

The JC to GL posting record contains information (such as journal and account numbers) which the system references in performing the automatic posting of JC Invoice Register data to the general ledger in the Invoice Register Update. All general ledger numbers must be valid general ledger numbers.

The user sets up the GL distribution, i.e., how the distribution is to post into the journal file in general ledger (example: summary, detail). See first paragraph for options. In addition to the GL distribution, the user sets up where in the journal file in general ledger the distribution is to post, i.e. the sales journal.

There are standard entries made to general ledger when posting sales. For example, when an billing occurs, one debits the accounts receivable and cost of goods sold accounts and credits the sales and inventory accounts. The user must set up where these standard GL account numbers used will come from, what they are and how they are to be used.

The basis is asking where the number is to come from. The system either always uses the same account number or gives a choice to the user as to where the number is pulled from (i.e., customer GL posting table or job GL posting table).

The department and branch flags have to do with imbedding the department and branch flags within the GL account number (if applicable). When entering any invoice, the department and branch may be entered. If the user imbeds the department and/or branch within the GL account number, the system looks at the department and/or branch assigned to each invoice. For example, if the G/L # 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.

Finally, a default GL account number is set up. Even if the default is not to be used, it must be entered.

Following is information about setting up each entry:

Accounts Receivable

Basis - determines where the accounts receivable number comes from. The user has a choice of always posting to the default accounts receivable G/L # (from this record), posting to the accounts receivable G/L # assigned in the customer's GL posting table or posting to the accounts receivable G/L# assigned in the job's GL posting table. The system may always post to one AR G/L # (by setting basis to D-default) or break out accounts receivable to multiple account numbers (examples: AR-retail, AR-wholesale by setting basis to C-customer or AR-industrial, AR-commercial by setting basis to J - job).

Department - The AR account may not be departmentalized.

Branch - determines if the system should insert the branch in the AR G/L #. The AR and SO posting control records must have the same value for the branch flag as is entered here.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **C**-customer GL posting table or **J** - job GL posting table, the number is entered but not used for posting purposes.

Sales

Basis - determines where the sales number comes from. The user has a choice of always posting to the default sales G/L # (from this record), posting to the sales G/L # assigned in the customer's GL posting table or job's GL posting table. The system may always post to one sales G/L # (by setting basis to D-default) or break out sales to multiple account numbers (example: sales-retail, sales-wholesale or sales-industrial, sales-commercial) (by setting basis to C-customer or J-job).

Department and Branch - determine if the system should insert the department and branch in the sales G/L #.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **C**-customer GL posting table or **J**-job GL posting table, the number is entered but not used for posting purposes.

Tax

Basis - determines where the sales tax number comes from. The user has a choice of always posting to the default sales tax G/L # (from this record) or posting to the sales tax G/L # assigned to each tax code in the Tax Tables F/M. The system may always post sales tax to one sales tax G/L # (by setting basis to D-default) or break out sales tax to multiple account numbers (example: Georgia sales tax, Fulton County sales tax, City of Atlanta sales tax) (by setting basis to T-tax code).

Department and Branch - determine if the system should insert the department and branch in the sales tax G/L #.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **T**-tax code, the number is entered but not used for posting purposes.

Freight, Contra Cost Of Sales

Basis - determines where each account number comes from. The numbers used always come from the default G/L # (from this record).

Department and Branch - determine if the system should insert the department and branch in the GL account number.

Default GL account number - is used for posting purposes because the basis is set to **D**-default.

WORK-IN-PROCESS, COST OF SALES, JOB COST RECEIPTS

Basis - determines where the account number comes from. The user has a choice of always posting to the default G/L # (from this record) or posting to the G/L # assigned in the job's GL posting table. The system may always post

to one G/L # (by setting basis to D-default) or break out sales to multiple account numbers (example: JC receipts-industrial, JC receipts-commercial by setting basis to J-job).

Department and Branch - determine if the system should insert the department and branch in the G/L #.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **J**-job GL posting table, the number is entered but not used for posting purposes.

Standard Procedures

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

1)   Recommended Operating Procedures

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

2)   End-Of-Period Checklist

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

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

3)   End-Of-Period Checklist Explanation

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

Recommended Operating Procedures

Daily Procedures (or as needed)

1. Enter estimates
2. Enter jobs
3. Enter job cost postings
4. Print/update Posting Register
5. Enter job completion for fixed contract jobs
6. Print/update Overhead/Burden Consolidation Register
7. Run Automatic Job Selection
8. Run Individual Job Review/Unselect Jobs/Print Edit Selection List
9. Print Invoices
10. Print/update Invoice Register

Weekly Procedures (or as needed)

1. Print Open PO Report
2. Print/update Job Completion & Removal Register
3. Print Job Cost Analysis Report
4. Print Job Billing Analysis Report
5. Print Overhead/Burden Report

Period Procedures (or as needed)

1. Print/update last Job Posting Register
2. Print/update last Invoice Register
3. Print/update last Job Completion & Removal Register
4. *Run End-of-Period Update

Yearly Procedures

1.*Run the End-of-Period Update (already covered in period procedures do NOT run twice)

   * indicates the procedure is required and must be performed in the time period designated

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

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 Estimating

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

Estimates may be entered into the system through the Estimate Entry program. The estimate is entered for a particular customer along with the costs and prices being estimated. Estimates are entered with an assigned estimate date and expiration date. Also entered are who made the estimate and the customer contact the estimate was given to. Estimates can be entered for customers not on file; i.e., the user may make estimates to people who are not presently customers. However, before converting the estimate to a job, this new customer number must become a valid customer number and must be entered for the estimate through the Accounts Receivable Customer F/M. The user never has the option of conversion until the customer is valid.

If the user needs to use standard estimates (one estimate for a type of job that may be given to many customers), the user could create the standard estimate for the customer "NEW". Once the need for the estimate arises, enter the correct header information for the customer and pull the standard estimate over. Since estimates are not tied to jobs, the user could pull over the estimate for another job, if so needed.

If the cost code used for an estimate utilizes inventory, items entered on the estimate are not committed in a warehouse. Other features of the Estimate Entry are: the markup method can be displayed to aid in pricing and estimates may also include tax and freight.

At that time of entry, the estimate is assigned a start date and finish date in the job cost estimate file. Through Job Entry, the user can bring up this converted document, and the estimate portion will contain the same information.

At the end of the Estimate Entry program, the user has the option to print the estimate immediately or save it for batch printing.

Estimates may be printed/reprinted through the Estimate Print program and may be corrected through the Estimate Entry program. Estimates may be

corrected and reprinted as often as needed. Since estimates are not tied to a job, data from jobs that were created from the estimate is never affected.

A listing of estimates made for a multitude of criteria can be printed through the Estimate Listing.

When an estimate is converted (sold) to a job, it stays in the estimate file as a converted estimate to be used again, if needed. As estimates are not automatically removed from the system, the estimate file eventually fills up. To avoid filling the file, the user should remove the estimates periodically. Estimates may be removed through the Estimate Removal by their status (entered, printed, converted) and the expiration date.
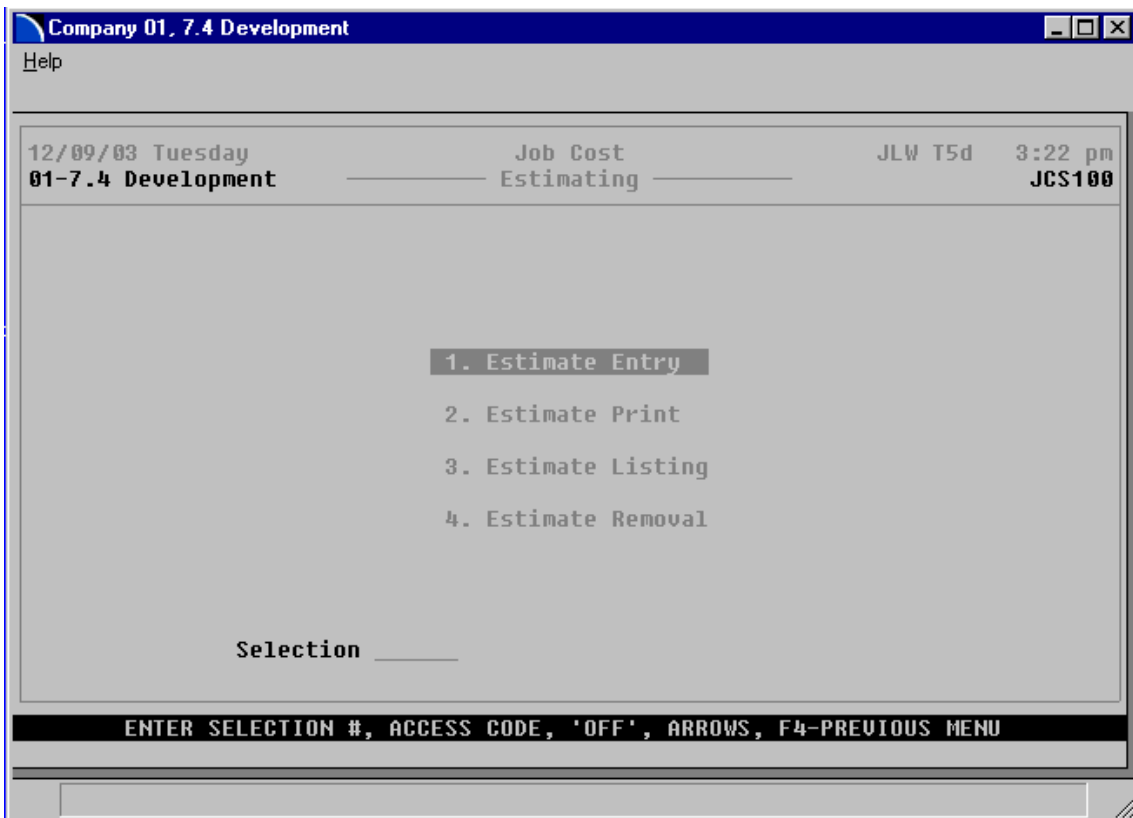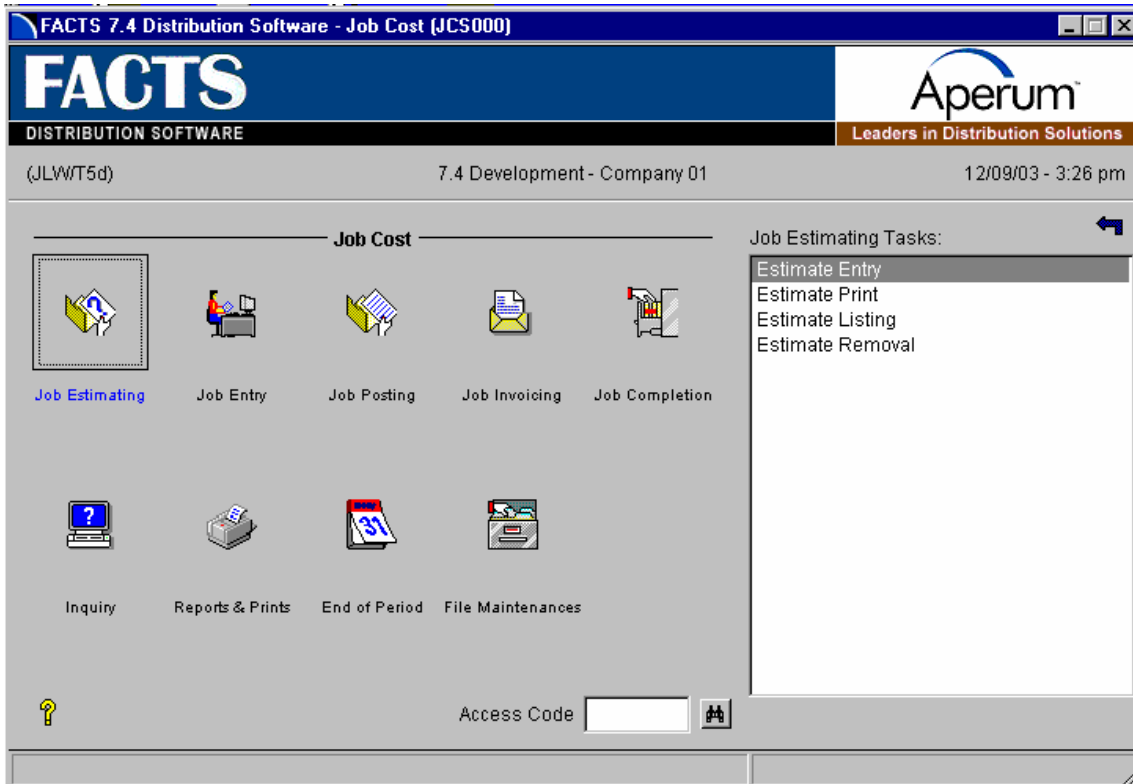
Estimate Entry (JCE110)

Function

This program allows the user of the FACTS system to enter customer estimates into the job cost system that can later be converted into jobs.

The Estimate Entry screen consists of two sections. The upper portion of the screen is called the header portion where the customer number, estimate date, estimated by, etc. are entered. The lower portion of the screen is called the line-item portion where each cost code, item (if applicable), price and quantity are entered.

Standard estimates can be used. Since estimates can pull over the line-items from other estimates, an estimate can be used to create other estimates.

The user has the option of changing, adding to, removing line-items from or deleting the estimate at anytime.

Deleted estimate numbers may be used again.

A number of additional features are available in the Estimate Entry program:

- A customer search may be performed, displaying customer numbers and names in name order.
- An item search may be performed.
- Temporary NEW customers may be added.
- Applicable taxes may be computed.
- Freight charges may be entered and taxed.
- Memos may be entered on estimates and if converted, invoices.
- Cost and price figures may be displayed.
- A credit limit check may be performed.
- Customer information may be displayed including balance, credit limit, last sale date, phone number and contact.
- Various searches may be performed.

Estimates are available for printing using the Estimate Print program. Estimates may be corrected and may be converted to a job using the Job Entry program.

Estimates will remain in the estimate file even after being converted to a job. The user must remove estimates through the Estimate Removal program.

User Inputs

The following inputs are involved in entering an estimate:

1. Estimate Number

Estimate numbers may be entered by the user or automatically assigned by the system. For manual estimate numbers, enter the number of the estimate (up to 8 characters). Estimate numbers already existing on file are displayed and the program proceeds to the **prompt-selection input**. To use automatic estimate numbers, press CR. The system assigns the next available number. The word NEXT is displayed until the header portion is completed.

F2 allows a document search by customer or estimate number. After selecting F2-search, the program asks the user to search by estimate or customer? If the

user selects customer the prompt returns to the customer input (input #3) on the screen and asks for the customer number. Entering a valid customer displays all the estimates on file for the customer. The user can then select an estimate for correction or inquiry, or F4-backup to return to the estimate number input (#1). CR defaults to E.

If the users selects E, the program asks for the beginning estimate number to start listing from, CR to continue listing, a line # to select an estimate on the screen, or F4 to back up.

2. Job Name

Enter the name of this job (up to 30 characters). Job names can be changed during Job Entry. This input acts as a memo field and displays on most searches and reports providing job information. Blank job names are not valid.

3. Customer

Enter the customer number for this estimate. Entering NEW as the customer number allows the user to enter a customer who is not yet in the customer file. This allows the user to send estimates to potential customers without continually expanding the customer file (if the estimate is not converted to a job). However, estimates with NEW customer numbers may not be converted to a job. The user must enter a valid customer number and assign it to the estimate before it may be converted. When creating standard estimates, it is not necessary to change the customer number or address; create a new estimate header for the customer and pull over the line-items from the standard customer. Entering a valid customer number displays the customer's balance, credit limit, date of last sale, phone number, contact 1, and message, if on file. A credit check is performed (ref. 2). F2 allows a search (ref. 7).

4. Ship-To Number

This input is initially skipped and the customer's default ship-to number in the customer file is automatically displayed. Enter the ship-to number for the selected customer. Entering a valid ship-to number displays its address. Entering **SAME**, displays the same ship-to address as the customer's address. If the customer is NEW then the ship-to is set to SAME and the address is the customer's address. If the user chooses to enter a different ship-to address for the NEW customer select F3. If the selected customer is not NEW, F2 allows a search (ref. 7). F3 allows the user to enter a temporary address that is not to be kept on file.

If the user selects F3, the customer's address appears on the screen as the default. The user can edit or change the address as is needed.

At any point during inputs #5-20, the user can select F3-Auto defaults. Selecting F3 causes the program to display the defaults on file from that input forward and skip to input #21. If entering a new estimate and values for inputs #5-20, have not been entered then the default values are the same as if the user hit CR through the same inputs. If the user has entered values on the new estimate or chose to change or correct the header portion of an existing estimate, then the default values are the same as if the user selected F1-to skip at each input. If the program does not skip to input #20 and instead stops at an earlier input, the system could not find a valid default value for that input, and the user must enter a valid input before continuing.

5. Warehouse

Enter a valid warehouse code from which the estimate is to be made. Any posting to the job (converted from this estimate), from purchase orders or sales orders must be from documents containing the selected customer and this warehouse. The warehouse is also used to separate estimates into groups on reports, registers and updates. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 7).

If the selected customer is not NEW, the user also has the option to enter a display code:

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).

N - Notes. Displays the customer notes on file. CR continues listing. F4 backs up to the input #5.

6. Job Class

Enter the job class code for this estimate (up to 3 characters). Entering a valid job class code displays a partial description. When this estimate is converted to a job, the job class is used as an order for reports and registers. F2 allows a search (ref. 7).

7. Estimate Date

Enter the date the estimate was made. CR defaults to the system date (ref. 3).

8. Expiration Date

Enter the date this estimate expires. Entering December 31, 1999 defaults to NONE. Expiration date cannot be before estimate date. CR defaults to NONE (ref. 3).

9. Estimator/Manager

Enter the estimator/manager code for this customer. Entering a valid estimator/manager displays a partial description. Managers can be entered as estimators and the data will not affect reports on jobs providing information in manager order. CR defaults to the value already displayed (initially the last estimator/manager used, if any). F2 allows a search (ref. 7).

10. Start Date

Enter the estimated date the job is scheduled to start (ref. 3).

11. Finish Date

Enter the estimated date the job is scheduled to finish (ref. 3).

12. Contact

Enter the contact (up to 25 characters) for the selected customer. This is the person to contact about the estimate (and job). CR defaults to contact 1 set up in the ship-to record. If the ship-to is SAME or TEMP, CR defaults to contact 1 set up in the customer file.

13. Phone

Enter the phone number (up to 17 characters) for the selected customer. This is the phone number of the contact previously entered. CR defaults to phone 1 set up in the ship-to record. If the ship-to is SAME or TEMP, CR defaults to phone 1 set up in the customer file.

14. Salesperson/Territory

Enter the salesperson/territory code for this customer. The entry must be a valid salesperson/territory. CR defaults to the value already displayed (initially the salesperson/ territory code assigned to the ship-to number). F2 allows a search (ref. 7).

15. Salesperson Commission Percent

This input is initially skipped, and the commission percentage displayed. Enter the percentage amount that is to be used to calculate the commission for the job (0-99.99). CR defaults to the commission percentage set up for the salesperson/territory in the salesperson/territory control record.

16. Terms Code

Enter a valid payment terms code. CR defaults to the value already displayed (initially the terms code assigned the customer). F2 allows a search (ref. 7).

17. Freight

Enter whether the freight code is **P**-prepaid, or **C**-collect. CR defaults to P. Entering a P signifies the freight for this order is prepaid and the freight amount (in the ending routine) is correct. Entering a C signifies that the freight is collect and the shipper should collect the freight amount on arrival (user should not enter a value for freight in the ending routine).

18. Ship Via

Enter a ship via code. Ship Via codes are setup and maintained in Sales Orders →File Maintenances→Ship Via. Press F2 to search existing codes. If entering UPS, the system does not allow 1ST day air and 2ND day air to be entered at the same time.

19. Department

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 input does not appear and is skipped. Enter a valid GL department number. (The length of the input is user defined in the Company Control F/M.) Entering a valid department number displays a partial description. CR defaults to the displayed value (initially the department assigned to the terminal). F2 allows a search (ref. 7).

20. Billing Type

Enter the contract billing type for this estimate. The billing type is retrieved when posting to the job from other modules, read to determine whether to print the job on billing reports and used to tell the user the job's type of contract. CR initially defaults to the **default billing type** flag set in the job cost static control record. The user has the following options:

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

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

T - Time and materials. Selecting T signals to the system to bill according to normal charges for time and materials. The user calculates charges for time and materials by the normal method and rate and then charges for each accordingly. In other words, costs are not added in to one lump sum and marked up, nor is the markup rate for all costs the same. For example, the user's customer agreed to have a parking lot paved for time and materials not to exceed $25,000. The user would then bill for his costs according to normal markup rates: $4 on an hour for labor, 30% on a stocked inventory item, 35% on a nonstocked item, etc. The user then posts his costs:

500 man hrs @ $6 hr plus $4 hr	=	$ 5,000
300 yds asphalt @ $40 yd plus 30%	=	$15,600
40 gal paint @ $400 plus 35%	=	$ 540
total billing	=	$21,140

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

21. Contract

If F was not entered at input #20, this input is skipped. Enter the contracted amount to bill the customer for the job (0,+9999999.99). If the amount to be billed puts the job over the amount entered here, the Automatic Job Selection program will not create the invoice until the contract amount is revised. CR defaults to 0.

22. Markup %

If C was not entered at input #20, this input is skipped. Enter the percentage amount to use in marking up costs in calculating the bill rate (0-99.99). CR defaults to 0.

23. Frequency

Enter **M**-bill the customer on a monthly basis for the job, **C**-bill the customer once upon completion of the job, or **D**-bill the customer on demand (whenever invoices exist for the job). CR defaults to M.

24. Units

 Enter the number of units (+9999999999) involved in completing the job. For example, 1 pool, 50000 boxes, 60 acres, etc. CR initially defaults to blanks.

25. Unit Of Measure

This input is skipped if no units were entered for input #24. Enter the unit of measure for the unit quantity entered in input #24 (up to 6 characters). CR defaults to the displayed value (initially blanks).

26. Reference #

Enter the reference number (up to 15 characters). CR defaults to the displayed value (initially blanks). If the **PO required** flag in the customer file is set to Y, the user must enter the customer's PO number here.

This concludes the header portion of the Estimate Entry program. At this time the estimate number is automatically assigned and displayed. After the header record is created, all header inputs except #1-3 are accessible (if the customer is not NEW) through the change header routine. Inputs #1-3 can only be changed (if the customer is not NEW) by deleting and reentering the estimate.

27. Bring In Another Estimate

Enter **YES** or **N** to bring in another estimate. The user may have established some standard estimates so that there is no need to enter them each time. By bringing in another estimate, the line-items automatically transfer from the estimate selected to the estimate being entered. The estimate selected to be brought in is not affected by the transfer. It stays in its original form. If N is entered, proceed. If YES is entered, enter the estimate number. F2 allows a search (ref. 7).

The line-item portion of the program allows the entry of up to 999 line-item and message lines to complete the estimate.

Line number

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 proceeds to the **prompt-selection input** and refuses further entries.

28. Cost Code

The user has several options for this entry:

> **????** -   Enters a cost code
>
> **M** -   Enters a memo
>
> **F2** -   Allows a search
>
> **F3** -   End line-item entries

Cost code

Enter a valid cost code (up to four characters). Entering a valid cost code displays a partial description. The cost code sets the defaults and cost type for this line. F2 allows a search (ref. 7).

Memo

Select **M** to enter a memo line. The program prints M under the cost code column and proceeds to the description column. Any entry is accepted as a memo. Enter a memo up to 30 characters. The program increments the line number one and jumps to input #30. CR initially defaults to blanks. F4 backs up to input #28.

Search

Enter F2 to allow a cost code search (ref. 7).

End entries

Enter F3 to end entry of line-items. The program will then proceed to the **prompt-selection input**.

After entering a valid cost code the program displays a partial cost code description.

29. ITEM NUMBER

This input is not available if the **use inventory** flag is set to N in the cost code record for the selected cost code. Enter the item number. If the item is not a valid item, the system checks to see if it is an interchange; if it is, the system automatically retrieves the valid item number and sets the defaults for the unit of measure, the default cost of the item based on the **default estimate cost** flag in the job cost static control record, and the bill rate (from the item price). If the item is not on file, the program proceeds to the nonstocked item input (input #30).

Inputs #30-#31 are only entered if the item is a nonstocked item.

30. Nonstocked item. Do you wish to add anyway?

If the item is a valid item, this input is skipped and the program proceeds to input #32. If the entered item number is not in the item file, the prompt Nonstocked item? is displayed. Enter **N**-return to input #29 or **Y** for nonstocked. CR defaults to N.

31. Unit Of Measure

This input is skipped except for nonstocked items. Enter the unit of measure for the nonstocked item (up to 2 characters).

32. Description

This input is initially skipped, unless a memo is to be entered. Enter the cost code or item description, or message (up to 30 characters). Entry of a memo line causes inputs #30-34 to be skipped. If an item was entered, CR defaults to item description 1 on file, or CR defaults to the cost code description on file.

33. Units

This input is unavailable, if the entered cost code does not use units and an item was not entered for input #29. Enter the quantity of units required in estimating the extended price for the selected cost code per displayed unit of measure. If an item was entered, enter the number of items. If a cost code enter the number of units per unit of measure; e.g. number of hours for hr, number of pounds for lb, number "each" for ea, etc.

34. Unit Cost

This input is unavailable, if the entered cost code does not use units or allow cost override, and an item was not entered for input #29. Enter the cost per displayed unit of measure. If an item was entered, CR defaults to the cost set through **default estimate cost** flag in the job cost static control record. If the cost code uses units, CR defaults to the **cost/unit** rate set in the cost code record.

Extension

The line-item cost extension is calculated (cost multiplied by the units entered) and displayed. If the extension is greater than $999,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If the user has a line-item with a cost in excess of one billion dollars, enter the line-item on more than one line. The program proceeds to input #36.

35. Cost Extension

This input is unavailable if: the entered cost code uses units or does not allow cost override, or an item was entered for input #29. Enter the extended cost (+/-9999999.99) for the selected cost code. CR defaults to the displayed value (initially 0).

36. Unit Price

This input is unavailable if: the entered cost code does not use units or allow price override, and an item was not entered for input #29. Enter the price per displayed unit of measure. If an item was entered CR defaults to the item price; otherwise, if the cost code uses units CR defaults to the cost rate from the Cost Code F/M, otherwise; if the cost rate is nonexistent then CR defaults to the cost rate marked up by the Cost Code F/M default markup method. F2 displays the default markup method, and if an item was not entered, allows the user to override it. F1 leaves the existing value unchanged.

If the user selects F2, the program prompts the user to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system

assumes dollar amount.) If the markup method is **M**-manual, and the user chooses not to change it, the user has to F4 to return to input #36.

Extension

The line-item price extension is calculated (price multiplied by the units entered) and displayed. If the extension is greater than $999,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If the user has a line-item with an estimate in excess of one billion dollars, enter the line-item on more than one line. The program proceeds to input #38.

37. Price Extension

This input is unavailable if: the entered cost code uses units or does not allow price override or an item was entered for input #29. Enter the extended price for the selected cost code. CR defaults to the cost extension marked up by the cost code's default markup method. F2 displays the default markup method, and allows the user to override it. F1 leaves the existing value unchanged.

If the user selects F2, the program prompts the user to enter the markup amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) If the markup method is **M**-manual, and the user chooses not to change it, the user has to F4 to return to input #37.

38. Accept Line

If the line is correct press CR to continue. If the line is not correct, select F4 to back up to change the input that is not correct.

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 input for the next line-item entry.

Following the entry of the last line-item, the prompt-selection input allows the user to 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

The ending routine consists of the final inputs prior to completion of the estimate. The ending routine is not accessible if no line-items have been entered. Ending routine information is displayed on the lower portion of the screen.

39. Freight

Through the **charge freight** flag in the job cost static control record, the user establishes whether freight is charged. If this flag is set to N, no freight charge is allowed and the input is skipped. If freight is charged, enter the freight amount (+/-9999.99). CR defaults to 0.

40. Tax Code

Through the **charge tax** flag in the job cost static control record the user establishes whether tax is to be charged. If this flag is set to N, no tax is charged and this input is skipped. This input is also skipped if the estimate amount is zero. Enter the tax code for this ship-to customer. The entry must be a valid tax code. CR defaults to the currently displayed value, initially the customer's ship-to tax code (ref. 1).

NOTE: If the user backs up to this prompt after changing the tax rate, the system recalculates the charges to reflect the tax code and the change to input #41 is lost.

41. Tax Rate

This input is initially skipped. If the **charge tax** flag in the job cost static control record is not set to Y, the user is not able to override the tax code and this input is unavailable. Enter **H**-to use of the high rate, **L**-to use the low rate, or **X**-to change tax status of this document to exempt. The rates are set up by the user in the accounts receivable Tax Table F/M. CR defaults to the displayed value.

42. Print Estimate Now

Enter **N**-do not print or **Y**-print now. CR defaults to N.

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 input information and the program returns to the estimate number input (#1) to await further estimate entries.

Technical Notes

At the conclusion of the header portion, the header record is updated in the job cost estimate file (JCESTM) and the sort record is written to the job cost estimate by customer file (JCESCX). If the user elects to pull over another estimate, the program reads through the line-items of the other estimate and writes them out with the key to the header record. If the user elects to change a line-item, the program removes it from the file and updates the running totals. (After the changes have been made, the program writes it back out to the file and updates totals.) At the end of each line-item entry, the line-item records are updated in the job cost estimate file. The update following the ending routine updates the header record as to document status. If the user elects to print the estimate, the program calls the Estimate Print program and runs the print selected portions. After printing it redisplays the screen and returns to the estimate number prompt.

FILES USED - SMCNTL, ARCUST, ICMAST, ICWHSE, ARTAXT, ARPHOX, ARCALX, AROPEN, ARSHIP, ICINTR, ICINTX, JCCODE, JCINCX, JCINVC

FILES UPDATED - SMCNTL, JCESTM, JCESCX

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▣ Estimate Entry (JCE110)                                      _ □ ✕      │
│ Help                                                                       │
│                                                                            │
│ 01-Demo Company              JOB ESTIMATE ENTRY      ESTIMATE NEXT   JCE110│
│ CUSTOMER │..........│    0    SHIP-TO   S100   JOB2                         │
│ Southeastern Industrial Supply                          WHSE    CLASS      │
│ 12490 South Peachtree Street                            ESTIMATE 06/12/02  │
│                                                         EXPIRES NONE       │
│ Atlanta, GA 30348                                       ESTIMATOR          │
│ CONTACT                        PHONE 7708929623         START              │
│ SLSP  10    TERMS 02 FRT P  SHIP VIA UPS BLUE    DEPT 1  FINISH            │
│ BILLING: TYPE T                      FREQUENCY    UNITS                     │
│ REF#                       G.M.%         COST              PRICE           │
│ ─────────────────────────────────────────────────────────────────────────│
│ LN# COST DESCRIPTION      UNITS UM     COST   EXTENSION    PRICE  EXTENSION│
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│ ENTER CUSTOMER # ('NEW'=NEW CUSTOMER), F2-SEARCH, F4-BACKUP  ┌──────┐ ┌──────┐ ┌──┐│
│                                                              │Search│ │Backup│ │OK││
│                                                              └──────┘ └──────┘ └──┘│
│                                                                            │
│ ┌───────────────────────────────────────────────────────────────────┐    │
│ └───────────────────────────────────────────────────────────────────┘  // │
└─────────────────────────────────────────────────────────────────────────┘
```

How to enter header information for customer job cost estimates

1. Access this program by selecting Job Cost→Estimate→ Estimate Entry (JCE110)

2. In the Estimate Number input, you can enter the estimate number or have it automatically assigned by the system. For manual estimate numbers, enter the number of the estimate (up to 8 characters). Estimate numbers already existing on file are displayed and the program proceeds to the prompt-selection input. To use automatic estimate numbers, press Enter (CR). The system assigns the next available number when you complete the header information. The word NEXT is displayed until the header portion is completed.

3. In the Job Name input, enter the name of this job (up to 30 characters). Job names can be changed during Job Entry. This input acts as a memo field and displays on most searches and reports providing job information. Blank job names are not valid.

4. In the Customer input, enter the customer number for this estimate. When you enter a valid customer number the system performs a credit check and displays the customer's balance, credit limit, date of last sale, phone number, contact 1, and message, if on file. F2 allows a search.
Tip: Entering NEW as the customer number allows the user to enter a customer who is not yet in the customer file. This allows the user to send estimates to potential customers without continually expanding the customer file (if the estimate is not converted to a job). However, estimates with NEW customer numbers may not be converted to a job. The user must enter a valid customer number and assign it to the estimate before it may be converted. When creating standard estimates, it is not necessary to change the customer number or address; create a new estimate header for the customer and pull over the line-items from the standard customer.

5. In the Ship-To Number input, the system initially automatically displays the customer's default ship-to number in the customer file. You can modify the ship-to number for the selected customer. Entering a valid ship-to number displays its address. Entering SAME, displays the same ship-to address as the customer's address. If the customer is NEW then the ship-to is set to SAME and the address is the customer's address. If the user chooses to enter a different ship-to address for the NEW customer select F3. If the selected customer is not NEW, F2 allows a search. F3 allows the user to enter a temporary address that is not to be kept on file. If the user selects F3, the customer's address appears on the screen as the default. The user can edit or change the address as is needed.

6. (Optional) At any point during steps 7-20, you can select F3-Auto defaults. Selecting F3 causes the program to display the defaults on file from that input forward and skip to input #21. If entering a new estimate and values for inputs #5-20, have not been entered then the default values are the same as if you pressed Enter (CR) through the same inputs. If you entered values on the new estimate or chose to change or correct the header portion of an existing estimate, then the default values are the same as if you

selected F1-to skip at each input. If the program does not skip to input #20 and instead stops at an earlier input, the system could not find a valid default value for that input, and the user must enter a valid input before continuing

7.   In the Warehouse input, enter a valid warehouse code from which the estimate is to be made. Any posting to the job (converted from this estimate), from purchase orders or sales orders must be from documents containing the selected customer and this warehouse. The warehouse is also used to separate estimates into groups on reports, registers and updates. Press Enter (CR) to default to the warehouse assigned to the terminal. F2 allows a search.

8.   (Optional) If the selected customer is not NEW, you also have the option to enter a display code for the warehouse: A (Aging)--displays the customer's credit limit and outstanding balance for the last number of periods (set in the accounts receivable aging control record), or N (Notes)--displays the customer notes on file. Press Enter (CR) continues listing. .

9.   In the Job Class input, enter the job class code for this estimate (up to 3 characters). Entering a valid job class code displays a partial description. When this estimate is converted to a job, the job class is used as an order for reports and registers. F2 allows a search.

10.   In the Estimate Date input, enter the date the estimate was made. Press Enter (CR) to default to the system date.

11.   In the Expiration Date input, enter the date this estimate expires. Entering December 31, 1999 defaults to NONE. The Expiration date cannot be before the estimate date. Press Enter (CR) to default to NONE.

12.   In the Estimator/Manager input, enter the estimator/manager code for this customer. Entering a valid estimator/manager displays a partial description. Managers can be entered as estimators and the data will not affect reports on jobs providing information in manager order. Press Enter (CR) to default to the value already displayed (initially the last estimator/manager used, if any). F2 allows a search.

13.   In the Start Date input, enter the estimated date the job is scheduled to start.

14.   In the Finish Date input, enter the estimated date the job is scheduled to finish.

15.   In the Contact input, enter the contact (up to 25 characters) for the selected customer. This is the person to contact about the estimate (and job). Press Enter (CR) to default to contact 1 set up in the ship-to record. If the ship-to is SAME or TEMP, CR defaults to contact 1 set up in the customer file.

16.   In the Phone input, enter the phone number (up to 17 characters) for the selected customer. This is the phone number of the contact previously entered. Press Enter (CR) to default to phone 1 set up in the ship-to record. If the ship-to is SAME or TEMP, press Enter (CR) to default to phone 1 set up in the customer file.

17.   In the Salesperson/Territory input, enter the salesperson/territory code for this customer. The entry must be a valid salesperson/territory. Press Enter (CR) to default to the value already displayed (initially the

salesperson/ territory code assigned to the ship-to number). F2 allows a search.

18. .In the Salesperson Commission Percent input, the system displays the commission percentage. You can enter the percentage amount that is to be used to calculate the commission for the job (0-99.99) or press Enter (CR) to default to the commission percentage set up for the salesperson/territory in the salesperson/territory control record.

19. In the Terms Code input, enter a valid payment terms code. Press Enter (CR) to default to the value already displayed (initially the terms code assigned the customer). F2 allows a search.

20. In the Freight input, enter whether the freight code is P-prepaid, or C-collect. Press Enter (CR) to default to P. Entering a P signifies the freight for this order is prepaid and the freight amount (in the ending routine) is correct. Entering a C signifies that the freight is collect and the shipper should collect the freight amount on arrival (user should not enter a value for freight in the ending routine).

21. In the Ship Via input, enter a ship via code. Ship Via codes are setup and maintained in Sales Orders →File Maintenances→Ship Via. Press F2 to search existing codes. If entering UPS, the system does not allow 1ST day air and 2ND day air to be entered at the same time.

22. In the Department input, enter a valid GL department number. (The length of the input is user defined in the Company Control F/M.) Entering a valid department number displays a partial description. Press Enter (CR) to default to the displayed value (initially the department assigned to the terminal). F2 allows a search.

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

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

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

    C - Cost plus contract. Selecting C signals to the system to post the cost of the materials and/or labor plus a gross profit percentage. For example, the user's customer agreed having a parking lot paved for 10% over cost. The contract type is cost plus, because the billing amount is based on the cost

times the same markup percentage no matter what type of cost it is. If it costs $25000, the system bills $27,500; if it costs $30,000, the system bills 33,000, etc. The cost plus billing type does affect the posting programs. The user will only be able to override the cost plus percentage as a mark-up method in the individual job review.

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

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

24. In the Contract input, enter the contracted amount to bill the customer for the job (0,+9999999.99). If the amount to be billed puts the job over the amount entered here, the Automatic Job Selection program will not create the invoice until the contract amount is revised. Press Enter (CR) to default to 0. If you didn't enter F for the billing type, this input is skipped.

25. In the Markup % input, enter the percentage amount to use in marking up costs in calculating the bill rate (0-99.99). Press Enter (CR) to default to 0. If you didn't enter C-cost plus contract for the billing type, this input is skipped.

26. In the Frequency input, enter M-bill the customer on a monthly basis for the job, C-bill the customer once upon completion of the job, or D-bill the customer on demand (whenever invoices exist for the job). Press Enter (CR) to default to M.

27. In the Units, enter the number of units (+9999999999) involved in completing the job. For example, 1 pool, 50000 boxes, 60 acres, etc. Press Enter (CR) to initially default to blanks.

28. In the Unit Of Measure input, enter the unit of measure for the unit quantity entered in the Units input (up to 6 characters). Press Enter (CR) to default to the displayed value (initially blanks). This input is skipped if no units were entered.

29. In the Reference # input, enter the reference number (up to 15 characters). Press Enter (CR) to default to the displayed value (initially blanks). If the PO required flag in the customer file is set to Y, you must enter the customer's PO number here.

This concludes the header portion of the Estimate Entry program. At this time the estimate number is automatically assigned and displayed. After the header record is created, all header inputs except #1-3 are accessible (if the customer is not NEW) through the change header routine. Inputs #1-3 can only be changed (if the customer is not NEW) by deleting and reentering the estimate.

30. The system displays the message: Bring In Another Estimate: Enter YES or N to bring in another estimate. You can establish standard estimates so that there is no need to enter them each time. By bringing in another

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

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

How to enter line-item information for customer job cost estimates

1.   Make sure you have entered header information for the job cost estimate. Follow the How to enter header information for customer job cost estimates procedure for step-by-step instructions. Line numbers are assigned automatically beginning with 001 and incremented by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single estimate, the program proceeds to the prompt-selection input and refuses further entries.

2.   In the Cost Code input enter a valid cost code (up to four characters). Entering a valid cost code displays a partial description. The cost code sets the defaults and cost type for this line. Press F2 allows to search or F3 to end line-item entry.
     You can also enter M in this field to indicate you want to enter a memo line. The program prints M under the cost code column and proceeds to the description column. Any entry is accepted as a memo. Enter a memo up to 30 characters. The program increments the line number one and jumps to input #30. Press Enter (CR) to initially default to blanks.

3.   In the Item Number input, enter the item number. If the item is not a valid item, the system checks to see if it is an interchange; if it is, the system automatically retrieves the valid item number and sets the defaults for the unit of measure, the default cost of the item based on the default estimate cost flag in the job cost static control record, and the bill rate (from the item price). If the item is not on file, the program proceeds to the nonstocked item input (input #30). This input is not available if the use inventory flag is set to N in the cost code record for the selected cost code.

     Steps 4-5 are only entered if the item is a nonstocked item.

4.   The system displays the following message: Nonstocked item. Do you wish to add anyway? If the item is a valid item, this input is skipped and the program proceeds to step 6. If the entered item number is not in the item file, the prompt Nonstocked item? is displayed. Enter N-return to the Item Number or Y for nonstocked. Press Enter (CR) to default to N.

5.   For nonstocked items, enter the unit of measure for the nonstocked item (up to 2 characters) in the Unit Of Measure input.

6.   If an item was entered, the system displays the item description 1 on file or the cost code description on file. If you indicated that you wanted to enter a memo in step 2, enter a message (up to 30 characters).

7. In the Units input, enter the quantity of units required in estimating the extended price for the selected cost code per displayed unit of measure. If an item was entered, enter the number of items. If a cost code was entered, enter the number of units per unit of measure; e.g. number of hours for hr, number of pounds for lb, number "each" for ea, etc. This input is unavailable, if the entered cost code does not use units and an item was not entered for input #29.

8. In the Unit Cost input, enter the cost per displayed unit of measure. If an item was entered, CR defaults to the cost set through default estimate cost flag in the job cost static control record. If the cost code uses units, CR defaults to the cost/unit rate set in the cost code record. This input is unavailable, if the entered cost code does not use units or allow cost override, and an item was not entered in step 3.

9. In the Extension input, the system calculates and displays the line-item cost extension (cost multiplied by the units entered) and displayed. If the extension is greater than $999,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If you have a line-item with a cost in excess of one billion dollars, enter the line-item on more than one line. The program proceeds to input #36.

10. In the Cost Extension input, enter the extended cost (+/-9999999.99) for the selected cost code. Press Enter (CR) to default to the displayed value (initially 0). This input is unavailable if: the entered cost code uses units or does not allow cost override, or an item (instead of a cost code) was entered for step 3.

11. In the Unit Price input, enter the price per displayed unit of measure. If you are entering an item, press Enter (CR) to default to the item price. If the cost code uses units, press Enter (CR) to default to the cost rate from the Cost Code F/M. If the cost rate is nonexistent press Enter (CR) to default to the cost rate marked up by the Cost Code F/M default markup method.
    Press F2 to display the default markup method, and if an item was not entered, allows the user to override it. Press F1 to leave the existing value unchanged. If you press F2, the program prompts you to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) If the markup method is M-manual, and you choose not to change it, press F4 to return to Unit Price input.

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

12. In the Extension input the system displays the line-item price extension (price multiplied by the units entered). If the extension is greater than $999,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If the user has a line-item with an estimate in excess of one billion dollars, enter the line-item on more than one line. The program proceeds to step 13.

13. In the Price Extension input is unavailable if: the entered cost code uses units or does not allow price override or an item was entered. Enter the extended price for the selected cost code. Press Enter (CR) to default to the cost extension marked up by the cost code's default markup method. Press

F2 to display the default markup method, and allows the user to override it. Press F1 to leave the existing value unchanged.

If you press F2, the program prompts you to enter the markup amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) If the markup method is M-manual, and you choose not to change it, press F4 to return to the Price Extension input.

14. The system displays the message: Accept Line. If the line is correct, press Enter (CR) to continue. If the line is not correct, select F4 to back up to change the input that is incorrect.

15. 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 input for the next line-item entry. Following the entry of the last line-item, the prompt-selection input allows you to 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

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

How to enter footer information for customer job cost estimates

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

1. In the Freight input enter the freight amount (+/-9999.99) if freight is charged. Press Enter (CR) to default to 0.
   Tip: You establish whether freight is charged through the charge freight flag in the job cost static control record, the user. If this flag is set to N, no freight charge is allowed and the input is skipped.

2. In the Tax Code input, enter the tax code for this ship-to customer. The entry must be a valid tax code. Press Enter (CR) to default to the currently displayed value, initially the customer's ship-to tax code.
   Tip: You establish whether tax is to be charged through the charge tax flag in the job cost static control record. If this flag is set to N, no tax is charged and this input is skipped. This input 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 input, enter H-to use of the high rate, L-to use the low rate, or X-to change tax status of this document to exempt. The rates are set up by the user in the accounts receivable Tax Table F/M. Press Enter (CR) to default to the displayed value.
TIP: This input 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 input is unavailable.

4.   In the Print Estimate Now input, enter N-do not print or Y-print now. Press Enter (CR) to default to N.

5.   This concludes the ending routine of the Estimate Entry program. The estimate prints immediately if Y was selected. Upon completion of the update, the screen is cleared of input information and the program returns to the Estimate Number input to await further estimate entries.   You can enter another estimate or press F4 to exit the program.

Estimate Print (JCP110)

Function

This program allows the user of the FACTS system to print and reprint estimates entered through the Estimate Entry program.

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

The user has the option to:

- Print an alignment.
- Print all estimates not yet printed.
- (Re)print selected estimates.
- Select warehouse(s) to print.
- Select estimator to print.

This program is also called by the Estimate Entry program when printing individual estimates. 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.

User Inputs

The following inputs are involved in printing estimates:

1. Alignment

An alignment check is often needed to ensure that the forms paper is correctly aligned on the printer. Enter **Y** if an alignment check is needed or **N** to continue. After printing, the program returns to this input. CR defaults to N.

2. Print/Reprint

Enter whether documents are to be **P**-printed or **R**-reprinted. If a document has been printed once, it can only be reprinted. CR defaults to P.

3. Warehouse

Enter up to twenty 2-character warehouse codes side by side to indicate the warehouse(s) for which estimates are to be printed. Only valid warehouse codes are accepted. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

4. Estimator/Manager

Enter a valid estimator/manager for which to print. Entering a valid estimator/manager displays its description. CR defaults to ALL.

5. Estimate Number

Enter the estimate number(s) to (re)print (up to 8 characters) one at a time. If printing for the first time - CR defaults to all estimates not yet printed. If reprinting or printing select estimates, only valid estimate numbers are accepted. After entering an estimate the user has the option to F3-back up one estimate, which removes the last estimate entered.

Technical Notes

Printing all estimates proceeds by reading through the estimate file (JCESTM) and printing estimates that meet all criteria entered. Printing selected estimates proceeds by finding the estimate, beginning with the first estimate number entered. If the warehouse, estimator or status code is improper, the estimate is skipped. Otherwise, the header record status code is updated, and the estimate is printed.

Batch reprinting of estimates proceeds by reading through the estimates file. Estimates with improper status codes are skipped. The estimate is then reprinted. The word reprint is prominently displayed on all reprinted estimates.

FILES USED - SMCNTL

FILES UPDATED – JCESTM

```
Estimate Print (JCP110)                                        _ □ ×
 Help

 01-Demo Company                ESTIMATE PRINT                JCP110

 ALIGNMENT N

 PRINT/REPRINT PRINT

 WAREHOUSE 01 Atlanta Warehouse

 ESTIMATOR ALL

 ESTIMATE ALL








 END OF INPUTS. CR-CONTINUE, F4-BACKUP |.             Backup   OK
```
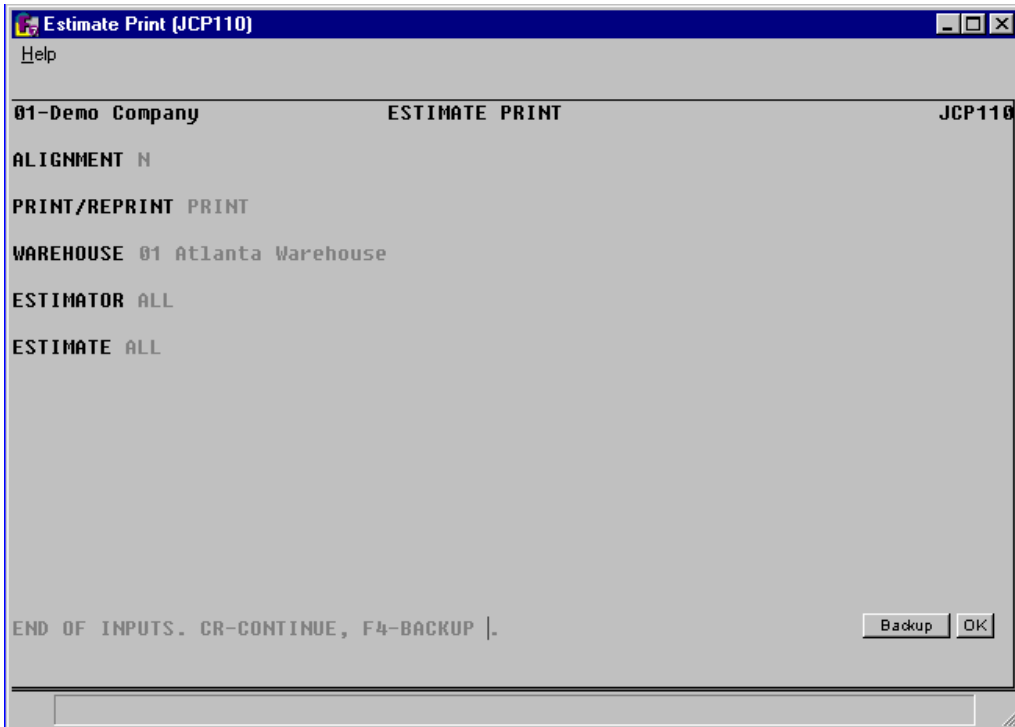
Estimate Listing (JCR110)

Function

This program allows the user of the FACTS system to print a list of all estimates in the estimate file.

The user has the option to:

- Select the print order - estimate number, customer number, start date or job class.
- Select the beginning and ending order choice.
- Select the beginning and ending expiration date to print.
- Select warehouse to print.
- Select estimator to print.
- Print entered, printed and/or converted (to job) estimates.
- Print summary or detail information.

Information on this report is entered through the Estimate Entry program and may be removed through the Estimate Removal program.

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

The total number of estimates listed is also included.

User Inputs

The following steps are involved in printing the Estimate Listing:

1. Order

Select whether to print the report in **E**-estimate, **C**-customer, **D**-start date or **J**-job class order. CR defaults to E.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1). CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print (ref. 4). CR defaults to LAST.

4. Beginning Expiration Date

Enter the beginning expiration date to print (ref. 3). CR defaults to FIRST.

5. Ending Expiration Date

Enter the ending expiration date to print (ref. 3). CR defaults to LAST.

6. Warehouse

Enter the warehouse to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

7. Estimator

Enter the estimator/manager to print. CR defaults to ALL.

8. Status

Enter whether to print estimates that are **E**-entered, **P**-printed and/or **J**-converted to a job. CR defaults to ALL.

9. Scope

Enter whether to print **S**-summary or **D**-detail information.

Inputs #10-11 are skipped if S is entered in input #9.

10. Include Lines

Enter **Y** or **N** to indicate whether to print cost codes on the report. CR defaults to Y.

11. Include Costs

If N is entered in input #10, this input is skipped. Enter **Y** or **N** to indicate whether to print costing information on the report. CR defaults to Y.

Technical Notes

Printing proceeds by reading through the appropriate sort file. The estimate file (JCESTM) is then checked for records meeting criteria entered.

FILES USED - SMCNTL, JCESTM, JCESCX, ARCUST

FILES UPDATED - NONE

```
┌────────────────────────────────────────────────────────────────────────┐
│ ▌ Estimate Listing (JCR110)                                    _ □ ×     │
│  Help                                                                    │
│                                                                          │
│ 01-Demo Company              ESTIMATE LISTING                  JCR110    │
│                                                                          │
│ ORDER E                                                                  │
│                                                                          │
│ BEGINNING ESTIMATE FIRST                                                 │
│                                                                          │
│ ENDING ESTIMATE LAST                                                     │
│                                                                          │
│ BEGINNING EXPIRATION DATE FIRST                                          │
│                                                                          │
│ ENDING EXPIRATION DATE LAST                                              │
│                                                                          │
│ WAREHOUSE 01 Atlanta Warehouse                                           │
│                                                                          │
│ ESTIMATOR ALL                                                            │
│                                                                          │
│ STATUS ALL                                                               │
│                                                                          │
│ SCOPE S                                                                  │
│                                                                          │
│                                                                          │
│ END OF INPUTS. CR-CONTINUE, F4-BACKUP .          [ Backup ] [ OK ]       │
│                                                                          │
│  ┌───────────────────────────────────────────────────────────────┐      │
│  │                                                                 │      │
│  └───────────────────────────────────────────────────────────────┘      │
└────────────────────────────────────────────────────────────────────────┘
```
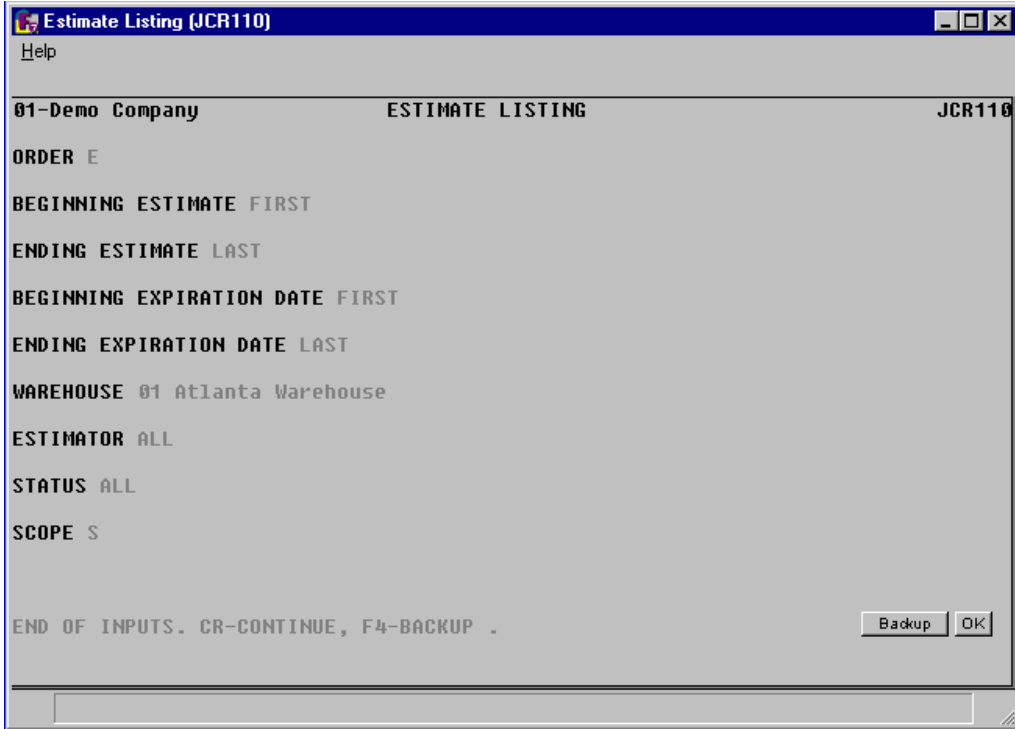
Estimate Removal (JCU110)

Function

This program allows the user of the FACTS system to automatically remove estimates entered through the Estimate Entry program.

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.

The user has the option to:

- Select beginning and ending estimates to remove.
- Select beginning and ending expiration dates to remove.
- Remove only estimates that have been entered, printed and/or converted to jobs.
- Select warehouse(s) of estimates to remove.
- Remove estimates for a specific estimator.

User Inputs

The following inputs are involved in the removal of estimates:

1. Beginning Estimate

Enter the beginning estimate to remove. CR defaults to FIRST.

2. Ending Estimate

Enter the ending estimate to remove. CR defaults to LAST.

3. Beginning Expiration Date

Enter the beginning expiration date for which to remove estimates (ref. 3). CR defaults to FIRST.

4. Ending Expiration Date

Enter the ending expiration date for which to remove estimates (ref.3). CR defaults to LAST.

5. Warehouse

Enter the warehouse for which to remove estimates. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

6. Estimator

Enter the estimator/manager for which to remove estimates. CR defaults to ALL.

7. Status

Enter whether to print estimates that are E-entered, P-printed and/or J-converted to a job. CR defaults to ALL.

Technical Notes

Removal of estimates proceeds by reading through the estimate file (JCESTM) and removing the estimates from the file and its associated sort files (JCESCX) which meet all criteria entered.

FILES USED - SMCNTL, ARCUST

FILES UPDATED - JCESTM, JCESCX

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▣ Estimate Removal (JCU110)                              _ □ ✕       │
│ Help                                                                  │
├─────────────────────────────────────────────────────────────────────┤
│ 01-Demo Company              ESTIMATE REMOVAL                 JCU110  │
│                                                                       │
│ THIS PROGRAM WILL REMOVE ESTIMATES BASED ON THE CRITERIA ENTERED BELOW.│
│                                                                       │
│ BEGINNING ESTIMATE FIRST                                              │
│                                                                       │
│ ENDING ESTIMATE LAST                                                  │
│                                                                       │
│ BEGINNING EXPIRATION DATE FIRST                                       │
│                                                                       │
│ ENDING EXPIRATION DATE LAST                                           │
│                                                                       │
│ WAREHOUSE 01 Atlanta Warehouse                                        │
│                                                                       │
│ ESTIMATOR ALL                                                         │
│                                                                       │
│ STATUS |...                                                           │
│                                                                       │
│                                                                       │
│ REMOVE ESTIMATES THAT ARE ENTERED,                                    │
│ PRINTED, OR CONVERTED TO JOBS? (E+P+J, CR=ALL), F4-BACKUP  [All][Backup][OK]│
│                                                                       │
│  ┌──────────────────────────────────────────────────────────┐        │
│  └──────────────────────────────────────────────────────────┘        │
└─────────────────────────────────────────────────────────────────────┘
```

Job Cost Entry

Job Cost Entry is comprised of a single program that enables you to enter information about individual jobs into the Job Cost system.

Job Entry (JCE210)

Function

This program allows the user of the FACTS system to enter job information into the job cost system.

The job cost jobs file is used to store the information about each job. The file holds the information it needs to post to/from other modules: customer information (number, ship-to, contact, phone, etc.), general ledger information (GL posting table, department), accounts receivable information (salesperson/territory, commission %, terms code, etc.), and shipping information (ship via, freight, etc.). It also contains job information for system use (flags for: consolidation of overhead/burden, store job history, display cost on invoice, etc.), and costing and billing (discussed in detail section).

The Job entry screen consists of two sections, The upper portion of the screen is called the header portion where the customer number, ship-to, warehouse, etc. are entered.

Note: Both freight and tax have AMOUNT billed TO DATE totals that display in the header portion of the screen. These totals are updated in the Invoice Register update. They reflect the amount the customer has been billed to date for both freight and sales tax.

The lower portion of the screen is called the detail portion and is divided into four sections: contract information, billing information, actual information and estimate information (must select F1).

Contract information displays the information entered from the job agreement (sales contract). It has the original contract number, the date of the contract, the agreed upon amount for the job (if any), the revised date and revised total amount (if applicable), and the units and unit of measure. If the job was converted from an estimate, the contract amount, units and units of measure are taken from the estimate file.

Billing information includes the billing type and markup amount (if cost plus), the frequency of billing, and flags to determine the order of the transactions printed on the invoice. If this job was converted from an estimate the billing type and frequency are pulled over.

Actual billing information includes the date the job started, the percentage complete, and the day the percentage complete was entered, and the total cost posted against this job and billed for this job to date. None of this information is taken from the estimate.

The user has the option of changing or revising the detail portion information at any time.

The job can be deleted if it has no transactions on file. Deleted job numbers may be used again.

A number of additional features are available in the Job Entry program:

- A customer search may be performed, displaying customer numbers and names in name order
- A credit limit check may be performed
- customer information may be displayed including balance, credit limit, last sale date, phone number and contact
- various searches may be performed
- job status can be reviewed
- billing information may be revised
- estimate information can be seen, including costing and billing broken out by cost type

A complete listing of all job information can be obtained in the Job Listing program.

Jobs may have costs posted against them until they are completed. Posting costs to a job takes place in the Job Posting Register. The total posted cost and billing to date is listed in the detail portion of this program.

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 %.

The following inputs and features are involved in entering a job:

1. Job Number

Job numbers may be entered by the user or automatically assigned by the system. For manual job numbers, enter the number of the job (up to 8 characters). Job numbers already existing on file are displayed and the program proceeds to the **prompt-selection input**. To use automatic job numbers, press CR. The system assigns the next available number. The word NEXT is displayed until the header portion is completed.

F2 allows a document search by customer or job number. After selecting F2-search, the program asks the user to search by job or customer number? If the user selects customer the prompt returns to the customer input (input #3) on the screen and asks for the customer number. Entering a valid customer displays all the jobs on file for the customer. The user can then select a job for correction or inquiry, or F4-backup to return to the job number input (#1). CR defaults to E.

If the users selects E, the program asks for the beginning job number to start listing from, CR to continue listing, a line # to select a job on the screen, or F4 to back up.

2. Estimate # To Import

Enter the estimate number to pull over. Entering a valid estimate number converts the estimate into the job number entered. Pulling over an estimate means: set all possible values in the job file to those the user input entered into the estimate file. CR skips the input and the estimate step in the job cost processing cycle. F2 allows a search (ref. 7).

Pulling over an estimate in estimate entry does not affect the new estimate header values; however pulling over an estimate in Job Entry does affect the job header values. If an estimate is pulled over, the program proceeds to the **prompt-selection input.**

3. Hold

This input is initially skipped. Enter **N** or **Y** to indicate whether this job is on hold. Jobs can be placed on hold only through this program. Once a job is

placed on hold: the system does not allow any programs in any modules to make new entries to post against it. **CR** defaults to **N**.

4. Customer

Enter the valid customer number for this job. Entering a valid customer number displays the customer's balance, credit limit, date of last sale, phone number, contact 1, and message, if on file. A credit check is performed (ref. 2). F2 allows a search (ref. 7).

5. Job Name

Enter the name of this job (up to 30 characters). Job names can be changed during Job Entry. This input acts as a memo field and displays on most searches and reports providing job information. Blank job names are not valid.

6. Job Memo

Enter the job memo to print on the invoice. CR defaults to the displayed value (initially the standard memo set up in the job cost static control record). If no memo is desired, the user may press the space bar before entering CR.

7. Ship-To Number

Enter the ship-to number for the selected customer. Entering a valid ship-to number displays its address. Entering **SAME**, displays the same ship-to address as the customer's address. F3 allows the user to enter a temporary address that is not to be kept on file.

If the user selects F3, the customer's address appears on the screen as the default. The user can edit or change the address as is needed.

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

Inputs #8-13 are initially skipped if a valid ship-to number or same are entered in input #7.

8. Ship-To Name

Enter the ship-to customer name (up to 30 characters). This name appears on the first line of the address on invoices. CR defaults to the customer's name from the customer file.

9. Address 1

Enter the ship-to customer address (up to 30 characters). If only one is needed, use the first.

10. Address 2

Enter the ship-to customer address (up to 30 characters).

11. Address 3

Enter the ship-to customer address (up to 30 characters). Enter the city and a comma, the state abbreviation, and zip code for continental United States ship-tos. For addresses outside the U.S., the system looks for the state/country to follow after the comma and a single space; it also looks for the zip code to be no longer than ten characters. Address 3 is used for all printouts, instead of city, state and zip.

12. Contact

Enter the contact (up to 25 characters) for the selected customer. This is the person to contact about the estimate (and job). CR defaults to contact 1 set up in the ship-to record.

13. Phone #1

Enter the phone number (up to 17 characters) for the selected customer. This is the phone number of the contact previously entered. CR defaults to phone 1 set up in the ship-to record. If the ship-to is SAME, CR defaults to phone 1 set up in the customer file.

At any point during inputs #14-23, the user can select F3-Auto defaults. Selecting F3 causes the program to display the defaults on file from that input forward and skip to input #24. If entering a new job and values for inputs #14-23 have not been entered then the default values are the same as if the user hit CR through the same inputs. If the user has entered values on the new job or elected to change or correct the header portion of an existing job, then the default values are the same as if the user selected F1-to skip at each input. If the program does not skip to input #24 and instead stops at an earlier input, the system could not find a valid default value for that input, and the user must enter a valid input before continuing.

14. Warehouse

Enter the valid warehouse code for this job. Entering a valid warehouse code displays the warehouse description. This is the warehouse that all posting from sales orders and purchase orders must be done from. The system does not allow posting to this job from documents in other modules that are not for the selected customer and warehouse; the input is skipped during the change header routine. F2 allows a search (ref. 7).

15. Job Class

Enter the job class code for this job (up to 3 characters). Entering a valid job class code displays a partial description. The job class is used as a sort order for reports and registers. F2 allows a search (ref.7).

16. Manager

Enter the manager code for this job. Entering a valid manager displays a partial description. Managers are used as a sort order on reports and prints. By selecting manager order, the user can see totals for jobs by managers, etc. Managers can be entered as estimators in the Estimate Entry and the data does not affect reports on jobs providing information in manager order. CR defaults to the value already displayed (initially the last manager used, if any). F2 allows a search (ref. 7).

17. Salesperson/Territory

Enter the salesperson/territory code for this customer. The entry must be a valid salesperson/territory. CR defaults to the value already displayed (initially the salesperson/ territory code assigned to the ship-to number). F2 allows a search (ref. 7).

18. Salesperson Commission Percent

Enter the percentage amount (0-99.99) that is to be used to calculate the commission for the job. CR defaults to the commission percentage that has the higher priority.

19. Terms Code

Enter a valid payment terms code. CR defaults to the value already displayed (initially the terms code assigned the customer). F2 allows a search (ref. 7).

21. Department

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 input does not appear and is skipped. Enter a valid GL department number. (The length of the input is user defined in the Company Control F/M.) Entering a valid department number displays a partial description. CR defaults to the displayed value (initially the department assigned to the terminal). F2 allows a search (ref. 7).

22. Ship Via

Enter a ship via code. CR defaults to the value already displayed (initially the ship via assigned to the ship-to number). Ship Via codes are setup and maintained in Sales Orders →Files Maintenances→Ship Via. Press F2 to search existing codes. If entering UPS, the system does not allow 1ST day air and 2ND day air to be entered at the same time.

23. Freight

Enter whether the freight code is **P**-prepaid, or **C**-collect. CR defaults to P. Entering a P signifies the freight for this order is prepaid and the freight amount (in the ending routine) is correct. Entering a C signifies that the freight is collect and the shipper should collect the freight amount on arrival (user should not enter a value for freight in the ending routine).

24. Tax Code

Through the **charge tax** flag in the job cost static control record the user establishes whether tax is to be charged. If this flag is set to N, no tax is charged and this input is skipped. This input is also skipped if the estimate amount is zero. Enter the tax code for this ship-to customer. The entry must be a valid tax code. CR defaults to the currently displayed value, initially the customer's ship-to tax code (ref. 1).

NOTE: If the user backs up to this prompt after changing the tax rate, the system recalculates the charges to reflect the tax code and the change to input #41 is lost.

25. Tax Rate

This input is initially skipped. If the **charge tax** flag in the job cost static control record is not set to Y, the user is not able to override the tax code and this input is unavailable. Enter **H**-to use of the high rate, **L**-to use the low rate, or **X**-to change tax status of this document to exempt. The rates are set up by the user in the accounts receivable Tax Table F/M. CR defaults to the displayed value.

26. Consolidate Overhead and Burden

This input 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. Enter Y or N to indicate whether the overhead and burden costs should be allowed to post once for all transactions, instead of once for each transaction. If Y is entered all the overhead transactions can be collapsed into one transaction and/or all burden transactions can be collapsed into transaction by running the Overhead/Burden Consolidation Register. If the user is using overhead and/or burden, the system automatically creates an

overhead and /or burden transaction for every cost posted during the Posting Register. CR defaults to Y.

27. History

Enter Y or N to indicate whether to store job history after the job is completed. If Y is selected, the system stores the history of this job in the past jobs file (written to this file during the Job Completion and Removal update). If N is selected, this job cannot be displayed in the Past Job Inquiry after completed. CR defaults to Y.

28. Cost on invoice?

Enter N or Y to indicate whether to print the cost on the job cost invoice. If Y is entered the cost of the job (before markup method was used) prints on the invoice sent to the customer. This is helpful if the billing type is C-cost p[lus. Cr defaults to N.

29. Reference #

Enter the reference number (up to 15 characters). CR defaults to the displayed value (initially blanks). If the **PO required** flag in the customer file is set to Y, the user must enter the customer's PO number here.

This concludes the header portion of the Job Entry program. After the header record is created, all header inputs except #1-2, #4, #7, and #14 are accessible through the change header routine. Inputs #1-2, #4, #7, and #14 can only be changed by deleting and reentering the job.

Contract Section

30. Contract Number

31. Contract Date

32. Contract Amount

33. Revised Contract Date

34. Revised Contract Amount

35. Units

 Enter the number of units (+9999999999) involved in completing the job. For example, 1 pool, 50000 boxes, 60 acres, etc. CR initially defaults to blanks.

36. Unit Of Measure

This input is skipped if no units were entered for input #24. Enter the unit of measure for the unit quantity entered in input #24 (up to 6 characters). CR defaults to the displayed value (initially blanks).

Billing Section

37. Billing Type

Enter the contract billing type for this estimate. The billing type is retrieved when posting to the job from other modules, read to determine whether to print the job on billing reports and used to tell the user the job's type of contract. CR initially defaults to the **default billing type** flag set in the job cost static control record. The user has the following options:

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

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

T - Time and materials. Selecting T signals to the system to bill according to normal charges for time and materials. The user calculates charges for time and materials by the normal method and rate and then charges for each accordingly. In other words, costs are not added in to one lump sum and marked up, nor is the markup rate for all costs the same. For example, the user's customer agreed to have a parking lot paved for time and materials not to exceed $25,000. The user would then bill for his costs according to normal markup rates: $4 on an hour for labor, 30% on a stocked inventory item, 35% on a nonstocked item, etc. The user then posts his costs:

500 man hrs @ $6 hr plus $4 hr	=	$ 5,000
300 yds asphalt @ $40 yd plus 30%	=	$15,600
40 gal paint @ $400 plus 35%	=	$ 540
total billing	=	$21,140

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

38. Markup %

If C was not entered at input #37, this input is skipped. Enter the percentage amount to use in marking up costs in calculating the bill rate (0-99.99). If this job was created from an estimate that had a billing type of cost plus, CR defaults to the markup percentage on the estimate; otherwise, CR defaults to .00.

39. Frequency

Enter M-bill the customer on a monthly basis for the job, C-bill the customer once upon completion of the job, or D-bill the customer on demand (whenever invoices exist for the job). CR default to M.

40. Detail

A detail printing instruction code has to be entered for every cost type on file; e.g., if there are five cost types set up the user must enter five instruction codes. The detail instruction code corresponds to the cost type printed directly below it. Enter T-print the cost type and cost type total in the detail portion of the invoice, C-print the totals for each cost code under this cost type on the detail portion of the invoice. CR defaults to T.

Actual Section

41. Start Date

Enter the date work started on the job (ref. 3). CR defaults to the system date.

42. % Complete

Enter the percentage of completion for the job. This percentage represents how much of the job is done. This figure is updated in the Job Completion Entry program, and is used in Automatic Job Selection program to determine whether invoices can be created for fixed contract jobs. (If a fixed contract job is 50% completed, the system does not allow invoices to be created for over 50% of the contract amount.) CR defaults to 0%.

43. Date % Complete

Enter the date the percentage completed was updated (entered). This date is updated by the Job Completion Entry program. This is a reference field for the user and appears on some reports. CR defaults to the system date (ref. 3).

Estimate Section

44. Start Date

Enter the date worked was estimated to start on the job (ref. 3). If this job was created from an estimate, CR defaults to the start dated from the estimate; otherwise, CR defaults to the system date.

45. Finish Date

Enter the date work was estimated to be complete on the job (ref. 3). If this was created from an estimate, CR defaults to the finish date from the estimate.

46. Revised Finish Date

Enter the most current completion date that as revised (ref. 3). CR defaults to no revised date.

The next inputs are repeated as many times as there are cost types. The user may enter estimated cost and billing amounts for each cost type. After each entry the estimated cost and billing amount running totals are updated.

47. Estimated Cost Amount

Enter the estimated cost amount for the displayed cost type (+/-9999999.99). If this job was created from an estimate, CR initially defaults to the total cost of all line items that re of the displayed cost type; otherwise, CR defaults to .00.

48. Estimated Billing Amount

Enter the estimated billing amount for the displayed cost type (+/-9999999.99). If this job was created from an estimate, CR initially defaults to the total billing amount of all line items that re of the displayed cost type; otherwise, CR defaults to .00.

This concludes an entry of a job in the Job Entry program. Following the entry of the last detail input, the **prompt-selection input** allows the user to perform a number of functions.

D	-	Deletes the job
F1	-	Changes detail screen to estimate screen or main screen
F2	-	Changes header information
F3	-	Changes detail information (ref. 6)

Upon completion of the update, the screen is cleared of input information and the program returns to the job number input (input #1) to await further job entries.

How to enter job header information

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

1. Access this program by selecting Job Cost→Job Cost Entry→Job Entry (JCE210)

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

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

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

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

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

   This input is initially skipped for new records.

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

6. In the Job Name input, enter the name of this job (up to 30 characters). Job names can be changed during Job Entry. This input acts as a memo field

and displays on most searches and reports providing job information. Blank job names are not valid.

7. In the Job Memo input, enter the job memo to print on the invoice. Press Enter (CR) to default to the displayed value (initially the standard memo set up in the job cost static control record). If no memo is desired, press the space bar before pressing Enter (CR).

8. In the Ship-To Number input, enter the ship-to number for the selected customer. Entering a valid ship-to number displays its address. Entering SAME, displays the same ship-to address as the customer's address. Press F3 to enter a temporary address that is not to be kept on file. If you select F3, the customer's address appears on the screen as the default—you can edit or change the address as is needed.

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

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

9. In the Ship-To Name input, enter the ship-to customer name (up to 30 characters). This name appears on the first line of the address on invoices. Press Enter (CR) to default to the customer's name from the customer file.

10. In the Address 1 input, enter the ship-to customer address (up to 30 characters). If only one is needed, use the first.

11. In the Address 2 input, enter the ship-to customer address (up to 30 characters).

12. In the Address 3 input, enter the ship-to customer address (up to 30 characters). Enter the city and a comma, the state abbreviation, and zip code for continental United States ship-to's. For addresses outside the U.S., the system looks for the state/country to follow after the comma and a single space; it also looks for the zip code to be no longer than ten characters. Address 3 is used for all printouts, instead of city, state and zip.

13. In the Contact input, enter the contact (up to 25 characters) for the selected customer. This is the person to contact about the estimate (and job). Press Enter (CR) to default to contact 1 set up in the ship-to record.

14. In the Phone #1 input, enter the phone number (up to 17 characters) for the selected customer. This is the phone number of the contact previously entered. Press Enter (CR) to default to phone 1 set up in the ship-to record. If the ship-to is SAME, press Enter (CR) to default to phone 1 set up in the customer file.

15. (Optional) From any of the following inputs (Warehouse to Freight), press F3 to use the Auto Defaults feature. Auto Defaults imports default information from that input forward and skips to the Tax Code input. If you are entering a new job and values for inputs 16-FREIGHT have not been entered, then the default values are the same as you pressed Enter (CR) through the same inputs. If you have entered values on the new job

or elected to change or correct the header portion of an existing job, then the default values are the same as if you selected F1-to skip at each input. If the program does not skip to the Tax Code input and instead stops at an earlier input, the system could not find a valid default value for that input, and you must enter a valid input before continuing.

16.   In the Warehouse input, enter the valid warehouse code for this job. Entering a valid warehouse code displays the warehouse description. This is the warehouse that all posting from sales orders and purchase orders must be done from. The system does not allow posting to this job from documents in other modules that are not for the selected customer and warehouse; the input is skipped during the change header routine. F2 allows a search.

17.   In the Job Class input, enter the job class code for this job (up to 3 characters). Entering a valid job class code displays a partial description. The job class is used as a sort order for reports and registers. F2 allows a search.

18.   In the Manager input, enter the manager code for this job. Entering a valid manager displays a partial description. Managers are used as a sort order on reports and prints. By selecting manager order, the user can see totals for jobs by managers, etc. Managers can be entered as estimators in the Estimate Entry and the data does not affect reports on jobs providing information in manager order. Press Enter (CR) to default to the value already displayed (initially the last manager used, if any). F2 allows a search.

19.   In the Salesperson/Territory input, enter the salesperson/territory code for this customer. The entry must be a valid salesperson/territory. Press Enter (CR) to default to the value already displayed (initially the salesperson/ territory code assigned to the ship-to number). F2 allows a search.

20.   In the Salesperson Commission Percent input, enter the percentage amount (0-99.99) that is to be used to calculate the commission for the job. Press Enter (CR) to default to the commission percentage that has the higher priority.

21.   In the Terms Code, enter a valid payment terms code. Press Enter (CR) to default to the value already displayed (initially the terms code assigned the customer). F2 allows a search.

22.   In the Department input, enter a valid GL department number. (The length of the input is user defined in the Company Control F/M.) Entering a valid department number displays a partial description. CR defaults to the displayed value (initially the department assigned to the terminal). F2 allows a search.

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

23.   In the Ship Via input, enter a ship via code. Press Enter (CR) to default to the value already displayed (initially the ship via assigned to the ship-to number). Ship Via codes are setup and maintained in Sales Orders →Files

Maintenances→Ship Via F/M. Press F2 to search existing codes. If entering UPS, the system does not allow 1ST day air and 2ND day air to be entered at the same time.

24. In the Freight input, enter whether the freight code is P-prepaid, or C-collect. Press Enter (CR) to default to P. Entering a P signifies the freight for this order is prepaid and the freight amount (in the ending routine) is correct. Entering a C signifies that the freight is collect and the shipper should collect the freight amount on arrival (user should not enter a value for freight in the ending routine).

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

Through the charge tax flag in the job cost static control record the user establishes whether tax is to be charged. If this flag is set to N, no tax is charged and this input is skipped. This input is also skipped if the estimate amount is zero.

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

27. In the Consolidate Overhead and Burden input, enter Y or N to indicate whether the overhead and burden costs should be allowed to post once for all transactions, instead of once for each transaction. If Y is entered all the overhead transactions can be collapsed into one transaction and/or all burden transactions can be collapsed into transaction by running the Overhead/Burden Consolidation Register. If you are using overhead and/or burden, the system automatically creates an overhead and /or burden transaction for every cost posted during the Posting Register. Press Enter (CR) to default to Y. This input 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.

28. In the History input, enter Y or N to indicate whether to store job history after the job is completed. If Y is selected, the system stores the history of this job in the past jobs file (written to this file during the Job Completion and Removal update). If N is selected, this job cannot be displayed in the Past Job Inquiry after completed. Press Enter (CR) to default to Y.

29. In the Cost on invoice? Input, enter N or Y to indicate whether to print the cost on the job cost invoice. If Y is entered the cost of the job (before markup method was used) prints on the invoice sent to the customer. This is helpful if the billing type is C-cost plus. Press Enter (CR) to default to N.

30. In the Reference # input, enter the reference number (up to 15 characters). Press Enter (CR) to default to the displayed value (initially blanks). If the PO required flag in the customer file is set to Y, the user must enter the customer's PO number here.

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

Job Cost Posting

The Job Posting Entry is able to display transactions entered for a job from all source modules. However, to maintain data integrity, the user is able to edit and enter transactions only for the job cost module. The costs to be posted to a job are created in several registers in other modules. Each time a register is run, if there is job cost posting involved the system groups all the postings together in a batch. These batches are stored by period.

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

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

The Job Posting Register converts the postings to transactions. It also updates the costing running total in the job record. Once the transactions exist the Automatic Job Selection program is used to create invoices. The Job Posting Register can be run for selected source codes.
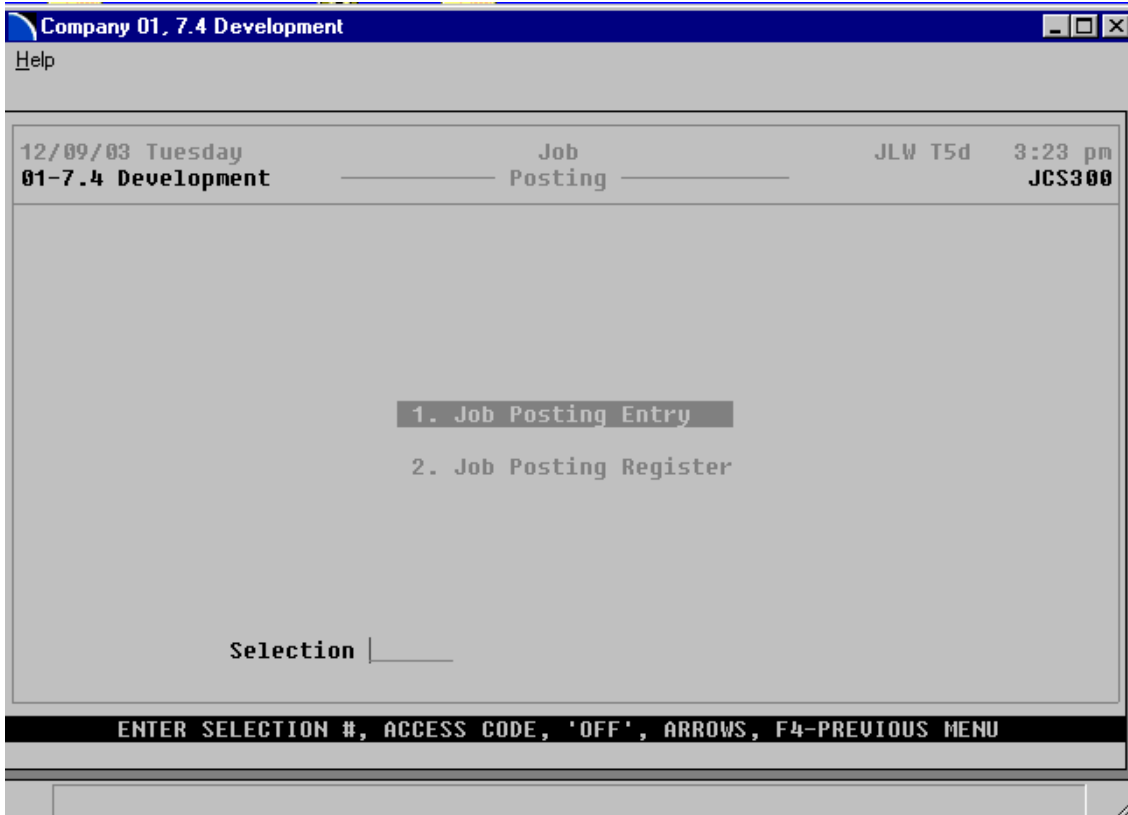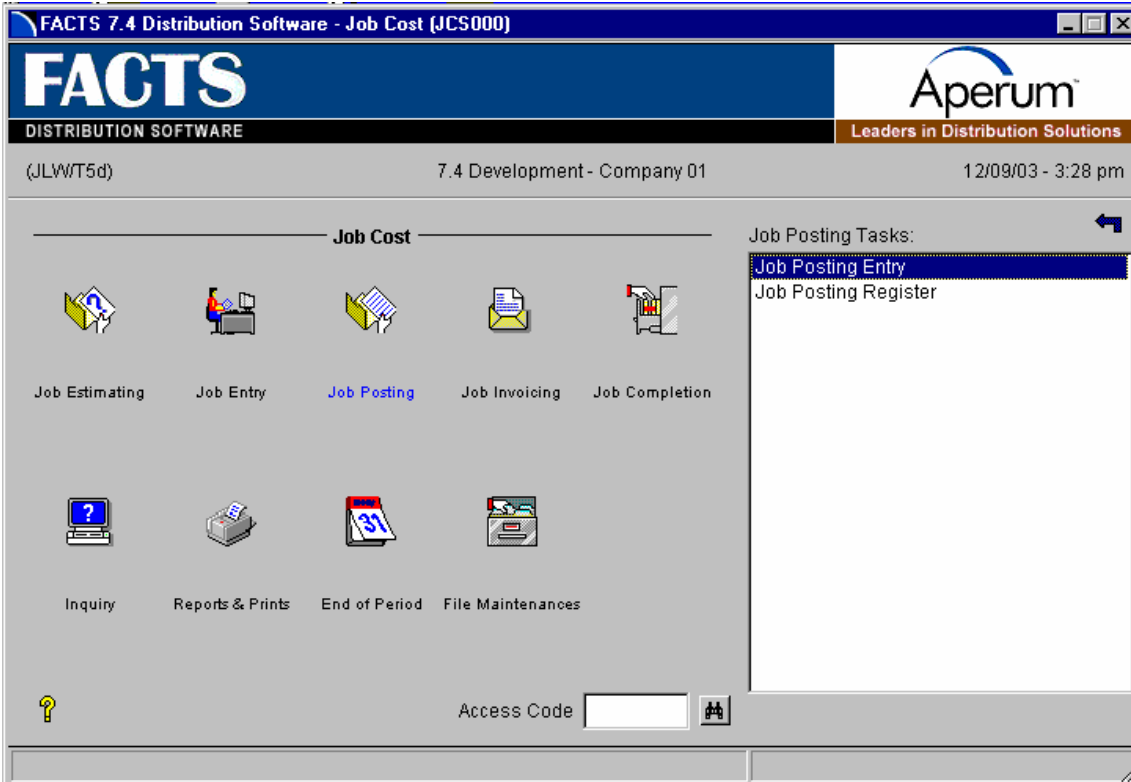
Job Posting Entry (JCE310)

Function

This program allows the user of the FACTS system to enter Job Posting information into the job cost system and to view posting information created in other modules.

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 posting register.

All posting to jobs is done by period, batch number and source code. The entry program allows the user 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.

A number of additional features are available in the Job Posting Entry program:

- A batch search may be performed.
- A job search may be performed.
- A cost code search may be performed.
- Memos may be entered to print on the invoice.

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

User Inputs

The following inputs and features are involved in entering a job cost posting record:

1. Period

Enter **C**-current general ledger period or **N**-next general ledger period. After entering a selection, the system prints the period along with the word CURRENT or NEXT signifying the general ledger period.

2. Batch

Enter the batch number to add to, edit or display. Batch numbers may be entered by the user or automatically assigned by the system. For manual batch numbers, enter the number of the batch (1-9999). Batch numbers already existing on file are displayed and the program proceeds to the **prompt-selection input**. To use automatic batch numbers, press CR. The system assigns the next available number. The word NEXT is displayed until the first posting record is completed. F2 allows a batch search (search only displays batches for the selected period) (ref. 2).

Once a batch is entered, the system displays the source code (JC=job cost for NEXT), running totals for cost and billing amounts and if the batch number is on file the posting records. Also displayed is the credit GL account number if the source code is JC.

3. Credit G/L#

This input is unavailable if the source code is not JC. Enter the credit G/L# that each entry in this batch will post its cost extension against in the Posting Register. CR defaults to the existing G/L# if any. F2 allows a search (ref. 7).

4. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. CR defaults to the last job number entered (if any). F2 allows a search.

After selecting F2-search, the program asks the user to search by job # or customer? If the user selects customer the program then prompts the user for the beginning customer to list. Entering a valid customer displays all the jobs on file for that customer and those customers following. The user can then select a job for correction or inquiry, or F4-backup to return to the job number input (input #4). CR defaults to J.

If the users selects J, the program asks for the beginning job number to start listing from, CR to continue listing, a line # to select a job on the screen, or F4 to back up to input #4.

5. Cost Code

Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. The cost code sets the defaults for units, unit of measure, cost rate/extension, billing rate/extension, and markup method. The cost code also determines whether the user is able to override the defaults. F2 allows a search (ref. 2).

6. Units

This input is unavailable if the entered cost code does not use units (no unit of measure set up in cost code F/M). Enter the quantity of units to post against the selected job. Enter the number of units per unit of measure; e.g. number of hours for hr, number of pounds for lb, number "each" for ea, etc. CR defaults to the existing value, if any.

7. Cost Rate

This input is unavailable, if the entered cost code does not use units or allow cost override.   Enter the cost per displayed unit of measure. CR initially defaults to the **cost/unit** rate set in the cost code record.

Extension

The cost extension is calculated (cost rate multiplied by the units entered) and displayed. If the extension is greater than $99,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If the user has an entry with a cost in excess of one hundred million dollars, enter the posting entry on more than one line. The program proceeds to input #8.

8. Cost Extension

This input is unavailable if the entered cost code uses units or does not allow cost override. Enter the extended cost (+/-9999999.99) for the selected cost code. CR defaults to the displayed value (initially 0).

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

9. Markup

This input is initially skipped. Enter the markup method to use for this posting entry. The user has the following options:

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

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

M - Enter the bill rate/extension manually. Entering M displays the word MANUAL and the program proceeds.

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

CR initially defaults to the mark up method (amount/percentage) from the cost code record.

10. Bill Rate

This input is unavailable if the entered cost code does not use units or allow price override.   Enter the price per displayed unit of measure. CR initially defaults to the cost rate marked up by the mark up method.

Extension

The posting bill extension is calculated (bill rate multiplied by the units entered) and displayed. If the extension is greater than $99,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If the user has a posting entry with a bill extension in excess of one hundred million dollars, enter the posting entry on more than one line. The program proceeds to input #12.

11. Bill Extension

This input is unavailable if the entered cost code uses units or does not allow price override.   Enter the bill extension to post for this job. CR defaults to the cost extension marked up by markup method.

12. Work-In-Process/Expense G/L#

This input is initially skipped. Enter the debit G/L# that this entry will post its cost extension against in the Posting Register. CR initially defaults to the G/L# assigned to the cost code if the user has the **post to work-in-process** flag set to

N in the JC to GL posting record; otherwise, the system uses the default work-in-process G/L# if the **distribution** flag in the JC to GL posting record is set to D, or the default comes from the GL posting table for the job entered, under the cost type of the cost code.

13. Memo

Enter the memo for this posting entry (up to 30 characters). CR initially defaults to blanks.

14. Print

This input is initially skipped and set to N. Enter **N** or **Y** to indicate whether to print the memo on the job cost invoice. If the invoice is to print the transactions by cost code total or cost type total (as set in the Job Entry), then Y is not allowed. CR defaults to N.

15. Ok To Add/Change?

Enter **Y** or **N** to indicate whether the entry is correct. Entering a N causes the program to back up to input #14. CR defaults to Y.

This concludes an entry in the detail portion of the Job Posting Entry program. The running totals are updated and displayed. In order to protect data integrity, the job number cannot be changed, except by deleting the entry record and re-entering the information. If the user is in add mode or entering records in a new batch, the line number is incremented by one, the program returns to the job number input for the posting entry; otherwise the next job posting entry is displayed and the program returns to the **prompt-selection input**.

Following the entry of the last detail input, the **prompt-selection input** allows the user to perform a number of functions:

> **#** - Details the job information of the line number on the screen. If the line number is not on the screen, the system assumes the entered number is a job number to begin listing from.
>
> **A** - Adds a posting entry to the batch (can only be done with job cost batches).
>
> **D** - Deletes the batch (can only be done with job cost batches).
>
> **F4** - Clears the batch information from the screen, and returns to the batch input (#2).

Upon completion of the update, the screen is cleared of input information and the program returns to the job number input (#1) to await further job entries.

Technical Notes

FILES USED - JCJOBS, JCCODE, JCJOCX, ARCUST

FILES UPDATED - JCPOST, SMCNTL

```
┌─ Job Posting Entry (JCE310) ──────────────────────────────────────── _ □ × ┐
│ Help                                                                         │
│                                                                              │
│ 01-Demo Company              JOB POSTING ENTRY                      JCE310   │
│ PERIOD 09/02 CURRENT   BATCH NEXT   SOURCE JC          COST EXT     BILL EXT │
│ CREDIT G/L# 310-01-0       Accounts Payable                .00          .00 │
│                                                                              │
│ LN     JOB CODE T MEMO                     UNITS UM    COST EXT     BILL EXT │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│ JOB 00000210 Miller Storage Setup                                           │
│ CUSTOMER      C128 Miller's Office Equipment Co.  BILLING TYPE COST + 20.00% │
│ COST CODE ....                             COST TYPE                         │
│     UNITS UM COST RATE    COST EXT    MARKUP BILL RATE    BILL EXT           │
│                                                                              │
│ G/L#                  MEMO                       PRINT                       │
│                                                                              │
│ ENTER COST CODE, F2-SEARCH, F4-BACKUP          [ Search ] [ Backup ] [ OK ] │
│                                                                              │
│ ┌──────────────────────────────────────────────────────────────────┐       │
│ └──────────────────────────────────────────────────────────────────┘       │
└──────────────────────────────────────────────────────────────────────────── ┘
```

How to enter Job Cost Posting information

1. Access this program by selecting Job Cost→Job Cost Posting→Job Posting Entry (JCE310).

2. In the Period input, enter C-current general ledger period or N-next general ledger period. After entering a selection, the system prints the period along with the word CURRENT or NEXT signifying the general ledger period.

3. In the Batch input, enter the batch number to add to, edit or display. Batch numbers may be entered by the user or automatically assigned by the system. For manual batch numbers, enter the number of the batch (1-9999). Batch numbers already existing on file are displayed and the program proceeds to the prompt-selection input. To use automatic batch numbers, press Enter (CR). The system assigns the next available number. The word NEXT is displayed until the first posting record is completed. F2 allows a batch search (search only displays batches for the selected period). Once a batch is entered, the system displays the source code (JC=job cost for NEXT), running totals for cost and billing amounts and if the batch number is on file the posting records. Also displayed is the credit GL account number if the source code is JC.

4. In the Credit G/L# input, enter the credit G/L# that each entry in this batch will post its cost extension against in the Posting Register. Press Enter (CR) to default to the existing G/L# if any. F2 allows a search. This input is unavailable if the source code is not JC.

5. In the Job Number input, enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Press Enter (CR) to default to the last job number entered (if any). F2 allows a search.

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

6. In the Cost Code input, enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. The cost code sets the defaults for units, unit of measure, cost rate/extension, billing rate/extension, and markup method. The cost code also determines whether the user is able to override the defaults. F2 allows a search.

7. In the Units input, enter the quantity of units to post against the selected job. Enter the number of units per unit of measure; e.g. number of hours for hr, number of pounds for lb, number "each" for ea, etc. Press Enter (CR) to default to the existing value, if any. This input 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 input, enter the cost per displayed unit of measure. Press Enter (CR) to initially default to the cost/unit rate set in the cost code record. This input is unavailable, if the entered cost code does not use units or allow cost override.

9. In the Cost Extension input, the system automatically calculates and displays the cost extension (cost rate multiplied by the units entered). If the extension is greater than $99,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If you have an entry with a cost in excess of one hundred million dollars, enter the posting entry on more than one line.

10. In the Cost Extension input, enter the extended cost (+/-9999999.99) for the selected cost code. Press Enter (CR) to default to the displayed value (initially 0). This input is unavailable if the entered cost code uses units or does not allow cost override.

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

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

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

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

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

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

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

12. In the Bill Rate input, enter the price per displayed unit of measure. Press Enter (CR) to initially default to the cost rate marked up by the mark up method. This input is unavailable if the entered cost code does not use units or allow price override.

13. In the Posting Bill Extension input the system calculates and displays the posting bill extension (bill rate multiplied by the units entered). If the extension is greater than $99,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If you have a posting entry with a bill extension in excess of one hundred million dollars, enter the posting entry on more than one line. The program proceeds to the Work-In-Process/Expense G/L# input.

14. In the Bill Extension input, enter the bill extension to post for this job. Press Enter (CR) to default to the cost extension marked up by markup method. This input is unavailable if the entered cost code uses units or does not allow price override.

15. In the Work-In-Process/Expense G/L# input, enter the debit G/L# that this entry will post its cost extension against in the Posting Register. Press Enter (CR) to initially default to the G/L# assigned to the cost code if the user has the post to work-in-process flag set to N in the JC to GL posting record; otherwise, the system uses the default work-in-process G/L# if the distribution flag in the JC to GL posting record is set to D, or the default comes from the GL posting table for the job entered, under the cost type of the cost code. This input is initially skipped.

16. In the Memo input, enter the memo for this posting entry (up to 30 characters). Press Enter (CR) to initially default to blanks.

17. In the Print input, enter N or Y to indicate whether to print the memo on the job cost invoice. If the invoice is to print the transactions by cost code total or cost type total (as set in the Job Entry), then Y is not allowed. Press Enter (CR) to default to N. This input is initially skipped and set to N.

18. In the Ok To Add/Change? input, enter Y or N to indicate whether the entry is correct. Enter N to back up to the Print input. The program defaults to Y.

19. This concludes the detail portion of the Job Posting Entry program. The running totals are updated and displayed. To protect data integrity, you cannot change the job number, except by deleting the entry record and re-entering the information. If you are in add mode or entering records in a new batch, the line number is incremented by one, the program returns to the job number input for the posting entry; otherwise the next job posting entry is displayed and the program returns to the prompt-selection input.

20. From the prompt-selection input you can select to perform the following functions:

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

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

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

    Press F4 to clear the batch information from the screen, and returns to the batch input (#2).

21. Once the update is complete, the screen clears and the cursor returns to the Job Number input so you can enter additional entries or press F4 to exit.

Job Posting Register (JCR310)

Function

This program allows the user of the FACTS system to print a posting register by batch and source code (module). 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.

User Inputs

The following inputs are involved in the printing of a Job Posting Register:

1. Period

If the JC period is in the next GL period, you have the option to post to either the **C** (current) or **N** (next) GL period. CR defaults to the next GL period. Otherwise, this input is skipped and defaults to the current GL period.

2. Beginning Batch Number

Enter the beginning batch number to print information for. CR defaults to FIRST (the first batch on file).

3. Ending Batch Number

Enter the ending batch number to print information for. CR defaults to LAST (the last batch on the file).

4. Source Code

Enter the two character module code to print the register for. CR defaults to all modules.

For users printing the GL distribution, the following input is displayed:

5a. Check register. Ok to print GL distribution?

After printing the Job Posting Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to input #**6**.

For users not printing the GL distribution, the following input is displayed:

5b. Check register. Ok to update?

After printing the Job Posting Register, **verify the printout.** If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue and no GL distribution will be printed, the following input (#6) is skipped and the program proceeds with the update.

6. Check GL distribution. Ok to update?

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

Technical Notes

Printing proceeds by reading through the job cost posting file (JCPOST) beginning with the selected batch number. If the source code is valid, the posting record is printed. After calculating overhead and burden, the program builds the job cost GL distribution sort file (JCGLD?). Once the sort file is built, the GL distribution report can be printed. If the update is run, transaction records are created (JCTRAN), the overhead and burden records are created (JCTRAN), the costing amounts are posted to the job (JCJOBS), and the posting records removed (JCPOST).

Finally, the general ledger journal files are posted to (GLJRNL, GLJRNX).

FILES USED - JCCODE, GLMSTR

FILES UPDATED - SMCNTL, JCJOBS, JCPOST, JCTRAN, GLJRNL, GLJRNX

```
Job Posting Register (JCR310)                                    _ □ ✕
 Help

01-Demo Company              JOB POSTING REGISTER                  JCR310
                                                           JC CP=09/02 SEP
ALL POSTINGS TO JOBS WILL BE POSTED TO THE CURRENT JC PERIOD.   GL CP=09/02 SEP

PERIOD CURRENT 09/02 SEP

BEGINNING BATCH FIRST

ENDING BATCH LAST

SOURCE ALL




END OF INPUTS. CR-CONTINUE, F4-BACKUP .                   Backup   OK
```
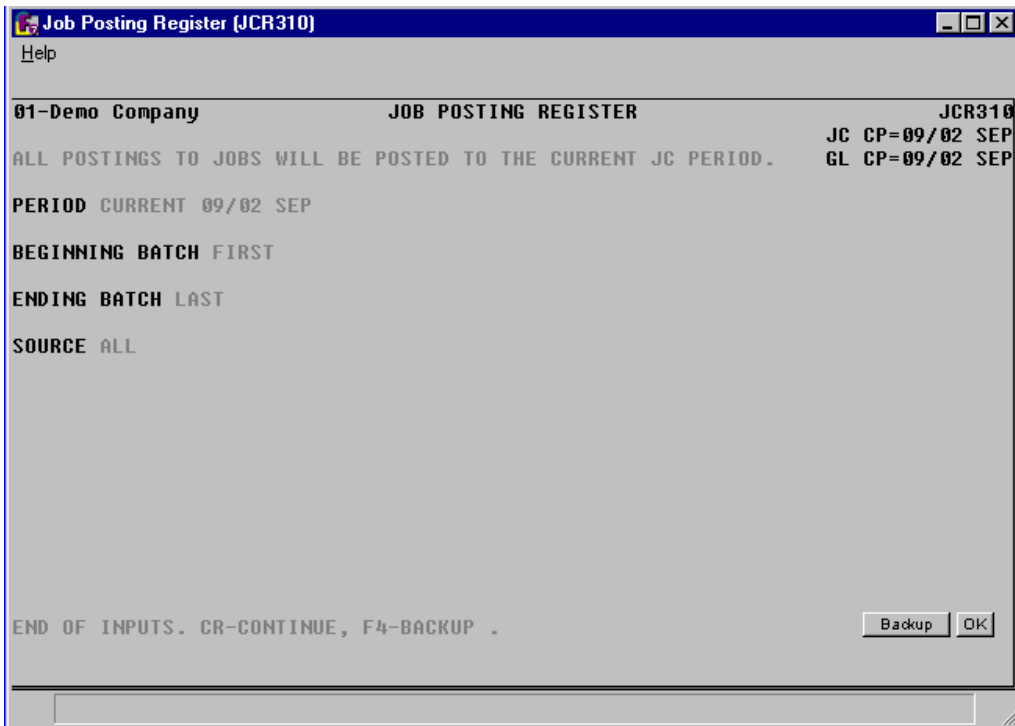
How to run the Job Posting Register (JCR310)

1. Access this program by choosing Job Cost→Job Cost Posting→Job Cost Register (JCR310).

2. In the Beginning Batch Number input enter the beginning ticket to print (1-999999). Press Enter (CR) to default to FIRST.

3. In the Ending Batch Number input enter the ending ticket to print (1-999999). Press Enter (CR) to default to LAST.

4. In the Beginning Date input enter the beginning production date to print. Press Enter (CR) to default to FIRST.

5. In the Ending Date input enter the ending production date to print. Press Enter (CR) to default to LAST.

6. In the Source Code input, enter two-character module code that you want to include in the register print. The program defaults to all modules.

7. For users printing the GL distribution, the following input is displayed:

   Check register. OK to print GL distribution?

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

   Check GL distribution. OK to update?

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

   -OR-

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

   Check register. OK to update?

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

Job Cost Invoicing

The Job Invoicing Menu allows the user to create, review and edit the invoices to send to customers, to post the invoices to accounts receivable and general ledger, and to get reports on outstanding invoices.

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.

Unbilled Cost Report (JCR410)

Function

This program allows the user of the FACTS system to print a list of all transactions that have not been billed for all jobs in the jobs file.

This report should be run previous to the Automatic Job Selection as it tells the user what invoices will be created.

The user has the option to:

- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse to print.
- Select customer (or manager) to print.
- Print for active, cost complete, or all jobs.
- Select billing type to print.
- Select frequency code to print.
- Select cost type to print.
- Enter the date to print through.
- Print summary, detail, or detail with transaction information.

Report information includes the following:

- Summary: job number and name, status, billing type and frequency, customer number and name, manager, warehouse, cost extension, and billing amount.
- Detail: summary plus cost type, and for each cost code: total units and unit of measure, cost extension and bill extension.
- Transactions: detail plus every transaction posted for each cost code including: cost rate, and bill rate, markup method, and the posting memo.

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

User Inputs

The following inputs are involved in printing a report of unbilled transactions:

1. Order

Enter whether to print the report in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was selected in input #1) to which/under which the jobs were sold. Entering a valid customer/manager displays the customer/manager name. CR defaults to ALL.

6. Status

Enter whether to print only those jobs which are **A**-active or **C**-cost complete. CR defaults to ALL.

7. Billing Type

Enter whether the billing type to print is **F**-fixed contract, **C**-cost plus, **T**-time and materials, or **N**-no charge. CR defaults to ALL.

8. Billing Frequency

Enter whether the billing frequency to print is **M**-bill monthly, **C**-bill when complete, **D**-bill on demand (whenever there are invoices). CR defaults to ALL.

9. Cost Type

Enter the cost type of the transactions to print. Choices are user defined in the Cost Type F/M. CR defaults to ALL.

10. Cutoff Date

Enter the transaction cutoff date to print (ref. 3). This is the date of the original posting from the source code module. Transactions with dates after this entered dated are not included. CR defaults to NONE.

11. Scope

Enter whether to print **S**-summary, **D**-detail or **T**-detail with transaction information. CR defaults to S.

Technical Notes

Printing proceeds by reading through the selected file - job (JCTRAN), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file (JCJOBS) is then checked for jobs that meet all criteria entered. If the job is valid, the program reads through the transactions for the job and prints a listing of those which do not have the billed flag set to Y.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, JCTRAN

FILES UPDATED - NONE

```
┌─ Unbilled Cost Report (JCR410) ──────────────────────────────[_][□][X]┐
│ Help                                                                    │
│                                                                         │
│ 01-Demo Company              UNBILLED COST REPORT            JCR410     │
│                                                                         │
│ ORDER J                                                                 │
│                                                                         │
│ BEGINNING JOB FIRST                                                     │
│                                                                         │
│ ENDING JOB LAST                                                         │
│                                                                         │
│ WAREHOUSE 01 Atlanta Warehouse                                          │
│                                                                         │
│ CUSTOMER ALL                                                            │
│                                                                         │
│ STATUS ALL                                                              │
│                                                                         │
│ BILLING: TYPE ALL   FREQUENCY ALL                                       │
│                                                                         │
│ COST TYPE |.                                                            │
│                                                                         │
│ CUTOFF DATE                                                             │
│                                                                         │
│ SCOPE                                                                   │
│                                                                         │
│ PRINT WHICH COST TYPE? (L/M/S/O/B, CR=ALL), F4-BACKUP    [All][Backup][OK]│
│                                                                         │
│ ┌─────────────────────────────────────────────────────────────────┐   │
│ └─────────────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────────────┘
```

Overhead/Burden Consolidation Register (JCR420)

Function

This program allows the user of the FACTS system to remove overhead and burden transaction records and replace them with a consolidated record.

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 them and replaces a single consolidated transaction for each.

The user has the option to:

> Select the update order - job number, manager, customer number, or job class.
> Select the beginning and ending order to update.
> Select warehouse to update.
> Select customer to update.
> Select the beginning and ending dates to update.

Report information includes the following: job number and name, customer number and name, cost code and description, source code, posting date, cost extension, bill extension, and the posting memo.

User Inputs

The following inputs are involved in consolidating overhead and burden transactions:

1. Order

Enter whether the order of the update is by **J**-job number, **M**-manager, **C**-customer number, or **K**-job class. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to update (ref. 1).

3. Ending Order Choice

Select the ending order choice to update (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to all warehouses.

5. Customer

Enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. CR defaults to ALL.

6. Beginning Date

Enter a date to begin printing from (ref. 16). Transactions with posting dates before this date will not be included. CR defaults to FIRST (first date on file).

7. Ending date

Enter a date to end printing from (ref. 16). Transactions with posting dates after this date will not be included. CR defaults to LAST (last job on file).

Technical Notes

The program begins by locking the job cost transactions file (JCTRAN). Updating proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program reads through the transaction file for the job and writes out any transaction records found between the selected dates to a sort file. If the update is run, the system removes all the transactions and writes out a single consolidated record for overhead, for burden, for each job.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, JCTRAN, JCCODE

FILES UPDATED - JCTRAN

How to remove overhead and burden transactions and replace with a consolidated record

1. Access this program by selecting Job Cost→ Job Cost Invoicing→ Overhead/Burden Consolidation.

2. In the Order input, enter whether the order of the update is by J-job number, M-manager, C-customer number, or K-job class. Press Enter (CR) to default to J.

3. In the Beginning Order Choice input, select the beginning order choice to update.

4. In the Ending Order Choice input, select the ending order choice to update.

5. In the Warehouse input, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. F3 defaults to all warehouses.

6. In the Customer input, enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.

7. In the Beginning Date input, enter a date to begin printing from. Transactions with posting dates before this date will not be included. Press Enter (CR) to default to FIRST (first date on file).

8. In the Ending date input, enter a date to end printing from. Transactions with posting dates after this date will not be included. Press Enter (CR) to default to LAST (last job on file).

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

Automatic Job Selection (JCU410)

Function

This program allows the user of the FACTS system to create invoices for the unbilled transactions for all jobs in the jobs file.

This program only creates invoices for transactions that are not bill complete. It does not create invoices for jobs that have already billed more than the completion percentage of the total contract amount, nor if the jobs are no charge, or billing frequency is on completion and the jobs are not complete.

If an invoice exists for a job, the system does not create another invoice.

The user has the option to:

> Select the update order - job number, manager, customer number, or job class.
> Select the beginning and ending order choice to update.
> Select warehouse to update.
> Select customer (or manager) to update.
> Select billing type to update.
> Select frequency code to update.
> Select cost type to update.
> Enter the date to update through.

As this update does not print a report, the audit trail is the Unbilled Cost Report.

User Inputs

The following inputs are involved in updating unbilled transactions:

1. Order

Enter whether to update in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to update (ref. 1).

3. Ending Order Choice

Select the ending order choice to update (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was entered in input #1) to which the jobs were sold. Entering a valid customer displays the customer name. CR defaults to ALL.

6. Billing Type

Enter whether the billing type the jobs must be to update is **F**-fixed contract, **C**-cost plus, **T**-time and materials and/or **N**-no charge. CR defaults to ALL.

7. Billing Frequency

Enter whether the type of billing frequency the jobs must be to update is **M**-bill monthly, **C**-bill when complete or **D**-bill on demand (whenever there are invoices). CR defaults to D.

8. Cost Type

Enter the cost type the transactions must be, in order to update. Choices are user defined in the Cost Type F/M. CR defaults to all.

9. Cutoff Date

Enter the transaction cutoff date to update (ref. 3). This is the date of the original posting from the source code module. Transactions with dates after this entered date are not included. CR defaults to NONE.

Technical Notes

Updating proceeds by reading through the selected file - job (JCTRAN), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program reads through the transactions for the job and creates a detail record (invoice) in the job cost invoicing file (JCINVC) and a sort record to match (JCINCX) for those which do not have the billed flag set to Y.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, ARTAXT,

JCTRAN

FILES UPDATED - JCINVC, JCINCX

```
┌─────────────────────────────────────────────────────────────────────────┐
│  Automatic Job Selection (JCU410)                              _ □ ×      │
│  Help                                                                      │
├─────────────────────────────────────────────────────────────────────────┤
│  01-Demo Company              AUTOMATIC JOB SELECTION            JCU410    │
│                                                                           │
│  ORDER J                                                                  │
│                                                                           │
│  BEGINNING JOB FIRST                                                      │
│                                                                           │
│  ENDING JOB LAST                                                          │
│                                                                           │
│  WAREHOUSE 01 Atlanta Warehouse                                           │
│                                                                           │
│  CUSTOMER ALL                                                             │
│                                                                           │
│  BILLING: TYPE ALL   FREQUENCY ...                                        │
│                                                                           │
│  COST TYPE                                                                │
│                                                                           │
│  CUTOFF DATE                                                              │
│                                                                           │
│                                                                           │
│  SELECT MONTHLY, ON COMPLETION,                                           │
│  AND/OR ON DEMAND BILLING FREQUENCY? (M+C+D, CR=D), F4-BACKUP   D Backup OK│
│                                                                           │
│  ┌─────────────────────────────────────────────────────────────┐        │
│  └─────────────────────────────────────────────────────────────┘        │
└─────────────────────────────────────────────────────────────────────────┘
```

How to create invoices for the unbilled transactions for all jobs

1. Access this program by selecting Job Cost→ Job Cost Invoicing→Automatic Job Selection.

2. In the Order input, enter whether to update in J-job number, M-manager, C-customer number, or K-job class order. Press Enter (CR) to default to J.

3. In the Beginning Order Choice input, select the beginning order choice to update.

4. In the Ending Order Choice input, select the ending order choice to update.

5. In the Warehouse input, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. F3 defaults to ALL.

6. In the Customer/Manager input, enter a valid customer number (or manager if customer was entered in input #1) to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.

7. In the Billing Type input, enter whether the billing type the jobs must be to update is F-fixed contract, C-cost plus, T-time and materials and/or N-no charge. Press Enter (CR) to default to ALL.

8. In the Billing Frequency input, enter whether the type of billing frequency the jobs must be to update is M-bill monthly, C-bill when complete or D-bill on demand (whenever there are invoices). Press Enter (CR) to default to D.

9. In the Cost Type input, enter the cost type the transactions must be, in order to update. Choices are user defined in the Cost Type F/M. Press Enter (CR) to default to all.

10. In the Cutoff Date input, enter the transaction cutoff date to update. This is the date of the original posting from the source code module. Transactions with dates after this entered date are not included. Press Enter (CR) to default to NONE.

11. Press Enter (CR) to begin invoice processing.

Individual Job Review (JCE410)

Function

This program allows the user of the FACTS system to edit the billing amounts, including tax and freight, of the invoices, before they are printed.

After the Automatic Job Selection program has been run, invoices for the unbilled transactions are created. This program allows the user to edit the amounts on the invoices before they are sent to the customer.

The Individual Job Review screen consists of two sections. The upper portion of the screen is called the header portion where the job number and name, customer number, billing type and frequency, the totals for cost, billing, freight, and tax for the transactions that appear on the invoice, and the invoice total. The lower portion of the screen is called the detail portion which displays the cost type, cost code, source code, date, units, unit of measure, cost rate and/or extension, and the bill rate and/or extension.

The user has the option of changing or revising the detail portion information at any time before the Invoice Register is run. The invoice can be deleted and deleted invoice numbers may be used again. A new invoice can be created directly from this program, if there are transactions on file. Fixed contract jobs cannot be reviewed if the proper completion entry has not been made. The user may override the tax and freight amounts providing the flags to charge tax and freight are set to Y in the job cost static control record.

A number of additional features are available in the Individual Job Review program:

> A job search by document or customer may be performed.
> An invoice search by job or customer may be performed.
> Billing amounts can be revised.

A complete listing of all job information can be obtained in the Selection Edit List program.

NOTE: The user is able to delete line-items from an invoice as often as is desired until the Invoice Register is run. The user is also able to delete the invoice as often as needed until it is printed. (Once printed it is voided, and the Invoice Register has to be run.) After deleting, the user can reenter the job # and all available transactions will be added to it. Any deleted line-items will appear on the next invoice. If the user wants to void a line-item (never to be billed), the bill extension must be changed to zero, all other line-items deleted, the invoice printed and run through the Invoice Register.

Fixed contract jobs will only bill up to the percentage completion amount for all line-items entered. In other words, all transactions will be billed and will not appear on other invoices but only the completion percentage multiplied by the contract amount will be the actual amount billed on the invoice for those that have extension totals in excess of the calculated amount. Tax is based on the lower of the taxable extensions, or the calculated completion amount.

User Inputs

The following inputs are involved in reviewing an invoice:

1. Job Number

Enter the job number to review its invoice. Entering a valid job number displays its invoice and the program proceeds to the **prompt-selection input**. F2 allows a job number search by customer or job number. F3 allows an invoice search by job number or customer.

Both searches work in the same manner, the only difference is the display. The document search (F3) displays information from the invoice, whereas the job number search displays information from the job. After selecting F2 or F3, the program asks the user to search by job or customer? If the user selects customer the program asks for a valid customer to begin listing jobs for. Entering a valid customer displays all the jobs on file for the customer. The user can then select a job for correction or inquiry, or F4-backup to return to the job number input (#1). CR defaults to J.

If the users selects J, the program asks for the beginning job number to start listing from, CR to continue listing, a line # to select a job on the screen, or F4 to back up to input #1.

If the job number entered does not currently have an invoice, the system prompts the user for the transaction cutoff date and optionally creates an invoice if there are transactions on file. If an invoice exists, and the status is not **voided** the invoice number is displayed as well as the freight and the totals. The program proceeds to the **prompt-selection input**.

2. Freight

Through the **charge freight** flag in the job cost static control record, the user establishes whether freight is charged. If this flag is set to N, no freight charge is allowed and the input is skipped. If freight is charged, enter the freight amount (+/-9999.99). CR defaults to the displayed amount, initially the amount calculated when the invoice was created.

3. Tax

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 input is skipped. If tax is charged, enter the tax amount (+/-9999.99). CR defaults to the displayed amount, initially the amount calculated when the invoice was created.

After changing header information, the program proceeds to the **prompt-selection input**.

4. Unit Price

This input is unavailable if: the entered cost code does not use units. Enter the price per displayed unit of measure. CR defaults to the displayed value, initially calculated to be the cost rate marked up by the cost code's default mark up method. F2 allows the user to change the bill rate by using the markup method.

If the user selects F2, the program prompts the user to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) F4 backs-up to input #4.

Extension

The line-item price extension is calculated (price multiplied by the units entered) and displayed. If the extension is greater than $99,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If the user has a line-item with an estimate in excess of one hundred million dollars, enter the line-item on more than one line. The program proceeds to the **prompt-selection input.**

5. Price Extension

This input is unavailable if the entered cost code uses units. Enter the extended price for the selected cost code. CR defaults to the displayed value, initially calculated to be the cost extension marked up by the cost code's default mark up method. F2 allows the user to change the price extension by using the markup method.

If the user selects F2, the program prompts the user to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) F4 backs up to input #5.

This concludes an entry in the line-item portion of the Individual Job Review program. The running total is updated and displayed.

Following the change of the last line-item, the **prompt-selection input** allows the user to perform a number of functions:

> **#** - Changes a line-item
>
> **L** - Lists line-items
>
> **D** - Deletes the invoice
>
> **CR** -   List more line-items
>
> **F1** - Displays the next invoice on file
>
> **F2** - Changes header information
>
> **F3** - Ends the inquiry. Clears the information. Returns to input #1 (ref. 6)

Technical Notes

Reviewing proceeds by finding the selected job in the job cost jobs file (JCJOBS). If an invoice exists for the job in the job cost invoice file (JCINVC), it is displayed. If an invoice does not exist and the user elects to create one, the program runs through the transactions file (JCTRAN) and creates an invoice and a sort record (JCINCX). If all transactions have been billed, then no invoice is created.

If the user changes the invoice, the appropriate record in the invoice file is updated.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCCODE, ARCUST, ARTAXT, JCTRAN

FILES UPDATED - JCINVC, JCINCX

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▐▞ Individual Job Review (JCE410)                         _ □ ×       │
│  Help                                                                 │
│ ─────────────────────────────────────────────────────────────────── │
│                                                                       │
│ 01-Demo Company            INDIVIDUAL JOB REVIEW    INVOICE   JCE410  │
│ JOB# 00000213 SIS Warehouse Setup, Dallas                            │
│ CUSTOMER      C100 Southeastern Industrial Supply                    │
│ -------BILLING-------                                        INVOICE  │
│ TYPE COST + 30.00%          COST      BILLING  FREIGHT   TAX   TOTAL  │
│ FREQNCY MONTHLY                                                       │
│ ─────────────────────────────────────────────────────────────────── │
│ LN T CODE SC   DATE     UNITS UM    COST   EXTENSION   BILL EXTENSION │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│ ENTER TRANSACTION CUTOFF DATE, F4-BACKUP 06/12/02  <   [Backup] [OK]  │
│                                                                       │
│ ┌─────────────────────────────────────────────────────────────┐     │
│ │                                                               │    ▟│
└─────────────────────────────────────────────────────────────────────┘
```

How to edit the billing amounts of jobs before they are printed

1. Access this program by selecting Job Cost→Job Cost Invoicing→ Individual Job Review.

2. In the Job Number input, enter the job number to review its invoice. Entering a valid job number displays its invoice and the program proceeds to the prompt-selection input. If the job number does not have an invoice associated with in, the system displays the message: Create invoice for this job? Enter Yes to create the invoice or No to enter another job number.

    F2 allows a job number search by customer or job number.

    F3 allows an invoice search by job number or customer. Click here for Search Details.

3. In the Freight input, enter the freight amount (+/-9999.99) if freight is charged. The charge freight flag in the job cost static control record establishes whether freight is charged. Press Enter (CR) to default to the displayed amount, initially the amount calculated when the invoice was created. If this flag is set to N, no freight charge is allowed and the input is skipped.

4. In the Tax input, enter the tax amount (+/-9999.99) if tax is charged. Press Enter (CR) to default to the displayed amount, initially the amount calculated when the invoice was created. The charge tax flag in the job cost static control record establishes whether tax is to be charged. If this flag is set to N, no tax is charged and this input is skipped.

5. After changing header information, the program proceeds to the prompt-selection input where you can perform a number of functions:

    Enter the line number to change

    Enter L to list line-items

    Enter D to delete the invoice

    Press Enter (CR) to list more line-items

    Press F1to display the next invoice on file

    Press F2 to change header information

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

6. To modify a line, enter the line number and complete the following as necessary:

    In the Unit Price input, enter the price per displayed unit of measure. Press Enter (CR) to default to the displayed value, initially calculated to be the cost rate marked up by the cost code's default mark up method. Press F2 to change the bill rate by using the markup method. If you press F2, the program prompts you to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) F4 backs-up to the Unit Price input. This input is unavailable if: the entered cost code does not use units.

In the Extension input, the system displays the line-item price extension (price multiplied by the units entered). If the extension is greater than $99,999,999, the message EXTENSION TOO LARGE is displayed and the input is not accepted. If you have a line-item with an estimate in excess of one hundred million dollars, enter the line-item on more than one line. The program proceeds to the prompt-selection input.

In the Price Extension input, enter the extended price for the selected cost code. Press Enter (CR) to default to the displayed value, initially calculated to be the cost extension marked up by the cost code's default mark up method. Press F2 to change the price extension by using the markup method. If you press F2, the program prompts you to enter the mark up amount or percent. Entering a percent must be followed by a %. (The system assumes dollar amount.) F4 backs up to input #5. This input is unavailable if the entered cost code uses units.

7.	This concludes an entry in the line-item portion of the Individual Job Review program. The running total is updated and displayed. The system returns you to the prompt-selection input where you can:

Enter the line number to change

Enter L to list line-items

Enter D to delete the invoice

Press Enter (CR) to list more line-items

Press F1 to display the next invoice on file

Press F2 to change header information

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

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

Unselect Jobs (JCU420)

Function

This program allows the user of the FACTS system to remove invoices for jobs in the job cost invoice file.

The user has the option to:

> Select the update order - job number, manager, customer number, or job class.
> Select the beginning and ending order choice.
> Select warehouse.
> Select customer.
> Select billing type.
> Select frequency code.
> Select cost type.
> Enter the date to unselect through.

As this update does not print a report, it has no audit trail. To audit this program, run the Unbilled Cost Report. It should provides a listing of transactions without billing (all the invoices removed). Then recreate the invoices through the Automatic Job Selection program.

User Inputs

The following inputs are involved in removing invoice records:

1. Order

Enter whether to remove in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to remove (ref. 1).

3. Ending Order Choice

Select the ending order choice to remove (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer

Enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. CR defaults to ALL.

6. Billing Type

Enter whether the billing type the jobs must be to remove are **F**-fixed contract, **C**-cost plus, **T**-time and materials, or **N**-no charge. CR defaults to ALL.

7. Frequency

Enter whether the type of billing frequency the jobs must be to remove are **M**-bill monthly, **C**-bill when complete and/or **D**-bill on demand (whenever there are invoices). CR defaults to D.

8. Cost Type

Enter the cost type the transactions must be, in order to remove. Choices are user defined in the Cost Type F/M. CR defaults to ALL.

9. Cutoff Date

Enter the transaction cutoff date to unselect through (ref. 3). 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. CR defaults to NONE.

Technical Notes

Updating proceeds by reading through the selected file - job (JCTRAN), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program reads through the invoice file for the job and removes any detail records (invoice) in the job cost invoicing file (JCINVC) and a sort record to match (JCINCX).

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, ARTAXT, JCTRAN

FILES UPDATED - JCINVC, JCINCX

```
Unselect Jobs (JCU420)                                              _ □ ×
 Help

01-Demo Company                  UNSELECT JOBS                      JCU420

ORDER J

BEGINNING JOB FIRST

ENDING JOB LAST

WAREHOUSE  01 Atlanta Warehouse

CUSTOMER ALL

BILLING: TYPE ALL   FREQUENCY ...

COST TYPE

CUTOFF DATE



UNSELECT MONTHLY, ON COMPLETION,
AND/OR ON DEMAND BILLING FREQUENCY? (M+C+D, CR=D), F4-BACKUP   D   Backup   OK
```
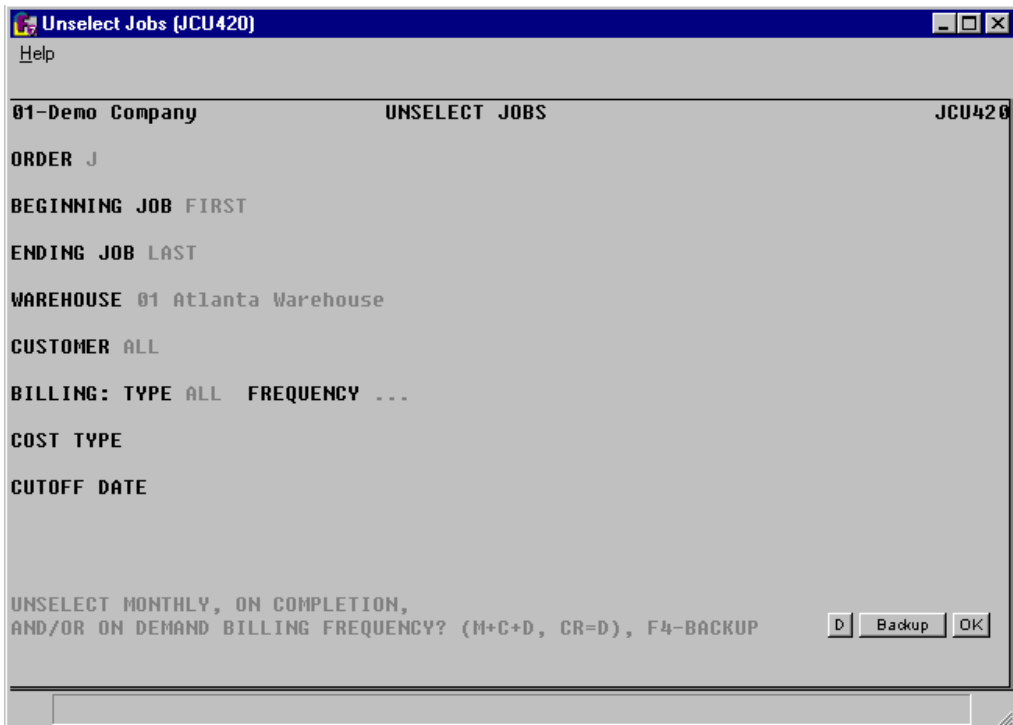
How to remove job invoices in the job cost invoice file

1. Access this program by selecting Job Cost→Job Cost Invoicing→Unselect Jobs

2. In the Order input, enter whether to remove in J-job number, M-manager, C-customer number, or K-job class order. Press Enter (CR) to default to J.

3. In the Beginning Order Choice input, select the beginning order choice to remove.

4. In the Ending Order Choice input, select the ending order choice to remove.

5. In the Warehouse input, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. F3 defaults to ALL.

6. In the Customer input, enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.

7. In the Billing Type input, enter whether the billing type the jobs must be to remove are F-fixed contract, C-cost plus, T-time and materials, or N-no charge. Press Enter (CR) to default to ALL.

8. In the Frequency input, enter whether the type of billing frequency the jobs must be to remove are M-bill monthly, C-bill when complete and/or D-bill on demand (whenever there are invoices). Press Enter (CR) to default to D.

9. In the Cost Type input, enter the cost type the transactions must be, in order to remove. Choices are user defined in the Cost Type F/M. Press Enter (CR) to default to ALL.

10. In the Cutoff Date input, enter the transaction cutoff date to unselect through. This is the date of the original posting from the source code module and any transactions with a date prior to or equal to the date entered are removed. Press Enter (CR) to default to NONE.

11. Press Enter (CR) to continue processing. In the lower portion of the screen the system displays records as they are read and lists the jobs that are available for you to unselect.

12. When the report is finished processing, press Enter (CR) to exit the program.

Selection Edit List (JCR430)

Function

This program allows the user of the FACTS system to print a list of all invoices and their transaction records for all jobs in the jobs file.

This report should be run after changes have been made to invoices in the Individual Job Review. It prints the original transaction records which have the calculated billing amounts. If there is a difference between the transaction and the invoice the system denotes it with an asterisk.

The user has the option to:

> Select the print order - job number, manager, customer number, or job class.
> Select the beginning and ending order choice.
> Select warehouse to print.
> Select customer to print.
> Select billing type to print.
> Select frequency code to print.
> Select cost type to print.

Report information includes the following: job number and name, customer name, manager, warehouse, status, billing type and frequency, cost type and code, source code, posting date, posting memo, source document, units, unit of measure, cost rate and extension, and billing rate and extension. Report totals include the total number of jobs on the report and the total dollar amounts for cost and billing.

User Inputs

The following inputs are involved in printing a report of invoices and their transactions:

1. Order

Enter whether to print in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class or order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer

Enter a valid customer number to which the jobs were sold. Entering a valid
customer displays the customer name. CR defaults to ALL.

6. Billing type

Enter whether the billing type the jobs must be to print are **F**-fixed contract, **C**-
cost plus, **T**-time and materials or **N**-no charge. CR defaults to ALL.

7. Frequency

Enter whether the type of billing frequency the jobs must be to print is **M**-bill
monthly, **C**-bill when complete or **D**-bill on demand (whenever there are
invoices). CR defaults to ALL.

8. Cost Type

Enter the cost type the transactions must be, in order to print. Choices are user
defined in the Cost Type F/M. CR defaults to ALL.

Technical Notes

Updating proceeds by reading through the selected file - job (JCTRAN),
manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is
then checked for jobs that meet all criteria entered. If the job is valid, the
program reads through the invoice file for the job and prints any detail records
(invoice) in the job cost invoicing file (JCINVC) and the transaction records from
the transaction file (JCTRAN).

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST,
JCTRAN, JCCODE, JCINVC, JCINCX

```
Selection Edit List (JCR430)                                        _ □ ×
 Help

 01-Demo Company                 SELECTION EDIT LIST                   JCR430

 ORDER J

 BEGINNING JOB FIRST

 ENDING JOB LAST

 WAREHOUSE 01 Atlanta Warehouse

 CUSTOMER ALL

 BILLING: TYPE .    FREQUENCY

 COST TYPE




 PRINT FIXED CONTRACT, COST +, TIME & MATERIALS,
 OR NO CHARGE BILLING TYPE? (F/C/T/N, CR=ALL), F4-BACKUP     All  Backup  OK
```
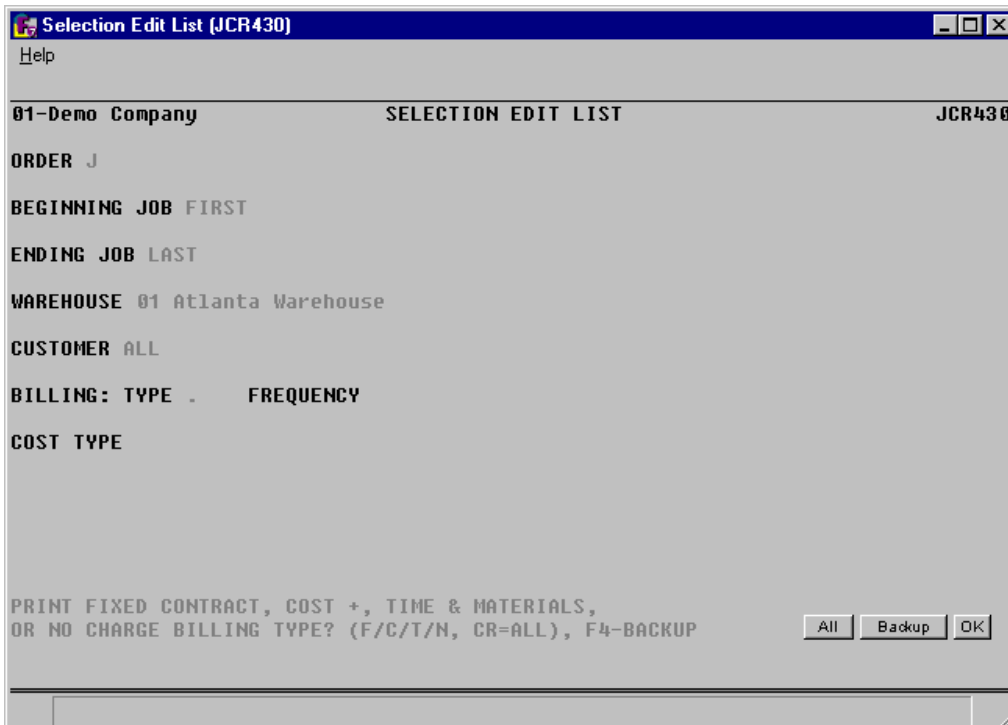
Invoice Print (JCP410)

Function

This program allows the user of the FACTS system to print and reprint invoices.

The printed invoice includes all pertinent header and line-item information, addresses, and totals from the job file.

The user has the option to:

> Print an alignment.
> Print all invoices not yet printed.
> (Re)print selected invoices.
> Select warehouse(s) to print.

Invoice print parameters are determined in the job cost Static Control F/M including the depth of the invoice, whether the form is preprinted, and whether to use a cost tear-off.

User Inputs

The following inputs are involved in printing invoices:

1. Alignment

An alignment check is often needed to verify that the forms paper is correctly aligned on the printer. Enter **Y** if an alignment check is needed or **N** to continue. After printing, the program returns to this input. CR defaults to N.

2. Print/Reprint

Enter whether documents are to be **P**-printed or **R**-reprinted. If a document has been printed once, it can only be reprinted. CR defaults to P.

3. Warehouse

Enter up to twenty 2-character warehouse codes to indicate the warehouse(s) for which invoices are to be printed. Only valid warehouse codes are accepted. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

4. Date

Enter the cutoff date, after which invoices will not print. CR defaults to the system date (ref. 3).

5. Job Number

Enter the job number(s) to (re)print (up to 8 characters) one at a time. If printing, CR defaults to all jobs that do not have an invoice printed yet. If printing or reprinting invoices, only valid job numbers are selected. After entering a job #, the user has the option to F3-backup one job, which removes the last job entered.

Technical Notes

Printing all invoices proceeds by reading through the invoice file (JCINVC) and printing invoices that meet the selected criteria. Printing selected invoices

proceeds by finding the invoice, beginning with the first invoice number entered. If the warehouse, estimator or status code is improper, the invoice is skipped. Otherwise, The header record status code is updated and the invoice is printed.

Batch printing of invoices proceeds by reading through the job cost invoice file. Invoices with improper status codes are skipped.

Once an invoice has been printed, a record is written to the job cost ready-for-register file (JCREGX).

The word reprint is prominently displayed on all reprinted invoices.

FILES USED - SMCNTL, JCJOBS, JCTRAN, ARCUST

FILES UPDATED - JCINVC, JCREGX

```
Invoice Print (JCP410)                                          _ □ ×
 Help

 01-Demo Company              INVOICE PRINT                     JCP410

 ALIGNMENT N

 PRINT/REPRINT PRINT

 WAREHOUSE 01 Atlanta Warehouse

 DATE 06/12/02

 JOB ........




 ENTER JOB TO PRINT (CR=ALL), F4-BACKUP          All  Backup  OK
```
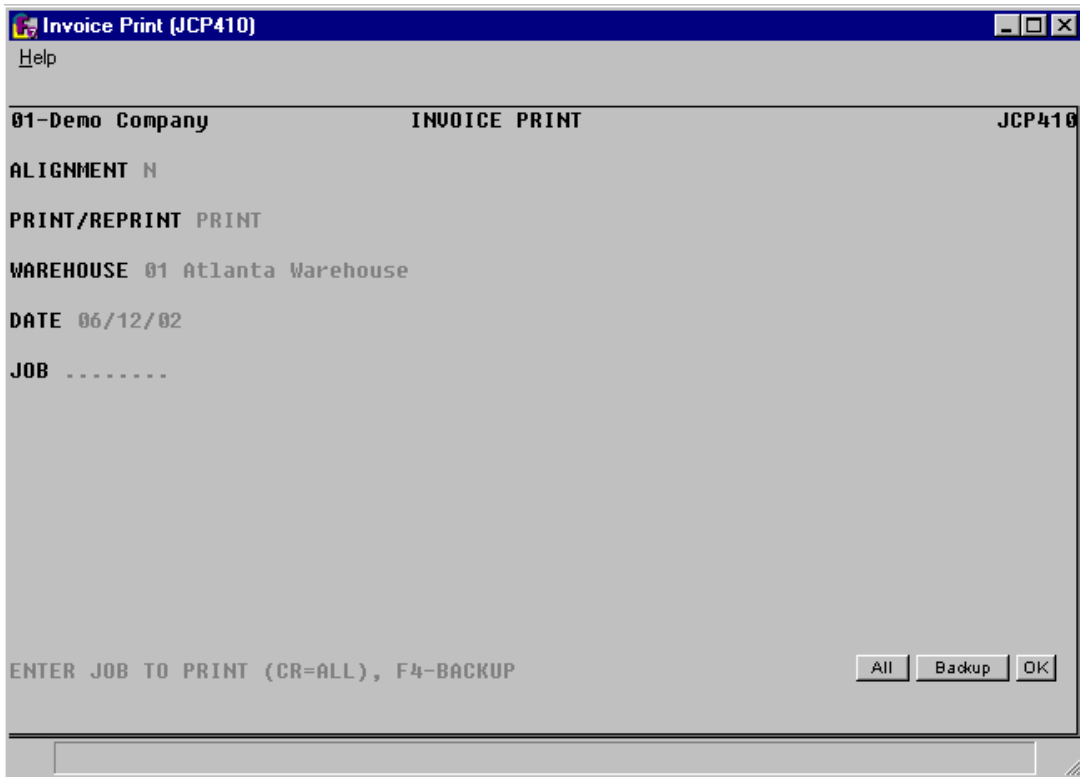
Invoice Register (JCR440)

Function

This program allows the user of the FACTS system to:

> Print a register of all invoices for all jobs.
> Build and print a general ledger distribution, if needed.
> Post to accounts receivable and if the GL distribution is built, to general ledger according to the job information.
> Update the sales analysis holding file according to the sales information.
> Print summary or detail information.

Summary information includes invoice number, date, terms code, warehouse, salesperson/territory, job number, customer number and name, cost, billing, tax, freight and total.

Detail information includes summary information plus, for each line-item, cost type, cost code, date of transaction, units, unit of measure, cost rate/extension, billing rate/extension, memo, and document.

Register totals include the total number of invoices and the average invoice amount along with the total cost, billing, tax, freight and overall total.

The user may choose to build a general ledger distribution, according to one of two formats, or skip the distribution altogether. The GL distribution information includes GL account number, description, customer number, name, invoice number and the amount to be debited or credited.

The following is updated in each module by the Invoice Register:

> Accounts receivable - customer balances, sales history, open receivables file and sales tax file.
> Sales analysis - holding file - holding invoice information to be posted to sales register and past sales analysis by later running the sales analysis Post Invoices to SA program.
> General ledger - journal entry.

User Inputs

The following inputs are involved in printing and updating the Invoice Register:

1. Date

Enter the Invoice Register date (ref. 3). The date must be within the current or next GL period. CR defaults to the system date.

GL Period

If the date entered above is within the current GL period, then this input is displayed as CURRENT with the current period and year. If the date entered above is within the next GL period, then this input is displayed as NEXT with the next period and year. (No input is necessary.)

2. SA Period

Enter whether to post information from this register to the **C**-current or **N**-next sales analysis period. CR defaults to C.

3. Warehouse

Enter up to twenty 2-character warehouse codes to indicate the warehouse(s) for which register is to print. Only valid warehouse codes are accepted. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

4. Scope

Enter whether to print **S**-summary or **D**-detail information. CR defaults to S.

5. Correct

Enter **Y** or **N** to indicate whether or not this is the correct date and GL and SA period for the Invoice Register to post to.

For users printing the GL distribution, the following input is displayed:

6A. Check Register. OK To Print GL Distribution?

After printing the Invoice Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to input #8.

For users not printing the GL distribution, the following input is displayed:

6b. Check Register. OK To Update?

After printing the Invoice Register, **verify the printout.** If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue and no GL distribution will be printed, the following input (#8) is skipped and the program proceeds with the update.

7. Check GL Distribution. OK To Update?

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

Technical Notes

Printing of the invoice register proceeds by reading through the ready-for-register sort file (JCREGX) to the job cost invoice file (JCINVC) and referencing the appropriate records.

The program builds the job cost GL distribution sort file (JCGLD?). Once the sort file is built, the GL distribution report can be printed. After the distribution is printed, the system updates GL based on the distribution flag in the JC to GL Posting F/M. If the update is run, the billed flag is updated to Y (JCTRAN), the billing amounts are posted to the job (JCJOBS), and the invoice records and sort files removed (JCINVC, JCINCX, JCREGX).

Finally, the General Ledger Journal Files (GLJRNL, GLJRNX) are posted to.

FILES USED - JCCODE, GLMSTR, ARCUST, ARTAXT, AROPEN,

FILES UPDATED - SMCNTL, JCJOBS, JCINVC, JCTRAN, JCINCX, JCREGX, JCHOLD, GLJRNL, GLJRNX

```
 Invoice Register (JCR440)                                    _ □ ×
 Help

 01-Demo Company              INVOICE REGISTER              JCR440
                                                        JC CP=09/02 SEP
 DATE 09/09/02     WILL POST TO CURRENT JC & CURRENT GL PERIODS  GL CP=09/02 SEP
                                                        SA CP=09/02 SEP
 SA PERIOD CURRENT

 WAREHOUSE 01 Atlanta Warehouse

 SCOPE S

 CORRECT .






 ARE THESE THE CORRECT POSTING DATE & PERIODS? (Y OR N), F4-BACKUP   Backup   OK
```
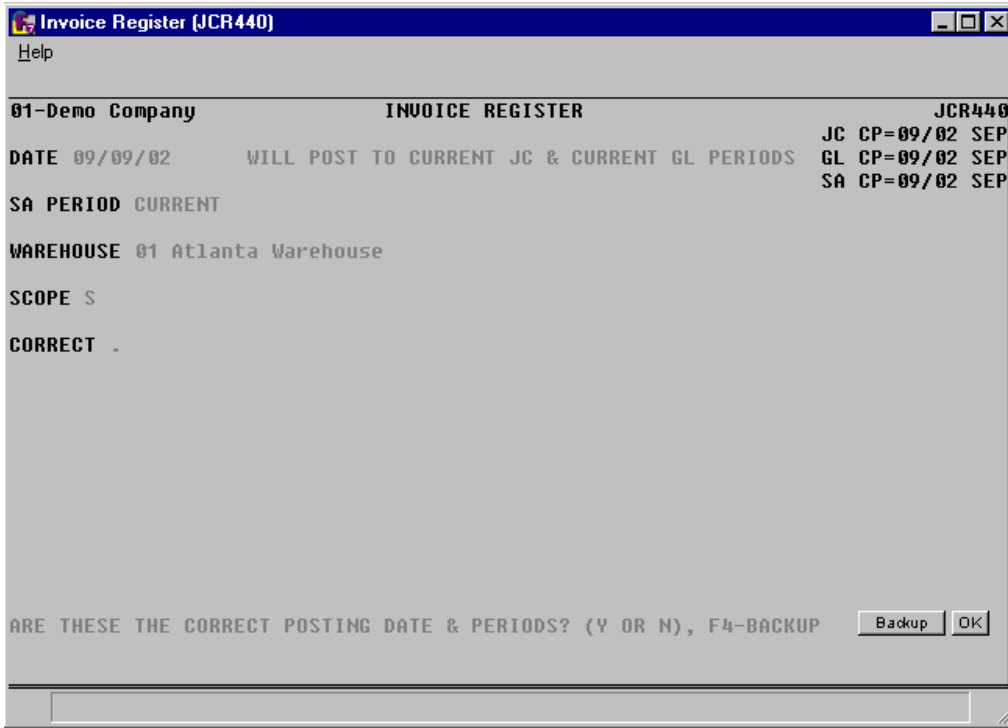
How to run the Invoice Register (JCR440)

1. Access this program by choosing Job Cost→Job Cost Posting→Invoice Register (JCR440).

2. In the Date input, enter the Invoice Register date. The date must be within the current or next GL period. Press Enter (CR) to default to the system date.

3. The system displays the GL Period input as follows: If the date entered above is within the current GL period, then this input is displayed as CURRENT with the current period and year. If the date entered above is within the next GL period, then this input is displayed as NEXT with the next period and year. (No input is necessary.)

4. In the SA Period input, enter whether to post information from this register to the C-current or N-next sales analysis period. Press Enter (CR) to default to C.

5. In the Warehouse input, enter up to 20 two-character warehouse codes to indicate the warehouse(s) for which register is to print. Only valid warehouse codes are accepted. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 to default to ALL.

6. In the Scope input, enter whether to print S-summary or D-detail information. Press Enter (CR) to default to S.

7. In the Correct input, enter Y or N to indicate whether or not this is the correct date and GL and SA period for the Invoice Register to post to.

8. For users printing the GL distribution, the following input is displayed:

   Check register. OK to print GL distribution?

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

   Check GL distribution. OK to update?

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

   -OR-

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

   Check register. OK to update?

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

Job Cost Completion

The Job Completion menu allows the user to get completion updates into the system and to convert completed jobs to past jobs.

Fixed contract jobs have a total billing amount. The system does not allow invoices to be created for a job if the amount already billed, is higher than the amount accomplished (percentage of completion times the total bill amount). In these cases, the user has to update the completion percentage before running the Automatic Job Selection program.

In order to get an accurate calculation of the completion percentage, the system provides the completion worksheet. The Job Completion Worksheet prints a listing of all active jobs and the necessary information to estimate the completion percentage.

Once the completion percentage is known, the user has to enter it into the job cost system. This is done through the Job Completion Entry.

After a job is completely finished, the system has to update all records and convert it to the past jobs file (if the **store job history** flag is set to Y for the job). Those 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.
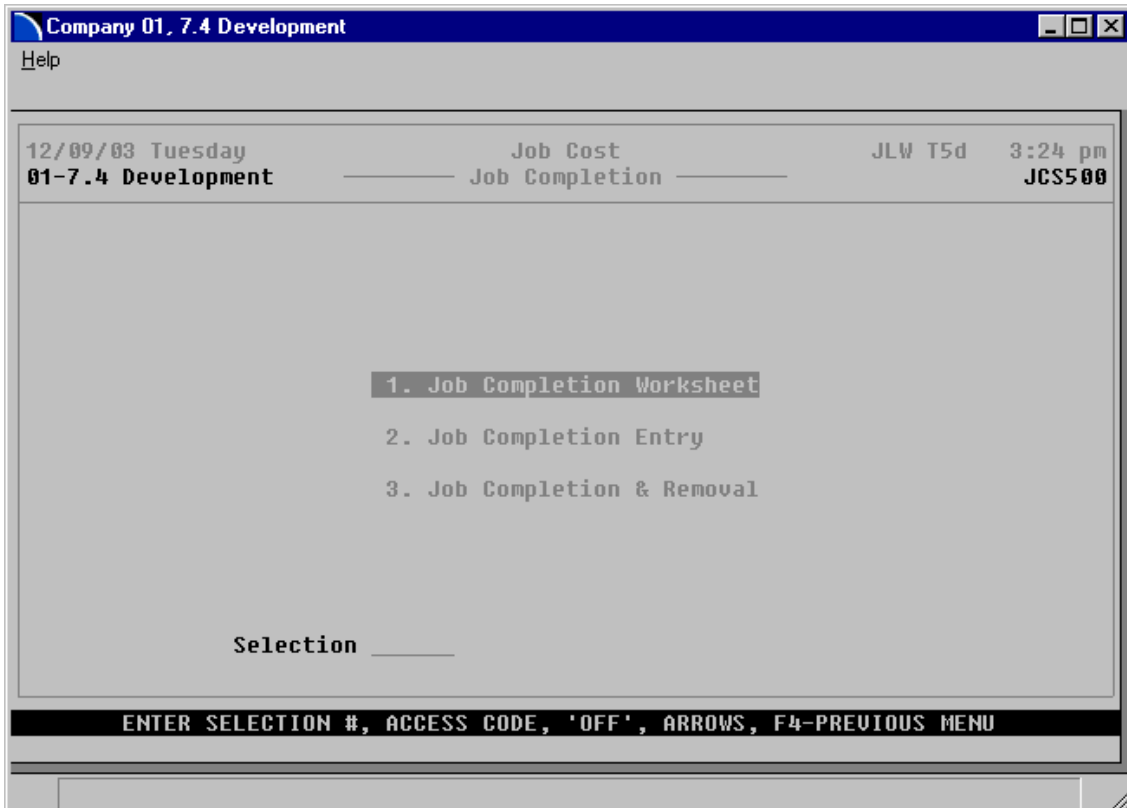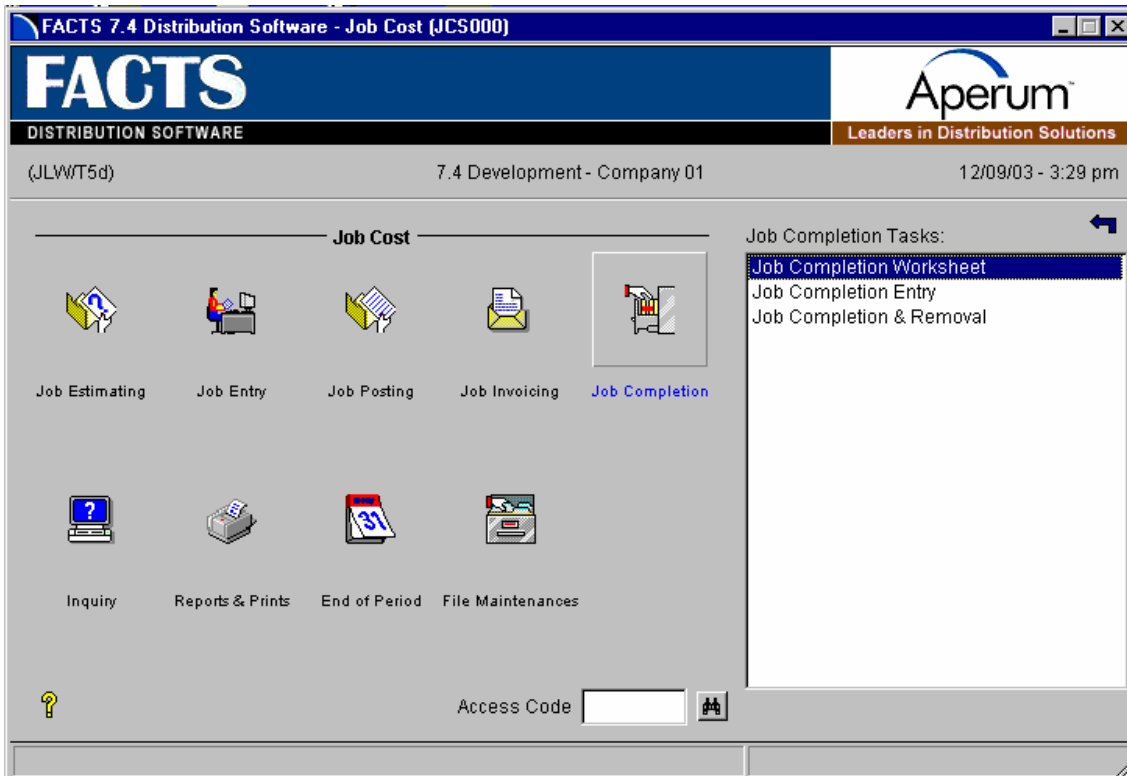
Job Completion Worksheet (JCR510)

Function

This program allows the user of the FACTS system to print a list of all jobs and their status in the jobs file.

This report should be run previous to the Job Completion Entry as it provides the information necessary to make an accurate completion percentage entry.

The user has the option to:

- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse to print.
- Select customer to print.
- Print active, cost complete, bill complete or all jobs.
- Enter the completion date to print through.

Report information includes the following: 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.

User Inputs

The following inputs are involved in printing a Job Completion Worksheet:

1. Order

Enter whether to print in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer

Enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. CR defaults to ALL.

6. Status

Enter whether to print jobs which are **A**-active, **C**-cost complete, or **B**-bill complete. CR defaults to ALL.

7. Completion Cutoff Date

Enter the completion cutoff date to print (ref. 3). This is the date of the actual completion of the job and jobs with a date prior to or equal to the entered date are included. CR defaults to NO CUTOFF.

Technical Notes

Printing proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program reads retrieves the information and prints the report.

FILES USED - SMCNTL, JCJOBS, ARCUST, JCJOCX, JCJBCX, JCJBMX

FILES UPDATED - NONE

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▄▖ Job Completion Worksheet (JCR510)                        _ □ ×    │
│ Help                                                                  │
├─────────────────────────────────────────────────────────────────────┤
│ 01-Demo Company              JOB COMPLETION WORKSHEET          JCR510 │
│                                                                       │
│ ORDER J                                                               │
│                                                                       │
│ BEGINNING JOB FIRST                                                   │
│                                                                       │
│ ENDING JOB LAST                                                       │
│                                                                       │
│ WAREHOUSE 01 Atlanta Warehouse                                        │
│                                                                       │
│ CUSTOMER |..........                                                  │
│                                                                       │
│ STATUS                                                                │
│                                                                       │
│ COMPLETION CUTOFF                                                     │
│                                                                       │
│                                                                       │
│                                                                       │
│ ENTER CUSTOMER TO PRINT (CR=ALL), F4-BACKUP     [ All ][ Backup ][OK ]│
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```
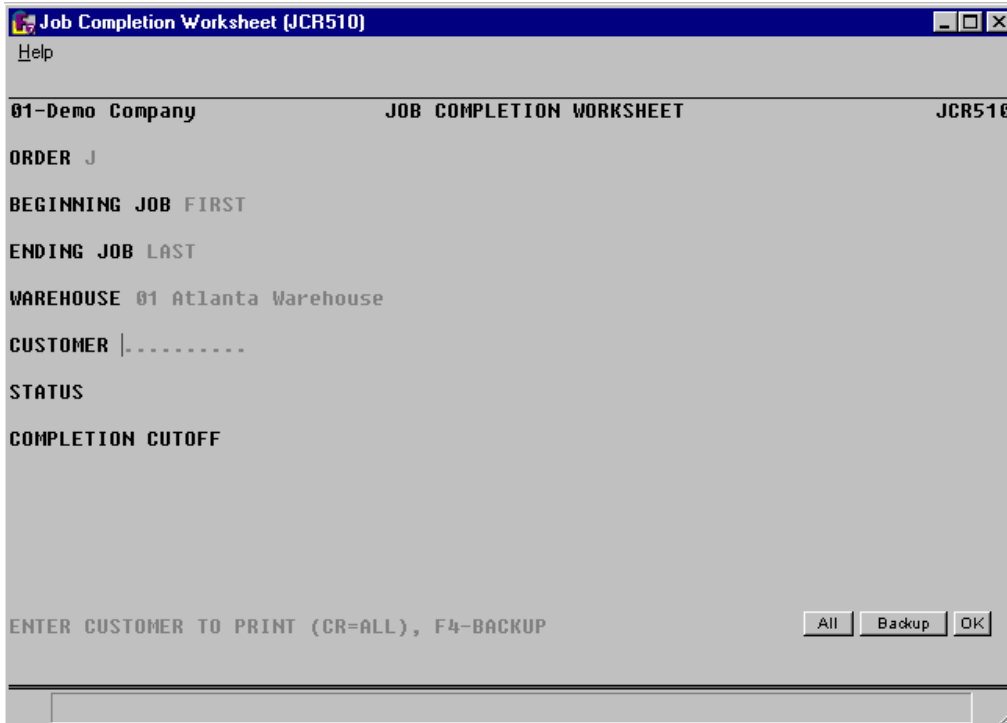
Job Completion Entry (JCE510)

Function

This program allows the user of the FACTS system to enter the completion percentages necessary for invoice creation.

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.

The user has the option of changing or revising the detail portion information at any time before the Job Completion Register is run.

User Inputs

The following inputs are involved in entering job completion:

1. Job Number

Enter the job number to review its invoice. Entering a valid job number displays its information and the program proceeds to the **prompt-selection input**. F2 allows a job number search by customer or job number.

After selecting F2-search, the program asks the user to search by job or customer? If the user selects customer the program asks for a valid customer to begin listing jobs for. Entering a valid customer displays all the jobs on file for the customer. The user can then select a job for correction or inquiry, or F4-backup to return to the job number input (#1). CR defaults to J.

If the users selects J, the program asks for the beginning job number to start listing from, CR to continue listing, a line # to select a job on the screen, or F4 to back up to input #1.

Once the job is displayed the program proceeds to the **prompt-selection input**.

2. Actual Percent Complete

Enter the percentage that represents the degree to which the job is finished; e.g., one half finished would be 50%. This number appears in the actual section of the detail portion in Job Entry. CR defaults to the displayed calculated value.

3. Date Percent Complete

Enter the date that the percentage of completion was based on (ref. 3). This date appears in the actual section of the detail portion in Job Entry, CR defaults to the system date.

4. Status

This input is skipped if the percentage complete is not 100%. Enter whether the status is A-active, **C**-cost complete or **B**-bill complete. If the job is complete, the status cannot be active. CR defaults to C.

This concludes an entry in the detail portion of the Job Completion Entry program. The screen is updated and the job record is updated immediately.

Following the change of the last detail entry, the **prompt-selection input** allows the user to perform a number of functions:

CR   -   Displays next job

F2   -   Changes job completion detail information

Technical Notes

Reviewing proceeds by finding the selected job in the job cost jobs file (JCJOBS). The calculated completion date is built and the information is displayed.

If the user changes the completion information, the job record in the job cost file (JCJOBS) is updated.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCREFX, ARCUST, JCPOST, JCTRAN, JCINVC

FILES UPDATED - JCJOBS

```
Job Completion Entry (JCE510)                                    _ □ ✕
 Help

01-Demo Company              JOB COMPLETION ENTRY                     JCE510

JOB# 00000207 BMC 3 Bay Receiving Dock Setup

CUSTOMER       C119 Bradley Manufacturing Co.      MANAGER  RP   WHSE 02

------ESTIMATED-----   ACTUAL       ACTUAL                   DATE OF
     DATE      TOTAL    START        TOTAL ---% COMPLETE---- ACTUAL %
COMPLETE        COST     DATE         COST CALCULATED ACTUAL COMPLETE STATUS
09/15/02    7819.38 08/10/02      8287.85       106%    53% 08/31/02 ACTIVE

                         --NEW---
ACTUAL PERCENT COMPLETE
  DATE PERCENT COMPLETE
             STATUS



                                           Change Completion Info

CR-NEXT JOB, F2-CHANGE COMPLETION INFO, F4-BACKUP .          Backup   OK
```

Job Completion & Removal (JCR520)

Function

This program allows the user of the FACTS system to remove completed jobs from the job file, store the job history and purge the job cost system of any unneeded sort records.

This register provides a complete breakdown of all information for the jobs in the job cost jobs file.

The user has the option to:
- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse to print.
- Select customer to print.
- Print active, cost complete, bill complete or all jobs.

Report information includes the following: 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. Also included are: the complete header and detail information from Job Entry.

User Inputs

The following inputs are involved in running the Job Completion Register:

1. Order

Enter whether to print in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer

Enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. CR defaults to ALL.

6. Status

Enter whether to print jobs which are **A**-active, **C**-cost complete, and/or **B**-bill complete. CR defaults to B, which displays a message indicating the optional update will be available at the end of the register.

7. New Page?

Enter **N** or **Y** to indicate whether to print a new page for each job. CR defaults to N.

8. Check Report. Do You Wish To Remove Records Just Printed?

Verify the report. Enter **YES** or **N** to indicate whether to remove the records just printed on the register.

Technical Notes

Printing proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program reads retrieves the information and prints the report.

If the optional update is run (i.e., status is B-bill complete and header flag says store history), the system may write the information to the job cost past history file (JCPAST) and removes the record from the jobs file.

FILES USED - SMCNTL, JCCODE, ARCUST

FILES UPDATED - JCJOBS, JCBILL, JCPAST, JCPASX, JCJBCX, JCJBMX, JCJOCX, JCTRAN, JCNOTE

```
Job Completion & Removal (JCR520)                                    _ □ ×
 Help

01-Demo Company             JOB COMPLETION & REMOVAL REGISTER         JCR520

ORDER J

BEGINNING JOB FIRST

ENDING JOB LAST

WAREHOUSE ..

CUSTOMER

STATUS

NEW PAGE




ENTER WAREHOUSE TO PRINT (CR=01, F3=ALL), F4-BACKUP    [01] [All] [Backup] [OK]
```

How to run the Job Completion Register

1.   Access this program by selecting Job Cost→Job Cost Completion→Job Completion & Removal Register.

2.   In the Order input, indicate whether to print in J-job number, M-manager, C-customer number, or K-job class order. Press Enter (CR) to default to J.

3.   In the Beginning Order Choice input, select the beginning order choice to print.

4.   In the Ending Order Choice input, select the ending order choice to print.

5.   In the Warehouse input, enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 to default to ALL.

6.   In the Customer input, enter a valid customer number to which the jobs were sold. Entering a valid customer displays the customer name. Press Enter (CR) to default to ALL.

7.   In the Status input, enter whether to print jobs which are A-active, C-cost complete, and/or B-bill complete. Press Enter (CR) to default to B which displays a message indicating the optional update will be available at the end of the register.

8.   In the New Page? input, enter N or Y to indicate whether to print a new page for each job. Press Enter (CR) to default to N.

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

Job Cost Inquiry

The Job Cost Inquiry Menu allows the user of the FACTS system to view current and past job cost information by job number.

The Job Inquiry program allows the user to view job cost information by the job number selected. Information includes general, codes, estimate, transaction activity, invoices, open PO's, and job notes.

The Past Job Inquiry program allows the user to view past job cost information (only those jobs that had the **store history** flag set to Y in the header record when the Job Completion & Removal Register was updated) by the job number selected. Information includes general, codes, estimate, and transaction activity.
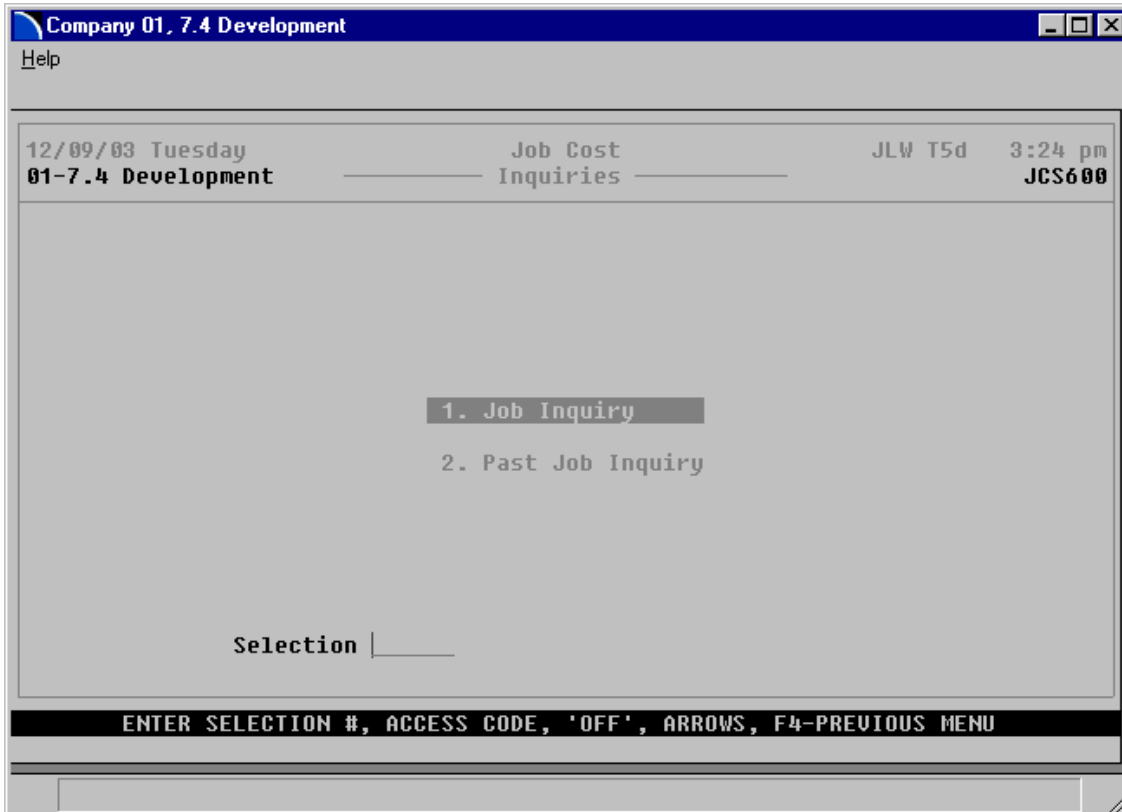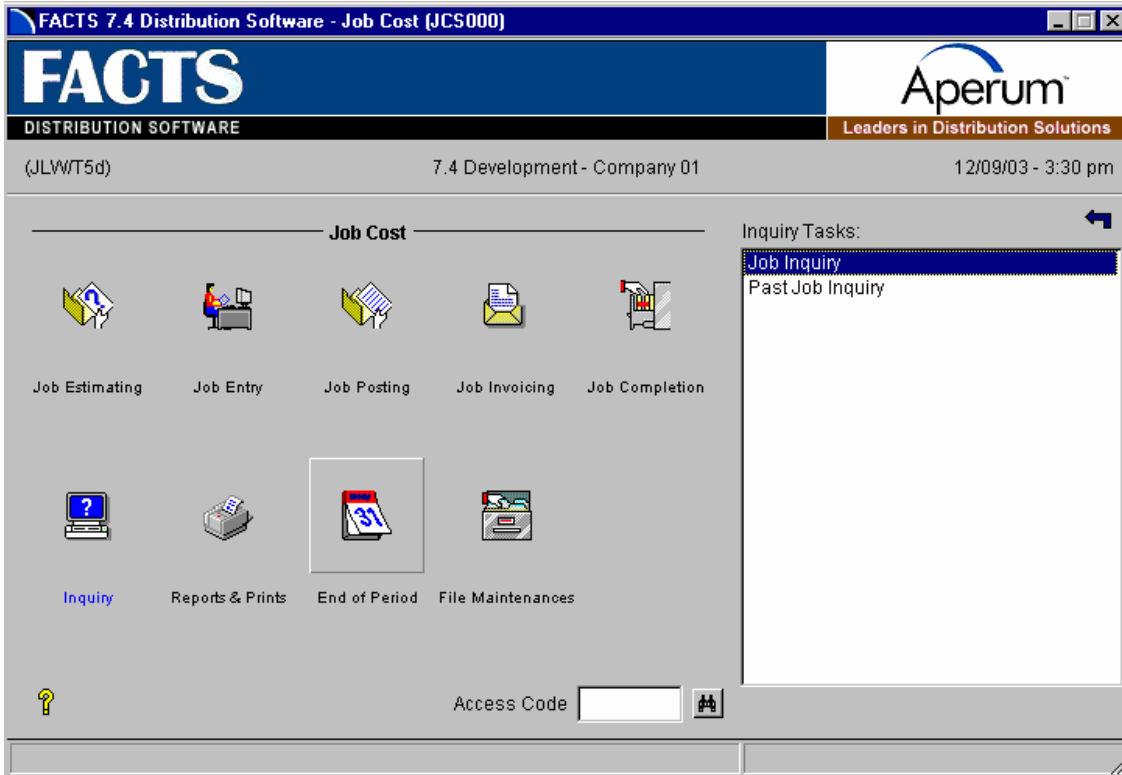
Job Inquiry (JCI610)

function

This program allows the user of the FACTS system to view job cost information by job number.

Inquiry information for each job includes:
- General
- Codes
- Estimate
- Activity
- Invoices
- Open PO's
- Job notes (entered through this program)

User Inputs

The following inputs are involved in displaying job cost job inquiry information:

1. Job Number

Enter the job number of the job to be displayed. Entering a valid job number displays the job name and memo, customer number and name, manager code, job class code, and warehouse code. If the job is on hold, HOLD is displayed just above the job number in the header portion of the screen. CR defaults to the next job. F2 allows a search (ref. 7).

2. Display Code

Enter the following display code to be displayed for this job. If a display code is selected, the entire information display is highlighted. CR displays the next job on file and information based on the display code previously selected.

Display Codes

GENERAL - Displays the 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.

```
Job Inquiry (JCI610)                                                      _ □ ×
 Help

 01-Demo Company                   JOB INQUIRY                      JCI610
                                                               CP=09/02 SEP
 JOB# 00000220 PPI CONVEYOR SYSTEM INSTALL
     CUSTOMER       C120 Porsche Pieces, Inc.        MGR  RP  CLASS MSC  WH 01
                          ────────GENERAL INFORMATION────────
      SHIP-TO   SAME                        STATUS ACTIVE
         NAME PORSCHE PIECES, INC.          SHIP VIA UPS
    ADDRESS 1 4269 WAYSIDE DRIVE            FREIGHT PREPAID
          2                                 CONSOLIDATE OVERHEAD/BURDEN YES
          3 ATLANTA, GA  30341              STORE JOB HISTORY YES
    CONTACT IVAN NICHOLS                    DISPLAY COST ON INVOICE NO
       PHONE 404-998-8432                   REF#
     ────────CONTRACT────────  ────────BILLING────────  ─────────ACTUAL────────
      NUMBER                      TYPE TIME & MAT         START DATE
       DATE                      MARKUP                   % COMPLETED     0%
      AMOUNT                     FREQNCY MONTHLY          DATE % COMP
     REVISED                     DETAIL TTTTT                    COST
     REV AMT                           LMSOB                    BILLED
      UNITS

 GENERAL, CODES, ESTIMATE, ACTIVITY, INVOICES, OPEN PO'S, NOTES
 ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB#, F4-BACKUP ..        [Backup] [OK]
 ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

After displaying the information for the selected job, the program returns to the display code input (#2).

CODES - Displays the codes used for the displayed job in the job cost system. All codes are displayed with the stored description. Codes shown are: warehouse code, job class code, manager code, salesperson/territory code (and commission %), GL posting table, department code (if used), terms code, tax code and rate, estimator code (if job was created from an estimate).

After displaying the information for the selected job, the program returns to the display code input (#2).

```
Job Inquiry (JCI610)                                                    _ □ ✕
Help

01-Demo Company                      JOB INQUIRY                       JCI610
                                                            CP=09/02 SEP
JOB# 00000207 BMC 3 Bay Receiving Dock Setup
     CUSTOMER          C119 Bradley Manufacturing Co.     MGR  RP  CLASS WHS  WH 02
                              ─────CODES INFORMATION─────


                 WAREHOUSE  02 Dallas Warehouse
                 JOB CLASS  WHS Warehouse Setup & Installation
                   MANAGER  RP Ronald Patten
      SALESPERSON/TERRITORY  30 Sally Furness                  COMMISSION  5.00%
          GL POSTING TABLE  001 Posting Table 001
                DEPARTMENT  1 Wholesale
                TERMS CODE  20 Net 20
                  TAX CODE  GA       RATE HIGH      4.000%
                 ESTIMATOR  RP Ronald Patten




GENERAL, CODES, ESTIMATE, ACTIVITY, INVOICES, OPEN PO'S, NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB#, F4-BACKUP |..        Backup   OK
ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

ESTIMATE - Displays estimate information stored in the job file. Shown are the estimated start date, finish date, revised date, estimate number (if applicable), estimator code (if applicable), and the estimated cost an billing amounts for each of the cost types. Also displayed is total estimated cost and billing amounts.

After displaying the information for the selected job, the program returns to the display code input (#2).

```
 Job Inquiry (JCI610)                                                    _ □ ✕
 Help

 01-Demo Company                    JOB INQUIRY                        JCI610
                                                               CP=09/02 SEP
 JOB# 00000207 BMC 3 Bay Receiving Dock Setup
     CUSTOMER        C119 Bradley Manufacturing Co.    MGR  RP  CLASS WHS  WH 02
 ─────────────────────────────ESTIMATES─────────────────────────

   ----ESTIMATE-----   ------TYPE-----  ----COST--- --BILLING--
        START 08/15/02 Labor                4980.00     9420.00
       FINISH 09/15/02 Materials            2514.38     4193.05
      REVISED          Subcontracting           .00         .00
                       Overhead              125.00      131.25
  ESTIMATE# 00000295   Burden                200.00      206.00
  ESTIMATOR   RP


                                    ----------- -----------
                         TOTAL          7819.38    13950.30

 GENERAL, CODES, ESTIMATE, ACTIVITY, INVOICES, OPEN PO'S, NOTES
 ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB#, F4-BACKUP ..       Backup  OK
 ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

ACTIVITY - Displays the transaction totals for each user-defined cost type. Totals shown are for month-to-date, and job-to-date. These totals are stored in the job file, and are updated by the Job Posting Register (cost) and the Invoice Register (billing). The total cost and billing amounts for both time periods are calculated and displayed at the bottom of the cost types.

After displaying activity totals, the user has the option of selecting a cost type to detail or F4-back up to the display code prompt.

If the user selects a line to detail the cost type is broken down by cost code totals. Displayed are the cost code, the units posted, and the cost and billing amounts for both the month-to-date and job-to-date periods.

After detailing a cost type, the user has the option of selecting a cost code to detail, entering a cost code to begin listing from, or F4 backup to the cost type display.

If the user selects a line to detail, the system shows a list of transactions that posted under the cost code for the selected cost type. Shown are the sequence number of the transaction, the posting date, the units and unit of measure, the cost rate and extension, and the billing rate and extension.

After detailing a cost code, the user has the option of selecting a sequence number to detail, entering a sequence number to begin listing from, or F4 backup to the cost code display.

If the user selects a line to detail, the screen shows the source code, the posting memo, the originating document number, and the markup method and amount (if applicable).

```
Job Inquiry (JCI610)                                            _ □ ×
 Help

01-Demo Company                  JOB INQUIRY                        JCI610
                                                               CP=09/02 SEP
JOB# 00000207 BMC 3 Bay Receiving Dock Setup
     CUSTOMER       C119 Bradley Manufacturing Co.     MGR   RP  CLASS WHS   WH 02
                             ─────ACTIVITY─────

                  -----MONTH-TO-DATE-----  ------JOB-TO-DATE------
LN COST TYPE               COST     BILLING         COST     BILLING
 1 Labor               2300.00     1520.00      4050.00     4810.00
 2 Materials           1827.05      503.10      3905.75     3983.70
 3 Subcontracting          .00         .00          .00         .00
 4 Overhead              53.02       22.37       129.60      102.78
 5 Burden               115.00       66.95       202.50      157.08


                      -----------  -----------  -----------  -----------
          TOTAL        4295.07      2112.42      8287.85      9053.56


ENTER LN# TO DETAIL, F4-BACKUP .                        Backup   OK
ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

INVOICES - Displays the invoices sent to the customer for the displayed job. Shown are: invoice number, invoice date, cost amount, billing amount, freight amount, tax amount, and the invoice total.

```
Job Inquiry (JCI610)                                              _ □ ×
 Help

01-Demo Company                  JOB INQUIRY                      JCI610
                                                          CP=09/02 SEP
JOB# 00000207 BMC 3 Bay Receiving Dock Setup
      CUSTOMER        C119 Bradley Manufacturing Co.    MGR  RP  CLASS WHS  WH 02
                             ─INVOICES─
INVOICE   DATE        COST      BILLING  FREIGHT      TAX       TOTAL
 J00203 08/31/02    3992.78    6941.14   126.64    277.65     7345.43
 J00205 09/28/02    1198.48    2112.42              84.50     2196.92




GENERAL, CODES, ESTIMATE, ACTIVITY, INVOICES, OPEN PO'S, NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB#, F4-BACKUP ..     Backup   OK
ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

After listing invoices, the program returns to the display code input (#2).

OPEN POs - Displays a listing of all purchase orders on file for the selected job. Shown are: the cost type, cost code, PO#, line number, PO status (Entered, Printed, Received), promised date, vendor number, item number and extended cost.

After listing PO's, the user has the option of selecting a line number to detail, entering PO # to begin listing from, or F4 backup to the display code input (#2).

If the user selects a line number, the program shows the cost type description, cost code description, vendor name, item description. units and the buying unit of measure, and the cost and costing unit of measure.

```
╔═ Job Inquiry (JCI610)                                         _ □ ✕ ═╗
  Help

 01-Demo Company                    JOB  INQUIRY                       JCI610
                                                              CP=09/02 SEP
 JOB# 00000207 BMC 3 Bay Receiving Dock Setup
      CUSTOMER         C119 Bradley Manufacturing Co.    MGR  RP  CLASS WHS  WH 02
                              ─OPEN PURCHASE ORDERS─
 LN    PO# LN# S TYPE CODE    DATE       VENDOR              ITEM          COST
 NO OPEN PO'S FOR THIS JOB#




 GENERAL, CODES, ESTIMATE, ACTIVITY, INVOICES, OPEN PO'S, NOTES
 ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB#, F4-BACKUP |..        Backup  OK
 ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

NOTES - Displays all notes recorded on this job. If no notes exist for the job displayed, the system asks **Enter notes for this job**. Enter **N** or **Y** to indicate whether to enter notes for this job. CR defaults to N and returns to the main input. If the user enters a Y, line numbers are assigned beginning with 010 and will automatically increment by 10. Enter text (up to 70 characters per line). F3 ends entry of lines. F4 backs up to the line number; enter the beginning line number. F2 allows the user to set the line number increments (1-10). If the increment is set to one, a maximum of 999 lines may be entered. F4 (from line #) backs up and deletes the previous line.

```
 Job Inquiry (JCI610)                                          _ □ ×
  Help

 01-Demo Company                    JOB INQUIRY                      JCI610
                                                            CP=09/02 SEP
 JOB# 00000207 BMC 3 Bay Receiving Dock Setup
      CUSTOMER        C119 Bradley Manufacturing Co.    MGR  RP  CLASS WHS  WH 02
 ─────────────────────────────NOTES───────────────────
 LN# NOTES
 010 ************************* NOTICE *************************
 020 *                                                    *
 030 *   There are two conflicting designs for this setup.  *
 040 *   The correct design is # 3875-AR6.  The plans for   *
 050 *   This design will be distributed to appropriate per-*
 060 *   sonnel as soon as possible.  When you have received*
 070 *   design # 3875-AR6, PLEASE DESTROY ALL OTHER DESIGN  *
 080 *   COPIES.                                            *
 090 *                      -SW                             *
 100 *                                                    *
 110 **********************************************************

                                              List   Add   Move
 LINE # TO CHANGE, L-LIST, A-ADD, M-MOVE, D-DELETE, F4-END ...  Delete  End  OK
 ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

Once notes have been added, the following options are available:

- **Changes line number.** Notes may be changed or deleted by entering the line number. Enter **C** or **D** to change or delete. If D is entered, the line is deleted. If C is entered, enter text (up to 70 characters) or use the control keys to edit the line (press CTL+? for help). During this change routine, F1 defaults to the currently displayed value of the input. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. If a new line number is added, the old line number is deleted. F2 allows the user to set the line number increment (1-10). F4 backs up to the main input.

L - **Lists line numbers.** A limited number of line-numbers appear on the screen at anytime. The list function allows line-numbers to be redisplayed. The user selects the beginning line number to list.

A - **Adds a line number.** New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. F2 allows the user to set the line number increment (1-10). F4 (from line #) backs up and deletes the previous line.

M - **Moves a line number.** Enter beginning line number to move. Enter ending line number to move. Enter line number where text will be moved (existing lines will be replaced). One line at a time or blocks of lines can be moved.

D - **Deletes a line number.** One line or several lines of notes can be deleted at any one time. Enter beginning and ending line numbers to delete. Enter **N** or **YES** to delete. CR defaults to N.

After displaying information, the program returns to the information display
code input to await further entries. F4 backs up to the job input.

Technical Notes

Information displayed is accessed from the following files:

- General (SMCNTL, JCJOBS)
- Codes (ARTAXT, SMCNTL, JCJOBS)
- Estimate (SMCNTL, JCESTM, JCJOBS)
- Activity (JCTRAN, SMCNTL, JCCODE, JCJOBS
- Invoices (JCINVC, JCBILL, JCJOBS)
- Open PO's (PORDER, JCREFX, JCCODE, APVEND, SMCNTL, JCTRAN)
- Notes (JCNOTE)

How to display job information

1. Access this program by selecting Job Cost→ Job Cost Inquiries→Job Inquiry (JCI610).

2. In the Job Number input, enter the job number of the job to be displayed. Entering a valid job number displays the job name and memo, customer number and name, manager code, job class code, and warehouse code. If the job is on hold, HOLD is displayed just above the job number in the header portion of the screen. Press Enter (CR) to default to the next job. F2 allows a search.

3. The system displays the General view, which includes general information entered for the job in Job Entry. The header information for the job is displayed on top of the detail information and includes: Ship-to number and name, address 1, 2 and 3, contact, phone, job status, ship via, freight, consolidate overhead and burden flag, store job history flag, display cost on invoice flag, and reference number.

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

4. After displaying the information for the selected job, the program returns to the Display Code prompt 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)

Past Job Inquiry (JCI620)

Function

This program allows the user of the FACTS system to view past job cost information by job number.

Inquiry information for each customer includes:

- General
- Codes
- Estimate
- Activity

User Inputs

The following inputs are involved in displaying job cost past job inquiry information:

1. Job Number

Enter the job number of the job to be displayed. Entering a valid job number displays the job name and memo, customer number and name, manager code, job class code, and warehouse code. CR defaults to the next job. F2 allows a search (ref. 7).

2. Display Code

Enter the following display code to be displayed for this job. If a display code is selected, the entire information display is highlighted. CR displays the next job on file and information based on the display code previously selected.

Display Codes

GENERAL - Displays the general information entered for the past job in Job Entry. The header information for the past job is displayed on top of the detail information and includes: Ship-to number and name, address 1, 2 and 3, contact, phone, ship via, freight, 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.

```
 Past Job Inquiry (JCI620)                                              _ □ ×
 Help

 01-Demo Company                  PAST JOB INQUIRY                      JCI620
                                                              CP=09/02 SEP
 JOB# 00000208 BRADLEY CONVEYOR SYSTEM SETUP
      CUSTOMER      C119 Bradley Manufacturing Co.    MGR  GB  CLASS MSC  WH 01
                          ─────────GENERAL INFORMATION─────────

      SHIP-TO   SAME
         NAME BRADLEY MANUFACTURING CO.        SHIP VIA UPS
      ADDRESS 1 4163 LEES MILL ROAD            FREIGHT PREPAID
            2
            3 ATLANTA, GA 30301
      CONTACT LEN GOZA
        PHONE 404-983-0223                  REF#
      ────────CONTRACT────────  ────────BILLING────────  ─────────ACTUAL────────
      NUMBER N/A                    TYPE FIXED            START DATE 08/16/02
        DATE 01/01/05              MARKUP                 % COMPLETED 100%
      AMOUNT     4200.00          FREQNCY COMPLETION     DATE % COMP 08/31/02
      REVISED                      DETAIL TTTTT                COSTED     2286.26
      REV AMT                             LMSOB                BILLED     4200.00
       UNITS

 GENERAL, CODES, ESTIMATE, ACTIVITY
 ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB, F4-BACKUP ..      Backup   OK
 ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

After displaying the information for the selected past job, the program returns
to the display code input (#2).

CODES - Displays the codes used for the displayed past job in the job cost system. All codes are displayed with the stored description. Codes shown are: warehouse code, job class code, manager code, salesperson/territory code (and commission %), GL posting table, department code (if used), terms code, tax code and rate, estimator code (if past job was created from an estimate).

```
 Past Job Inquiry (JCI620)                                                    _ □ ×
 Help

 01-Demo Company                    PAST JOB INQUIRY                          JCI620
                                                                         CP=09/02 SEP
 JOB# 00000208 BRADLEY CONVEYOR SYSTEM SETUP
      CUSTOMER        C119 Bradley Manufacturing Co.      MGR   GB  CLASS MSC  WH 01
 ─────────────────────────────────CODES INFORMATION──────────────────────────────


                   WAREHOUSE  01 Atlanta Warehouse
                   JOB CLASS  MSC Miscellaneous
                     MANAGER  GB Gregory Billings
         SALESPERSON/TERRITORY  30 Sally Furness                 COMMISSION  5.00%
             GL POSTING TABLE  001 Posting Table 001
                  DEPARTMENT   NOT ON FILE
                  TERMS CODE  20 Net 20
                    TAX CODE  GA        RATE HIGH       4.000%
                   ESTIMATOR  GB Gregory Billings




 GENERAL, CODES, ESTIMATE, ACTIVITY
 ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB, F4-BACKUP ..          Backup   OK
 ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

After displaying the information for the selected past job, the program returns to the display code input (#2).

ESTIMATE - Displays estimate information stored in the past job file. Shown are the estimated start date, finish date, revised date, estimate number (if applicable), estimator code (if applicable), and the estimated cost an billing amounts for each of the cost types. Also displayed is total estimated cost and billing amounts.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ▓ Past Job Inquiry (JCI620)                                      _ □ ×     │
│ Help                                                                       │
│                                                                            │
│                                                                            │
│ 01-Demo Company                    PAST JOB INQUIRY                JCI620  │
│                                                              CP=09/02 SEP  │
│ JOB# 00000208 BRADLEY CONVEYOR SYSTEM SETUP                                │
│     CUSTOMER       C119 Bradley Manufacturing Co.    MGR  GB  CLASS MSC  WH 01│
│ ─────────────────────────────────ESTIMATES─────────────────────────────── │
│                                                                            │
│                                                                            │
│    -----ESTIMATE-----  ------TYPE----- ----COST--- --BILLING--            │
│         START 08/15/02 Labor                400.00      760.00            │
│        FINISH 08/31/02 Materials           1821.82     3426.70            │
│       REVISED          Subcontracting          .00         .00            │
│                        Overhead                .00         .00            │
│    ESTIMATE# 00000297  Burden                  .00         .00            │
│    ESTIMATOR   GB                                                          │
│                                                                            │
│                                                                            │
│                                   ----------- -----------                  │
│                           TOTAL     2221.82     4186.70                    │
│                                                                            │
│ ─────────────────────────────────────────────────────────────────────────│
│ GENERAL, CODES, ESTIMATE, ACTIVITY                                         │
│ ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB, F4-BACKUP  ..      ┌──────┐ ┌──┐│
│ ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE│Backup│ │OK││
│                                                                 └──────┘ └──┘│
│ ──────────────────────────────────────────────────────────────────────────│
│   ┌──────────────────────────────────────────────────────────────────┐    │
│   │                                                                    │    │
└──────────────────────────────────────────────────────────────────────────┘
```

After displaying the information for the selected past job, the program returns to the display code input (#2).

ACTIVITY - Displays the transaction totals for each user-defined cost type. Totals shown are job totals stored in the past job file. The total cost and billing amounts for both time periods are calculated and displayed at the bottom of the cost types.

```
Past Job Inquiry (JCI620)                                         _ □ ×
Help

01-Demo Company                 PAST JOB INQUIRY                      JCI620
                                                              CP=09/02 SEP
JOB# 00000208 BRADLEY CONVEYOR SYSTEM SETUP
     CUSTOMER       C119 Bradley Manufacturing Co.    MGR  GB  CLASS MSC  WH 01
                               ─ACTIVITY─

                     ───────JOB TOTAL───────
     COST TYPE            COST     BILLING
     Labor              400.00      760.00
     Materials         1821.82     3426.95
     Subcontracting        .00         .00
     Overhead            44.44         .00
     Burden              20.00         .00


                     ─────────── ───────────
            TOTAL     2286.26     4186.95


GENERAL, CODES, ESTIMATE, ACTIVITY
ENTER INFORMATION DISPLAY CODE, CR-NEXT JOB, F4-BACKUP ..      [Backup] [OK]
ARROW: UP=PREV JOB#, DOWN=NEXT JOB#, LEFT=PREV CODE, RIGHT=NEXT CODE
```

After displaying activity totals, the program returns to the display code input (#2).

Technical Notes

FILES USED - SMCNTL, JCPAST, ARTAXT, SMCNTL, JCPASX

How to display past job costing information

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

2. In the Job Number input, enter the job number of the job to be displayed. Entering a valid job number displays the job name and memo, customer number and name, manager code, job class code, and warehouse code. Press Enter (CR) to default to the next job. F2 allows a search.

3. The system displays the General view, which includes general information entered for the job in Job Entry. The header information for the job is displayed on top of the detail information and includes: Ship-to number and name, address 1, 2 and 3, contact, phone, job status, ship via, freight, consolidate overhead and burden flag, store job history flag, display cost on invoice flag, and reference number.

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

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

    G-General

    C-Codes

    E-Estimate

    A-Activity

Job Cost Reports

Most job cost reports have the option of printing in different orders (depending on the information on the report). In addition to the order, the user may choose the range to be printed. For example, the Job Listing can be printed in job number, manager, customer, or job class order. The beginning and ending range of each order can be selected.

1. The Job Listing provides a printout of jobs in job, manager, customer, or job class order.

2. The Job Cost Analysis provides a breakdown of job by cost type. The report displays estimated versus actual costs and the amount remaining.

3. The 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.

4. The Purchase Order Report lists PO's that are in the system for jobs. Shown is the status of the PO, the vendor number, item and quantity ordered/received, and extended cost.

5. The Overhead/Burden Report provides a breakdown of the overhead and burden by job. It lists the posting transactions and the amount calculated for both.

6. The 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.

7. The Job Notes Print lists all the notes that were entered about a job.

8. The JC Code List prints a listing of the various job codes: job classes, managers, GL posting tables and cost codes.

Job Listing (JCR710)

Function

This program allows the user of the FACTS system to print a list of all jobs in the jobs file.

The user has the option to:

- Select the print order - job number, manager, customer number or job class.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Select customer(s) (or managers) to print.
- Print active, cost complete or all jobs.
- Print transactions.
- Print a new page for each job.
- Print detail information.

Report information includes the following: job number, name and memo, status, hold indication, customer number and name, cost extension, billing amount, freight and tax totals and an invoice total.

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

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

User Inputs

The following inputs are involved in printing a Job Listing:

1. Order

Select whether to print the report in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was selected in input #1) to which the jobs were sold. CR defaults to ALL.

6. Status

Enter whether to print jobs which are **A**-active**, C**-cost complete and/or **B**-bill complete. CR defaults to ALL.

7. Job Detail

Enter **N** or **Y** to indicate whether the header information from the jobs file should print on the report. CR defaults to N.

8. Transaction Detail

Enter whether to include transactions in **J**-job order, **T**-cost type order, **C**-cost code order, **A**-all transactions, or **N**-do not include transactions. CR defaults to J.

9. New Page?

Enter **N** or **Y** to indicate whether to print a new page for each job number. CR defaults to N.

Technical Notes

Printing proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program reads through the transactions for the job and prints a listing.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, JCTRAN

FILES UPDATED - NONE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 📇 Job Listing (JCR710)                                         ■□✕        │
│  Help                                                                      │
│                                                                            │
│  01-Demo Company                   JOB LISTING                    JCR710   │
│                                                                            │
│  ORDER J                                                                   │
│                                                                            │
│  BEGINNING JOB FIRST                                                       │
│                                                                            │
│  ENDING JOB LAST                                                           │
│                                                                            │
│  WAREHOUSE 01 Atlanta Warehouse                                            │
│                                                                            │
│  CUSTOMER ALL                                                              │
│                                                                            │
│  STATUS ALL                                                                │
│                                                                            │
│  SCOPE: JOB DETAIL │.  TRANSACTION DETAIL                                  │
│                                                                            │
│  NEW PAGE                                                                  │
│                                                                            │
│                                                                            │
│                                                                            │
│  INCLUDE COMPLETE JOB INFORMATION? (N/Y), F4-BACKUP      [N][Y] Backup  OK │
│                                                                            │
│  ┌──────────────────────────────────────────────────────────────┐        │
│  └──────────────────────────────────────────────────────────────┘        │
└─────────────────────────────────────────────────────────────────────────┘
```

Job Cost Analysis (JCR720)

Function

This program allows the user of the FACTS system to print a cost analysis of the job to date.

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.

The user has the option to:

- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Select customer(s) (or managers) to print.
- Print active, cost complete or all jobs.
- Print a new page for each job.

Report information includes the following: 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.

User Inputs

The following inputs are involved in printing a Job Cost Analysis report:

1. Order

Select whether to print the report in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was selected in input #1) to which the jobs were sold. CR defaults to ALL.

6. Status

Enter whether to print jobs which are **A**-active**,** **C**-cost complete and/or **B**-bill complete. CR defaults to ALL.

7. Minimum % Complete

Enter the minimum percentage complete for a job to print. Jobs that are less than the entered percentage complete do not print. CR defaults to NO MINIMUM (prints all jobs).

8. Transaction Detail

 Enter whether to **J**-print job totals for transactions or **T**-break out each cost column by cost type. CR defaults to J.

9. New Page?

Enter **N** or **Y** to indicate whether to print a new page for each job. CR defaults to N.

Technical Notes

Printing proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program retrieves the job information needed to print. If the transaction detail was selected, the program prints a listing by cost type,

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST

FILES UPDATED - NONE
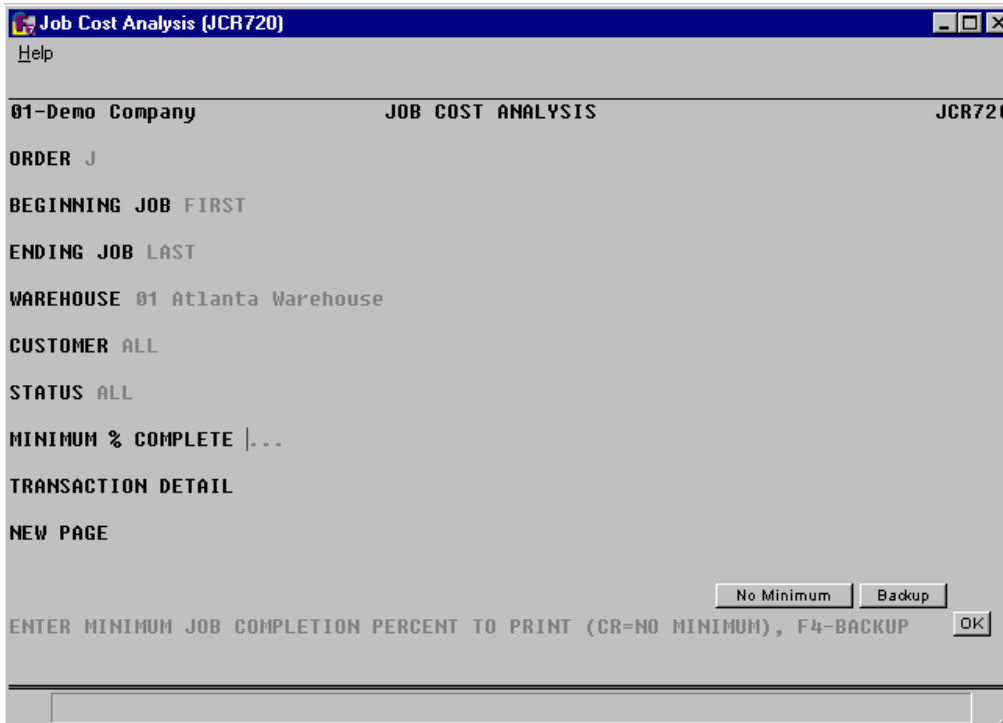
Job Billing Analysis (JCR730)

Function

This program allows the user of the FACTS system to print a billing analysis of jobs to date.

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.

The user has the option to:

- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Select customer(s) (or managers) to print.
- Print active, cost complete or all jobs.
- Print a new page for each job.

Report information includes the following: 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.

User Inputs

The following inputs are involved in printing the Job Billing Analysis report:

1. Order

Select whether to print the report in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was selected in input #1) to which the jobs were sold. CR defaults to ALL.

6. Status

Enter whether to print jobs which are **A**-active**, C**-cost complete and/or **B**-bill complete. CR defaults to ALL.

7. Include Cost Type

Enter **N** or **Y** to indicate whether to print transaction totals for each cost type. CR defaults to N.

8. Include Invoices

Enter **N** or **Y** to indicate whether to print the invoices already billed for the job. CR defaults to N.

9. New Page?

Enter **N** or **Y** to indicate whether to print a new page for each job. CR defaults to N.

Technical Notes

Printing proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program retrieves the job information needed to print. If the transaction detail was selected, the program prints a listing of cost types. If the past billing is included, the system reads through the job cost billed invoices file (JCBILL), and prints summary information from each document.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, JCBILL

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▣ Job Billing Analysis (JCR730)                              _ □ ✕    │
├──────────────────────────────────────────────────────────────────────┤
│ Help                                                                   │
├──────────────────────────────────────────────────────────────────────┤
│ 01-Demo Company            JOB BILLING ANALYSIS             JCR730    │
│                                                                        │
│ ORDER J                                                                │
│                                                                        │
│ BEGINNING JOB FIRST                                                    │
│                                                                        │
│ ENDING JOB LAST                                                        │
│                                                                        │
│ WAREHOUSE 01 Atlanta Warehouse                                         │
│                                                                        │
│ CUSTOMER ALL                                                           │
│                                                                        │
│ STATUS ALL                                                             │
│                                                                        │
│ INCLUDE: COST TYPES .  INVOICES                                        │
│                                                                        │
│ NEW PAGE                                                               │
│                                                                        │
│                                                                        │
│                                                                        │
│ INCLUDE COST TYPES DETAIL? (N/Y), F4-BACKUP       N │ Y │ Backup │ OK │
│                                                                        │
├──────────────────────────────────────────────────────────────────────┤
│ │                                                                  │   │
└──────────────────────────────────────────────────────────────────────┘
```

Purchase Order Report (JCR740)

Function

This program allows the user of the FACTS system to print a listing of all purchase orders on file for the jobs selected.

This report is provides the status of merchandise/materials ordered on PO's that is needed to complete jobs.

The user has the option to:

- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Select customer(s) (or managers) to print.
- Print active, cost complete, bill complete or all jobs.

Report information includes the following: 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.

User Inputs

The following inputs are involved in printing the Purchase Order Report:

1. Order

Select whether to print the report in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was selected in input #1) to which the jobs were sold. Entering a valid customer displays the customer name. CR defaults to ALL.

6. Status

Enter whether to print jobs which are **A**-active, **C**-cost complete and/or **B**-bill complete. CR defaults to ALL.

Technical Notes

Printing proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program retrieves the job information needed to print. The program checks the job cost purchase order sort file (JCREFX) to see if there is any purchase orders on file. If there are the purchase orders document file (PORDER) is accessed and the information printed on the report.

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, JCREFX, PORDER

```
Purchase Order Report (JCR740)                                    _ □ ×
Help

01-Demo Company              PURCHASE ORDER REPORT             JCR740

ORDER J

BEGINNING JOB FIRST

ENDING JOB LAST

WAREHOUSE 01 Atlanta Warehouse

CUSTOMER ALL

STATUS |...



                                                           All
PRINT ACTIVE,
COST COMPLETE, AND/OR BILL COMPLETE JOBS? (A+C+B, CR=ALL), F4-BACKUP  Backup  OK
```

Overhead/Burden Report (JCR750)

Function

This program allows the user of the FACTS system to print a listing of overhead and burden records created for jobs.

This report will provide the user with month-to-date as well as job-to-date overhead and burden totals. It will also list the cost and billing of each transaction if desired.

The user has the option to

- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Select customer(s) (or managers) to print.
- Print active, cost complete or all jobs.
- Print a new page for each job.
- Print month-to-date or job-to-date totals.
- Print transactions in detail.

Report information includes the following: 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.

User Inputs

The following inputs are involved in printing the Overhead/Burden Report:

1. Order

Select whether to print the report in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref.1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was selected in input #1) to which the jobs were sold. CR defaults to ALL.

6. Status

Enter whether to print jobs which are **A**-active, **C**-cost complete and/or **B**-bill complete. CR defaults to ALL.

7. Time Period

Enter whether to print **M**-month-to-date and/or **J**- job-to-date figures for the transactions. CR defaults to ALL.

8. Include Transactions

Enter **N** or **Y** to indicate whether to print the transactions in detail. CR defaults to N.

9. New Page?

Enter **N** or **Y** to indicate whether to print a new page for each job. CR defaults to N.

Technical Notes

Printing proceeds by reading through the selected file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), and job class (JCJBCX). The job file is then checked for jobs that meet all criteria entered. If the job is valid, the program retrieves the job information needed to print. It then returns the overhead and/or burden transactions from the transaction file (JCTRAN).

FILES USED - SMCNTL, JCJOBS, JCJOCX, JCJBMX, JCJBCX, ARCUST, JCTRAN
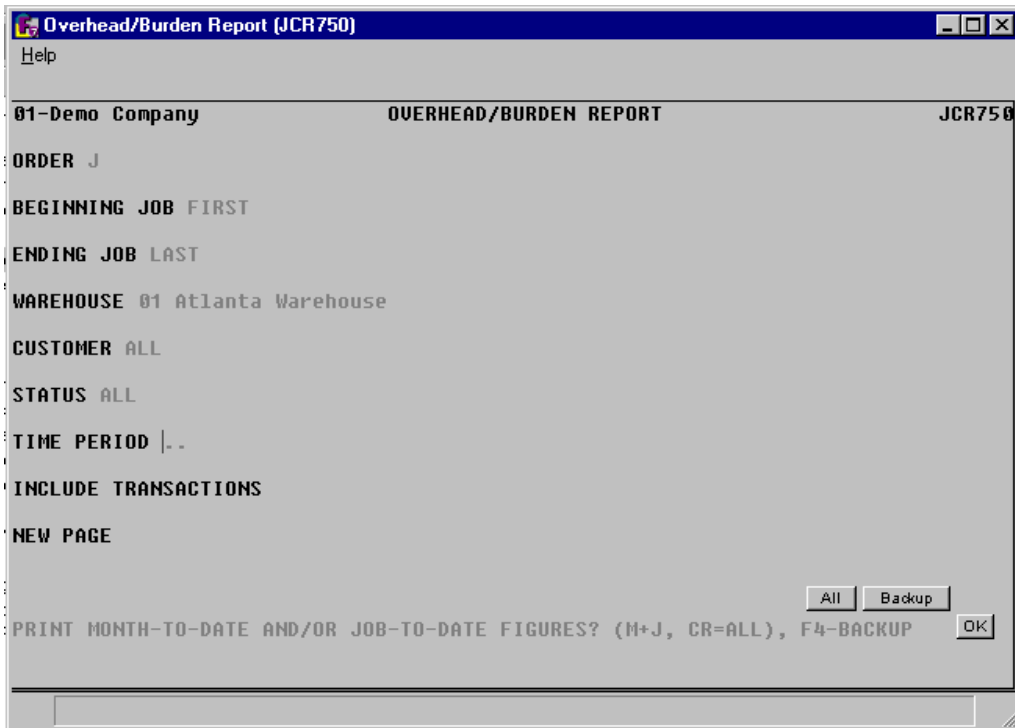
Job Balancing Register (JCR760)

Function

This program allows the user of the FACTS system 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.

The user may select the range of jobs to update.

Report information includes the following: 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.

User Inputs

The following inputs are involved in printing a job cost job balancing register:

1. Beginning Job Number

Enter a job number to begin printing from. Entering a valid job number displays the job name. CR defaults to FIRST.

2. Ending Job Number

Enter a job number to end printing. Entering a valid job number displays the job name. CR defaults to LAST.

Technical Notes

Printing proceeds by locking the job cost jobs file (JCJOBS). Then, the system runs through the transaction (JCTRAN) line-items and totals those. The totals are checked against the transaction header records. If they don't match the header is updated. Then the transaction headers are totaled and the jobs file totals are checked, if there is a discrepancy, the jobs file is updated.

FILES USED - SMCNTL

FILES UPDATED - JCJOBS, JCTRAN

THIS PROGRAM WILL PRINT A REGISTER OF ALL OUT-OF-BALANCE JOBS.
THE OPTIONAL UPDATE WILL RESET EACH JOB'S COST & BILLING TOTALS
BASED ON THE TRANSACTIONS FOR THAT JOB.

BEGINNING JOB FIRST

ENDING JOB |........

ENTER ENDING JOB TO BALANCE (CR=LAST), F4-BACKUP
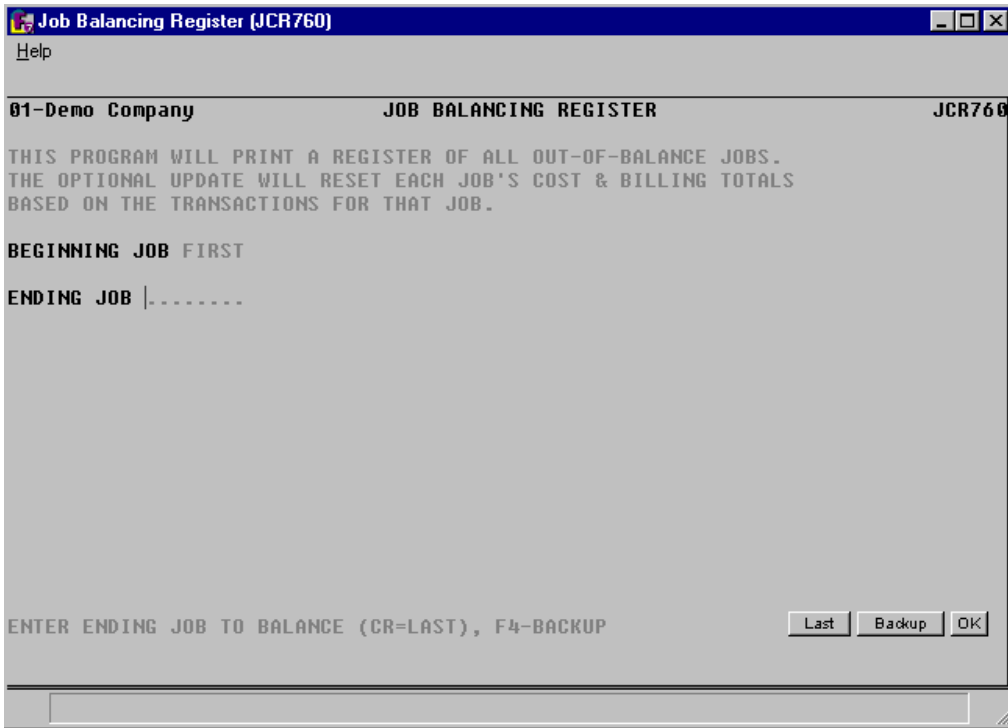
Job Notes Print (JCR770)

Function

This program allows the user of the FACTS system to print the notes recorded for each job. Job notes are created and maintained through the Job Inquiry program.

The user has the option to:

- Select the print order - job number, manager, customer number, or job class.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Select customer(s) (or managers) to print.
- Print active, cost complete or all jobs.
- Print a new page for each job.

Report information includes the following: 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.

User Inputs

The following inputs are involved in printing job notes:

1. Order

Select whether to print the report in **J**-job number, **M**-manager, **C**-customer number, or **K**-job class order. CR defaults to J.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1).

3. Ending Order Choice

Select the ending order choice to print (ref. 4).

4. Warehouse

Enter a valid warehouse code from which the jobs were created from. Entering a valid warehouse code displays the warehouse description. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

5. Customer/Manager

Enter a valid customer number (or manager if customer was selected in input #1) to which the jobs were sold. Entering a valid customer displays the customer name. CR defaults to ALL.
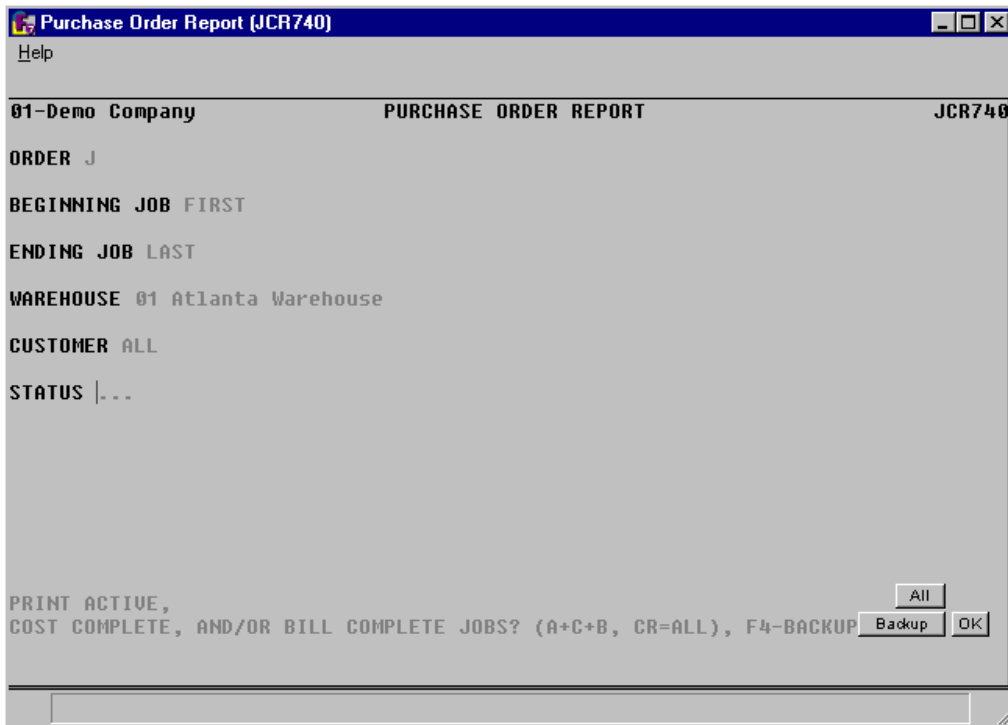
6. Status

Enter whether to print jobs which are **A**-active**, C**-cost complete and/or **B**-bill complete. CR defaults to ALL.

7. New Page

Enter **N** or **Y** to indicate whether to print a new page (start on new page) for each job with notes. CR defaults to N.

Technical Notes

Printing proceeds by reading through the chosen file - job (JCJOBS), manager (JCJBMX), customer (JCJOCX), job class (JCJBCX). The job notes file (JCNOTE) is then checked for jobs meeting the criteria entered.

FILES USED - SMCNTL, JCNOTE, JCJOCX, JCJBCX, JCJBMX ARCUST, JCJOBS

FILES UPDATED - NONE

```
Job Notes Print (JCR770)                                    _ □ X
 Help

01-Demo Company               JOB NOTES PRINT               JCR770

ORDER J

BEGINNING JOB FIRST

ENDING JOB LAST

WAREHOUSE 01 Atlanta Warehouse

CUSTOMER ALL

STATUS ALL

NEW PAGE |.




PRINT NEW PAGE FOR EACH JOB#? (N/Y), F4-BACKUP     N Y  Backup  OK
```
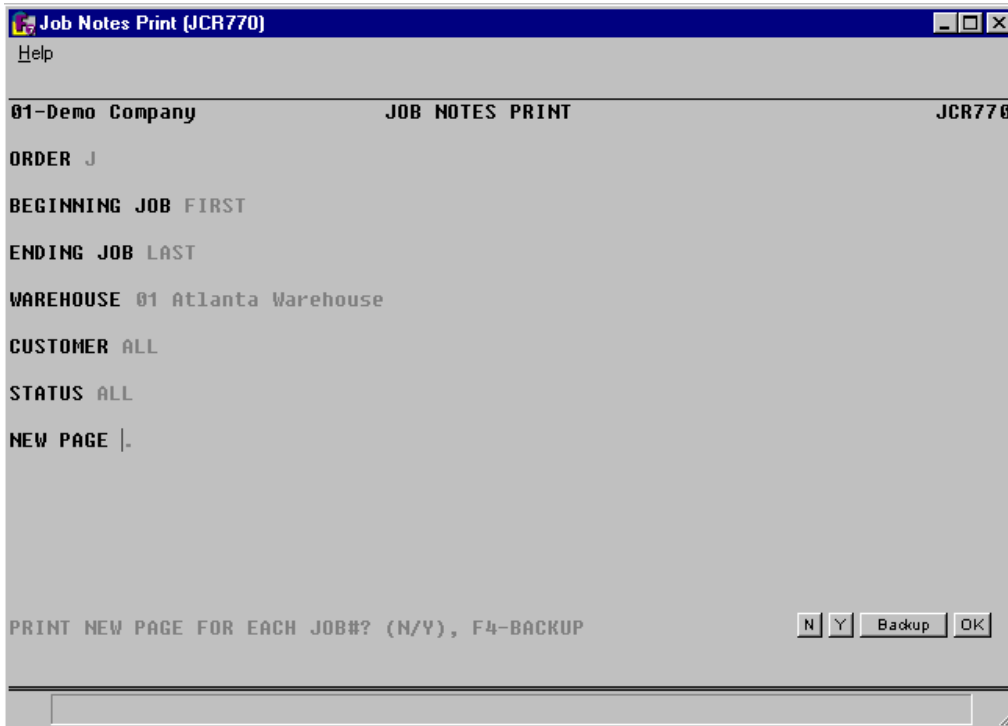
JC Code List (JCR780)

Function

This program allows the user of the FACTS system to print a listing of each of the following job cost codes:

- Job class
- Estimator/manager
- General ledger posting table
- Cost code

Each code above is entered into its own file maintenance program and are used in the jobs file.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

User Inputs

The following inputs are involved in printing the JC Code List:

1. Select Number

Enter whether to print **1**-job class, **2**-manager or **3**-GL posting table information or **4**-cost code information.

2. Beginning Order Choice

Select the beginning order choice to print of the field selected. CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print of the field selected. CR defaults to LAST.

Technical Notes

Printing proceeds by reading through the control file (SMCNTL) for the codes that meet all criteria entered.

FILES USED - SMCNTL, GLMSTR

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▓ JC Code List (JCR780)                                      _ □ ×        │
├─────────────────────────────────────────────────────────────────────────┤
│ Help                                                                      │
│                                                                           │
│ 01-Demo Company                 JC CODE LIST                    JCR780    │
│                                                                           │
│  1 JOB CLASS                                                              │
│  2 MANAGER                                                                │
│  3 GL POSTING TABLE                                                       │
│  4 COST CODE                                                              │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│  SELECT # OF INFORMATION TO BE PRINTED, F4-END ..          │End│ │OK│     │
│                                                                           │
│ ┌───────────────────────────────────────────────────────────────┐       │
│ └───────────────────────────────────────────────────────────────┘       │
└─────────────────────────────────────────────────────────────────────────┘
```
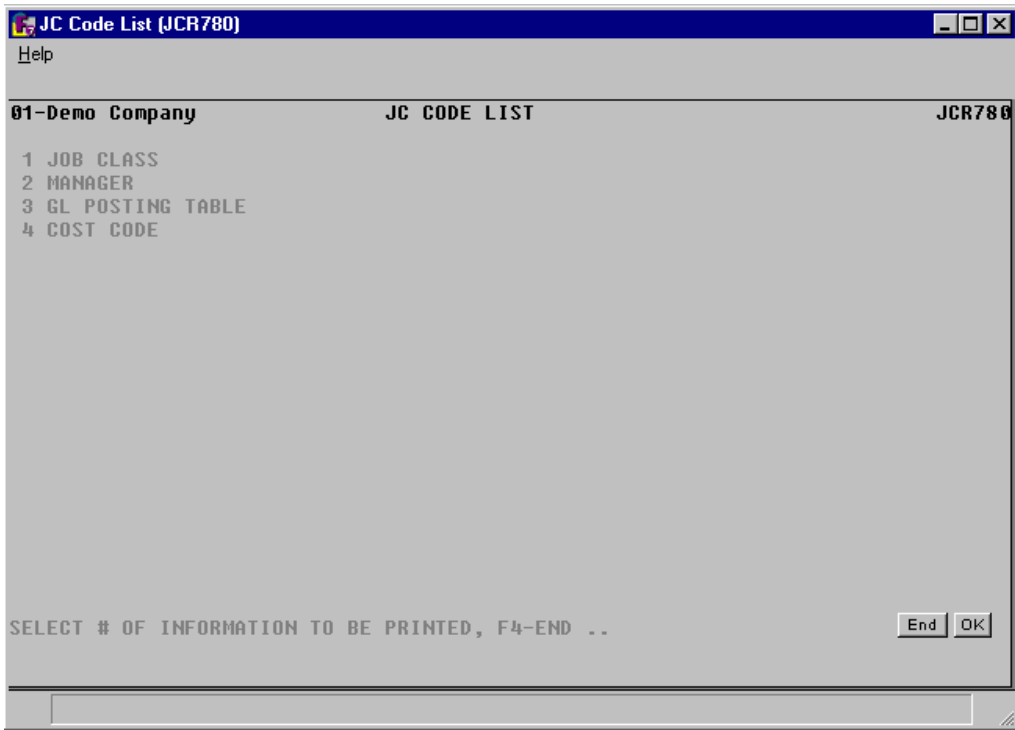
End of Period

The End-of-Period menu contains programs that allow the user to zero out job month-to-date totals and close out the current job cost period.

The End-of-Period update 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**.
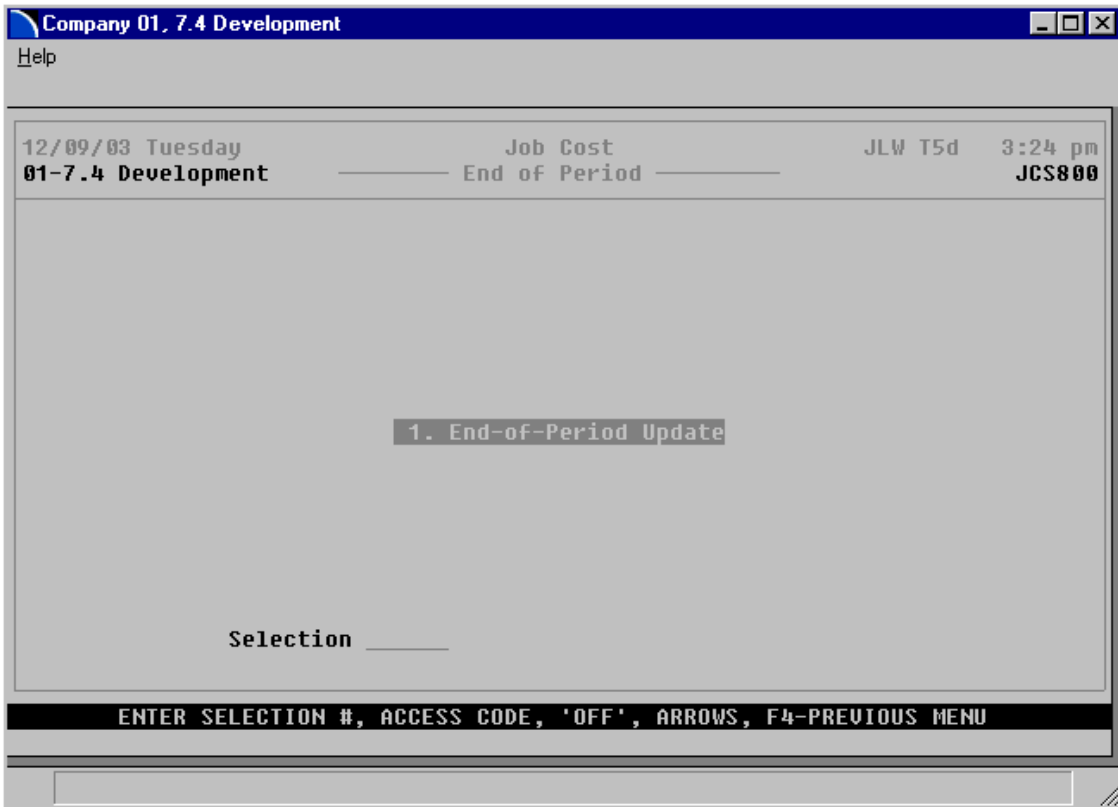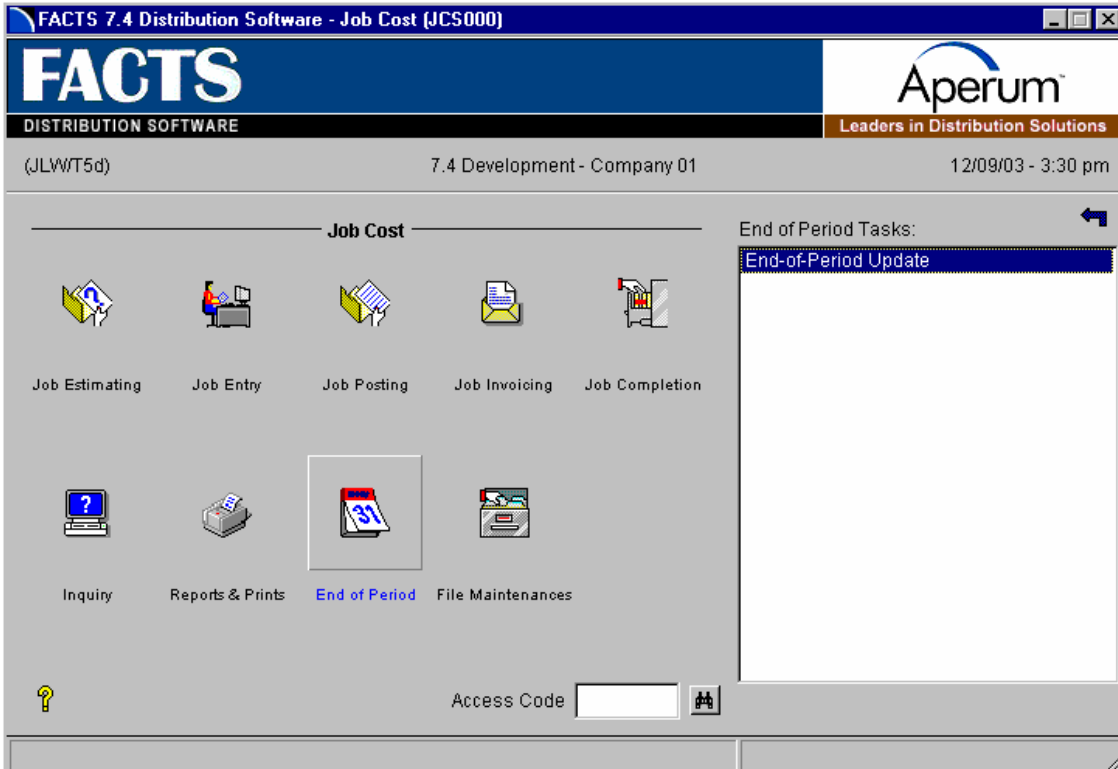
End-Of-Period Update (JCU890)

Function

This program allows the user of the FACTS system to close the current job cost period, resets the month-to-date totals and update the date of the last EOP Update.

The following inputs are involved in performing the job cost end-of-period update:

1. End Of Period Reports Been Run

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

Technical Notes

Updating proceeds by setting the current period to the next period and resetting month-to-date totals from the transaction (JCTRAN) and job (JCJOBS) files.

FILES UPDATED - SMCNTL, JCTRAN, JCJOBS

Job Cost File Maintenance

File Maintenances programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system.

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenances programs may be used often (example - Cost Code F/M) where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial setup of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the job cost period and all the register trace numbers.

All files, once set up, are maintained and updated by the system.
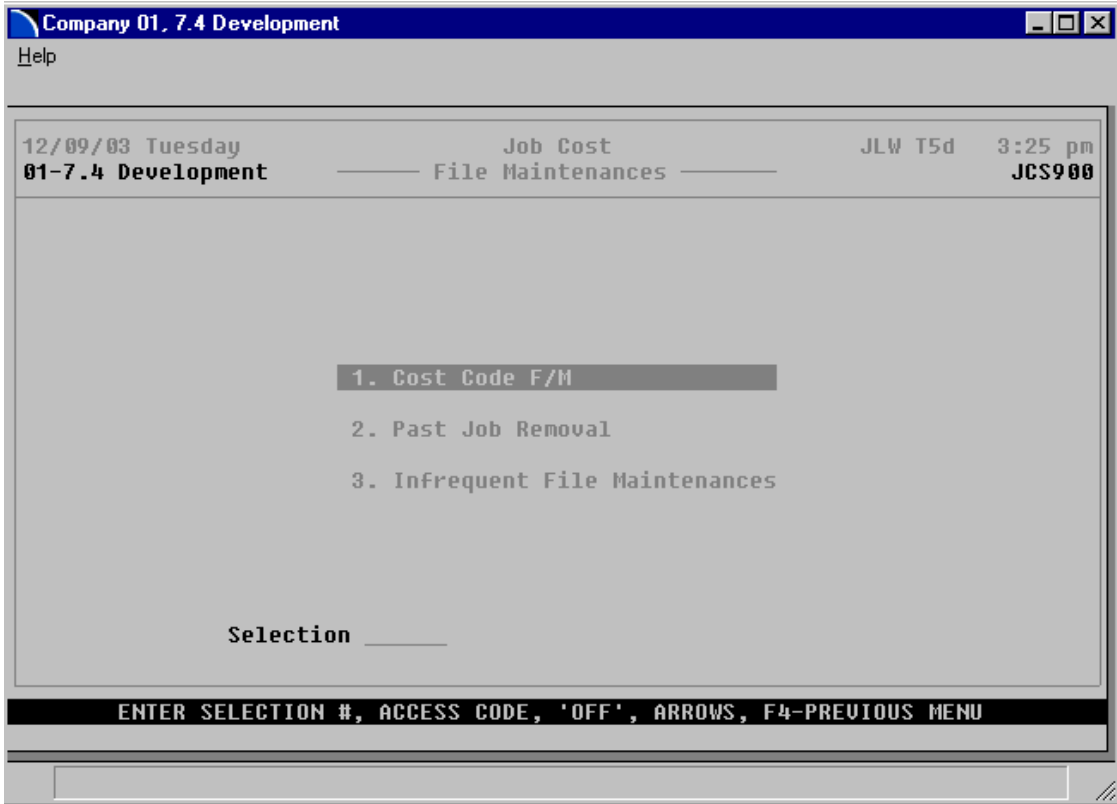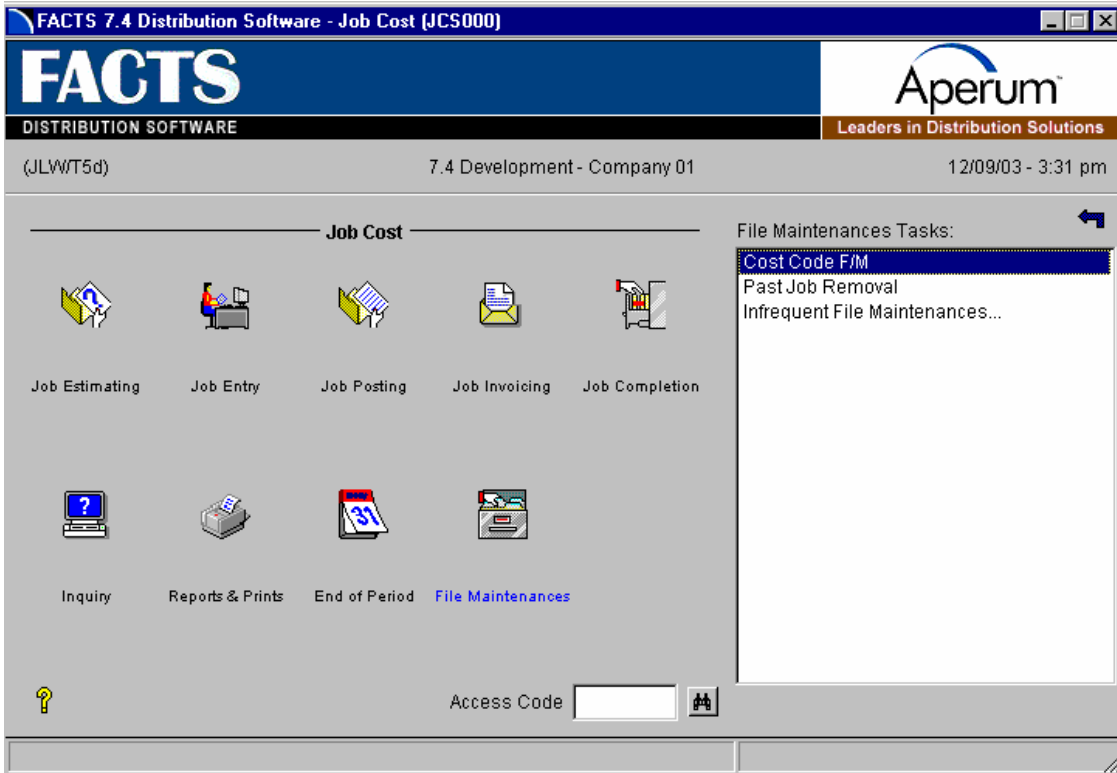
Cost Code F/M (JCF910)

Function

This program allows the user of the FACTS system to maintain records in the cost code file.

Cost codes are designed to tell the system how to handle the billing for each job. They are used to 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%. The user would now have cost code that could be used to post labor costs to jobs.

If the user is going to post overhead or burden, a corresponding cost code has to be set up; the same cost code is entered in the job cost static control record. 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 G/L #, 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 are utilized as display types in some reports and inquiries.

User Inputs

The following inputs are involved in creating a cost code:

1. Cost Code

Enter the cost code (up to 4 characters). F2 allows a search (ref. 7).

2. Description

Enter the cost code description (up to 30 characters).

3. Cost Type

Enter the cost type of this cost code. Cost types are user defined and set up in the job cost Cost Type F/M. All available cost types are displayed above the prompt line. CR initially defaults to the first cost type on file.

4. Require units?

Enter **Y** or **N** to indicate whether this cost code requires units. To determine if the cost code should require units, think about whether the system will be able to calculate results to post based on this cost code and a dollar amount. For example, assume a case of oil costs $8, then if the cost code is set up to charge $10 for every case of oil, to let the user input $88 total does not make sense; instead the user should have to input the number of cases (eleven) and let the system compute the total ($121). CR defaults to N.

5. Unit of Measure

Enter the unit of measure for this cost code (up to 2 characters).

6. Cost Per Unit

If a unit measure was not entered at input #5, then this input is initially skipped. Enter the cost per displayed unit of measure. This cost is the default cost for this cost code in the posting programs. CR defaults to 0.

7. Markup Method

Enter the default markup method for this cost code. CR initially defaults to the markup method assigned to the cost type. The user options are:

F - Fixed. The system charges a fixed amount every time. Cost amount does not affect the billing amount. This method requires a unit of measure.

M - Manual. The user must enter an amount. Number of units or cost amount does not affect the billing amount. This method does not require units.

$ - Dollar. The system adds a dollar amount to the cost every time. If units are used, the system marks up the cost per unit by the entered dollar amount. If units are not used, the system marks up the total cost of the entered dollar amount. This method does not require units.

% - Percent. The system marks up the cost amount by a percentage every time. If units are used it marks up the cost per unit by the entered percent. If units are not used, it marks up the cost extension by the entered percent. This method does not require units.

8. Markup Amount

If F-fixed or M-manual were entered at input #7, then this input is initially skipped. Enter the amount or percent to mark up the cost. For example, to markup the cost 20%, enter 20, to markup the cost $1.50 enter 1.50. CR initially defaults to 0.

9. Bill Per Unit

If F-fixed was not entered at input #7, then this input is initially skipped. Enter the default amount to bill per unit of measure. This number is only used if the cost code is F-fixed or M-manual.

10. Override cost?

If M-manual was entered at input #7, the system requires the flag be set to Y and the input is initially skipped. Enter **Y** or **N** to indicate whether the user is able to override either the default value from input #6 or the system calculated value during job posting. CR initially defaults to Y.

11. Override price?

If M-manual was entered at input #7, the system requires the flag be set to Y and the input is initially skipped. Enter **Y** or **N** to indicate whether the user is able to override either the default value from input #9 or the system calculated value during job posting. CR initially defaults to Y.

12. Use inventory?

Enter **Y** or **N** to indicate whether to allow inventory items to be entered under this cost code in the Estimate Entry program. By entering an N, the system skips the line-item input for item number and unit of measure. If Y is entered, the program allows item number and non-stocked item information to be entered. CR defaults to Y.

13. Expense G/L #

Enter the G/L# to use when posting costs and billing while the **post to work-in-process** flag is **N** in the JC to GL posting record. F2 allows a search (ref. 7).

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - JCCODE

```
Cost Code F/M (JCF910)                                        _ □ X
Help

01-Demo Company                  COST CODE F/M                        JCF910

  *.  COST CODE        1010
  2.  DESCRIPTION      Design Work
  3.  COST TYPE        L Labor
  4.  REQUIRE UNITS    Y
  5.  UNIT OF MEASURE  HR
  6.  COST/UNIT            30.00
  7.  MARKUP METHOD     F
  8.          AMOUNT
  9.  BILL/UNIT            50.00
 10.  OVERRIDE COST    Y
 11.           PRICE   Y
 12.  USE INVENTORY    N
 13.  EXPENSE G/L#     630-01-1        Miscellaneous Expense




                                                    Delete    New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..        OK
```

Past Job Removal (JCU910)

Function

This program allows the user of the FACTS system to remove past job history based on job numbers, warehouse, customer number, manager 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 user has the option to:

- Select the beginning and ending job number to remove.
- Select a single warehouse or all warehouses to remove jobs from.
- Select a single customer or all customers to remove jobs for.
- Select a single manager or all managers to remove jobs for.
- Select the completion date to remove through.

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

User Inputs

The following inputs are involved in using the past sales removal:

1. Beginning Job #

Enter the number of the first job for which history is to be removed. Entering a valid job number displays the job name. CR defaults to FIRST.

2. Ending Job #

Enter the number of the last job for which history is to be removed. Entering a valid job number displays the job name. CR defaults to LAST.

3. Warehouse

Enter a valid warehouse code for which jobs are to be removed. Entering a valid warehouse code displays the warehouse description. CR defaults to ALL.

4. Customer

Enter a valid customer number for which jobs are to be removed. Entering a valid customer number displays the customer name. CR defaults to ALL.

5. Manager

Enter a valid manager/estimator code for which jobs are to be removed. Entering a valid manager/estimator code displays the manager/estimator name. CR defaults to ALL.

6. Cutoff Date

Enter the completion date of the job to remove through. Records that contain completion dates after the cutoff date will not be removed. CR defaults to no cutoff.

Technical Notes

Updating proceeds by reading through the past job history file based on the beginning job number selected. Records in the appropriate warehouse for the appropriate customers and managers with a completion date on or before the cutoff date selected are purged from the file.

The customer file (ARCUST) is accessed for customer descriptions in the first overlay.

FILES USED - SMCNTL, ARCUST

FILES UPDATED - JCPAST, JCPASX

```
Past Job Removal (JCU910)                                    _ □ ×
Help

01-Demo Company            PAST JOB REMOVAL                   JCU910

THIS PROGRAM WILL REMOVE PAST JOBS BASED ON THE CRITERIA ENTERED BELOW.

BEGINNING JOB FIRST

ENDING JOB LAST

WAREHOUSE ALL

CUSTOMER ALL

MANAGER |

CUTOFF DATE




ENTER MANAGER TO REMOVE (CR=ALL), F4-BACKUP        [ All ] [ Backup ] [ OK ]
```

Infrequent File Maintenances

```
┌─────────────────────────────────────────────────────────────────────┐
│ Company 01, 7.4 Development                                  _ □ ×    │
│ Help                                                                  │
│                                                                       │
│ ═════════════════════════════════════════════════════════════════   │
│  12/09/03 Tuesday                 Job Cost            JLW T5d  3:25 pm │
│  01-7.4 Development      — Infrequent File Maintenances —       JCS910 │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                         1. Job Class F/M                              │
│                         2. Manager/Estimator F/M                      │
│                         3. GL Posting Table F/M                       │
│                         4. Cost Type F/M                              │
│                         5. JC to GL Posting F/M                       │
│                         6. Static Control F/M              │          │
│                         7. Nonstatic Control F/M                      │
│                         8. Rebuild JC Sort Files                      │
│                                                                       │
│                                                                       │
│                                                                       │
│              Selection │_____                                        │
│                                                                       │
│ ════════════════════════════════════════════════════════════════    │
│    ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU    │
│                                                                       │
│ ┌───────────────────────────────────────────────────────────────┐   │
│ │                                                               │ │   │
│ └───────────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────────┘
```

Job Class F/M (JCF950)

Function

This program allows the user of the FACTS system to maintain records in the job class file.

Job classes are a way to categorize jobs. 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.

Job classes are assigned by the user in the job cost Estimate Entry and the Job Entry programs. Job classes have a default GL posting table assigned to them in order to provide the default value in the entry programs.

User Inputs

The following inputs are involved in creating a job class record:

1. Job Class

Enter the job class code (up to 3 characters). Entering a valid job class code displays the record. F2 allows a search (ref. 7).

2. Description

Enter the job class code description (up to 30 characters).

3. GL Posting Table

Enter a valid General Ledger posting table. This posting table will be the default General Ledger posting table in the job cost entry programs. CR defaults to the first job cost GL posting table on file. F2 allows a search.

Technical Notes

FILES UPDATED - SMCNTL

```
Job Class F/M (JCF950)                                             _ □ X
Help

01-Demo Company              JOB CLASS F/M                         JCF950

 *. JOB CLASS   EQM
 2. DESCRIPTION Equipment Modification
 3. GL TABLE    001 Posting Table 001












                                             Delete   New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |..    OK
```

Manager/Estimator F/M (JCF955)

Function

This program allows the user of the FACTS system to maintain records in the job cost manager/estimator file.

Estimators are the employees responsible for making the job cost quote (estimate). Estimators are assigned to estimates in the Estimate Entry program. 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 users 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 the user selects to use a manager to estimate as well as manage, the system will track the results of that manager as an estimator and a manager independently.

User Inputs

The following inputs are involved in creating a manager/estimator record:

1. Manager/Estimator

Enter the manager/estimator code (up to 3 characters). F2 allows a search (ref. 7).

2. Name

Enter the manager/estimator code name (up to 30 characters).

Technical Notes

FILES UPDATED - SMCNTL

```
 Manager/Estimator F/M (JCF955)                                    _ □ ×
Help

01-Demo Company                  MANAGER/ESTIMATOR F/M                  JCF955

  *. MANAGER/ESTIMATOR   DS
  2. NAME                Daniel Simmons









                                                  Delete     New Entry

 LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..       OK
```

GL Posting Table F/M (JCF960)

Function

This program allows the user of the FACTS system to create and maintain the job cost GL posting tables. Users establish their own set of valid GL posting tables. Each job number is assigned to a GL posting table which determines the correct GL account numbers to post to when posting a transaction to general ledger for that job. 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.

For our example, there are two types of jobs on the system: industrial and commercial. If industrial and commercial job cost transactions are to be posted separately to general ledger, we will set up two GL posting tables; one to assign to industrial jobs and one to assign to commercial jobs.

*. GL TABLE	**IND**	
2. DESCRIPTION	**INDUSTRIAL JOBS**	
3. SALES	**410-01-1 SALES - IND.**	
4. ACCTS RECEIVABLE	**120-01-0 ACCTS RECEIVABLE - IND.**	
5. JOB COST RECEIPTS	**520-01-1 PURCHASES - MISC. - IND.**	

	WIP DEBIT	COST OF GOODS SOLD
6. LABOR	**179-01-0**	**530-01-1**
7. MATERIALS	**179-01-0**	**530-01-1**
8. SUBCONTRACTING	**179-01-0**	**530-01-1**

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

The following examples use the GL posting tables listed previously. We will use two jobs: warehouse setup which is assigned to the IND GL posting table, and office setup which is assigned to the COM GL posting table.

JC Invoice Register

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

	Debit	Credit
120-01-0 Accts Rec. – Industrial	500.00	
125-01-0 Accts Rec. - Commercial	300.00	
410-01-1 Sales - Industrial		500.00
415-01-1 Sales - Commercial		300.00
	<MO>800.00<D>	<MO>800.00<D>

PO Receipt Register

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

	Debit	Credit
179-01-0 WIP - Industrial	50.00	
189-01-0 WIP - Commercial	30.00	
520-01-1 JC Receipts - Industrial	50.00	
525-01-1 JC Receipts - Commercial		30.00

<MO>80.00<D><MO>80.00<D>

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

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

<MO>80.00<D><MO>80.00<D>

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

JC Invoice Register

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

	Debit	Credit
179-01-0 WIP - Industrial		50.00
189-01-0 WIP - Commercial		30.00
530-01-1 COGS - Industrial	50.00	
535-01-1 COGS - Commercial	30.00	

<MO>80.00<D><MO>80.00<D>

User Inputs

The following inputs are involved in creating GL posting tables:

1. GL Posting Table

Enter the General Ledger posting table (up to 3 characters). F2 allows a search (ref. 7).

2. Description

Enter the description of the GL posting table (up to 30 characters).

3. Sales G/L #

Enter the sales GL account number to be distributed to after the job cost Invoice Register is printed (used by JC Invoice Register if posting sales by job). F2 allows a search (ref. 7).

4. Accounts Receivable G/L #

Enter the Accounts Receivable GL account number to be distributed to after the job cost Invoice Register is printed (used by JC Invoice Register if posting accounts receivable by job). F2 allows a search (ref. 7).

5. Job Cost Receipts G/L#

Enter the job cost receipts GL account number to be distributed to after the PO Receipt Register is printed (used by PO Receipt Register if job information entered on a purchase order). F2 allows a search (ref.).

Inputs #6-14 are user defined. Each input is a cost type from the job cost type file. For each input the user has to enter a G/L # for:

WIP debit

Enter the work-in-process debit GL account number to be distributed.   F2 allows a search (ref.7).

Cost of goods sold

Enter the cost of goods sold GL account number to be distributed. F2 allows a search (ref. 7).

Technical Notes

Each G/L # input is checked for validity in the general ledger account file (GLMSTR). The general ledger alpha sort file (GLALPX) is accessed during searches.

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL

```
 GL Posting Table F/M (JCF960)                                          _ □ ✕
 Help

 01-Demo Company                   GL POSTING TABLE F/M                 JCF960

  *. GL TABLE               001
  2. DESCRIPTION            Posting Table 001
  3. SALES                 410-01-1      Sales
  4. ACCOUNTS RECEIVABLE 120-01-0      Accounts Receivable
  5. JOB COST RECEIPTS    520-01-1      Purchases - Miscellaneous

                          WORK-IN-PROCESS  COST OF GOODS SOLD
  6. Labor                179-01-0        530-01-1
  7. Materials            179-01-0        530-01-1
  8. Subcontracting       179-01-0        530-01-1
  9. Overhead             179-01-0        530-01-1
 10. Burden               179-01-0        530-01-1
  *.
  *.
  *.
  *.

                                                    Delete    New Entry

 LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |..      OK
```

Cost Type F/M (JCF965)

Function

This program allows the user of the FACTS system to maintain records in the cost type file.

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

If the user is posting overhead and/or burden to a single G/L # then a cost type (for each or both) must be set up so that the G/L # 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.

User Inputs

The following inputs are involved in creating a cost type record:

1. Cost Type

Enter the cost type code (1 character). Entering a space or a duplicate cost type code is not allowed.

2. Description

Enter the cost type code description (up to 30 characters).

3. Taxable Status

This input is skipped if the **charge tax** flag in the job cost static control record is set to N. Enter **Y** or **N** to indicate whether the cost type is taxable. If a Y is entered, the Automatic Job Selection program creates the job cost invoice with sales tax (amount times the tax percentage from the tax code and rate assigned to the job #). If N is entered, the invoice is created with no tax. CR initially defaults to Y.

4. Overhead %

Enter the percentage that is to be used by the system to calculate overhead for each cost. When posting costs to general ledger, the system retrieves the overhead percentage, multiplies the cost by the entered percentage and posts the calculated amount. If the user is not posting overhead, press CR or enter 0 (**default cost code overhead** field in the job cost static control record should be set to " ", which is not used). CR initially defaults to 0.

5. Burden %

Enter the percentage that is to be used by the system to calculate burden for each cost. When posting costs to general ledger, the system retrieves the burden percentage, multiplies the cost by the entered percentage and posts the calculated amount. If the user is not posting burden, press CR or enter 0 (**default cost code burden** field in the job cost static control record should be set to "   ", which is not used). CR initially defaults to 0.

The next two inputs are used as the default values for any cost codes that are of the entered cost type. The user is able to override the entered values in the Cost Code F/M.

6. Markup Method

Enter the default markup method for cost codes of the entered cost type. CR initially defaults to E. The user options are:

F -   Fixed. The system charges a fixed amount every time. Cost amount does not affect the billing amount.

M -   Manual. The system charges a fixed amount every time. Number of units or cost amount does not affect the billing amount: the user has to enter the billing amount.

$ -   Dollar. The system adds a dollar amount to the cost every time. If units are used, the system marks up the cost per unit by the entered dollar amount. If units are not used, the system marks up the total cost by the entered dollar amount.

% -   Percent. The system marks up the cost amount by a percentage every time. If units are used it marks up the cost per unit by the entered percent. If units are not used, it marks up the cost extension by the entered percent.

7. Markup Percent

If %-percent was not entered input #6, then this input is initially skipped. Enter the percent to mark up the cost. For example, to markup the cost 20%, enter 20. CR initially defaults to 0.

Technical Notes

FILES UPDATED - SMCNTL

```
┌────────────────────────────────────────────────────────────────────────────┐
│ ▐▛ Cost Type F/M (JCF965)                                        _ □ X       │
│ Help                                                                         │
│                                                                              │
│ 01-Demo Company                    COST TYPE F/M                     JCF965  │
│                                                 -COST CODE F/M--             │
│                                                 -DEFAULT MARKUP-             │
│       TYPE DESCRIPTION      TAX OVERHEAD%  BURDEN%  METHOD    PERCENT        │
│  1.   L    Labor            Y     2.00%     5.00%     F                      │
│  2.   M    Materials        Y     2.00%      .00%     M                      │
│  3.   S    Subcontracting   Y      .00%      .00%     F                      │
│  4.   O    Overhead         Y      .00%      .00%     F                      │
│  5.   B    Burden           Y      .00%      .00%     F                      │
│  6.                                                                          │
│  7.                                                                          │
│  8.                                                                          │
│  9.                                                                          │
│                                                                              │
│                                                                              │
│                                                                              │
│ CHANGING THESE COST TYPES COULD CAUSE PROBLEMS.                              │
│ ONLY CHANGE THEM WITH PROPER GUIDANCE.                                       │
│                                                                              │
│ LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..   [Delete] [End] [OK]   │
│                                                                              │
│  ┌────────────────────────────────────────────────────────────────┐         │
│  │                                                                  │         │
│  └────────────────────────────────────────────────────────────────┘         │
└────────────────────────────────────────────────────────────────────────────┘
```

JC to GL Posting F/M (JCF970)

Function

This program allows the user of the FACTS system to determine how job cost posts to general ledger (if at all).

Posting to general ledger occurs in several programs; for example; costs from jobs are posted to general ledger in the Job Posting Register and both costs and invoicing amounts are posted to general ledger in the Invoice Register. When the system posts to general ledger, it must know what G/L #'s to post to. This file maintenance provides the system the default G/L #'s to post to, the journals to post to, and the directions for posting.

This record contains information (such as journal and account numbers) which the system references in performing the automatic posting of JC Invoice Register data to the general ledger in the Invoice Register Update. All general ledger numbers must be valid general ledger numbers.

The user sets up the GL distribution, i.e., how the distribution is to post into the journal file in general ledger (example: summary, detail). See input #1 for options. In addition to the GL distribution, the user sets up where in the journal file in general ledger the distribution is to post, i.e. the sales journal.

There are standard entries made to general ledger when posting sales. For example, when an billing occurs, one debits the accounts receivable and cost of goods sold accounts and credits the sales and inventory accounts. The user must set up where these standard GL account numbers used will come from, what they are and how they are to be used.

The basis is asking where the number is to come from. The system either always uses the same account number or gives a choice to the user as to where the number is pulled from (i.e., customer GL posting table or job GL posting table).

The department and branch flags have to do with imbedding the department and branch flags within the GL account number (if applicable). When entering any invoice, the department and branch may be entered. If the user imbeds the department and/or branch within the GL account number, the system looks at the department and/or branch assigned to each invoice. For example, if the G/L # 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.

Finally, a default GL account number is set up. Even if the default is not to be used, it must be entered.

Following is information about setting up each entry:

Accounts Receivable

Basis - determines where the accounts receivable number comes from. The user has a choice of always posting to the default accounts receivable G/L # (from this record), posting to the accounts receivable G/L # assigned in the customer's GL posting table or posting to the accounts receivable G/L# assigned in the job's GL posting table. The system may always post to one AR G/L # (by setting basis to D-default) or break out accounts receivable to multiple account numbers (examples: AR-retail, AR-wholesale by setting basis to C-customer or AR-industrial, AR-commercial by setting basis to J - job).

Department - The AR account may not be departmentalized.

Branch - determines if the system should insert the branch in the AR G/L #. The AR and SO posting control records must have the same value for the branch flag as is entered here.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **C**-customer GL posting table or **J** - job GL posting table, the number is entered but not used for posting purposes.

Sales

Basis - determines where the sales number comes from. The user has a choice of always posting to the default sales G/L # (from this record), posting to the sales G/L # assigned in the customer's GL posting table or job's GL posting table. The system may always post to one sales G/L # (by setting basis to D-default) or break out sales to multiple account numbers (example: sales-retail, sales-wholesale or sales-industrial, sales-commercial) (by setting basis to C-customer or J-job).

Department and Branch - determine if the system should insert the department and branch in the sales G/L #.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **C**-customer GL posting table or **J**-job GL posting table, the number is entered but not used for posting purposes.

Tax

Basis - determines where the sales tax number comes from. The user has a choice of always posting to the default sales tax G/L # (from this record) or posting to the sales tax G/L # assigned to each tax code in the Tax Tables F/M. The system may always post sales tax to one sales tax G/L # (by setting basis to D-default) or break out sales tax to multiple account numbers (example: Georgia sales tax, Fulton County sales tax, City of Atlanta sales tax) (by setting basis to T-tax code).

Department and Branch - determine if the system should insert the department and branch in the sales tax G/L #.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **T**-tax code, the number is entered but not used for posting purposes.

Freight, Contra Cost Of Sales

Basis - determines where each account number comes from. The numbers used always come from the default G/L # (from this record).

Department and Branch - determine if the system should insert the department and branch in the GL account number.

Default GL account number - is used for posting purposes because the basis is set to **D**-default.

Work-In-Process, Cost Of Sales, Job Cost Receipts

Basis - determines where the account number comes from. The user has a choice of always posting to the default G/L # (from this record) or posting to the G/L # assigned in the job's GL posting table. The system may always post to one G/L # (by setting basis to D-default) or break out sales to multiple account numbers (example: JC receipts-industrial, JC receipts-commercial by setting basis to J-job).

Department and Branch - determine if the system should insert the department and branch in the G/L #.

Default GL account number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **J**-job GL posting table, the number is entered but not used for posting purposes.

User Inputs

The following inputs are involved in creating the JC to GL posting control record:

1. GL Distribution

The job cost system may post to general ledger automatically. The Job Posting and Invoice Registers may print a general ledger distribution and make a journal posting to GL during the update. Enter **0**, **1**, **2** or **3** to indicate how JC is tied in with general ledger. CR initially defaults to 0.

> **0**-no GL distribution is printed or posted.

> **1**-the GL distribution is printed (printing is in detail format) but not posted to GL.

> **2**-the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).

> **3**-the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

2. Costing Journal

Enter the number of the general ledger journal number to post to for the cost posting of the Job Posting Register. The entry must be a valid journal number. F2 allows a search (ref. 7).

3. Invoicing Journal

Enter the number of the general ledger journal number to post to for the invoice posting of the Invoice Register. The entry must be a valid journal number. F2 allows a search (ref. 7).

4. Post Work In Process?

Enter **Y** or **N** to indicate whether to posts costs and invoices from jobs that are not complete. Entering Y signals the use of the WIP (work in process) G/L #'s entered below. If the user enters N, WIP G/L #'s still must be entered, they are just not used. CR initially defaults to Y.

5. Accounts Receivable

Enter whether to build distribution based on the **D**-default G/L #, **C**-customer GL posting table or **J**-job GL posting table. CR initially defaults to D.

If the **department position** flag in the company control record is 0, this input is skipped. Enter **N** to indicate that the department may not be inserted into the G/L # when posting. All accounts numbers in this record may be departmentalized except accounts receivable.   CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number . Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

6. Sales

Enter whether to build distribution based on the **D**-default G/L #, **C**-customer GL posting table or **J**-job GL posting table. CR initially defaults to D.

If the **department position** flag in the company control record is 0,this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number . Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

7. Tax

Enter **D** to build distribution based on the default G/L # or **T**-tax code.

If the **department position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

8. Freight

Enter **D** to build distribution based on the default G/L #. CR defaults to D.

If the **department position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

9. Work In Process - **Debit**

Enter whether to build distribution based on the **D**-default G/L # or **J**-job GL posting table. The system needs to post work in process to a G/L #. CR initially defaults to D.

If the **department position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

10. Contra Cost Of Sales

Enter **D** to build distribution based on the default G/L #.

If the **department position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

11. Cost Of Sales

Enter whether to build distribution based on the **D**-default G/L # or **J**-job GL posting table.

If the **department position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

12. Job Cost Receipts

Enter whether to build distribution based on the **D**-default G/L # or J-job GL posting table.

If the **department position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. 7).

Technical Notes

The program retrieves the department, branch, and G/L # mask from the company control file (SMCNTL). The general ledger account file (GLMSTR) is accessed for GL account descriptions.

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL
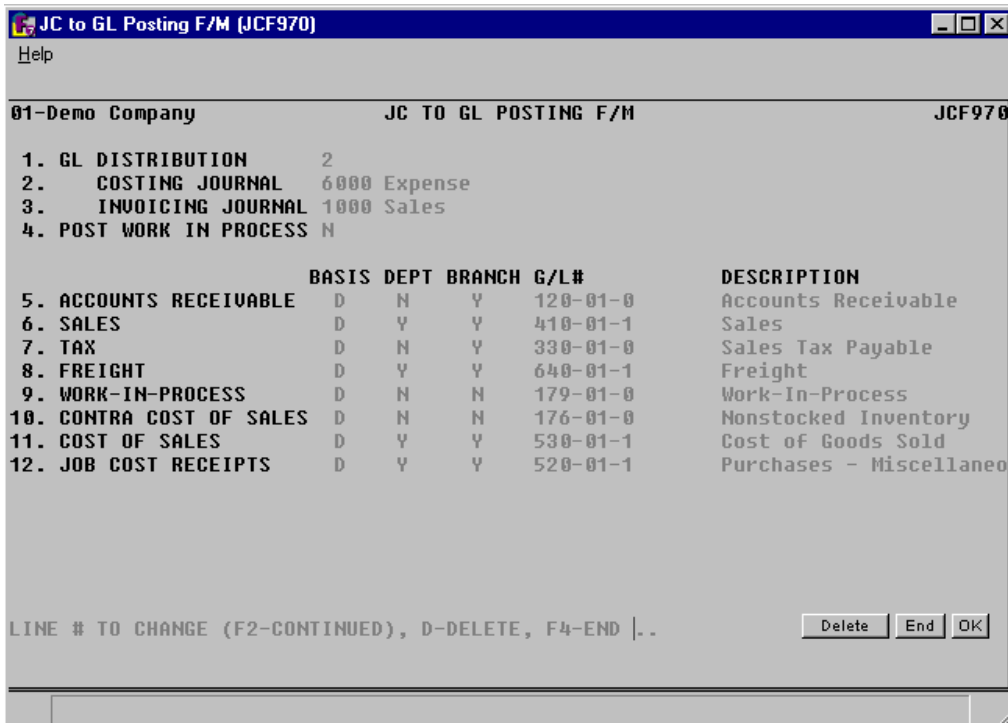
Static Control F/M (JCF980)

Function

This program allows the user of the FACTS system to create and maintain the company JC static control record. The JC static control record is critical to the proper functioning of the JC system. The record contains information which the JC system references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your dealer.

User Inputs

The following inputs are involved in creating the job cost company static control record:

1. Cost Code Overhead

Enter the cost code for overhead. The entry must be a valid cost code. This cost code is used by the system to post a percentage (from the cost type file) of the cost for overhead to general ledger. If initially setting up the system, enter four spaces for not used. If the user elects to post overhead, set the proper cost code up and return to this file maintenance to enter the correct overhead cost code (if desired). CR initially defaults to "   " (NOT USED).

2. Cost Code Burden

Enter the cost code for burden. The entry must be a valid cost code. This cost code is used by the system to post a percentage (from the cost type file) of the cost for burden to general ledger. If initially setting up the system, enter four spaces for not used. If the user elects to post burden, set the proper cost code up and return to this file maintenance to enter the correct burden cost code (if desired). CR initially defaults to "   " (NOT USED).

3. Default Estimate Cost

Enter the cost type to use as the default cost in the job cost entry programs. Options are:

M - use the manual cost from item file.

A - use the average cost calculated by the system and stored in the inventory cost/price file.

L - use the last cost on file for the selected item in the inventory cost/price file.

CR initially defaults to the default cost set up in the inventory static control record.

4. Default Billing Type

Enter whether the default billing type to be used for inputs in the job cost entry program is **F**-fixed amount, **C**-cost plus, **T**-time and materials or **N**-no charge. CR initially defaults to F.

5. Charge Tax

Enter **N** or **Y** to indicate whether to charge tax on invoice amounts during billing. Billing takes place in the Automatic Job Selection program. As the program finds a transaction that has not been billed, it builds an invoice for it. During the creation of the invoice, if N is entered here no tax is charged; otherwise tax is calculated from the tax code and the taxable status of the cost type. Also, if N is entered, cost types are all non-taxable. CR initially defaults to N.

6. Charge Freight

Enter **N** or **Y** to indicate whether to charge freight on invoices during billing. Billing takes place in the Automatic Job Selection program. As the program finds a transaction that has not been billed, it builds an invoice for it. During the creation of the invoice, if N is entered here freight is not charged. Also, if N is entered Freight is not used in Individual Job Review. CR initially defaults to N.

7. Post To Sales Analysis

Enter **N** or **Y** to indicate whether to post the invoice information to sales analysis. If Y is entered, the Invoice Register update posts the invoice number, job number, invoice and sales register date, invoice amounts, customer number and ship-to, salesperson/territory and commission percentage, as well as the branch (if used) into the job cost holding file. (The sales analysis program Post Invoices to SA, performs the actual transfer of information from the holding file to sales analysis). CR defaults to N.

*8. Units Mask

Enter the units mask for the job cost posting program. This mask is used to enter units (from other modules as well as job cost) into the system to post the costs to a job. Choices are -#######0, -######.0, -#####.00, and -####.000. The pound sign (#) signifies a number only appears in that position if it is not zero: zero appears as a blank. A zero (0) means that a number always prints in that spot, including zero, A minus sign (-) indicates that if the number is negative, print a minus sign (since the minus sign leads the mask, it prints ahead of the number). CR initially defaults to the whole number mask   -#######0.

9. Estimate Form Depth

Enter the depth (number of lines) of the estimate form at 6 lines per inch (29-99); usually 41 (7-inch form and prints 12 lines per form), 51 (8 1/2-inch form and prints 21 lines per form) or 66 (11-inch form and prints 36 lines per form). CR initially defaults to 42. If printing both descriptions, the number of line-items above is cut in half.

10. Preprinted Form

Enter **N** or **Y** to indicate whether to use a preprinted estimate form. CR initially defaults to N.

11. Cost Tear-Off

Enter **N** or **Y** to indicate whether the estimate print format has a cost tear-off. CR initially defaults to N.

12. Invoice Form Depth

Enter the depth (number of lines) of the invoice form at 6 lines per inch (29-99); usually 42 (7-inch form and prints 14 lines per form), 51 (8 1/2-inch form and prints 23 lines per form) or 66 (11-inch form and prints 39 lines per form). CR initially defaults to 42. If printing both descriptions, the number of line-items above is cut in half.

13. Preprinted Form

Enter **N** or **Y** to indicate whether to use a preprinted invoice form. CR initially defaults to N.

Address

Enter **C** to print your company name, address and phone number, **W** to print your company name, warehouse description and address and **N** if you do not want to print any address information on the preprinted invoice form. CR initially defaults to N.

14. Cost Tear-Off

Enter **N** or **Y** to indicate whether the estimate print format has a cost tear-off. CR initially defaults to N.

15. Standard Memo

Enter the standard to print on each invoice (up to 50 characters). This memo prints on each invoice. F2 defaults to NONE.

* indicates that changing the field after initial installation may have serious repercussions.

   Please refer to your dealer before any changes are made.

Technical Notes

The job cost code file (JCCODE) is accessed to validate the overhead and burden cost codes.

FILES USED - JCCODE

FILES UPDATED - SMCNTL

Static Control F/M (JCF980)

Help

```
01-Demo Company                STATIC CONTROL F/M                    JCF980

 1. COST CODE OVERHEAD      OVHD Overhead Code
 2.         BURDEN          BRDN Burden Code
 3. DEFAULT ESTIMATE COST   M
 4.         BILLING TYPE    T
 5. CHARGE TAX              Y
 6.         FREIGHT         Y
 7. POST TO SA              Y
 8. UNITS MASK              -########0
 9. ESTIMATE FORM DEPTH     42
10.         PREPRINTED      N
11.         COST TEAR-OFF   N
12. INVOICE FORM DEPTH      42
13.         PREPRINTED      N
14.         COST TEAR-OFF   N
15. STANDARD MEMO           Thank you for your business!



LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..       Delete   End   OK
```

Nonstatic Control F/M (JCF990)

Function

This program allows the user of the FACTS system to create and maintain the company JC nonstatic control record. The JC nonstatic control record is critical to the proper functioning of the JC system. The record contains information which the JC system references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program Changes should only be made with extreme caution and under the supervision of your dealer.

User Inputs

The following inputs are involved in creating the job cost company nonstatic control record:

1. Current Period

Enter the current job cost period (PPYY). CR initially defaults to the current GL period and must be within the current or next general ledger period. After initial entry, this field is updated by the End-of-Period Update program.

2. Date Of Last End-Of-Period Update

Enter the date of the last End-of-Period Update in job cost (ref. 3). After initial entry, this field is updated by the End-of-Period Update program. CR initially defaults to 010100.

Inputs #3-12 are used by the system to keep track of (register) numbers and are maintained by the system.

*3-12. Numbers Used

These numbers keep track of the last register number used. As a register is updated or a number (job invoice or batch) is used, the last number used is incremented by one. Upon installation, these fields should be set to 0. These fields will automatically be updated through normal processing. CR initially defaults to 0.

* indicates that changing the field after initial installation may have serious repercussions.

Please refer to your dealer before any changes are made.

Technical Notes

FILES UPDATED - SMCNTL

```
 Nonstatic Control F/M (JCF990)                                    _ □ ×
 Help

 01-Demo Company              NONSTATIC CONTROL F/M                    JCF990

  1. CURRENT JC PERIOD       09/02 SEP
  2. DATE OF LAST EOP UPDATE 08/31/02
  3. LAST ESTIMATE #         00000300
  4.      JOB #              00000220
  5.      INVOICE #          00212
  6.      BATCH #            0092
  7.      POSTING REGISTER # 0357
  8.      BILLING REGISTER # 0296
  9.      CONSOLIDATION REG# 0177
 10.      COMPLETION REG #   0134
 11.      BALANCING REG #    0003




 LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..    Delete  End  OK
```

Rebuild JC Sort Files (JCU990)

Function

This program allows the user of the FACTS system to rebuild job cost sort files that may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user 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) that is stored in customer number by alpha lookup order. The corresponding record in the main file may then be accessed for the needed information.

User Inputs

The following inputs are involved in rebuilding job cost sort files:

1. JCESCX

Enter **N** or **Y** to indicate whether to rebuild **JCESCX**. This file is the job cost estimate number by customer number sort file to the estimate file (JCESTM). This file is used when searching for estimates by customer (in entry programs), printing the Estimate Listing by customer, and in the Estimate Removal program by customer. CR defaults to N.

2. JCINCX

Enter **N** or **Y** to indicate whether to rebuild **JCINCX**. This file is the job number by customer sort file to the job cost invoice file (JCINVC). This sort file is used when searching for invoices by customer in Job Entry and Individual Job Review, printing and/or updating in customer order in Automatic Job Selection, Unselect Jobs, and Invoice Selection Edit List programs. CR defaults to N.

3. JCJBCX

Enter **N** or **Y** to indicate whether to rebuild **JCJBCX**. This file is the job cost job number by job class sort file to the job cost jobs file (JCJOBS). The file is used when printing and/or updating in customer class order. CR defaults to N.

4. JCJBMX

Enter **N** or **Y** to indicate whether to rebuild **JCJBMX**. This file is the job cost job number by manager sort file to the job cost jobs file (JCJOBS). The file is used when printing and/or updating in manager order. CR defaults to N.

5. JCJOCX

Enter **N** or **Y** to indicate whether to rebuild **JCJOCX**. This file is the job cost job number by customer number sort file to the job cost jobs file (JCJOBS). The file is used when searching for jobs by customer in the entry programs and printing/updating jobs by customer. CR defaults to N.

6. JCPASX

Enter **N** or **Y** to indicate whether to rebuild **JCPASX**. This file is the job cost past job number by customer number sort file to the job cost past jobs file (JCPAST). The file is used when searching for past jobs in the Past Job Inquiry, and the Job Completion and Removal Register and the Past Jobs Removal programs. CR defaults to N.

7. JCREFX

Enter **N** or **Y** to indicate whether to rebuild **JCREFX**. This file is the document file by job cost job number to any JC file containing a job entry. Records for this file are created after each job entry. This file is used in the Job Entry (it is checked to see if there are existing PO's for a job before deletion is allowed), Customer Inquiry when inquiring into open PO's, the Purchase Order Report, and the Job Completion Entry (it is checked to see if their are any existing PO's for a job before its status can be changed to complete). CR defaults to N.

8. JCREGX

Enter **N** or **Y** to indicate whether to rebuild **JCREGX**. This file is the job cost job number by invoices ready for register sort file to the job cost invoices file (JCINVC). This file is used in job cost Invoice Register to determine if an invoice has been printed and is ready for posting. CR defaults to N.

Files will be rebuilt for all companies.

Technical Notes

Rebuilding proceeds by checking the flag (in order to skip the files not to be rebuilt), opening and locking the reference file, initializing the sort file, and writing keys to the sort file as it reads through the reference file. When the rebuilding is complete, it closes the channels and moves to the next sort file.

FILES USED - SMCNTL, JCESTM, JCINVC, JCJOBS, JCPAST, PORDER

FILES UPDATED - JCESCX, JCINCX, JCJBMX, JCJOCX, JCPASX, JCJBCX, JCREFX, JCREGX

```
Rebuild JC Sort Files (JCU990)                                          _ □ ×
Help

01-Demo Company              REBUILD JC SORT FILES                    JCU990

JCESCX |.

JCINCX

JCJBCX

JCJBMX

JCJOCX

JCPASX

JCREFX

JCREGX


THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION*
                                                            N  Y  End
REBUILD ESTIMATE BY CUSTOMER SORT FILE TO JCESTM - JCESCX? (N/Y), F4-END   OK
```
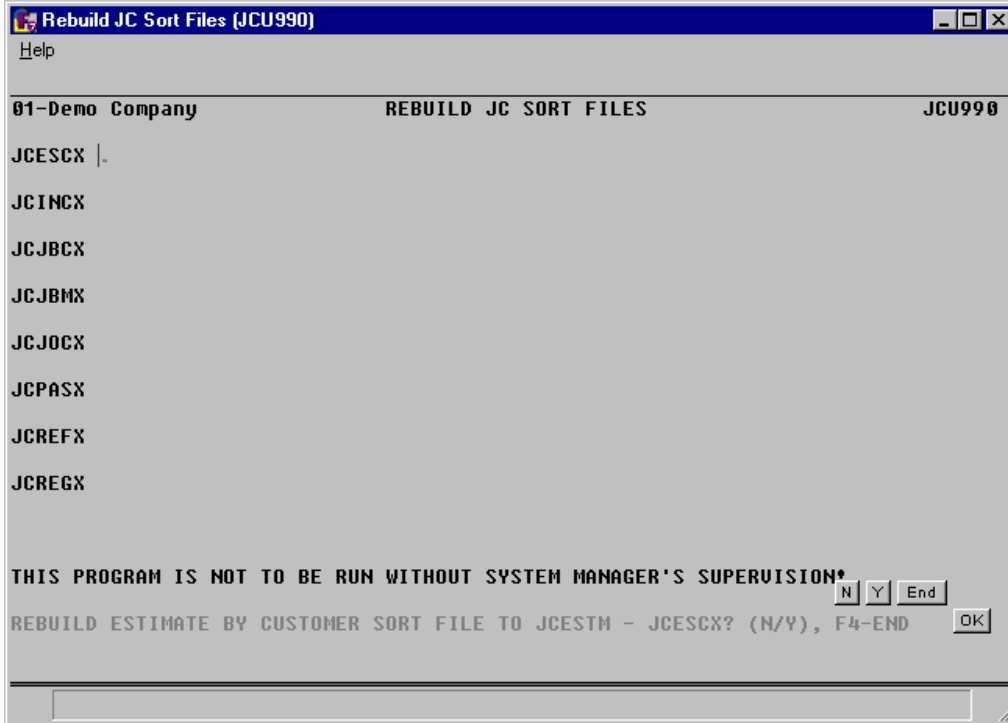
APPENDIX A: References

1. Beginning order choice

Enter the beginning order choice to print; e.g., if item class was selected above, the user selects the beginning item class to print. CR defaults to FIRST (the first item class on file).

2. Credit check

The system performs a credit check on the customer that consists of two analyses. The first check is analyzing the customers credit limit (i.e., how high their outstanding AR balance may be as set by the user). The system checks the open AR balance along with all invoices in JC, SO, ER, TS and AR that have not yet updated to the AR open receivables file. If the customer is over its credit limit, the credit check is failed.

The second check is aging the open AR invoices and comparing the aging to the **credit check days** flag in the aging control record. If the customer has any invoices in AR that exceed the credit check number of days (past due or invoice date), then the credit check is failed.

If the customer fails the credit check in either analysis, the system checks the company AR static control record for how to handle failed credit checks. When the message is displayed indicating the credit check has failed, F2 displays an aging for the customer.

3. Date

The format mask of the date is set in the company control record and is either American (MMDDYY) or European (DDMMYY). When entering dates, valid dates within the mask must be entered (i.e., always enter two digits for the month (or day), day (or month) and year). With an incorrect entry, the input mask is displayed in the input.

Users may enter one or two digits at the date input and the system assumes the digits entered are the day of the current month and year and the full 6-digit date is displayed. Users may also enter three or four digits at the date input and the system assumes the digits entered are the day and the month (entered in correct order based on date mask) of the current year and the full 6-digit date is displayed.

4. Ending order choice

Enter the ending order choice to print; e.g., if item class was selected above, the user selects the ending item class to print. CR defaults to LAST (the last item class on file).

5. End of inputs

In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information entered to be sure it is correct. If something needs to be changed, enter F4 to back up and change. Once everything is correct, press CR and the program will continue.

6. Prompt-selection input

- **Changes a line-item.** Line-items may be changed or deleted by entering the line number to be changed. During this change routine, F1 allows the currently displayed value to remain the same.

L - **Lists line-items.** A limited number of line-items appear on the screen at any one time. The list function allows line-items to be redisplayed. The user selects the beginning line number to list.

A - **Adds a line-item.** Line-items may be added as needed.

D - **Deletes the entire entry.** The entire entry may be deleted at any time. All line-item records are removed. The screen is then cleared and the program returns to input #1 to await further entries.

F2 - **Changes header.** Certain header information in the upper portion of the screen is changed as necessary. During this change routine, F1 allows the currently displayed value to remain the same.

F3 - **Accesses the ending routine.** F3 proceeds to the ending routine.

7. Search

The search feature allows the user to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays at the bottom of the screen, a number of fields at a time. The user may enter a search key, continue to view the search fields select the line number of one of the fields displayed, or return to the program input.

APPENDIX B: Glossary of Terms

Batch - each fax is assigned to a batch number. A batch may contain from 1 to 9999 fax recipients. The batch consists of a global header for all recipients in the batch, and a line item to designate each recipient of the fax.

Branch - branches may be referred to as stores or profit centers. The length of the branch code is two digits (01-99, user defined). Branches are set up through the SM branch f/m program. Each fax directory record is assigned to a branch, and the fax directory search is delimited by branch.

Burden - usually expenses associated with labor costs, such as health insurance, employer matching benefits, etc.

Consolidate Overhead/Burden - To take all the transactions for overhead and burden, sum them up, remove them, and then write one overhead transaction out, and one burden transaction out.

Cost Code - The code that determines how the system will markup a cost. Cost codes also belong to a cost type which may provide the system with a GL# to post costs to.

Cost Type - The user defined category which tells the system how to calculate tax, overhead, and burden for billing, sending invoices, creating invoicing, invoicing, etc.

Estimator - Employee responsible for making the estimate. Entered in Estimate Entry.

Frequency - How often to bill the customer. The system allows three types: C-when the job is complete, M-bill on a monthly basis, or D-on demand (whenever an invoice is created).

Job Class - The category a job falls into. The user is able to assign jobs to categories in order to get reports in job class order. The user would then be able to look at reports containing costs and revenues for a group of jobs. Job classes also carry default GL#'s. Job classes may be in-house jobs, on-site jobs, etc.

Manager - Employee responsible for job status. Entered in Job Entry.

Markup Amount - The percentage multiplied against or dollar value added to, depending on the markup method, the cost amount. The amount the system marks up the cost.

Markup Method - The way in which the system arrives at the billable amount from the cost amount. The system provides the user with four ways to "markup" a cost amount: Fixed - the system bills a fixed amount no matter what the cost amount is. This is helpful for no charge billings or for items that have varying costs. Manual - The system does not markup the cost at all. Instead, the user must enter the billable amount manually. Percentage - The system multiplies the cost by a percentage and adds the percentage to the cost. Dollar - The system adds to the cost rate or amount a dollar figure.

Overhead - Any expenses that are not directly billable, but are a cost of doing business. For example, office supplies for the maintenance of billing, electricity for in-house jobs, etc.

Select Job - Create invoices for the job number. Invoices are only created if transactions exist for the job.

Source Code - The module that the posting record was created in; e.g., if a purchase order line-item was ordered for a job, PO (purchase order) is the source code.

Tear-Off - The system is designed to facilitate estimate and job forms that have a part perforated for separation. The cost of the billable amount as well as other job information will appear on the "tear-off" section.

Unselected Job - Delete all existing invoices and update file.

WIP - Work in progress.

APPENDIX C: Sample Reports

ESTIMATE PRINT

```
!=================================================================================!
!                          ESTIMATE PRINT                        REPRINT !
!                          DEMO COMPANY                   ESTIMATE 00000303  !
!                      69 South Peachtree Street                          !
!                        Atlanta, GA 30030                       Page 1  !
!                        (404) 418-2000                                   !
!                                                               08/27/02  !
! JOB: SSI                                                                !
!                                                                         !
!    Ship-to:   S100                        Bill-to:      C100            !
!    Southeastern Industrial Supply         Southeastern Industrial Supply !
!    1145-A Fulton Industrial Park          12490 South Peachtree Street   !
!                                                                         !
!    Atlanta, GA 30223                      Atlanta, GA 30348             !
!=================================================================================!
!REFERENCE #     !EXPIRES !ESTIMATOR!TERMS          !WH!FREIGHT!SHIP VIA      !
!---------------------------------------------------------------------------------!
!1               !NONE    !  DS   !2% 10 Net 30   !01!PREPAID!UPS GROUND     !
!=================================================================================!
!BILLING                         !START   !FINISH  !UNITS                     !
!---------------------------------------------------------------------------------!
!TIME & MATERIALS                !08/27/02!09/27/02!                          !
!=================================================================================!
!CODE!DESCRIPTION                       !    UNITS!UM!    PRICE!  EXTENSION!
!=================================================================================!
!1010!Design Work                       !       1!HR!  50.0000!      50.00!
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!    !                                  !        ! ! !         !           !
!=================================================================================!
!      !SUBTOTAL        50.00!FREIGHT      .00!TAX       .00!TOTAL      50.00!
!=================================================================================!
```

ESTIMATE LISTING

```
DATE: 08/27/02                                    DEMO COMPANY                              JCR110 PAGE: 1
USER: SSI TCi                                    ESTIMATE LISTING                           TIME:  9:02 AM

ESTIMATE FIRST TO LAST
EXPIRATION DATE FIRST TO LAST
WAREHOUSE 01


                              -------DATE------                              DATE              LAST USE
ESTIMATE S NAME               ENTERED  EXPIRES   CUSTOMER NAME            START EST WH    TOTAL FOR JOB#
===========================================================================================================
00000291 J SIMS WALL DISPLAY INSTALLATION 08/05/02 09/05/02  C108 SIMS HARDWARE           08/05/02  DS 01   14731.88 00000217
00000296 J PPS WAREHOUSE IMPROVEMENT      08/05/02 09/05/02  C118 PEACHTREE PRINTING SUPPLY 08/05/02 DS 01    3765.14 00000209
00000298 J MILLER STORAGE SETUP           08/05/02 09/05/02  C128 MILLER'S OFFICE EQUIPMENT 08/05/02 RP 01    1231.20 00000210
00000300 J PPI CONVEYOR SYSTEM INSTALL    08/05/02 09/05/02  C120 PORSCHE PIECES, INC.      08/05/02 RP 01    9441.50 00000215
00000303 P SSI                            08/05/02   NONE     C100 Southeastern Industrial S 08/05/02 DS 01      50.00
                                                                                                    -----------
                                                                            REPORT TOTAL            29219.72

S=STATUS (E=ENTERED, P=PRINTED, J=CONVERTED TO JOB), EST=ESTIMATOR, WH=WAREHOUSE

ESTIMATES: 5                                                                                END OF REPORT
```

JOB LISTING

```
DATE: 08/27/02                               DEMO COMPANY                                    JCR710 PAGE: 1
USER: SSI TCi                                JOB LISTING                                     TIME:  9:02 AM

JOB# FIRST TO LAST
WAREHOUSE 01

    JOB# NAME                    MEMO                          CUSTOMER NAME                    STATUS        H
==========================================================================================================
00000209 PPS Warehouse Improvement                            C118 Peachtree Printing Supply    ACTIVE        N

TOTAL: COST    865.89  BILLING    730.88  G.M.    -135.01  -18.5%  FREIGHT  50.00  TAX    29.24  INVOICED AMOUNT    810.12

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

00000210 Miller Storage Setup                                 C128 Miller's Office Equipment Co.   ACTIVE        N

TOTAL: COST            BILLING            G.M.       .00     .0%  FREIGHT          TAX            INVOICED AMOUNT       .00

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

00000215 PPI Conveyor System Install                          C120 Porsche Pieces, Inc.          ACTIVE        N

TOTAL: COST            BILLING            G.M.       .00     .0%  FREIGHT          TAX            INVOICED AMOUNT       .00

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

00000216 WBM Work Area Furnishing                             C129 Winchester Business Machines   ACTIVE        N

TOTAL: COST      .00  BILLING      .00  G.M.       .00     .0%  FREIGHT    .00  TAX      .00  INVOICED AMOUNT       .00

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

00000217 Sims Wall Display Installation                       C108 Sims Hardware                 ACTIVE        N

TOTAL: COST            BILLING            G.M.       .00     .0%  FREIGHT          TAX            INVOICED AMOUNT       .00

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

H=HOLD

JOBS: 5                                                                                          END OF REPORT
```

JOB COST ANALYSIS

```
DATE: 08/27/02                              DEMO COMPANY                            JCR720 PAGE: 1
USER: SSI TCi                             JOB COST ANALYSIS                         TIME:  9:02 AM

JOB# FIRST TO LAST
WAREHOUSE 01


          ACTUAL   ESTIMATED -----------------
          START COMPLETION PERCENT    AS OF --------------COST---------------- PERCENT OF
          DATE       DATE COMPLETE    DATE      ESTIMATE      ACTUAL   REMAINING     ESTIMATE
==============================================================================================
Job#: 00000209 PPS Warehouse Improvement      Customer:      C118 Peachtree Printing Supply     Mgr:  DS  Wh: 01  Status: A
          08/27/02   08/28/02      0% 08/27/02    2142.11      865.89     1276.22      40.4%

Job#: 00000210 Miller Storage Setup           Customer:      C128 Miller's Office Equipment Co.  Mgr:  RP  Wh: 01  Status: A
          08/27/02   08/28/02      0% 08/27/02    1026.00         .00     1026.00        .0%

Job#: 00000215 PPI Conveyor System Install    Customer:      C120 Porsche Pieces, Inc.           Mgr:  RP  Wh: 01  Status: A
          08/27/02   08/28/02      0% 08/27/02    4863.90         .00     4863.90        .0%

Job#: 00000216 WBM Work Area Furnishing       Customer:      C129 Winchester Business Machines   Mgr:  RP  Wh: 01  Status: A
          08/27/02   08/28/02      0% 08/27/02     700.00         .00      700.00        .0%

Job#: 00000217 Sims Wall Display Installation Customer:      C108 Sims Hardware                  Mgr:  DS  Wh: 01  Status: A
          08/27/02   08/28/02      0% 08/27/02    7443.15         .00     7443.15        .0%

Mgr=Manager, Wh=Warehouse, Status: A=ACTIVE, C=COST COMPLETE, B=BILLING COMPLETE

JOBS: 5                                                                              END OF REPORT
```

JOB BILLING ANALYSIS

```
DATE: 08/27/02                                       DEMO COMPANY                                JCR730 PAGE: 1
USER: SSI TCi                                     JOB BILLING ANALYSIS                            TIME:  9:02 AM

JOB# FIRST TO LAST
WAREHOUSE 01


        ACTUAL   ESTIMATED -----------------
        START  COMPLETION  PERCENT    AS OF --------------BILLING--------------   % OF
        DATE       DATE  COMPLETE    DATE      ESTIMATE      ACTUAL    REMAINING ESTIMATE    FREIGHT          TAX          TOTAL
=================================================================================================================================
Job#: 00000209 PPS Warehouse Improvement         Customer: Peachtree Printing Supply  Mgr:  DS  Wh: 01  St: A  Billing: Type T  Freq M
        08/27/02   08/28/02        0% 08/27/02     3476.10      730.88     2745.22   21.0%      50.00        29.24         810.12

Job#: 00000210 Miller Storage Setup              Customer: Miller's Office Equipment  Mgr:  RP  Wh: 01  St: A  Billing: Type C  Freq D
        08/27/02   08/28/02        0% 08/27/02     1504.00         .00     1504.00    .0%                                    .00

Job#: 00000215 PPI Conveyor System Install       Customer: Porsche Pieces, Inc.       Mgr:  RP  Wh: 01  St: A  Billing: Type T  Freq M
        08/27/02   08/28/02        0% 08/27/02     9241.50         .00     9241.50    .0%                                    .00

Job#: 00000216 WBM Work Area Furnishing          Customer: Winchester Business Machi  Mgr:  RP  Wh: 01  St: A  Billing: Type T  Freq M
        08/27/02   08/28/02        0% 08/27/02     1230.00         .00     1230.00    .0%        .00          .00            .00

Job#: 00000217 Sims Wall Display Installation  Customer: Sims Hardware                Mgr:  DS  Wh: 01  St: A  Billing: Type F  Freq C
        08/27/02   08/28/02        0% 08/27/02    12237.00         .00    12237.00    .0%                                    .00

Mgr=Manager, Wh=Warehouse, St=Status (A=ACTIVE, C=COST COMPLETE, B=BILLING COMPLETE)
Billing Type: F=FIXED, T=TIME & MATERIALS, C=COST +, N=NO CHARGE  Frequency: M=MONTHLY, C=ON COMPLETION, D=ON DEMAND

JOBS: 5                                                                                                          END OF REPORT
```

PURCHASE ORDER REPORT

```
DATE: 08/27/02                                      DEMO COMPANY                                   JCR740 PAGE: 1
USER: SSI TCi                                   PURCHASE ORDER REPORT                              TIME:  9:02 AM

JOB FIRST TO LAST
WAREHOUSE 01

            --COST---
   PO# LN# STATUS TYPE CODE     DATE      VENDOR               ITEM DESCRIPTION              UNITS UM    COST UM   EXTENSION
========================================================================================================================
Job#: 00000209 PPS Warehouse Improvement        Customer:        C118 Peachtree Printing Supply   Mgr: DS  Wh: 01  Status: A
001082 002 PRINTED   M 1070   08/28/02     V100                 I126 GRAVITY ROLLER CONVEYER      10 EA    166.39 EA    1663.90
                                                                                                                    ----------
                                                                                                        JOB TOTAL    1663.90
                                                                                                                    ----------
                                                                                                      REPORT TOTAL   1663.90

Mgr=Manager, Wh=Warehouse, Status: A=ACTIVE, C=COST COMPLETE, B=BILLING COMPLETE
DATE=PROMISED IF STATUS=ENTERED OR PRINTED, RECEIVED IF STATUS=RECEIVED
UNITS=ORDERED IF STATUS=ENTERED OR PRINTED, RECEIVED IF STATUS=RECEIVED

JOBS: 1                                                                                              END OF REPORT
```

OVERHEAD/BURDEN REPORT

```
DATE: 08/27/02                               DEMO COMPANY                          JCR750 PAGE: 1
USER: SSI TCi                           OVERHEAD/BURDEN REPORT                     TIME:  9:03 AM

JOB# FIRST TO LAST
WAREHOUSE 01

OVERHEAD OVHD Overhead Code
  BURDEN BRDN Burden Code

 ACTUAL   ESTIMATED ----------------
 START  COMPLETION  PERCENT   AS OF  --------OVERHEAD------- ---------BURDEN--------
  DATE      DATE  COMPLETE    DATE      COST     BILLING       COST     BILLING
======================================================================================================
Job#: 00000209 PPS Warehouse Improvement    Customer: Peachtree Printing Su  Mgr:  DS  W: 01  St: A  Billing Type: TIME+MATERIALS
08/27/02   08/28/02      0% 08/27/02     16.80        .00       9.00        .00 MTD
                                         16.80       8.61       9.00       4.12 JTD

                                     ----------- ----------- ----------- -----------
                         REPORT TOTAL    16.80        .00       9.00        .00 MTD
                                         16.80       8.61       9.00       4.12 JTD

Mgr=Manager, W=Warehouse, St=Status (A=ACTIVE, C=COST COMPLETE, B=BILLING COMPLETE)

JOBS: 1                                                                            END OF REPORT
```

JOB NOTES PRINT

```
DATE: 08/27/02              DEMO COMPANY              JCR770 PAGE: 1
USER: SSI TCi               JOB NOTES PRINT           TIME:  9:03 AM

JOB# FIRST TO LAST
WAREHOUSE 01

NOTES
========================================================================
JOB# 00000209 PPS Warehouse Improvement      Peachtree Printing Supply

Warehouse interior improvements will be minimal, but if any painting
is to be done, be sure to use LATEX GREY, COLOR # 2451.

09/09/94 - An additional crew member may be needed for roofing
           repairs.

JOBS: 1                                           END OF REPORT
```

JOB CLASS LIST

```
DATE: 08/27/02           DEMO COMPANY           JCR780 PAGE: 1
USER: SSI TCi            JOB CLASS LIST          TIME:  9:04 AM

FIRST TO LAST

  JOB
CLASS DESCRIPTION
=================================================================
  EQM Equipment Modification
  MSC Miscellaneous
  WHS Warehouse Setup & Installation

CLASSES: 3                                   END OF REPORT
```