™

Job Cost

Passport Business Solutions
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Understanding Job Cost

This chapter contains the following topics:

PRODUCT DESCRIPTION

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

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

- Costs for materials, subcontractors, and supplies can be entered in Accounts Payable and automatically transferred to the right jobs in J/C.
- Wage costs for laborers can be entered in Payroll and automatically transferred to the right jobs.
- Materials stored in inventory and not yet allocated to any job can be transferred to the appropriate jobs from Inventory Control.
- Billings to and payments from customers can be entered in Accounts Receivable and automatically transferred to the right jobs.
- General journal entries from General Ledger can be transferred to the appropriate jobs. These include distribution of payroll taxes and workers' compensation insurance premiums to jobs, posting of recognized profit to jobs, and adjustments because of previous entry errors.

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

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

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

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

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

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

JOB COST FEATURES

The PBS Job Cost module includes these features:

- New or in-progress jobs can be easily entered and edited.

- Labor costs, material costs, subcontract costs, profit, and up to five user-defined cost types are tracked for management.

- Cost categories are user-defined.

- Budgets for all detailed costs can be entered. Jobs cannot be activated unless estimates are equal to the job price.

- Budgets are tracked against actual costs incurred.

- Completion estimates can be entered for individual parts of jobs. A fast enter function is available which will generate completion estimate entries for all cost items for a job, as well as an entry for the entire job.

- Detailed on-line inquiry is provided.

- Completed jobs can be saved for viewing or later restoration to an active status.

- Information for a new job can be quickly created by copying all or part of another job.

- Numerous reports such as Job Status Report, Job Performance Report, Job Profitability Report, and Cost Category Analysis Report can be printed.

- Job Cost can be used independently or interfaced with Accounts Receivable, Accounts Payable, General Ledger, Payroll, Inventory Control, Purchase Order, and ODBC (Open Database Connectivity). The product that access via ODBC is called XDBC.

- Includes password protection and backup/restore facilities.

FLOW OF JOB COST MODULE

This section briefly describes the different menu selections in the module. Each topic is more fully explained in a separate chapter.

Control information

Easily maintainable, *Control information* allows you to define various parameters, which control many of the characteristics of the module. See Control Information

Categories

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

Job descriptions

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

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

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

You can print a list of jobs.

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

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

Costing

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

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

Note	If you are interfacing Accounts Payable, Payroll, and General Ledger, you cannot enter costs from within J/C.

Billing and Payment

You can set up J/C so that billings and payments for jobs automatically transfer to jobs from Accounts Receivable. The J/C Billing and payment selection lets you enter billings and payments directly from within the J/C system. You can also print an edit list, which shows all the billings and payments you have made, before they are posted and made a permanent part of the Job Cost data. See Billing and Payment

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

Completion estimates

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

View

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

Jobs

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

Costs by job

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

Costs by vendor/employee/customer

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

Cost categories

• You can display a list of the cost categories in your Cost Categories.

G/L accounts

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

Job status report

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

Management reports

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

Job performance

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

Job labor analysis

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

Job profitability

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

Job entry reports

Job Entry reports show:

- Lists of detailed entries (transactions) sorted in several ways:
- All costs for a job in date order.
- Costs transferred automatically from Accounts Payable, either in job number order or in vendor number order.
- Costs transferred automatically from Payroll, either in job number order or in employee number order.
- Costs transferred automatically from Inventory Control.
- All billings and payments coming from both Job Cost and Accounts Receivable, in either job number order or customer number order.

Job Summary

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

A/P Items for Payment

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

Cost Category Analysis

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

Job Closing Report

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

Distributions to G/L report

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

Get costs

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

Close a period

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

Close a year

Job Cost accumulates costs for the current year in the same way it does for the current period. After you have printed all reports you need at the end of the year, you must use this selection to close the

year in preparation for the new year. The accumulated costs for the year are all set to zero. Year-to-date accumulated costs are found only in Cost Categories. See the Close a Year chapter.

Utility

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

Close or re-open jobs

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

Purge/save/restore detail

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

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

View saved detail

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

Purge/save/restore jobs

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

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FEATURES COMMON TO ALL PBS MODULES

This section describes some features which are present not only in Job Cost but also in all PBS modules.

Password protection

Passwords are required to access PBS. A password is a unique code you assign to each individual using your software. Each potential user must first enter a valid password before he or she will be allowed to use a protected function.

Data Recovery Procedure

This function provides the capacity to recover corrupted data. You can also use it to convert important data files to a format, which can be easily interfaced to common data base and word processing modules. See the *PBS Administration* documentation for more information.

Printers

You can easily select any of the more popular printers. Refer also to the *Starting PBS, Menus and Printing* chapter in the *System User* documentation.

UPGRADING FROM EARLIER VERSIONS

We have included the necessary functions and instructions to allow you to upgrade from an earlier RealWorld Classic version 8 or 9. Refer to the *PBS Administration* documentation for more information.

If you are on RW32 or an early version of PBS, there is a means to upgrade to the latest version. Contact your PBS provider for more information.

DIAGRAMS OF JOB COST INFORMATION FLOWS

The following diagrams show the major information flows within Job Cost, as well as flows between Job Cost and other PBS modules.

These diagrams show how the major pieces of Job Cost work together.

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

These files are set up and maintained using the following selections:
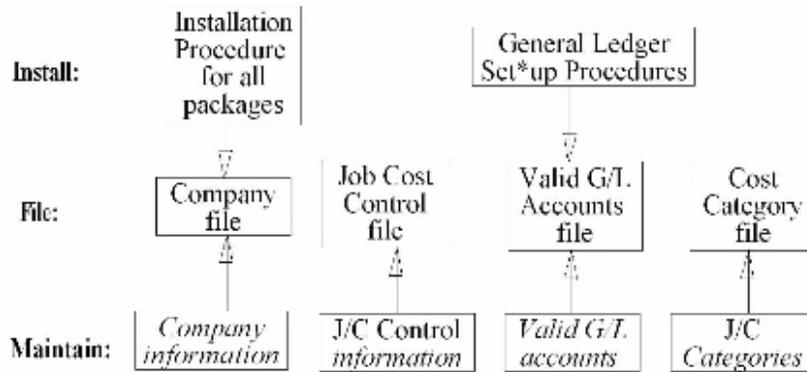
These are the files that are used to set up your jobs:
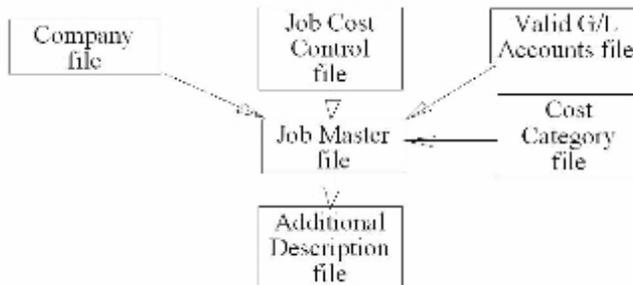
The Job Master contains both the job descriptions as well as the cost items for jobs.

This diagram shows the selections used and the files/tables updated when transactions are processed within Job Cost:
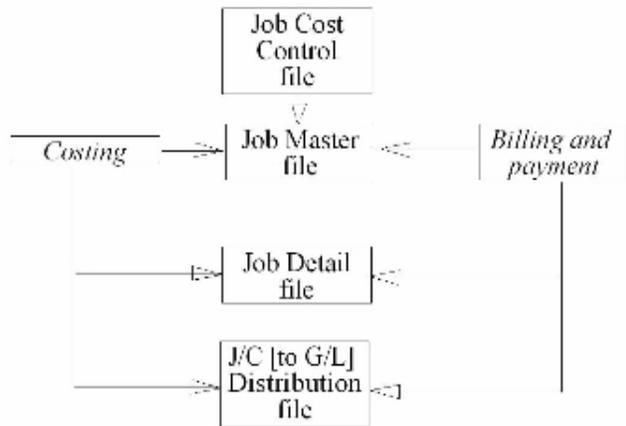
When costs are processed from PBS Accounts Payable, Payroll, and Inventory Control:
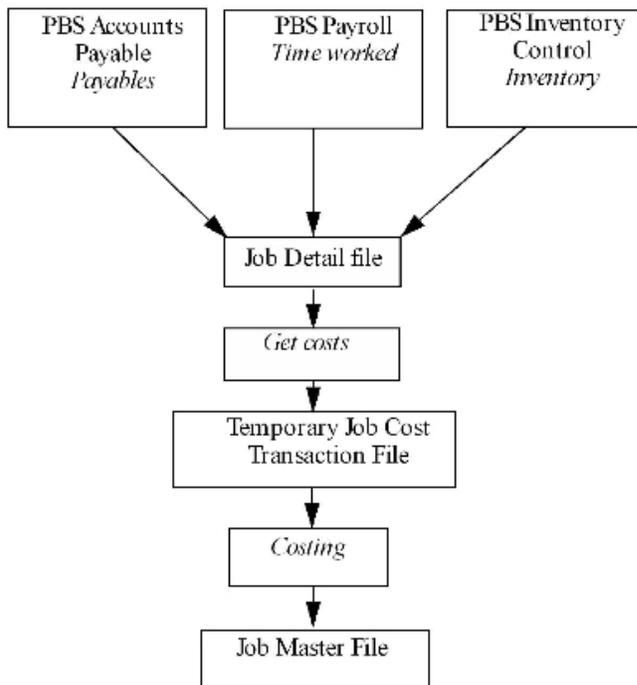
When transactions are processed in PBS General Ledger and Accounts Receivable:

Active and inactive files:

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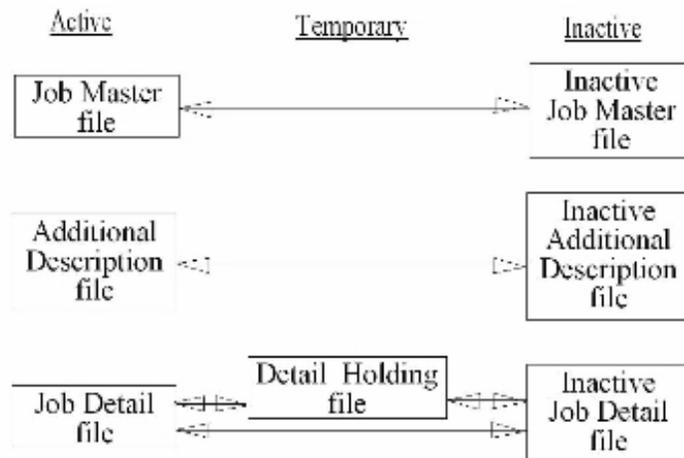
COST TYPES, CATEGORIES, AND ITEMS

This example demonstrates how these three terms are used in Job Cost.

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

There are always a very limited number of cost types—at most 9 in the PBS Job Cost system. There can be many cost categories—tens or hundreds—but each cost category has just one cost type.)

Cost Items

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

As an example, your job is the City Hall Addition. The price is $1,500,000. The cost items for the job are listed below:

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

To get a cost item, take a cost category, put it in a job, and give it a price. It then becomes a cost item for that job.

KEY WORDS AND CONCEPTS

To understand how to use Passport Business Solutions (PBS) Job Cost, you should understand some key concepts and words that are used in this module. Major concepts in Job Cost are identified in alphabetical sequence below.

Accounting

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

Alphanumeric

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

Burden

Expense incurred for a job beyond the cost of wages and materials. There are two kinds, labor burden and overhead burden.

Category

See the Cost Category below.

Company information

Company information is a collective term for the choices you make about how you will customize PBS software to your business applications. These decisions relate to all your PBS modules, and control such matters as the format of your screen display. They are made when the system is installed and seldom changed thereafter.

Control information

To customize PBS J/C to the needs of your business you must make choices, which are collectively called Control information. These decisions relate to all applications in the module, such as whether or not you access inactive files. They are made when the system is installed and seldom changed thereafter.

Control Information differs from Company Information. The former controls matters specific to the J/C module. The latter controls matters common to all modules.

Cost category

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

Cost item

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

Cost type

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

Data organization

Most of the information you enter into your computer is stored on disk. In order for computer programs to locate specific pieces of data (within large masses of data), data must be organized in some predictable way. PBS accounting software organizes your data for you automatically as it stores it on your disk.

The following terms are associated with the structure of data.

- Alphanumeric

  Alphanumeric characters are letters of the alphabet, numerals (numbers), special symbols (*, &, $, etc.) or any combination of all three. In contrast, numeric characters (or digits) are only numbers.

- Character

  A character is any letter, number or other symbol you can type on your keyboard.

- Data file

  A data file is a group of one or more related records. A data file is often referred to simply as a file. When on an SQL system a set of data is referred to as a table.

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

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

- There are other types of files in addition to data files. Programs are stored on the disk as program files. However, references to files in this user documentation mean data files unless specifically stated otherwise.

- Entry

  A record in a data file is often referred to as an entry.

- Field

  A field is one or more characters representing a single piece of data. For example, a name, a date and a dollar amount are all fields. When on an SQL system this is referred to as a column.

- Record

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

- Table

  Similar to a data file. but called Table when on an SQL system.

Debit and Credits

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

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

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

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

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

Double-entry accounting

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

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

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

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

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

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

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

Within General Ledger, Accounts Receivable, Accounts Payable, Payroll, Order Entry/Billing, Job Cost, Inventory Control, Purchase Order, Check Reconciliation, and Point of Sale the software automatically takes care of all double entry accounting as you enter the required information on the screen.

Function

As used here, function means one or more programs that accomplish a specific task.

Each selection on a menu of a PBS module is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected. In fact, selection is often used interchangeably for function.

General ledger

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

As used here, general means pertaining to many areas. General ledger is often abbreviated G/L or GL.

Ledger refers to a book where accounting records are kept. This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called ledgers.

General ledger account

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

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

Independent businesses usually use a 3- or 4-digit account number. For example, you can have a G/L account called 100—Cash in the Bank, and one called 400—Sales of Product A, and one called 410—Sales of Product Line B.

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

You may wish to divide your account number into a main account and a subaccount. You may also wish to incorporate a cost center into your account number structure. A cost center is a part of your company (for instance, a department or a regional office) for which sales and/or expenses (and

sometimes profits) can be calculated separately from the total sales and expenses of the whole company.

The *Company Information* chapter provides detailed information on the format of the account number. To alter an existing format, refer to the *Reformat Account Number* chapter of the *PBS Administration* documentation.

Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key.The Help text gives you a quick reference to the highlights of functions while you are running the application. In graphical mode you can access the entire chapter. From there you can access the entire documentation for the module.

To access help in graphical mode, select <Ctrl+F1>. In character mode select <F8>.

Look-ups

Look-ups refer to a list of available entries for a particular field. There are two kinds of lookups: Data Lookup and Date Lookup.

Data Lookup

Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note	There are two modes; Graphical mode and Character mode. In Character mode, depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Integrated

When a set of computer modules is integrated, any information generated in one module, which is needed in another module is automatically supplied to that other module. You don't have to enter it twice.

PBS accounting software is fully integrated. When J/C is used with other modules, any data recorded in those other modules, which J/C should know about, is automatically made available to J/C.

Job cost accounting

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

As used here, job means an overall, complete piece of work a business agrees to do for a customer. A job generally lasts for weeks or months and is individually customized to the client's specification. Jobs are also often referred to as contracts.

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

Multi-company

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

Period

A period is a regular interval of time, which you use for evaluating your operation and comparing current information to historical data. At the expiration of a period, standardized reports are usually printed and running totals are reset to zero. This is called closing the period.

You define the length of your periods, which can (but need not) correspond to the accounting periods you use in your General Ledger system. Regardless of your choice, each period remains open until you explicitly close it. For illustrative purposes this documentation assumes that you use monthly periods.

Post

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

Purging files

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

Recognized profit

That portion of the overall profit of a job which you currently recognize as having been earned, whether or not you have yet been paid for it. This is a concept, which applies only if you use the Percentage-of-completion method of accounting.

Retainage

This is a percentage of a contracted job price retained from a contractor as assurance that subcontractors will be paid and that the job will be completed.

It is an amount of money retained (held back) from a payment pending the completion of a job or part of a job. The term retainage is most commonly used for construction jobs. When a general contractor is doing work for a property owner, the owner usually makes progress payments, based on the amount of work completed as of certain dates. Usually, the owner customer will retain hold back a percentage of each expected payment until the entire job is finished and inspected. This retainage is a receivable for the general contractor.

In the same way, a general contractor employing a subcontractor will retain a percentage of the payment due to the subcontractor until the subcontractor's work is completed and inspected. This retainage is a payable for the general contractor.

Screen

A screen is the image you see on your computer monitor. Each screen in the system has a standard format, and each is discussed and (with trivial exceptions) illustrated in this documentation.

The two main types of screens are:

- Menus. These allow you to choose which application you wish to execute.

- Data-entry screens. These allow you to enter new data into the system, or to change existing data.

PBS screens are interactive. In other words, they respond to each item of data as you enter it, without waiting for you to enter the entire screen.

Selection

Selection is the name given to the choice, which you make from the options available on a menu. Making this selection will either lead you directly into the desired application, or it will bring up a submenu requiring you to narrow your selection further. In this documentation, all references to selections are spelled exactly as they appear on the screen, but are printed in italics.

Spool

SPOOL is an acronym meaning Save Printer Output Off-Line. Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

Transaction

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

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

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable. The records of

quantities of goods received or sold are transactions from the area of accounting called inventory control.

View

To view information is to examine it on a screen. This is a rapid alternative to obtaining a printed report. View screens are designed to display information more compactly than data-entry screens, but without permitting the information to be modified.

Getting Started

This chapter contains the following topics:

PREPARING TO USE JOB COST

We assume at this point that you have installed Job Cost on your computer according to the Vision Install Guide or the SQL Install Guide. If any other Passport Business Solutions modules are to be used with Job Cost, these should also be installed by now.

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

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

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

SETTING UP JOB COST

Before using Passport Business Solutions Job Cost, study the PBS general features as described in the *System User* documentation, and then start Using Job Cost J/C according to the instructions in the Using Job Cost chapter.

Company information is set up for you as part of the installation procedure. Modify *Company information* to be appropriate for your company. Refer to the *Company Information* chapter in the *PBS Administration* documentation for more information.

Follow the steps below to use Job Cost.

Step	Description
1	If you are using cost centers or sub accounts enter them in Cost centers / Sub accounts on the CTL (System) menu. Enter your valid G/L accounts using *Valid G/L accounts* on the CTL menu. If you are also using the Passport Business Solutions General Ledger, you can enter your Chart of accounts first, then use *Setup valid G/L accounts within G/L* to transfer accounts to valid G/L accounts. Before setting up your Chart of accounts, read Using Other PBS Modules with J/C, which discusses accounts that must be in your Chart of accounts when Job Cost is being used. The valid G/L accounts are used by J/C to ensure that every G/L account entered into the system is a valid account. Refer to the *Valid G/L Accounts* chapter in the PBS System documentation for more information.
2	Enter J/C controls using *Control information*. The information in there determines how J/C is used by your company. Before setting up Control information you should read the J/C Control Information Options section, which discusses many of the Control information fields in detail.
3	If you have chosen to use Categories, enter your cost categories using *Categories* menu selection. Before setting up Categories you should read the How to Set Up Cost Categories section.
4	Enter job descriptions for each of your current jobs using *Job descriptions*. These jobs should be entered as "in-progress" jobs. Refer to the Job Descriptions chapter for more information on in-progress jobs. Before setting up your jobs you should read the Jobs, Sub-jobs, and Change Orders section.
5	Enter cost items for each of your current jobs using *Cost items* for jobs. Current cost information should be entered for these jobs in order to ensure that the

Step	Description
	reports produced by Job Cost will be accurate.
6	Enter any jobs that have not yet started. Enter them as *new* jobs. Enter both the job description and cost items for each job.
7	Activate each of your jobs using *Activate jobs*. Refer to the Job Descriptions chapter for more information.
8	If you are using other PBS modules, set these modules up for use with Job Cost as discussed in the Using Other PBS Modules with J/C section.
9	Begin using Job Cost on a regular basis. Refer to the Guide to Daily Operations chapter.

You may find it helpful to review the following sections of this chapter prior to using Job Cost on a regular basis:

How to use other Passport Business Solutions modules with J/C

Retainage receivable and retainage payable

Overhead burden and labor burden

How to enter recognized profit into J/C

J/C CONTROL INFORMATION OPTIONS

This section describes the information that is entered into Job Cost *Control information*. This information controls the way in which Job Cost works—both internally and with respect to other Passport Business Solutions modules.

Interfaces to Other Modules

The Passport Business Solutions Job Cost is designed to be used by itself or with any combination of these Passport Business Solutions modules:

- Accounts Payable

- Accounts Receivable

- Inventory Control

- Payroll

- General Ledger

- Purchase Order (requires Accounts Payable)

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

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

You are not required to interface to a module merely because you have it installed.

It is in Job Cost Control information that you specify which of these modules to interface to. P/O is an exception; the interface to that module is specified in P/O Control information.

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

Accounts Payable

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

Accounts Receivable

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

Invoices can be specified as being for jobs. When these invoices are posted, A/R sales transactions are generated and posted. These A/R transactions will update the amounts billed for jobs in J/C.

Additionally, if A/R is used with I/C, then cost items can be entered on Goods line items. When the line item is posted, the cost item will be updated for the cost of the items taken out of inventory.

Note	A/R does not handle retainage receivable.

Inventory Control

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

Payroll

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

General Ledger

General Journal entries that affect jobs are entered in General Ledger and applied to jobs. The General Ledger module transfers cost information to J/C. G/L is also used to make profit recognized entries. This subject is discussed in the How to Enter Recognized Profit into J/C section.

Purchase Order

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

If Not All modules are Interfaced

If you are using the Passport Business Solutions G/L, A/P, I/C, and Payroll, then all costs are entered in these modules. Otherwise, you must enter some costs using J/C. For example, if you are not using Payroll, you must enter labor costs using Costing in J/C. If you enter costs in J/C and you are using G/L, then you can update G/L with the debits and credits corresponding to these costs by using Get distributions in G/L.

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

If you are using G/L, then profit recognized transactions are entered through G/L. Otherwise, profit recognized transactions are entered using Billing and payment in J/C. In this case, the debits and credits for profit recognized transactions will appear on the J/C Distribution to G/L report so this

information can be transferred to your general ledger. Profit recognized transactions are discussed further in the How to Enter Recognized Profit into J/C section.

Retainage Receivable and Retainage Payable

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

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

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

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

Change Orders

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

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

In terms of the Passport Business Solutions Job Cost, a change order is entered as follows:

Step	Description
1	A Job Description record is entered, using Job descriptions, listing the job (and sub-job, if applicable), number of the change order, price, and approval date.
2	Cost items are entered, using Cost items for jobs. Each cost item has a cost item number which consists of the category of the cost, the sub-job number (if applicable), and then the change order number.

If you do not use change orders in your business, answer N to the question Use change orders ? in Control information. In this case, you will not be allowed to enter change orders into the system.

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

Note	When entering cost items, you can press <Enter> to have the software default the number to zero for cost items that apply to the job itself. You do not need to enter three zeros each time.

Inactive Files

The inactive files are a separate set of files into which you can store jobs, which have been closed and completed. Refer to the Diagrams of Job Cost Information Flows section in the *Understanding Job Cost* chapter, which has a diagram that shows the relationship of the active job files to the inactive job files.

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

Cost Categories

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

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

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

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

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

Labor Burden

Labor burden is the expenses incurred for workers in addition to their actual wages. It includes such things as the employer's share of FICA (Social Security), federal and state unemployment insurance tax, workers' compensation insurance premiums, employer-paid union contributions, etc.

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

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

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

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

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

Overhead Burden

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

You can have Job Cost automatically calculate the overhead burden. The exact details of how this is done is described in the Overhead Burden and Labor Burden section. Here, we will address how you set up the automatic overhead burden feature of the Passport Business Solutions Job Cost.

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

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

You enter into *Control information* both the method you wish to use for the automatic overhead burden calculation and the percentage or rate for that method. Your entries in *Control information* are only defaults. You can change the method, percentage or rate when entering a specific job.

Each job must have a cost item into which the calculated labor burden can be stored automatically by the software. In each job description you must specify a category number for overhead burden. This category number is the category number for the cost item into which the calculated labor burden will be stored. This field is required in the job description to enable the software to verify that you have entered a cost item for the automatic burden calculation. It also ensures that the software knows which cost item is to be used for the automatic overhead burden calculation. A default for this category number is entered into J/C *Control information*. This default (called Ovhd burd categ in J/C *Control information*) can be used when entering a job description.

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

G/L account defaults

The following default accounts are entered into *Control information*:

A/R acct

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

Ret recvbl acct

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

A/P acct

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

Ret paybl acct

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

Cash acct

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

Cost acct

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

Billing acct

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

Cost types

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

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

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

overhead burden, and thus you can track the overhead you have incurred for a job separately from direct costs.

How to Set Up Cost Categories

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

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

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

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

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

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

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

JOBS, SUB-JOBS, AND CHANGE ORDERS

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

Jobs

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

In the Passport Business Solutions Job Cost, a job is identified by a seven-character job number.

Sub-jobs

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

Change orders

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

How jobs are entered into J/C

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

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

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

Cost items for jobs

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

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

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

Entering additional job description

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

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

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

How to activate a job

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

SETTING UP OTHER MODULES

If you are using other Passport Business Solutions modules with J/C, certain steps must be taken in those Passport Business Solutions modules to ensure that information is transferred properly into J/C.

Setting up A/P

If you are using the Passport Business Solutions A/P module, enter all your regular material suppliers and subcontractors into Vendors, including the ones that you will be using on the jobs now entered into Job Cost.

Setting up A/R

If you are using the Passport Business Solutions A/R, follow the steps below to set up A/R *Control information*, enter customers, and set up the tax.:

Step	Description
1	For *Distribute sales ?,* answer Y. (Required)
2	For *Distribute misc chrgs ?*, answer N. Then set the Default misc chgs acct # to your job billing account number to distribute miscellaneous charges to jobs.
3	For *Distribute freight ?*, answer N. Then set the Default freight acct # to your job billing account number to distribute freight to jobs.
4	Answer Y or N to *Use sales reps ?.* Job Cost will work with either.
5	Answer Y or N to *Use commissions ?.* Job Cost will work with either.
6	Answer N to *Use costs-of-sales ?.* (Costs are tracked in Job Cost, not through A/R.
7	Enter your customers. If a sale transaction for a customer in A/R is to be distributed to jobs, the customer must be an Open Item customer. Set the BAL METHOD to O (open item) for each such customer using *Customers*.
8	If your jobs are not subject to sales tax, enter a tax code for no tax through Tax codes. If your jobs are subject to sales tax, put in a tax code with the proper percentage and set the G/L account number to your sales tax payable account number. To include sales tax in the costs of your jobs, you must make adjusting entries through G/L. It will not be included otherwise.

Setting up Payroll

If you are using the Passport Business Solutions Payroll, follow the steps below to set up Payroll:

Step	Description
1	In PR Control information, the question *Man dist to G/L ?* occurs. This means Manually distribute wages to General Ledger. Be sure to answer this either A, for always distribute, or S, for selectively distribute.
2	Enter every employee and laborer who will be directly working on a job into PR Employees. The answer to the *Distrib wages ?* question in Employees must be Y for every such employee or laborer

If all labor costs for an employee or laborer are distributed to jobs, your answer in the Wage acct field in Employees is not important. Unless you specify otherwise in Time worked, wage costs for a job will be distributed to the accounts specified in the applicable labor cost items in J/C.

Setting up I/C

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

Setting up G/L

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

The following accounts are required:

- Accounts receivable
- Retainage receivable (if used in your business)
- Accounts payable
- Retainage payable (if used in your business)
- Cash account
- Cost of jobs in progress
- Billings on jobs in progress

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

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

• Billings over Cost

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

• Allocated Labor Burden

This is a contra-expense account, which is used when labor expenses are allocated to jobs. See the Overhead Burden and Labor Burden section for further discussion of this account.

• Revenue from Jobs

This is a revenue account used for recognized profit.

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

USING OTHER PBS MODULES WITH J/C

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

Job Costs

If you are using the Passport Business Solutions General Ledger, Accounts Payable, Inventory Control, and Payroll modules, none of your job costs will be entered directly into Job Cost. They will all be entered in the other Passport Business Solutions modules. Otherwise, you will be entering some costs through Costing in Job Cost.

Enter costs as indicated below.

Labor Costs

In Payroll, enter the hours that apply to your jobs through Time worked and Adjustments. If you are not using Payroll, enter these costs in J/C using Costing.

Material Costs

Several cases are possible, depending on which combination of modules you are using. Details are in the A/P, P/O, I/C, O/E, and A/R User documentation.

• A/P and I/C, but not P/O: Enter receivings through I/C Inventory (transaction type R). Enter invoices for these receivings in A/P Payables.

 Then transfer material costs to jobs through I/C Inventory (transaction type J).

• I/C without A/P: Transfer material costs to jobs through I/C Inventory (transaction type J).

• A/P without I/C: Transfer material costs to jobs when you enter invoices for materials used on jobs in A/P Payables.

• Neither A/P nor I/C: Enter costs for materials in J/C Costing.

• A/P, P/O, and I/C: Two methods are possible, depending on whether you want received goods to remain in your inventory until needed or to go directly to a job.

 If you want received goods to remain in your inventory until needed, specify in P/O Purchase orders that the line item is for Inventory use. When received, enter P/O Receivings. If the item is received without a purchase order, answer Y in Receivings to Is this item for inventory ?. When ready to use the item, transfer material costs to jobs through I/C Inventory (transaction type J).

 If you want to be able to receive goods into inventory at your job site, set up that site as a deliver-to location for the duration of the contract. Do this using I/C Facilities or P/O Deliver-to locations.

If your you want received goods to go directly to a job without passing through your inventory, specify in P/O Purchase Orders that the line item is for Job use. When received, enter P/O Receivings. If the item is received without a purchase order, answer N in Receivings to Is this item for inventory ?. Material costs will be transferred when you enter invoices for these receivings in A/P Payables.

If you use this method and are also using serialized inventory, you will not be prompted to enter serial numbers in Receivings even when the item allows (or requires) serialization at time of receipt. This is because these units never form part of your inventory. Moreover, it is not assumed that the operator entering the receivings is authorized to determine which particular unit is assigned to which job.

You may nevertheless want to maintain serial number control on such units (for warranty and return purposes). If so, you can assign a serial number and a customer number to each such unit via I/C Serial maintenance. The unit will be shown with a status of Sold, even though it never went through your inventory.

- A/R (and optionally O/E) with I/C (with or without P/O or A/P): The I/C Inventory type J transaction need not be entered manually:

Line items in A/R Invoices can be associated with jobs. When an invoice is posted, the type J transactions to transfer the material costs will automatically be created.

Subcontract Costs

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

Other Direct Costs

Enter other costs such as equipment and administrative costs using A/P Payables. If you are not using A/P, enter these costs in J/C Costing.

Overhead Costs

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

Labor Burden

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

Entering Payments and Billings

If you are using A/R:

- You will enter billings (and CR and DR memos) for jobs through Invoices or Miscellaneous charges in A/R. In the case of Invoices, the billing may have originated as a Quotation in O/E (assuming you use that module) which has been converted to an invoice.

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

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

Entering Recognized Profit

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

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

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

Refer to the How to Enter Recognized Profit in J/C section for a more detailed discussion of how to handle recognized profit.

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

Interfacing Costs from A/P, PR, and I/C

When costs are entered for jobs in Passport's PBS Payroll, Accounts Payable, and Inventory Control modules, these costs are transferred to jobs as follows:

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

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

Note	If A/R is used and is interfaced to I/C, then cost items can be entered on "Goods" line items. When the line item is posted, a job usage (J) Inventory transaction is generated and posted. This transaction will affect job costs as described above for transactions entered directly into Inventory Control.

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

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

Do not post billings and payments for the next period in A/R until you have printed the Job Profitability Report for the current period.

Profit recognized transactions should be entered as described in the How to Enter Recognized Profit into J/C section. Refer to the Guide to Daily Operations chapter.

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

RETAINAGE RECEIVABLE AND RETAINAGE PAYABLE

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

Accounts Receivable

When there is a retainage amount for an invoice, this amount is distributed as a debit to the retainage receivable account specified in J/C *Control information*. The remainder of the invoice amount is distributed as a debit to the accounts receivable account.

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

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

When this invoice is posted, it will have no effect on your job. However, it will turn the retainage receivable into a regular item, and it will now show up as an A/R open item and be aged properly on the A/R Aging report. Refer to the A/R User documentation for more information.

Accounts Payable

If there is a retainage amount on a vendor invoice, this amount is distributed as a credit to the retainage payable account specified in J/C *Control information*. The remainder of the invoice is distributed as a credit to the accounts payable account.

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

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

OVERHEAD BURDEN AND LABOR BURDEN

As described earlier in this chapter, Job Cost will calculate two types of burden: overhead burden and labor burden. This section explains how these burdens are calculated by the Passport Business Solutions Job Cost.

Overhead Burden

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

For example, suppose a cost transaction is being posted for $1000 to cost item 6108-000-000. Assuming that overhead burden is being calculated as a percent of job cost and that the percentage being used is 10%, then $100 will be added to the overhead burden cost item for the job. Refer to the J/C Control Information Options section for an explanation of how the software locates the cost item for overhead burden.

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

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

Note	If a cost item is specified on a General Journal entry in Passport Business Solutions G/L, then overhead burden will be calculated automatically on the debit or credit amount. Debits will increase the overhead burden cost item. Credits will reduce the overhead burden cost item

Labor Burden

The automatic labor burden calculation is only available if you are using the Passport Business Solutions Payroll.

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

Payroll only calculates the labor burden. In order to apply the labor burden to the job, follow the steps below:

Step	Description
1	Print the Payroll by Job # Report. When printing this report, specify that only the transactions not yet interfaced to J/C should be printed. This report will show the labor burden calculated for each job. The report should be printed before running *Get Costs* to transfer Payroll costs from Job Details to Cost Transactions.
2	Run *Get Costs*, transferring the Payroll costs from Job Details to Cost Transactions.
3	Post these transactions. These transactions will result in overhead burden being calculated automatically for the associated costs, as described above. However, this is separate from the labor burden, which is being handled here.
4	Apply the labor burden to the job, as described below.

Post Labor Burden Using the Passport Business Solutions G/L

Enter and post General Journal transactions to apply the labor burden (from the Payroll by Job # Report printed earlier). Assuming that a positive cost amount needs to be applied, the debit entry would be to your cost account for the job and the debit entry would reference the labor burden cost item for the job. Refer to the *General Journal [with Job Cost]* chapter in the General Ledger User documentation.

The credit entry would be to a contra-expense account. This could be named Allocated labor burden, or whatever name your accountant recommends. The net effect of these transactions is to shift the labor expense from the general labor expense section of your P&L statement into the Cost of Jobs section of your financial statement. Since the cost item for labor burden is referenced on the debit side, the cost item will be increased when the General Journal entry is posted. (In General Journal, debits increase cost items, while credits reduce cost items.)

Post Labor Burden If Not Using the Passport Business Solutions G/L

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

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

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

Overhead Burden Calculation Considerations

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

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

HOW TO ENTER RECOGNIZED PROFIT

In the Job Cost module, recognized profit is the amount of profit that you recognize for accounting purposes in a period. It differs from estimated or expected profit. Recognize is an accounting term meaning to record in your General Ledger. When profit is recognized, it then shows up on your P&L Statement, and not before.

Using the percentage-of-completion method of accounting for a job, profit is recognized based on the percent of the job that is complete at the end of an accounting period. This differs from the completed job method of accounting, where the entire profit is recognized all at once, when the job is 100% complete.

For example, although Job #3 is not complete by Dec 31, profit based on current estimates is $30,000, so a recognized profit transaction is entered for that amount.

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

Job Status Report

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

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

Profitability Report

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

This report assumes that you are using the percentage-of-completion method of accounting for your jobs and the Cumulative Catch-up method of revising completion estimates. If you are recognizing profit on your jobs on a completed jobs basis, this report is not relevant to your business.

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

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

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

If Using the Passport Business Solutions General Ledger

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

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

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

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

If Not Using the Passport Business Solutions General Ledger

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

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

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

REGULAR USE

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

Daily and monthly checklists are in the Guide to Daily Operations chapter.

The remaining chapters show you how to:

• Enter costs, billings and payments, and completion estimates

• Inquire about the status of jobs.

• Print a Job Status Report, Management Reports, and a Distribution to G/L Report.

• Get costs from interfaced Passport Business Solutions modules.

• Close a period and a year.

The Utility chapter describes four selections not used in the regular routine of entering information on jobs or reporting on jobs:

• Closing or reopening jobs

• Purging, saving, or restoring job detail

• Viewing saved detail

• Purging, saving, or restoring jobs.

There is a chapter in the PBS Administration documentation that explains how to initialize (create from scratch) your J/C data. You may never need this function, but it is referenced just in case.

CONTROL INFORMATION

Control information is provided in the lists below.

Data Input Form No. 1   **1 of 2**

1. Interface from A/P ?   _____

2. Interface from A/R ?   _____

3. Interface from Payroll ?   _____

4. Interface from I/C ?   _____

5. Interface with G/L ?   _____

6. Are you a contractor ?   _____

7. Use retainage payable ?   _____

8. Use retainage receivable ?   _____

9. Use change orders ?   _____

10. Access inactive files ?   _____

11. Use Cost Category File ?   _____

12. Default retainage receivable percent   _____.__

13. Labor burden type
L = Percent of labor cost
R = Rate per labor hour
Blank = No default   _____

14. Labor burden rate   _____._____

15. Overhead burden type
L = Percent of labor cost
R = Rate per labor hour
J = Percent of job cost
Blank = No default   _____

16. Overhead burden rate   _____._____

17. Overhead burden category   _____

18. A/R account number   _____._____

19. Retainage receivable account number   ____-____-____-____

20. Accounts payable account number   ____-____-____-____

21. Retainage payable account number   ____-____-____-____

22. Cash account number   ____-____-____-____

23. Cost account number   ____-____-____-____

24. Billing account number   ____-____-____-____

The table below lets you define information for cost type.

2 of 2

Cost type	Description	Direct cost?	
1. LABOR	LABOR	Y	predefined
2. MATL	MATERIAL	Y	predefined
3. SUB	SUBCONTRACT	Y	predefined
4. _____	_____	__	
5. _____	_____	__	
6. _____	_____	__	
7. _____	_____	__	
8. _____	_____	__	
9. PFT	PROFIT	N	predefined

COST CATEGORY INFORMATION

The table below provides lets you enter information about the cost category

Data Input Form No 2	1 of 1
1. Category number _____	
2. Description _____	
3. Cost type _____	End group _____
1 = LABOR 2 = MATERIAL 3 = SUBCONTRACT	4 TO 8 = User-defined 9 = PROFIT 91 = *GROUP*
4. Unit	_____
5. Default rate	_____,_____,_____.___
6. Default vendor	_____
7. Default retainage payable percent ____.__	
8. Cost this period	_____,_____,_____.___
9. Cost last period	_____,_____,_____.___
10. Cost this year	____,____,____,____.___
11. Units this period	___,____,___.__
12. Units last period	___,____,___.__
13. Units this year	___,____,___.__
If you chose a cost type of 1 (LABOR) for question 3 above, the following three fields will also appear:	
14. Hours this period	___,____,___.__
15. Hours last period	___,____,___.__
16. Hours this year	___,____,___.__

.

JOB DESCRIPTION INFORMATION

The table below lets you enter information about your jobs.

Data Input Form No 3	1 of 2
1. Job number _____	
2. Sub-job number _____	
3. Change number _____	
4. Title _____	
5. Price _____,_____,_____.___	
6. Customer number _____	
7. Does this job have sub-jobs ? ___	
Bills for the sub-jobs? ___	
8. Job status N = New I In-progress O = Copy only ____	
9. Job billing type F = Fixed-fee P = Cost-plus ___	
10. Default billing account ____-____-_____-___	
11. Labor burden type L = Percent of labor cost R = Rate per labor hour Blank = No labor burden ____	
12. Labor burden rate _____._____	
13. Use Category file ? ___	
14. Overhead burden type L = Percent of labor cost R = Rate per labor hour J = Percent of job cost Blank = No overhead burden ___	

15. Overhead burden rate	_____._____
16. Overhead burden category	_____
17. Amount billed	_____,_____,_____.___
18. Amount paid	_____,_____,_____.___
19. Last bill date	___/___/___
20. Last payment date	___/___/___
21. Retainage percent	___.___
22. Retainage billed	_____,_____,_____.___
23. Retainage paid	_____,_____,_____.___

COST ITEM INFORMATION

The following table lets you enter information for cost items.

Data Input Form No 4		1 of 2
1. Job number _____		
2. Cost item _____-_____-_____		
3. Description _____		
4. Cost type _____		
1 = LABOR 2 = MATERIAL 3 = SUBCONTRACT	4 TO 8 = User-defined 9 = PROFIT 91 = *GROUP*	
Ending group # [if #4 is "91"] _____		
5. Unit _____	Rate ___,____.___	
6. Default vendor _____	Retainage percent ____.___	
7. Default cost account	_____-_____-_____-_____	
8. Budgeted cost	_____,_____,_____	
9. budgeted quantity	_____,_____,_____.___	
10. Budgeted hours	_____,_____.___	
11. Cost period-to-date	_____,_____,_____.___	
12. Cost job-to-date	_____,_____,_____.___	
13. Quantity period-to-date	_____,_____,_____.___	
14. Quantity job-to-date	_____,_____,_____.___	
15. Percent complete	_____	
16. Last cost date	___/___/___	
17. Last estimate date	___/___/___	
18. Regular hours PTD	_____,_____.___	
19. Regular hours JTD	_____,_____.___	
20. Regular cost PTD	_____,_____,____.___	

21. Regular cost JTD	_____,_____,_____.___
22. Premium hours PTD	_____,_____.___
23. Premium hours JTD	_____,_____.___
24. Premium cost PTD	_____,_____,_____.___
25. Premium cost JTD	_____,_____,_____.___
26. Labor burden PTD	_____,_____,_____.___
27. Labor burden JTD	_____,_____,_____.___

PASSPORT TRAINING AND SUPPORT

If you have problems with this software module, contact your dealer or authorized consultant.

For the name and location of a Passport dealer or an authorized consultant near you, contact Passport at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900.

You can contact your own dealer for training; however, if your dealer does not offer training, contact Passport at 1-800-969-7900.

Using Job Cost

This chapter contains the following topics:

ABOUT THIS DOCUMENTATION

This documentation provides the information needed to learn and use the Passport Business Solutions Job Cost.

Organization

The chapter after this one is a guide to daily operations. It explains how you use the Passport Business Solutions Job Cost to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters give instructions on how to enter the basic information (mentioned in the *System User* documentation) which will set up your package according to your needs and prepare you for daily operation.

Next are chapters that you will use most frequently. They describe how to use the Passport Business Solutions Job Cost on a daily basis.

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

Additional information can be obtained from the *System User* documentation, which contains chapters that describe features common to all Passport Business Solutions packages.

Topics covered in the *System User* documentation include:

• General rules

• Help and Lookups

• Switching companies

• Defining menu selections

• Printing reports and forms

• Use of function keys, toolbar and windows

• Glossary of terms

How to Use this Documentation

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

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

Examples

The instructions include many examples of what to enter where. In fact, you can go through the documentation entering all the examples as you come across them. This tutorial will give you a good demonstration of the capabilities of your new software.

Help and Data Lookup

You can press the <F8> key at any time from any field. Pressing <F8> once will retrieve either a Pop-up window for data lookup or on-line Help about a task or selection you are currently using. If a Pop-up window is displayed but you want Help, press <F8> a second time.

Menus

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

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

The Windows version of Passport Business Solutions can have three different menu types. They are the Tree-view, Windows and Menu-bar types.

The SCO Open Server and Linux versions only use the Menu-bar.

Tree-view Menu

-The following is an example of the Tree-view menu.
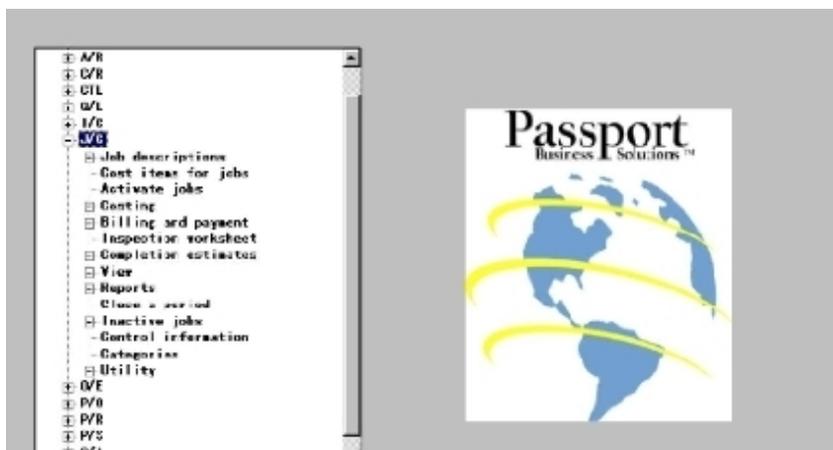
The "+" corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the "-" closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

Menu Bar Menu

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and

your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

STARTING THE PBS JOB COST

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your supplier.

For Windows

Start->Programs->Passport Business Solutions->PBS

For UNIX or Linux

Ensure you are logged in as a user authorized to use Passport software. Refer to the *PBS Administration documentation* for more information. -

Type the following:

```
cd /usr/pbs
```

or replace *"/usr/pbs"* with the name of your Passport top-level directory.-

Then type the following:

```
pbs
```

Then when the master menu displays, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company, you will be prompted to enter the Company-ID.

Your Initials

You are prompted to enter your initials.

Password

Passwords are required to access PBS. You will be prompted to enter your password. For security, the characters you type will not display on the screen. During login a user may reset his or her password.

Refer to *PBS Users* in the *PBS Administration* documentation for more information on the initial setup of users and passwords.

Exiting Job Cost

To exit a Passport package, press <Esc> from the main menu. To exit a submenu, press <Esc> to return to a main menu. You can also exit the Windows from the main or sub menu by clicking on the exit button.

You must always close PBS before turning off your computer. Failure to do so may cause data stored in PBS to become corrupted.

Guide to Daily Operations

This chapter contains the following topics:

JOB COST CHECKLISTS

The following checklists are provided as examples of how you might use the Passport Business Solutions Job Cost to perform various daily, weekly, and periodic tasks.

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

DAILY OPERATIONS CHECKLIST

Use the following guidelines for performing daily and periodic Job Cost tasks:

Each Day	Each Day as Needed
Enter new jobs using Job descriptions and Cost items for jobs, or enter a new job by copying a *Copy only* job previously entered. Activate these jobs using *Activate jobs*. See Job Descriptions	
Enter and post cost transactions using *Costing*. See Costing If you are using the PBS PR, payroll costs for jobs are entered in PR. If using I/C, inventory used on jobs is entered in I/C. If using PBS A/P, costs not otherwise entered in I/C or PR are entered in A/P and distributed to jobs from A/P. The costs from all these modules are interfaced to PBS Job Cost using *Get Costs*. Refer to the Get Costs chapter for more information.	
If you are using the PBS Payroll, enter and post transactions to apply labor burden costs to jobs as described in the Getting Started chapter.	
Enter and post billings and payments using *Billing and payment*. See Billing and Payment If you are using the PBS A/R, billings and payments are entered in A/R and distributed directly to jobs by posting A/R Sales and Cash Receipt transactions. See the A/R User documentation.	
	Inquire into job costs, using *View costs*. Costs can be viewed by vendor, employee, customer or job. See Costs by Job and Costs by Vendor/Employee/Customer
	Add new categories using the *Categories* menu selection. See Categories
	Print an inspection worksheet for one or more jobs. Inspect the job and then use *Completion*

Each Day	Each Day as Needed
	estimates to enter and post completion estimates for each job. Print the *Percent of completion* report. See Completion Estimates
	Print a Job Status report to determine if each job is over or under budget. See Job Status Report
	Print other job cost reports (such as the Labor Analysis Report or Job Performance Report) to obtain further information regarding job performance. See Labor Analysis and Performance Report
	Print the A/P Items for Payment Report to determine vouchers that can be paid for jobs, based upon a specified cutoff invoice date. See A/P Items for Payment

PERIODIC/MONTHLY OPERATIONS CHECKLIST

Use the following guidelines for performing weekly and periodic Job Cost tasks:

Each Period	Each Period as Needed
	If you do a lot of small jobs of short duration, use the Job Closing Report to determine jobs that can be closed. This report is primarily of use to companies which recognize profit, based upon completed jobs. See Job Closing Report
Enter and post all outstanding cost, billing and payment transactions for the period. See Costing and Billing and Payment	
Print the Profitability Report to determine the amount to be billed for each job (for jobs based on the percentage-of-completion method of accounting. See Profitability Report	
Enter and post billing transactions based upon the Profitability Report.	
Reprint the profitability report to ensure that no job has been overbilled (i.e., no job shows a "billings over cost" amount.	
Enter and post profit recognized transactions for each job as described in the Getting Started chapter.	
	Enter and post Costing transactions for the profit cost item for each job so that profit recognized will also appear on the Job Status Report. Refer to the Getting Started chapter.
	Print the Distribution to G/L Report (from earliest to the last date of the accounting period) to get a list of the distributions to G/L. If you are not using the PBS G/L, you can purge the distributions when you print the report. If you are using the PBS G/L, then do not purge the distributions at this time. See Distributions to G/L

Each Period	Each Period as Needed
	Print a Cost Category Analysis Report, Job Status Report, and Job Performance Report for each job. These reports contain period-to-date figures, which will be set to zero by the period end procedure. See Cost Category Analysis, Job Status Report and Performance Report
If you are using the Passport Business Solutions G/L, back up your data and then run *Get distributions* in the G/L module to pull the distributions from J/C into G/L. Follow the procedures described in the G/L User documentation. You can purge the distributions when running this selection in G/L. If you encounter any system difficulty (e.g. power failure) while running *Get distributions*, then restore your backup and repeat this procedure. Then follow the period ending procedures described in the *Guide to Daily Operations* chapter in the G/L User documentation. These procedures include printing financial statements for the period.	
Close the period, using *Close a period.* If this period is also your fiscal year end, close the year using *Close a year*. See Close a Period and Close a Year	
	Close jobs on a temporary basis using *Close or re-open jobs*. A job might be closed on a temporary basis if work on it is seasonal in nature. The job can be re-opened when needed using this same function. See Closing or Re-opening Jobs
	Close jobs for which you do not expect to incur any further costs using *Close or re-open jobs*. Billings and payment transactions can still be applied to a job after it is closed
	Move jobs to Inactive Jobs after all costs, billings and payments have been made for the job. Inactive Jobs allows you to retain jobs for historical information which is separate from the files/tables, which contain your active jobs. Refer to the Utility chapter.
	Purge jobs from the active job or inactive jobs. You can retain information about completed jobs for as long as you wish. The only reason

Each Period	Each Period as Needed
	for purging completed jobs is to reduce the amount of hard disk space used by Job Cost. See Purge/Save/Restore Jobs

Control Information

This chapter contains the following topics:

CUSTOMIZING JOB COST WITH CONTROL INFORMATION

The *Control information* selection contains basic information to customize the Passport Business Solutions Job Cost for your company.

Before you begin, you should be very familiar with the sections of the *Getting Started* chapter titled Setting Up Job Cost and J/C Control Information Options.

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

Select

Control information from the J/C menu.

The following screen displays:

```
Control information                          XYZ Company
                                           ** DEFAULTS **
  1. Interface from A/P ?         [    ]   18. Labor burden type
  2. Interface from A/R ?                  19. Labor burden rate
  3. Interface from Payroll ?              20. Ovhd burden type
  4. Interface from I/C ?                  21. Ovhd burden rate
  5. Interface with G/L ?                  22. Ovhd burden categ
  6. Are you a contractor ?                23. A/R acct #
  7. Use retainage payable ?
  8. Use retainage receivable ?           24. Ret rcvbl acct #
  9. Use change orders ?
 10. Access inactive files ?              25. A/P acct #
 11. Use cost category file ?
 12. Default ret rcvbl pct                26. Ret paybl acct #

    Cost-typ  Description    Direct?      27. Cash acct #
 13.
 14.                                       28. Cost acct #
 15.
 16.                                       29. Billing acct #
 17.
Y/N
```

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

The first time you use this selection, you must fill in all fields on the screen.

Thereafter, each time you use it, the information you previously entered displays. You are positioned at *Field number to change ?* to make any desired changes.

Enter the following information:

1. Interface from A/P ?

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

Format	One letter, either Y or N. There is no default.
Example	Type N

2. Interface from A/R ?

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

Format	One letter, either Y or N. There is no default.
Example	Type: N

3. Interface from Payroll ?

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

Format	One letter, either Y or N. There is no default.
Example	Type N

4. Interface from I/C ?

If you are using the Passport Business Solutions Inventory Control and you will be entering material costs for jobs there (for material transferred from inventory), answer Y.

Format	One letter, either Y or N. There is no default.
Example	Type N

5. Interface with G/L ?

If you are interfacing information to and from the Passport Business Solutions General Ledger, answer Y.

Format	One letter, either Y or N. There is no default.
Example	Type N

There are two ways you can use the Passport Business Solutions G/L with Job Cost.

- The first way is when you are also using the Passport Business Solutions A/P and PR. Using G/L, enter adjustments, corrections, and recognized profit for jobs. For a definition of "profit recognized", refer to the Billing and Payment chapter.

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

6. Are you a contractor ?

If you are a general contractor or subcontractor in the construction industry, answer Y; otherwise answer N.

If you answer N, default values will be assumed for Fields #7, 8, and 12, and the cursor will not move to those fields.

Format	One letter, either Y or N. There is no default.
Example	Type Y

Refer to the definition of Retainage in the *Understanding Job Cost* chapter. This concept applies mainly to the construction industry. For how it is used when interfaced with A/P and A/R, see the Retainage Receivable and Retainage Payable section of the *Getting Started* chapter.

7. Use retainage payable ?

If Field #6 is N, this field is also set to N and the cursor does not move to it.

If you use subcontractors and customarily retain or hold back payment of a portion of the subcontractors' bills received, answer Y; otherwise answer N.

This field is linked to Field #21. A Y here requires you to enter an account number in that field.

Format	One letter, either Y or N. There is no default.
Example	Type Y

8. Use retainage receivable ?

If Field #6 is N, this field is also set to N and the cursor does not move to it.

If you are a contractor or subcontractor who customarily has payment of a portion of your bills held back or retained, answer Y; otherwise answer N.

This field is linked to Field #19. A Y here requires you to enter an account number in that field.

Format	One letter, either Y or N. There is no default.
Example	Type Y

9. Use change orders ?

If you occasionally or customarily have change orders on the jobs that you do, answer Y. Your answer here determines how you enter cost item numbers in J/C.

If you answer Y, you will be requested to specify a change order number whenever you are entering a cost item number.

This is not as burdensome as it may sound. If the cost item is not for a change order, you need only press <Enter> at the change order number field.

Note	Refer to the Getting Started chapter for additional information regarding change orders.
Format	One letter, either Y or N. There is no default.
Example	Type Y

10. Access inactive files ?

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

If you answer this question Y, you can select *Inactive jobs* on the menu bar at any time. If you answer N, you will receive an error message if you select *Inactive jobs*.

Format	One letter, either Y or N. There is no default.
Example	Type N

11. Use cost category file ?

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

If you answer N, you must fully describe each cost item for each job you enter. If you answer Y, you only have to enter the cost item numbers for each job you enter. The descriptions are automatically obtained from Cost Categories.

Format	One letter, either Y or N. There is no default.
Example	Type Y

12. Default ret rcvbl pct

If Field #8, Use Retainage Receivable ?, is N, this field is set to.0 and the cursor does not move to it.

If you are using retainage receivable, enter the usual percentage retained on your jobs. This may be zero if desired. You are not committed to this default as you may easily override it for individual jobs.

Format	99.9
Example	Type 10

13. through 17. [Cost types]

You can define up to five cost types in addition to the standard ones used in the Job Cost system. The standard ones are labor, material, subcontract, and profit (abbreviated LABR, MATL, SUB, and PFT, and numbered respectively 1, 2, 3, and 9).

If you define fewer than five cost types, they need not be contiguous. You might use #13 and #17, but not #14.

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

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

You can also enter a cost type for labor burden and use this to apply any automatically calculated labor burden.

Although the cost type number does not appear on the screen, it is a useful thing to know because Passport recommends that this number be used as the last digit of the category. Know then that Fields #13 through 17 correspond respectively to cost types 4 through 8.

For each additional cost type you wish to define, enter the following fields:

Code

Enter a code for the cost type (such as EQPT, OVHD, or ADMN). Leave this field blank to skip the entire field (including the cost, description, and direct? subfields).

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

Format	4 letters. There is no default. Lower-case is accepted but converted to upper-case.
Example	Enter the examples shown on the next screen.

```
Control information                              XYZ Company
                                               ** DEFAULTS **
   1. Interface from A/P ?        N    18. Labor burden type  (Not applicable)
   2. Interface from A/R ?        N    19. Labor burden rate  (Not applicable)
   3. Interface from Payroll ?    N    20. Ovhd burden type   [   ]
   4. Interface from I/C ?        N    21. Ovhd burden rate
   5. Interface with G/L ?        N    22. Ovhd burden categ
   6. Are you a contractor ?      Y    23. A/R acct #
   7. Use retainage payable ?     Y
   8. Use retainage receivable ?  Y    24. Ret rcvbl acct #
   9. Use change orders ?         Y
  10. Access inactive files ?     N    25. A/P acct #
  11. Use cost category file ?    Y
  12. Default ret rcvbl pct     10.0   26. Ret paybl acct #

   Cost-typ  Description    Direct?   27. Cash acct #
  13. OVHD     Overhead Burden   N
  14. EQPT     Equipment         Y     28. Cost acct #
  15. LBRD     Labor Burden      Y
  16. ADMN     General Admin     Y     29. Billing acct #
  17.
  L=% of labor cost R=rate per labor hour J=% of job cost <Enter>=don't calculate
```

Description

Enter a descriptive name for the cost type.

Format	15 letters. There is no default. Lower-case is accepted.
Example	Enter the examples shown on the next screen.

Is this cost a direct, budgeted, cost ?

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

Format	One letter, either Y or N. The default is Y.
Example	Enter the examples shown on the next screen.

Deleting a cost type

To delete an existing cost type, simply press <Enter> from the cost type field, which will be blank at this point. The remaining subfields are automatically deleted.

Caution!

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

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

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

18. Labor burden type

Labor burden information is relevant only if you are interfaced to PR (Field #3). If you are not interfaced, the cursor does not move to this field and it displays as (Not applicable).

Whatever you enter here is a default only, and can be overridden on individual jobs.

Refer to the sections listed at the beginning of this chapter for a discussion labor burden and how it is handled in J/C.

Options

Enter one of the following:

L	If you wish to have labor burden calculated automatically for every labor entry as a percentage of labor cost
R	If you wish to have labor burden calculated automatically as a rate (dollar amount) per labor hour
Blank	If you are not using labor costs, or do not wish these costs calculated automatically, or do not wish to provide a default.

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

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

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

Format	One letter from the list above. The default is Blank.
Example	[This field is skipped in this example because you chose not to interface to Payroll.]

19. Labor burden rate

Labor burden information displays as (Not applicable) if you are not interfaced to PR (Field #3) or if you entered Blank in the preceding field.

Otherwise, enter the percentage of labor cost (for type L), or the rate (in dollars) per labor hour (for type R). Zero is allowed.

Format	999.999
Example	[This field is skipped in this example because you chose not to interface to Payroll.]

20. Ovhd burden type

Refer to the sections listed at the beginning of this chapter for a discussion overhead burden and how it is handled in J/C.

Options

Whatever you enter here is a default only, and can be overridden on individual jobs.

L	To calculate the overhead burden automatically as a percentage of labor cost
R	To calculate it as a rate (in dollars) per labor hour
J	To calculate it as a percentage of all direct job costs
Blank	If you do not wish to provide a default, or if you wish to calculate overhead burden manually

The calculated overhead burden will not be automatically put into the Passport Business Solutions General Ledger. It will be accumulated into one cost item in each job, sub-job, or change order. You will have to make an entry in G/L General journal to get these calculated amounts into General Ledger, if that is what you want.

Format	One letter from the list above. The default is Blank.
Example	Type J

21. Ovhd burden rate

If you entered Blank for the preceding field, the cursor does not move to this field and it displays as (Not applicable).

If you entered L for the previous question, enter the percentage of the labor cost here. If you entered R, enter the rate (in dollars) per labor hour. If you entered J, enter the percentage of job costs. Zero is allowed in all these cases.

Format	999.999
Example	Type 10

22. Ovhd burden categ

If you entered Blank for either Field #20 or #21, the cursor does not move to this field and it displays as (Not applicable).

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

The rules for the overhead burden cost items are:

- If a job does not have sub-jobs, there must be one overhead burden cost item for the job.
- If a job uses sub-jobs, there must be one overhead burden cost for each sub-job.
- For any change order, there may be an overhead burden cost.

  If there is, then overhead burdens calculated for cost for the change order are accumulated in the overhead burden cost item for the change order.

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

Format	One letter, either Y or N. There is no default.
Example	Type 600000

ACCOUNT NUMBER FIELDS

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

If you enter an undefined account number into any of these fields, you are asked whether you want to add it to the file. If you respond Y, you are asked to provide the account description. Both the account number and the description are placed on file.

23. A/R acct

Enter the account number of your accounts receivable account.

Format	Your standard account number format, defined in Company information. There is no default.
Example	Enter account 1100-000

24. Ret rcvbl acct

If you are not using retainage receivable (Field #8 is N), this field displays as (Not applicable).

Otherwise, enter the retainage receivable account number.

Format	Your standard account number format, defined in *Company information*. There is no default.
Example	Enter account 1105-000

25. A/P acct

Enter the account number of your accounts payable account here.

Format	Your standard account number format, defined in *Company information.*
Example	Enter account 2000-000

26. Ret paybl acct

If you are not using retainage payable (Field #7 is N), this field displays as (Not applicable).

Otherwise, enter the retainage payable account number.

Format	Your standard account number format, defined in Company information. There is no default.
Example	Enter account 2005-000

27. Cash acct

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

If you are interfaced to the Passport Business Solutions A/R, this field is informational only (since payments for jobs are entered in A/R). For the sake of consistency it should be the same as your default cash account in A/R Control information.

Format	Your standard account number format, defined in Company information. There is no default.
Example	Enter account 1000-000

28. Cost acct

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

Format	Your standard account number format, defined in Company information. There is no default.
Example	Enter account 1450-000

29. Billing acct

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

Format	Your standard account number format, defined in Company information. There is no default.
Example	Enter account 2700-000

Field number to change ?

Make any needed changes. When you press <Enter> with this field blank, your entries are accepted and you are returned to the J/C menu.

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

If you entered information from the examples above, the screen will look like this:

```
Control information                    XYZ Company
                                     ** DEFAULTS **
 1.  Interface from A/P ?      N    18.  Labor burden type (Not applicable)
 2.  Interface from A/R ?      N    19.  Labor burden rate (Not applicable)
 3.  Interface from Payroll ?  N    20.  Ovhd burden type   J
 4.  Interface from I/C ?      N    21.  Ovhd burden rate   10.00
 5.  Interface with G/L ?      N    22.  Ovhd burden categ  600000
 6.  Are you a contractor ?    Y    23.  A/R acct #         1100-000
 7.  Use retainage payable ?   Y           Accounts receivable
 8.  Use retainage receivable ? Y   24.  Ret rcvbl acct #   1105-000
 9.  Use change orders ?       Y           Retainage receivable
10.  Access inactive files ?   N    25.  A/P acct #         2000-000
11.  Use cost category file ?  Y           Accounts payable
12.  Default ret rcvbl pct     10.0  26.  Ret paybl acct #   2005-000
                                           Retainage payable
    Cost-typ  Description   Direct?  27.  Cash acct #        1000-000
13.  OVHD     Overhead Burden   N           Cash account #13557
14.  EQPT     Equipment         Y    28.  Cost acct #        1450-000
15.  LBRD     Labor Burden      Y           Cost of jobs
16.  ADMN     General Admin     Y    29.  Billing acct #     2700-000
17.                                         Billings on jobs

Field number to change ?   [     ]
```

Categories

This chapter contains the following topics:

ENTERING COST ITEMS FOR JOBS

Use this selection to enter cost categories for cost items for jobs.

For examples of cost category usage, refer to the Cost Types, Categories, and Items section in the *Understanding Job Cost* chapter.

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

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

You can also print a list of your cost categories.

Cost Category Considerations

The advantage of using Cost Categories is that it forces you to use consistent categories, thereby permitting meaningful comparisons between jobs. In addition, you can use the Cost Category Analysis (described in the *Reports* chapter) to view costs across all jobs.

The advantage of not using Cost Categories is that it lets you define ad-hoc categories specially tailored for each job.

You can enable or disable Cost Categories at will (via *Control information*). Be aware that this is a protected change.

- If your business requires very diverse jobs, you may wish to dispense with Cost Categories altogether.

- If you have just installed Job Cost, you may wish to postpone using Cost Categories until you have developed some experience with categories and have worked out a category structure that suits you.

Even if you normally make use of Cost Categories, you may override this for an individual job, which happens to require its own category structure.

Your business may involve several different kinds of jobs, each requiring its own category structure. However, there is only one set of Cost Categories per company. How do you get around this?

- If each type of job is handled by a separate division of your company, consider using the multi-company feature to define each division as a separate company.

- Otherwise, reserve a separate range of category numbers for each application. For instance, if you pave driveways in the summer and plow them in the winter, assign categories 0001-1999 to your paving jobs and 2000-3999 to your snow-plowing jobs.

Grouping Cost Categories

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

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

- The second type of cost category record is a group type and is used purely for laying out your reports so that they will be most useful to you. No costs are ever directly applied to these group cost categories. They do have costs, but these are computed by totaling the regular cost categories, as shown in the example below:

1300	Light carpentry	(group category)
1301	Light carpentry-labor	(regular cost category)
1305	2 X 4's	(regular cost category)
1306	Other lumber	(regular cost category)
1308	Hardware (nails, etc.)	(regular cost category)

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

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

The word category refers to the first type. The second type is always called group category.

Grouping Rules

Unless stated otherwise, these rules apply regardless of whether you use Cost Categories.

Rule 1

Grouping is optional.

Rule 2

Even if you don't use Cost Categories (at all, or for a particular job), you may still group cost categories. However, you will have to enter the groups individually for each job (just as you enter the categories individually). You will be shown how to do so in the *Jobs* chapter.

Rule 3

You can define successively more inclusive levels of groups, thus creating a hierarchy. Sub-totals will automatically be accumulated for the lower-level groups, and rolled to the higher-level totals when a control break occurs in the report. You need not enter the level number, as the software determines it automatically. You can have as many as six levels.

Rule 4

The categories within a group do not all have to be of the same cost type.

Rule 5

The system identifies a group by its beginning category number. If you follow Passport recommendations, the range of a group will be bracketed by trailing zeroes and nines (for instance, 50000 through 59999 might be a very inclusive group, 61200 through 61299 a less inclusive one). Be aware that the system is actually recognizing the range of the group by your defined ending category number. Thus 36789 through 414232 is a valid group, though not a recommended one.

- No group category can have the same number as another category or group category. However, two group categories at different levels can have the same ending category.

- The ending category must be at least one higher than the beginning category.

Rule 6

It is not necessary to define a group to encompass all cost items, simply in order to obtain a grand total. That always prints automatically.

Rule 7

You can organize your categories into groups either before or after you have defined the categories themselves.

Rule 8

Using categories is not an all-or-nothing proposition. Some categories can be organized into groups and some not, if that is what you want.

Rule 9

You can add, change, or delete categories and group categories with no fear of adverse effects on existing jobs.

- A job "learns" about a category when you create the cost item (via Cost items for jobs). If you subsequently change or delete that category (using this selection), or even if you discontinue using Cost Categories altogether, the existing cost items "remember" the information in effect at the time they were created. However, subsequent change orders for those jobs make use of the current category definitions. Also, PTD information naturally stops being accumulated on deleted categories.

- A job "relearns" its category groups each time a report is printed. If you reorganize your categories, the historical information printed will retroactively reflect the new organization.

Rule 10

There are two ways of defining groups inconsistently.

- Overlapping groups at the same level

- More than six levels.

Detecting these errors depends on whether or not they occur in Cost Categories:

- Errors in Cost Categories will result in appropriate error messages on the Cost Category List—not on the Categories \ Enter screen. For this reason, always print this list after making significant changes to the category groups.

- For a job that has its own cost categories, these errors are not diagnosed and will cause unpredictable results in various reports.

It is also possible to define a group containing no categories. This has no effect and is not treated as an error. The empty group simply does not print on the reports.

ENTERING CATEGORIES

Before you can enter categories, follow the instructions below to access the J/C menu.

Select

Categories from the J/C menu.

This selection lets you enter new categories and category groups, and change or delete existing ones.

The layout of the screen differs depending on several factors, and will change as you make your entries. When first seen it looks like this:

```
Categories (Enter)                        XYZ Company

* 1. Category #  [        ]       2. Description
  3. Cost type




<F1> = next cost category, <SF1> = previous cost category
```

New and Existing Categories

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

Enter the following information:

1. Category #

For a category, this field is any number you assign to identify the category. For a group, it is interpreted as the beginning category number of the group (the ending category will be entered later).

For a new entry

Enter the number of the cost category or group.

For an existing entry

Options

Enter the number of the cost category, or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry

Format	9999999
Example	Type 51203

2. Description

Enter the description of the cost category or group. This field is required.

Format	25 letters
Example	Type Structural steel-sub

3. Cost type

Options

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

1	LABOR
2	MATERIALS
3	SUBCONTRACT
9	PROFIT

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

Cost type 1, Labor, is predefined, but Labor burden is not. If you are interfaced to PR, you will require both cost types.

If you are defining a cost category group, enter 91.

Passport recommends that the last digit of each cost category be the same as the number of the cost type for that category—simply to aid the memory. In this example, category 51203 is cost type 3. This convention has the added advantage that 0, the only digit, which can not be assigned to a cost item, is reserved for groups.

Format	99
Example	Type 3

Upon entering a cost type of 9 or less, its name will display next to it and the remainder of the screen will appear in the format appropriate for that type.

Ending group

This field only displays if you are entering a group category (cost type = 91). Refer to the How to Group Your Cost Categories section.

Enter the ending category of the group whose beginning is defined by Field #1. Ending category must not be less than beginning category.

Options

If the beginning group number ends in one or more zeroes, you may also use the option:

<F2>	To replace the trailing zeroes of the beginning group number (up to three of them) by nines, and to use the result as the ending group number.

Organizing your categories in tens, hundreds, or thousands in this way is good practice and makes the groups easier to remember.

Format	9999999
Example	[This field does not appear in this example because this is a regular category, not a group.]

For group entries, this terminates the screen and the cursor is positioned *at Field number to change ?*. You can no longer change the cost type, but you can change the description or the ending category. For a new entry (but not an existing one), you can also change the beginning category.

4. Unit

This is the unit of work or of material for this cost category. For a labor cost category, it should never be *hours* (which is always included elsewhere for a labor type cost category). It could be something like BDFT (board feet), CUYD (cubic yards excavated), or SQYD (square yards of carpet laid).

Format	4 characters. The default is Blank (which upon entry displays as None).
Example	Press <Enter> to accept the default.

Note	If you enter None, you will not be able to enter data in the subsequent Fields #5. They will be left blank.

5. Default rate

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

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

Format	99,999.999
Example	In this example the cursor does not move to this field because you entered Blank in the preceding field.

6. Default vendor

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

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

If you do enter a vendor number, it need not be the same as any vendor already defined in the A/P Vendors selection.

Format	6 characters
Example	Type BINGHM

7. Default ret paybl %

If you specified not to use retainage payable in Control information, this field displays as Not applicable and may not be entered or changed. Otherwise:

- If this cost category is for a material or service obtained from an outside vendor or subcontractor, and if it is your policy to retain a percentage of the payment for this type of material or service, enter the most usual retainage percent.

- If not, leave the field blank.

This entry will be used as the default retainage percentage when entering costs for this cost category (subject to your override in each case).

Format	99.9
Example	Type 10

The remainder of the screen consists of historical information, automatically accumulated as costs are processed and rolled into *Cost last period* and *Cost this year* buckets when you run *Close a period*. In add mode, these fields are usually zero-filled (using the <F2> option). In change mode, only protected change is allowed.

8. Cost this period,

9. Cost last period, and

10. Cost this year

Enter historical cost information about this category.

Options

From Field #8 (only), you may also use the option:

<F2>	Zero-fill the remainder of the screen.

Format	999,999,999.99 (for Fields #8 and 9)
	99,999,999,999.99 (for Field #10)
Example	Press <F2> to default to 0.00 for Fields #8-13 (or fields #8-16 if this had been a labor cost item).

11. Units this period,

12. Units last period, and

13. Units this year

If some type of unit is also associated with this cost category, such as CUYD, etc. (refer to Unit above), the quantity of these units is also accumulated (along with costs) when costs are processed. Refer to the Note preceding Field #8.

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

Format	99,999,999.9 (for Fields #11 and 12)
	999,999,999.9 (for Field #13)
Example	These fields were set to 0.00 from Field #8.

14. Hrs this period,

15. Hrs last period, and

16. Hrs this year

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

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

Refer to the Note preceding Field #8.

Format	9,999,999.99 (for Fields #14 and 15)
	99,999,999.99 (for Field #16)
Example	[Fields do not appear in this example as this is not a labor cost type.]

Field number to change ?

Options

Make any needed changes. If this is an existing category or group, you may also use one of the options:

<F1>	For the next category or group on file
<SF1>	For the previous entry
<F3>	To delete this category or group.

Upon pressing <Enter> with this field blank, your entry will be accepted and you will be positioned at Field #1 for the next entry.

Example	Use the Cost Category List in the *Sample Reports appendix*, and enter sample cost categories.

PRINTING A COST CATEGORY LIST

This selection lets you print your categories and groups. It also diagnoses certain errors, which can be found listed in the How to Set Up Cost Categories in the *Getting Started* chapter of this documentation.

View a Cost Category List example in the Sample Reports appendix.

Select

Categories from the *Reports* menu.

```
Reports (Categories)                        XYZ Company




                    1.  Starting category  [        ]
                    2.  Ending category
                    3.  Show totals ?




<F2> = "First"
```

Enter the following information:

1. Starting category and

2. Ending category

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

Format	9999999 for each field
Example	Press <F2> at each field for *First* through *Last*.

3. Show totals ?

If you answer Y to this question the totals for this period, last period, and this year appear on the list.

Totals are printed only for categories, not for groups.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> to accept the default.

Field number to change ?

Make any needed changes. The Cost Category List has a column labeled Level Number.

- This does not correspond to any field on the Enter screen because the level number is automatically determined, based on how you have fitted your group categories together.

- A level number of 1 denotes the most inclusive group category, and so on down to 6 which is the least inclusive.

- If you do not use group categories, every entry has a level of 1.

- If you do use group categories, the level number of the non-group categories will vary depending upon how deeply each one is nested within its group[s].

Job Descriptions

This chapter contains the following topics:

CONTROLLING JOBS AND ORDERS

A job must be described to the system before costs can be accumulated for it, and this is done by the *Job description* selection. This lets you define the job (and its sub-jobs if any), and later change or even (within restrictions) delete it. The selection also lets you define change orders.

Jobs entered here are usually new jobs. However, when you are initially setting up the Job Cost module, you can enter existing in-progress jobs.

SETTING UP JOB COST

There are six important sections in this process of setting up and running Job Cost software.

Jobs

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

Cost items for jobs

Set up the job's cost items, which provide a detailed breakdown of the job into its specific parts. Each part must have an estimated (or budgeted) cost, and the sum of all the estimated costs must equal the price of the job. Remember to enter separate cost items for profit and for overhead, so that the sum of the estimates for the cost items equals the job price.

Copy jobs

Use this option to copy old jobs, that are similar to the new one you want to produce, instead of creating a new job from scratch. You can then make the necessary changes for your new job.

Print jobs list

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

Activate jobs

Before Job Cost lets you enter actual costs and billings for a job, you must select *Activate jobs* to give the job an Active status. This selection also checks the consistency of the information you entered before changing the status to active. If a problem is found, the reasons are printed on a Job Activation Report, and the job is not activated.

Print job change log

This feature is optional and displays only if you chose (in Control information) to use the Change Log feature.

A change log is an audit trail of the historical changes you have made to your jobs—not just change orders, but any changes made via the *Jobs* selection.

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

If a field below depends on the change order option being chosen in J/C *Control information*, the paragraph will be marked (CO). If a field depends on the retainage option being chosen in *Control information*, the paragraph will be marked (RET). These notations are for your information only. They do not appear on the screen.

ENTERING JOBS

Select

Enter from the *Job descriptions* menu.

This selection is used to enter the most basic descriptive information about a job. You must supply this description before entering any cost item information (which you do via the *Cost items* selection described later in this chapter).

Despite the name of this selection, it is used to enter sub-jobs and change orders as well as jobs. All three of these will be referred to as entries to avoid cumbersome repetitions of job or sub-job or change order.

Sub-jobs

Sub-jobs are used when it is desired to break up a large contract into pieces which can be managed separately (and, if desired, billed separately as well). Sub-jobs are often called phases because they occur in succession. For example, in a construction project the excavation phase precedes actual construction. There is no requirement that one sub-job must be finished before billing or costing can apply to the next sub-job.

- A job must already exist before its sub-jobs can be defined.

- If a job has sub-jobs, then cost items can be entered only for individual sub-jobs, not for the job as a whole.

Change Orders

Change orders are used when it is desired to alter the terms of the original contract, resulting in different costs and prices.

- A change order can apply only to an existing job or sub-job.

- A change order can apply to a job only if it has no sub-jobs, otherwise it must apply to a specified sub-job. If the change affects more than one sub-job, a separate change order must be entered for each one.

The screen layout varies depending on whether the entry is for a job, a sub-job, or a change order. The upper portion of the screen is the same in all three cases, and so this portion is all that is displayed after you have selected *Jobs* (or *Enter*, if using menu bar):

```
Job descriptions (Enter)                    XYZ Company

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

        4.  Title
        5.  Price




<F1> = next job description, <SF1> = previous job description
```

From this screen you can work with both new and existing entries. When working with existing entries, a full audit trail of your changes is preserved provided you have chosen the change log feature (in Control information).

Using Function Keys for Change Orders

You can use the function keys to scan through the records and examine existing entries. In that case the remainder of the screen will fill out and display the appropriate information for that entry, whether it is a job, a sub-job, or a change order. The cursor will be positioned at *Field number to change ?* to allow maintenance of the entry (or further scanning).

Entering Job Numbers

- You can enter the number of a new or existing job. The cursor will then move in succession to the sub-job and change number fields (Fields #2 & 3).

- For the sub-job field: Enter either the desired sub-job number, or enter *Blank* if you wish to access the job (rather than one of its sub-jobs).

- For the change order field: Enter either the desired number, or enter *Blank* if you wish to access the original job or sub-job (rather than a change order).

- If you are not using change orders (at all), or if you are not using sub-jobs (for this existing job), then the cursor does not move to the corresponding field.

Job Number
Identification

Only after you have entered all three fields (or as many of them as are applicable) does the system regard the entry as being identified. It then fills out the remainder of the screen in the format appropriate for a job, sub-job, or change order. At that point:

- If the entry is already on file, its information will display and the cursor will be positioned at *Field number to change ?* to allow maintenance of the entry.

- Otherwise, the cursor will be positioned at Field #4 to allow entry of the remainder of this new entry.

- There is one exception: For a closed job, entering the job number displays at once the information on file for that job. You do not get the chance to enter a sub-job or change order number. You can however view these from *Field number to change ?* (but only by using the function keys).

Enter the following information:

1. Job

Options

Enter the job number, or use one of the options:

<F1>	For the next entry on file
<SF1>	For the previous entry

Format	Up to 7 numbers
Example	Type 602

2. Sub-job

If this job uses sub-jobs, enter the sub-job number, or else enter *Blank* to indicate that you wish to reference the job itself and not its sub-jobs.

If this is an existing job with no sub-jobs, the field remains blank and the cursor does not move to it.

Format	999
Example	[The cursor does not move to this field because this is a new job.]

3. Change

If you have chosen (in Control information) not to use change orders, this field displays as (Not applicable) and the cursor does not move to it.

If this entry is not for an existing job, the cursor skips this field and it cannot be changed. A job must be entered before it can have change orders.

Enter the change order number, or else enter *Blank* to indicate that you wish to reference the original job (or sub-job).

You will probably want to assign change order numbers sequentially; however, the system does not enforce this rule and does not even require successive changes to be in ascending order.

Format	999
Example	[In this example the cursor does not move to this field because this is a new job.]

4. Title

Enter the title for a new job, sub-job, or change order here. You do not need to abbreviate much. You will later be able to enter a considerable amount of Additional Description for each entry. You can even leave the title blank.

Format	25 letters
Example	Type `Storage Warehouse`

5. Price

Enter the agreed-upon price of the job or sub-job here.

This will normally be a positive number. Zero and negative amounts are nonetheless allowed because for change orders the amount entered here is interpreted as an adjustment to the original.

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

Format	999,999,999-
Example	Type `85896`

6. Date (CO)

This field displays for a change order. Enter the date. If the change order is not yet approved, you can leave this field blank.

This date is informational only. A date in the future does not prevent billings, costs, or payments from applying to this change order.

Format	MMDDYY or Blank. The default is Blank.
Example	[Does not occur in this example because this is not a change order.]

```
Job descriptions (Enter)                     XYZ Company

* 1.  Job #        602                          Status:
* 2.  Sub-job #
* 3.  Change #

           4.  Title      Storage Warehouse
           5.  Price      85, 896
           6.  Customer   [              ]
           7.  Does this job have sub-jobs ?

  8.  Job status                        17.  Amount billed
  9.  Job billing type                  18.  Amount paid
 10.  Dflt billing acct                 19.  Last bill date
 11.  Labor burden type                 20.  Last pmnt date
 12.  Labor burden rate
 13.  Use category file ?
 14.  Ovhd burden type
 15.  Ovhd burden rate
 16.  Ovhd burd category
```

6. Customer (number and name)

Enter the customer number and name for this job. You must enter a customer number. The name is optional.

If you are interfaced to A/R

If you want to use the customer's number as it appears in A/R *Customer information*, <F8> is available for the purpose. The customer name must still be entered manually. Using a number not on *Customers* does not cause any problem interfacing to A/R, since A/R recognizes jobs by job number without checking the customer number.

Format	12 characters for customer number 25 characters for customer name
Example	Type MARIN
	Type Brickyards

7. Does this job have sub-jobs ?

If you are going to break this job down into sub-jobs, answer this question Y. You must then make a separate entry for each sub-job (but first finish this job entry).

If the job will not be broken down into sub-jobs, answer N.

You cannot change this answer once the job description is entered.

Format	One letter, either Y or N. The default is Y.
Example	Type N

Bill for the sub-jobs ?

This question displays only if you answered Y to the previous question.

If you will be billing the customer for each sub-job individually, answer Y; otherwise, answer N.

Format	One letter, either Y or N. The default is Y.
Example	[Does not occur in this example because you responded N to the preceding.]

8. Job status

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

Options

Jobs can be assigned the following statuses:

N	New.
	Use this status when entering a new job for which work has not yet started. When entering a job with status new, you will not be asked to enter any accumulated costs or billing amounts. These amounts are automatically set to zero since you cannot have accumulated any costs or billings for a job which has not yet started.
I	In progress.
	Use this status when entering a job for which work has already started. When entering a job with status in-progress, you will be asked to enter all accumulated costs and billing amounts for the job. These amounts must be entered for the job or else the various Job Cost reports will not be accurate for this job since you have not given the software sufficient information.
O	Copy only.
	Use this status for jobs, which are used only to create other jobs. Such jobs are templates (models) which can be used to reduce data entry if your company does a lot of jobs, which are similar. The selection *Copy jobs* is used to make a copy of a copy only job.

Job statuses that are automatically assigned are:

A	Active.
	A job must be activated before it can be run. Activation is a process, which verifies certain information about the job, and is discussed later in this chapter. You cannot enter this status directly on the Job description screen. It is assigned to a job only when you run *the Activate jobs* selection. Only new, in-progress or unreconciled (described next) jobs may be activated.
U	Unreconciled.
	After a job is activated there are certain actions which result in the software assigning the job the status unreconciled. For example, if you add a sub-job to the job, then the job is assigned the status unreconciled. An unreconciled job must be activated again using *Activate jobs* before it can be run again. This is required so that the software can re-verify certain critical information about the job.
C	Closed.
	A job is assigned the status closed, using the selection *Close or re-open jobs*, when no more costs are expected to be incurred for the job. Once a job is closed, you may no longer post any costs to the job. However, billings may still be posted to the job. Only active jobs can be closed. A closed job may be re-opened, in which case its status becomes active as described above. Refer to the *Utility* chapter for further discussion of closing and re-opening jobs.

If a job has sub-jobs, all the sub-jobs share the status of the main job. You cannot for instance close the excavation phase of a job and leave the construction phase active.

Of the above statuses, the only ones that can be entered directly on the job description screen are New, In-Progress, or Copy only.

Format	One letter from the list above, either N, I, or O. There is no default.
Example	Type N

9. Job billing type

There are two billing types you can choose for any job: fixed-fee or cost-plus.

- With fixed-fee, the customer pays a fixed price, no matter how much it costs the contractor.
- With cost-plus, the customer pays the costs plus an additional profit amount.

Options

Enter either:

F	Fixed-fee
P	Cost-plus

Upon entry of a valid code, it is spelled out on the screen.

Format	One letter from the two above. The default is F.
Example	Type P

10. Dflt billing acct

Options

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

<F2>	For the default billing account from Control information

Format	Your standard account number format, defined in Company information
Example	Press <F2> to accept the default.

11. Labor burden type

Use this field only if you are interfacing with the Passport Business Solutions Payroll. If not, it displays as (Not applicable) and the cursor does not move to it.

Options

Otherwise, this determines how you want to calculate the labor burden. For more information, refer to the J/C Control Information Options section in the *Getting Started* chapter. Enter one of the following:

L	Percentage of labor cost.
R	Rate per labor hour.
Blank	There is no labor burden for this job.

Format	One character from the list above. The default is whatever you have previously entered in Control information. If you followed the example there, it is Blank.
Example	Press <Enter> to accept the default.

12. Labor burden rate

Use this field only if you are interfacing with the Passport Business Solutions Payroll and you have entered a non blank value in Field #11. Otherwise, it displays as (Not applicable) and the cursor does not move to it.

Options

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

<F2>	For the default rate from Control information.

Format	999.999 (If a percentage) 999.999 (If a rate)
Example	[This field is skipped because you left the preceding field blank.]

13. Use category file ?

If you specified in Control information that Categories are not to be used for any jobs, this field displays as (Not applicable) and the cursor does not move to it. Otherwise:

- Answer Y if the cost items for the job are to be validated against Categories. The category number for each cost item entered for this job must previously have been defined via Categories.

- Answer N to allow non-standard categories (those not on file) for this job. You will have to enter the category's description each time you reference it.

Note	Once you press <Enter> at *Field number to change ?*, you will not be able to change the answer for this field. The only way to change the field is to delete the job and then enter the Job Description record again, setting this field to the answer you want. So, be sure it is correct the first time.

Format	One letter, either Y or N. The default is Y.
Example	Type Y

14. Ovhd burden type

This determines how you want to calculate the overhead burden. For more information, refer to the J/C Control Information Options section in the *Getting Started* chapter.

Options

Enter one of the following:

J	Percent of job cost
L	Percent of labor cost
R	Rate per labor hour
Blank	There is no overhead burden for this job

| Format | One character from the list above. The default is whatever you have previously entered in Control information. If you followed the example there, it is J. |
| Example | Type L |

15. Ovhd burden rate

If you entered *Blank* in the preceding field, this field displays as (Not applicable) and the cursor does not move to it.

Otherwise, this is the rate or percentage that goes along with the overhead burden type entered above.

- If the overhead burden type is a percentage of job cost or a percentage of labor cost, enter that percentage here.
- If the overhead burden type is a rate per labor hour, enter the rate here.

Options

You can also use the option:

| <F2> | For the default rate or percentage from Control information |

| Format | 999.999 |
| Example | Press <F2> to accept the default. |

16. Ovhd burd category

If you entered *Blank* in Field #14, this field displays as (Not applicable) and the cursor does not move to it.

Otherwise, enter the number of the cost category into which this burden will be accumulated.

- If you are using Cost Categories, this category must previously have been entered (in Categories), defined as a non-direct cost type.
- If you are not using Cost Categories for this job, you must subsequently define a cost item for this job (in Cost items for jobs) with this category number and with a non-direct cost type. Failure to do so will prevent the job from being activated.

For information about direct and non-direct cost types, refer to the J/C Control Information Options section in the *Getting Started* chapter.

Options

You can also use the option:

| <F2> | For the default cost category from Control information |

Format	9,999,999
Example	Press <F2> to accept the default.

Note	Fields #17, 18, 19, 20, 22, and 23 below are all automatically maintained by the system. The cursor does not move to them and they cannot be changed from *Field number to change ?*. They appear on the screen primarily for your information. There is one exception: When entering an in-progress job, which normally happens only upon installation of the J/C module, you are allowed to enter the current value of these fields.

17. Amount billed

This is the amount billed to date for this entry. Refer to the Note above.

Format	999,999,999.99-
Example	[Skipped because this is not an in-progress job]

18. Amount paid

This is the amount paid to date. Refer to the Note prior to Field #17.

Format	999,999,999.99-
Example	[Skipped because this is not an in-progress job]

19. Last bill date

This is the date of your most recent billing. Refer to the Note prior to Field #17.

Format	MMDDYY, or blank if not billed yet.
Example	[Skipped because this is not an in-progress job]

20. Last pmnt date

This is the posting date of the most recent payment. Refer to the Note prior to Field #17.

Format	MMDDYY, or blank if no payment received yet.
Example	[Skipped because this is not an in-progress job]

Note	If you have chosen (in Control information) not to use retainage receivable, Fields #21, 22, and 23 do not appear on the screen at all. Proceed to *Field number to change ?*.

21. Retnge percent (RET)

Refer to the notes prior to Field #17 and Field #21.

Options

Enter any retainage percentage here, or use the option:

<F2>	For the default retainage percent from Control information

Format	99.9
Example	Press <F2> to accept the default.

22. Retnge billed (RET)

Refer to the notes prior to Field #17 and Field #21.

Retainage amount billed is normally calculated automatically.

Format	999,999,999.99-
Example	[Skipped because this is not an in-progress job]

23. Retnge paid (RET)

Refer to the notes prior to Field #17 and Field #21.

Retainage amount Paid is normally calculated automatically.

Format	999,999,999.99-
Example	[Skipped because this is not an in-progress job]

Field number to change ?

The screen will now look like this:

```
Job descriptions (Enter)                         XYZ Company

* 1.  Job #        602                           Status:
* 2.  Sub-job #
* 3.  Change #

              4.  Title      Storage Warehouse
              5.  Price      85,896
              6.  Customer   600
              7.  Does this job have sub-jobs ?  N

   8.  Job status          New            17.  Amount billed   .00
   9.  Job billing type    Cost-plus      18.  Amount paid      .00
  10.  Dflt billing acct   2700-000       19.  Last bill date
  11.  Labor burden type   (Not applicable)  20.  Last pmnt date
  12.  Labor burden rate   (Not applicable)
  13.  Use category file ?  Y
  14.  Ovhd burden type    L
  15.  Ovhd burden rate    10.00
  16.  Ovhd burd category  600000     Overhead Burden

  Field number to change ?    [      ]
```

Options

Make any desired changes. If this is an existing entry, you can also use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F3>	To delete this entry—but see below for restrictions

Deleting a job, sub-job, or change order

When a job is in the status of new, in-progress, or copy-only, you can delete it at will because such a job cannot have accumulated any costs or payments. You must first confirm that you want to delete the entire job, including all its' sub-jobs, change orders, and cost items.

When a job has gotten beyond that point and is in the active, unreconciled, or closed status, it can be removed from the system only by being purged. Active and unreconciled jobs must be closed before they can be purged. The *Utility* chapter describes these processes. Passport assigns very specific meanings to the terms closing, deleting, and purging. They are not synonyms of one another.

A sub-job or a change order can be deleted from a job, provided there are no transactions for it (posted or unposted).

- If the job is active or unreconciled, you must first delete each of the cost items for the sub-job / change order. This in turn causes the job (if active) to become unreconciled, requiring you to reactivate it.

- Otherwise, deleting the sub-job / change order automatically deletes the associated cost items.

Do you wish to add additional description ?

This question displays upon pressing <Enter> from a blank *Field number to change ?*.

Answer N to return to the first screen for the next entry, or Y to enter additional description.

Format	One letter, either Y or N. The default is N.
Example	Type Y

Upon typing Y, the following screen displays:

You can enter any additional information you want to record about this job, sub-job, or change order. The identification of the entry displays at the top and will vary depending upon what type of entry it is.

Blank lines take up no space on disk—only lines with characters require storage space.

Data entry into this screen does not follow the format of the familiar <F6> notes. There is no wraparound from line to line, and the cursor control keys are not active. A line can not be inserted between existing lines, nor do lines close up to fill the gap whenever an existing line is blanked out.

For existing Additional Description

The cursor is positioned at *Field number to change ?*, and only one line can be changed at a time. You can change a line even though it is blank.

Press <Enter> at the end of each line entered, or at the beginning of the line to obtain a blank line.

Options

Enter the number of the line to change, or use the option:

<F3>	To delete all Additional Description for this entry

Press <Enter> from a blank *Field number to change ?* to return to the previous screen.

For new Additional Description

The cursor is positioned on the first character of Line #1 to allow data entry.

Press <Enter> at the end of each line to proceed to the next line, or at the beginning of a line to leave that line blank.

Press <Esc> from any line to terminate entry of additional description. This takes you to *Field number to change ?*.

- Any text already entered on the current line will be lost. Since this is not usually what you want, to terminate additional description you should get into the habit of pressing <Enter>, then <Esc>.

- When already on the tenth line, pressing <Enter> by itself takes you to *Field number to change ?*.

- From *Field number to change ?* you can correct individual lines by line number, or continue processing by pressing <Enter> with this field blank. This does not return you to the previous screen but takes you to the next (that is, you arrive at the same point you would have reached had you answered N to the question Do you wish to add additional description ?).z

Format	10 lines of 75 characters each
Example	Enter the additional description from the following screen


```
Job descriptions (Enter)                    XYZ Company

        Job      602      Storage Warehouse



                    *** Additional description ***

 1. Start Date: March 2, 2004
 2. Supervisor: L.L. Robinson
 3.
 4. Info: A two story, single room warehouse with a concrete foundation and a
 5. metal structural framework with aluminum siding and an insulated
 6. metal roof. A 16'x14' electric, metal roll up door on the center,
 7. east wall. Two metal fire doors(one by the roll up door and one on the
 8. west wall.)
 9. Exterior, night security lights.
10.

Field number to change ?  [      ]
```

Change orders (CO)

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

- Add the change order.

  If the job uses sub-jobs, enter a separate change order for each affected sub-job (preferably using the same change order number for each).

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

- Enter the cost items for the change order (using *Cost items for jobs*). The sum of the budgeted costs for these cost items must equal the price of the change order (some of these budgeted costs could be negative).

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

- If you merely wish to correct a keying error in an existing job, you do not need a change order. You can simply modify the appropriate field of the original job. If the job is still new no further action is needed, but if it has already been activated you may have to activate it again.

ENTERING COST ITEMS FOR JOBS

Once a job description has been created for a job (or sub-job, or change order) via the previous selection, use this selection to enter the specific cost items which exactly describe the work that will go into this job.

Select

Cost items for jobs from the J/C menu.

The following screen displays:

```
Cost items for jobs                          XYZ Company

* 1.  Job #            [          ]              Status:
* 2.  Cost item

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

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




<F1> = next job, <SF1> = previous job
```

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

1. Job

Enter the number of the job for which you are entering the cost item.

The job must already exist and cannot be a closed job. You cannot use this selection for closed jobs, not even to examine their cost items (use *View \ Jobs \ Cost items* for this purpose).

Options

You can also use one of the options:

<F1>	For the next job
<SF1>	For the previous job

Format	7 characters
Example	Type 602

Upon selection of a valid job, its description and status display to its right.

2. Cost item

If this is for a change order, the category of the cost item need not duplicate that of a cost item already exist for this job (or sub-job). It is legitimate for a change order to add a new category to a job.

Enter the complete designation of this cost item, in segments:

Format	Up to 7 characters Cost category. If this job uses Cost Categories, this category number must already have been defined via the *Categories* selection. 9999999 and 9999998 are reserved cost category numbers and cannot be used.
	999 Sub-job number. If this job has sub-jobs, this must be an existing sub-job for that job. If not, this segment is automatically set to zero and you cannot enter anything into it.
	999 Change order number. This must either be the number of a change order already defined for this job, or Blank if the cost item is not for a change order.
	If you have chosen (in Control information) not to use change orders, this segment is not present and the cursor does not move to it.
Example	Type 22205
	Press <Enter> again for 000
	Press <Enter> again for 000

3. Description

This is requested only if you are not using Cost Categories for this job. Otherwise, it is displayed automatically and the cursor does not move to this field.

Format	Up to 25 letters
Example	[In this example this field displays automatically because you are using Cost Categories.]

4. Cost type

If this job uses Cost Categories, the cost type associated with this category, displays here and cannot be changed. Otherwise, enter a cost type for this job. Your choices, displayed at the bottom of the screen, include:

• The predefined cost types.

• Your user-defined cost types, from Control information.

• Cost type 91, for GROUP. This choice allows you to group cost items as desired for this job only. Notice that if the job does use Cost Categories, the items have already been grouped (by you) as desired.

Format	99
Example	[In this example this field displays automatically because you are using Cost Categories.]

Upon entry of a valid cost type, its name displays next to its abbreviation. In addition, the format of the lower portion of the screen may change at this point. This is because some of the fields still to be described apply only to some cost types and not to others.

If you do not use Cost Categories, it is possible to define cost items which have the same category number but different cost types (within different sub-jobs or change orders of the same job). You should avoid doing this.

End group

This field displays only if you have entered 91 in the previous field. It allows you to define a group of categories for costing purposes. This group begins at the category number entered in Segment #2 of Field #2, and ends at the group number you are about to enter here.

Format	9999999
Example	[Does not occur in this example because you are using Cost Categories.]

A cost item group does not accumulate costs itself since its costs represent the summation of every cost item in the group. The remaining fields on the screen are therefore irrelevant for this purpose, so the cursor moves to *Field number to change ?* as soon as you have entered the End group #. You can still enter a separate cost item for each member cost item of the group.

For more information about categories, refer to the How to Group Your Cost Categories section in the introduction to the *Categories* chapter.

5. Unit

If you are using Cost Categories, this is automatically set to the unit for the cost category, and you will not be able to change it. If you are not using Cost Categories, you can enter it here if it is applicable.

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

This is not a required field, but you can use it to keep track of quantities on some cost items where this would be desirable. If left blank, it displays as NONE. Some of the following fields are not applicable when there is no unit. These situations will be noted as they occur.

Format	4 letters
Example	[In this example this field displays automatically because you are using Cost Categories.]

Rate

Options

Enter the rate (dollar amount) for the unit. If no unit is associated with this cost item, the cursor will not move to the rate field and it will be left blank. Otherwise, you can enter a rate, or leave it blank. If you are using Cost Categories you can also use the option:

<F2>	For the default rate from Cost Categories

Format	99,999.999
Example	Press <F2> to accept the default.

6. Dflt vendor

It this is a labor cost type or a non-direct cost type, the cursor does not move to this field and nothing can be entered into it.

Otherwise, enter the number of the vendor associated with this cost item for this job, if available. If there is not one, leave this blank. The default vendor is used when entering costs for this cost item.

Options

If you are using Cost Categories, and if there is a default on file for this category, you can also use the option:

<F2>	For the default vendor number in Cost Categories

If you are interfaced to A/P

You will probably want to use the vendor's number as it appears in A/P Vendors, and <F8> is available for the purpose. Using a number not in Vendors does not cause any problem interfacing to A/P, since A/P Payables recognizes jobs by job number without checking the vendor number.

Format	6 letters
Example	Type TYSON

RET-%

This field is not applicable if:

- You have specified (in Control information) that you do not use retainage payable, or

- This is a labor or non-direct cost item.

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

Options

Enter the usual retainage percentage that you will hold back from the vendor for this cost item, or leave the field blank. If you are using Cost Categories, and if there is a default on file for this category, you can also use the option:

<F2>	For the default retainage percentage in Cost Categories

Format	99.9. The default is zero.
Example	Press <Enter> to default to.0

7. Dflt cost acct

If the cost type for this cost category is not a direct cost type, this field displays as (Not applicable) and cannot be entered. This would be the case for Profit or Overhead, to give two examples.

Options

Otherwise, enter the default cost account to be used when entering costs for this cost item, or use the option:

<F2>	For the default cost account from Control information

Format	Your standard account number format, as defined in Company information.
Example	Press <F2> for the default.

8. Budgeted cost

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

Format	999,999,999-
Example	Type 450

9. Budgeted qty

If no unit displays in Field #5, quantity is meaningless—the cursor does not move to this field, which is then left blank.

Otherwise, enter the estimated quantity, which you expect to use or accomplish for this cost item for this job, in terms of the same units entered in Field #5.

Format	99,999,999.9-
Example	Type 22.5

10. Budgeted hours

This field applies only to labor. If the cost item type is anything else, the cursor does not move to this field and it is left blank.

Otherwise, enter the number of labor hours you expect to use for this cost item.

Format	999,999.99-
Example	[Skipped in this example because this is not a labor cost type.]

Cost fields

The remaining fields on the screen represent information, which is updated automatically as costs are entered and posted. These fields therefore display only for in-progress jobs (status I). In add mode they can be entered directly. In change mode, they are a protected change.

Depending on the cost item and on your Control information choices, not all these fields may appear on the screen and not all those that do can be entered. These cases will be described as they occur.

11. Cost prd-to-date

Enter the cost already incurred for this cost item for this job for the current period.

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

12. Cost job-to-date

Enter the cost already incurred for this cost item for this job since the beginning of the job.

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

13. Qty prd-to-date

If there are units of work or material associated with this cost item, enter the number of units already completed or used for this cost item in the current period.

Format	99,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

14. Qty job-to-date

If there are units associated with this cost item, enter the number of units of work or material already completed or used for this cost item since the beginning of the job.

Format	99,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

15. Percent complete

Enter the percentage of the cost item that has been completed.

Format	999 (within the range 0 through 100)
Example	[Not entered in this example because this is not an in-progress job.]

16. Last cost date

Enter the date of the last cost entered for this cost item. This field is updated automatically when job costs are posted, and is blank if no such posting has occurred yet.

Format	MMDDYY or blank
Example	[Not entered in this example because this is not an in-progress job.]

17. Last est date

Enter the date that the last completion estimate was made for this cost item. This field is updated automatically when completion estimates are posted, and is blank if no such posting has occurred yet.

Format	MMDDYY or blank
Example	[Not entered in this example because this is not an in-progress job.]

Labor cost items

If this is not a labor cost item, you are finished entering information. Proceed to *Field number to change ?*.

If this is a labor cost item, you will be requested to enter the fields below. Note that labor cost fields are updated automatically as Payroll costs are interfaced to Job Cost. If you are not interfacing the Passport Business Solutions Payroll into Job Cost, you will be requested to enter only information for Fields #18 and 19 (there will be no breakdown into regular, premium, and burden).

18. Regular hrs PTD

Enter the number of regular labor hours already spent on this cost item in the current period.

Format	999,999.9-
Example	[Not entered in this example because this is not an in-progress job.]

19. Regular hrs JTD

Enter the number of regular hours already spent on this cost item since the beginning of the job.

Format	999,999.9-
Example	[Not entered in this example because this is not an in-progress job.]

20. Regular cost PTD

Enter the direct wage cost of the regular labor hours spent on this cost item in the current period.

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

21. Regular cost JTD

Enter the direct wage cost of the regular labor hours spent on this cost item since the beginning of the job.

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

22. Premium hrs PTD

Enter the number of overtime and double-time hours already spent on this cost item in the current period.

Format	999,999.9-
Example	[Not entered in this example because this is not an in-progress job.]

23. Premium hrs JTD

Enter the number of overtime and double-time hours already spent on this cost item since the beginning of the job.

Format	999,999.9-
Example	[Not entered in this example because this is not an in-progress job.]

24. Premium cost PTD

Enter the direct wage cost of the premium labor hours spent on this cost item in the current period.

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

25. Premium cost JTD

Enter the direct wage cost of the premium labor hours spent on this cost item since the beginning of the job.

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

26. Labor burden PTD

Enter the amount of labor burden cost, in addition to direct wages, that has been automatically calculated for this cost item in the current period (it is not included in the Cost period-to-date field above).

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

27. Labor burden JTD

Enter the amount of labor burden cost, in addition to direct wages, that has been automatically calculated for this cost item, since the beginning of the job (it is not included in the Cost job-to-date field above).

When you finish entering the contents of these fields, you have the option of entering an additional description for the cost item.

Format	999,999,999.99-
Example	[Not entered in this example because this is not an in-progress job.]

Field number to change ?

If you have been following the examples the screen will now appear thus:

```
Cost items for jobs                          XYZ Company

*  1.  Job #            602        Storage Warehouse       Status: New
*  2.  Cost item           22205-000-000

   3.  Description     Excavation - Equipment
   4.  Cost type       5    EQPT
   5.  Unit            HOUR        Rate         80.00
   6.  Dflt vendor     TYSON
   7.  Dflt cost acct  1450-000   Cost of jobs

   8.  Budgeted cost      450
   9.  Budgeted qty                22.50
  10.  Budgeted hours
  11.  Cost prd-to-date             0.00
  12.  Cost job-to-date             0.00
  13.  Qty prd-to-date       0
  14.  Qty job-to-date       0
  15.  Percent complete
  16.  Last cost date
  17.  Last est date

Field number to change ?  [        ]
```

Make any needed changes. If this is an existing entry, you can also use one of the options:

<F1>	For the next cost item for this job
<SF1>	For the previous cost item
<F3>	To delete this cost item. You cannot delete a cost item, which already has costs (even if not posted yet).

Do you wish to add additional description ?

This question displays when you press <Enter> from a blank *Field number to change ?*.

Answer N to omit such description, or Y to enter additional description.

Format	One letter, either Y or N. The default is N.
Example	Type Y

Upon typing Y the following screen displays:

```
Cost items for jobs                          XYZ Company

            Job        602      Storage Warehouse
            Category   22205    Excavation - Equipment




                 *** Additional description ***

    1. [                                                              ]
    2.
    3.
    4.
    5.
    6.
    7.
    8.
    9.
   10.
```

You can enter any additional information you want to record about the job. What you enter is totally up to you.

The screen heading will vary depending upon whether this entry is for a job, a sub-job, or a change order.

Additional description for cost items is entered exactly as is Additional description for jobs.

Format	10 lines of 75 characters each
Example	Type `If ledge is encountered, customer agrees to pay for jackhammer` Press <Enter> then press <Esc>

COPYING JOBS

This selection allows you to set up a new job very quickly by copying some or all of the cost items from an already existing job. You have a wide range of choices of what exactly you want to copy from the old job to the new job.

You can copy from jobs described as copy only (job status O), which you have created for the purpose. You are not restricted to working from such templates, but you can copy from any actual job regardless of its status.

You must have already entered the job description for the new job before you can use this option to copy cost items to it.

Select

Copy from the *Job descriptions* menu.

The following screen displays:

```
Job descriptions (Copy)                          XYZ Company




            Copy from: 1.  Job #          [          ]
                       2.  Sub-job #

            Copy to:   3.  Job #
                       4.  Sub-job #

                       5.  Starting cost category
                       6.  Ending cost category

                       7.  Copy budgets ?
                       8.  Copy change orders ?
                       9.  Copy additional desc ?
```

Enter the following information:

1. Copy from job

Enter the number of the job you are copying cost items from. The job must already exist.

Format	7 characters
Example	Type 602

2. Copy from sub-job

If the job does not use sub-jobs, this field displays as (Not applicable) and cannot be changed.

Options

Otherwise, enter the number of the sub-job whose cost items you wish to copy, or use the option:

<F5>	To copy from All the sub-jobs of this job
Format	999
Example	[Displays as (Not applicable) in this example]

3. Copy to job

Enter the number of the job you are copying to. The job description for this job must have already been entered.

It is legitimate to copy to an active job, but you will first be asked to confirm that you really want to do this since it destroys the existing information in the target job.

Format	7 characters
Example	Type 603

4. Copy to sub-job

Either both the copy-from job and the copy-to job must use sub-jobs, or else both of them must not use sub-jobs.

If neither job uses sub-jobs, this field displays as (Not applicable) and cannot be changed.

If you are copying from All sub-jobs, this field is automatically set to All and cannot be changed.

Otherwise, enter the number of the sub-job you are copying to. This need not be the same as the source.

Format	999
Example	[Displays as (Not applicable) in this example]

5. Starting cost category and

6. Ending cost category

Enter the range of cost categories you wish to copy. Follow the screen instructions.

Format	9999999 at each field
Example	Press <F2> at each field for *First* through *Last*.

7. Copy budgets ?

If you wish to copy the budgeted (estimated) amounts and quantities from the old job, answer Y. If you answer N, the budgeted amounts and quantities will be set to zero in the new job and you will have to enter them separately.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y

8. Copy change orders ? (CO)

If you have decided in Control information not to use change orders, you are asked whether or not you wish to copy all information for change orders (in addition to copying the cost items for the original job).

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y

9. Copy additional desc ?

If you wish to copy the additional description from the old job, answer Y.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, there will be a pause for a few moments while the cost items are copied. After you are notified that this process is complete, press <Esc> to return to the menu.

PRINTING A JOBS LIST

This function allows you to print the job and cost item descriptions entered above. It gives you a variety of choices in printing this information.

Jobs can be printed up until the time they are either purged or saved (described in the Utility chapter). This means that if you use the inactive files/tables you cannot print a job list of what is in them. Use the Job Closing Report, described in the *Management Reports* chapter, for this purpose.

You may view a Jobs List example in the *Sample Reports* appendix.

Select

Jobs from the *Reports* menu.

The following screen displays:

```
Reports (Jobs)                              XYZ Company


                   1.  Starting job           [          ]
                   2.  Ending job

                   3.  Sub-job

                   4.  Change order

                   5.  Starting category
                   6.  Ending category

                   7.  Job status
                   8.  Job billing type

                   9.  Show costs and quantities ?
                  10.  Show additional descriptions ?


<F2> = "First"
```
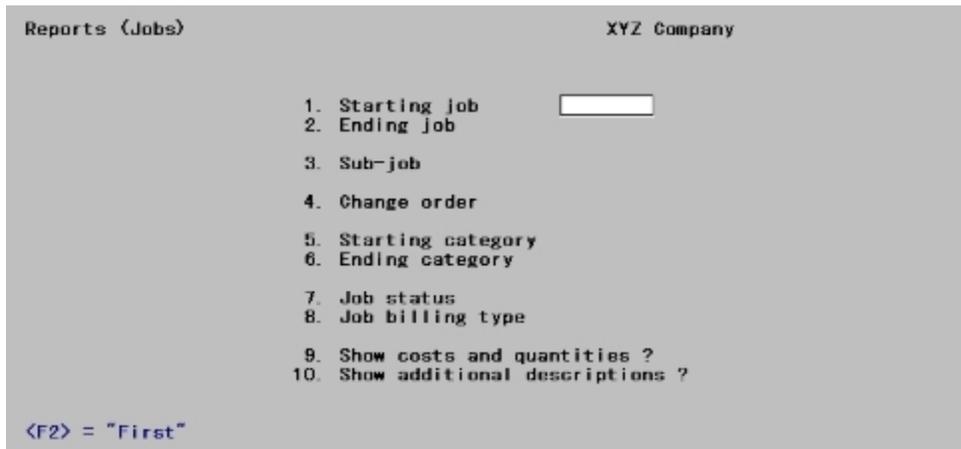
Enter the following:

1. Starting job # and

2. Ending job

Enter the range of jobs you wish to print. Follow the screen instructions.

It is not required that either job entered be on file, but there must be at least one job on file within the range entered.

Format	7 characters at each field
Example	Press <F2> at each field for *First* through *Last*.

3. Sub-job

Options

If you are printing more than one job, this selection and the next will automatically be set to All. If you are printing only a single job, enter the number of the sub-job you wish to print, or use the option:

<F5>	To print All sub-jobs for this job

Format	999
Example	[Automatically set to All in this example because you are printing a range of jobs.]

4. Change order (CO)

If you chose in Control information not to use change orders, this field will be skipped.

If you are printing a range of jobs, or a range of sub-jobs within a single job, this field will automatically be set to All.

Options

Otherwise, enter the number of the change order you wish to show for the job selected, or use the option:]

<F5>	To print All change orders for this job [or sub-job

Format	999
Example	[Automatically set to All in this example because you are printing a range of jobs.]

5. Starting category and

6. Ending category

Whether you are printing a range of jobs or a single job, you have the option of printing a range of cost categories (or you can print no cost categories, thus showing only the job description for each job).

Options

Enter the range of cost categories you wish to print (follow the screen instructions), or use the option:.

<F5>	To print no cost categories. This option is available only from Field #5. If chosen, Field #6 is skipped

Format	9999999 at each field
Example	Press <F2> at each field for *First* through *Last*.

7. Job status

Options

You can show jobs with all job statuses, or only jobs with selected job statuses. You can enter up to three separate job statuses from the list:

N	New
A	Active
C	Closed
I	In-progress
U	Unreconciled
O	Copy only

You can also use the option:.

<F5>	To print All job statuses

Format	Zero to three letters from the list above, in three subfields. You must press <Enter> after each entry. Pressing <Enter> from a blank subfield terminates entry for this field.
Example	Press <F5> just once for All job statuses.

8. Job billing type

Options

Enter the billing type for the jobs you wish to show. Enter either:

F	Shows Fixed-fee
P	Shows Cost-plus

You can also use the option:

<F5>	To print All billing types

Format	One letter from the list above. There is no default.
Example	Press <F5> for both billing types.

9. Show costs and quantities ?

If you answer Y, the accumulated costs and quantities are shown for each cost item printed. If you are not printing any cost categories, this field is set to N automatically.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> for N

10. Show additional descriptions ?

If you wish to show additional descriptions that are associated with the jobs, sub-jobs, change orders, and cost items that you are printing, answer Y. Otherwise, answer N.

Format	One letter, either Y or N. The default is N.
Example	Type Y

Field number to change ?

Make any needed changes.

ACTIVATING JOBS

The purpose of this selection is to allow the software to verify certain key information about the job. For example, the software will verify that the sum of the cost items for the job equals the price of the job. If these numbers are not equal, then there is an inconsistency in the setup of your job which must be corrected before any use can be made of the job.

A job can be activated if it is in one of the following statuses:

- New
- In-progress
- Unreconciled

Normally, this selection is used only for a new or in-progress job, and only after you have completed and verified your data entry for the job. There are also certain actions (described later in this section) which can result in an active job being assigned the status unreconciled. In this case, the job must be activated again, using this selection, before transactions can apply against it.

In some cases, a job can be referenced from within other PBS modules before it has been activated, but such transactions cannot be posted to the job until you have activated it. For instance, you can enter a Purchase Order for a job while it is temporarily unreconciled.

What jobs cannot be activated ?

A Copy only job cannot be activated since it is used only as a template to create other jobs.

A Closed job cannot be activated, since it is already an active job, which has been temporarily or permanently closed. You can re-open such a job if desired, using *Close or re-open jobs*, as described in the *Utility* chapter.

When does a job need to be reactivated ?

These are the actions that change an Active job to an Unreconciled job (status = U):

- Adding or deleting a cost item
- Adding a new sub-job
- Adding a change order
- Changing the price of the job, a sub-job, or a change order
- Changing the budgeted cost of any cost item
- Changing the overhead burden category number.

What errors does activation look for ?

Activate jobs examines these points:

- If a job uses sub-jobs, the sum of the budgeted costs for all cost items in each sub-job must equal the price of that sub-job.

- If the job does not use sub-jobs, the sum of the budgeted costs for all cost items for the job must equal the price of the job.

Neither of these include change orders, which are checked separately.

- For every change order, the sum of the budgeted costs for all cost items in the change order must equal the price of the change order.

- If the job uses sub-jobs and also bills for them, the sum of the amounts billed or paid for all sub-jobs must equal the amounts billed or paid for the entire job. This also applies to any retainage billed or paid. (This check is made only when you are activating an In-progress job, since this is the only time the condition can occur.)

- If the job uses the automatic overhead burden calculation feature, a cost item must have been entered for that purpose (in each sub-job, if sub-jobs are used). The cost type of that cost item must be non-direct. The system recognizes that cost item by its category number, as you have entered it in the job description.

Activate Jobs Considerations

Some conditions are allowed by Activate jobs, which you would probably not want to occur in a real production job:

- You can accidentally activate a job before you have added its cost items and/or sub-jobs, provided the price is zero.

- If you use change orders but do not use Cost Categories, a cost item on the change order can have a different cost type from the same cost item on the original job.

- A job can consist entirely of direct cost items, or conversely of non-direct cost items.

Select

Activate jobs from the J/C menu.

The following screen displays:

```
Activate jobs                         XYZ Company




        Enter number of job to activate  [_____]
```
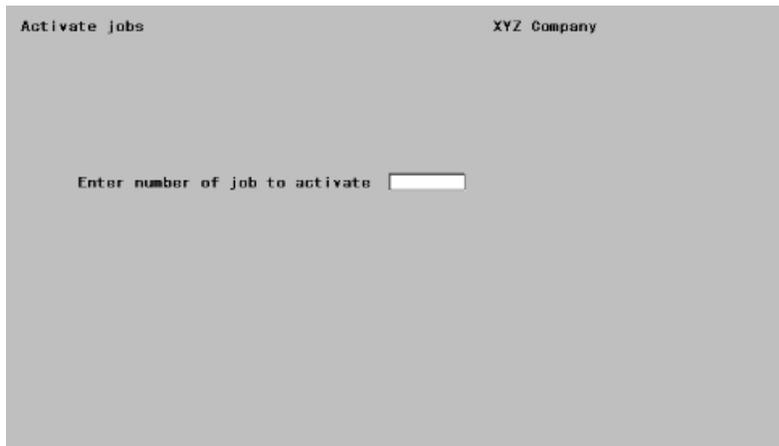
You may view a Job Activation Report example in the Sample Reports appendix.

Enter the following information:

Enter number of job to activate

Jobs must be activated one by one. Enter the number of the job you wish to activate.

Format	Up to 7 numbers
Example	Type 602

Any change ?

Respond Y to re-enter the screen, or N to activate.

If the job you want to activate is already active, you will be so informed and asked whether you want to proceed anyway (to recheck the job). Respond Y to continue, or N to exit.

The software checks that the job is eligible for activation. This may take a few moments, depending on the size of the job.

- If no problems are found, the status of the job becomes active and you are notified that the activation is successful.

- If the activation program finds something wrong, it prints an Activation Report describing the error. The status of the job remains as it was, and you are informed on the screen that the job could not be activated.

  The Activation Report is an audit trail report. It cannot be directed to the screen. Despite its name, the Activation Report is printed only when a job has not been activated.

Activation Report Errors

A list of the possible errors diagnosed on the Activation Report is listed below, together with some suggestions for correcting the problem.

Budgeted amounts of cost items do not equal sub-job price

Compare the price of the sub-job with the total budgeted cost of all cost items for the sub-job. Either the price or one or more budgeted costs have been entered incorrectly, or you have omitted some cost items from the sub-job. You must enter cost items for profit and overhead.

Budgeted amounts of cost items do not equal job price

Compare the price of the job with the total of the budgeted costs of all cost items for the job. Either the price or one or more budgeted costs have been entered incorrectly, or you have omitted some cost items from the job. You must enter cost items for profit and overhead. You can use the Jobs List or the Job Status Report to help you track down the error, or you can use View.

Budgeted amounts of cost items for change order do not equal change order price

Compare the price of the change order with the total budgeted cost of all cost items for the change order. Either the price or one or more budgeted costs have been entered incorrectly, or you have omitted some cost items from the change order.

In order to determine a job's price from its cost items, enter a job price of $0.0 and then enter the budget amounts for each cost item. Verify that the cost items are correctly budgeted and then activate the job. The total amount of the cost items, as shown on the activation report, can then be entered as the job price.

Activate the job again, and the price will be equal to the sum of the cost items. (A similar procedure can be used when a change order is added to a job, except in this case it would be the price of the change order, which is set to $0.00.)

Total price of all sub-jobs does not equal job price

Look at the price of each sub-job of the job and compare the total to the price of the job. Do this by using *View*. Then correct the price of either the job as a whole or an individual sub-job (whichever is in error).

The overhead burden cost item was not found

In the job description, you chose to have overhead burden calculated automatically and entered an overhead burden category number. If the job uses sub-jobs, every sub-job must have a cost item with the overhead burden category number. If the job doesn't use sub-jobs, there must be one cost item for the overhead burden category in the job. Find out where the cost item is missing and add it.

Overhead burden cost item is direct cost type

The cost type for the overhead burden is a direct cost. It must be a non-direct cost. Delete the overhead burden cost item from the job and reenter it with the correct cost type.

Total amounts billed and paid for sub-jobs do not equal corresponding job totals

Print the Jobs List for the job, without cost items. Compare the total amounts billed and paid for all sub-jobs with the amounts billed and paid for the job, as shown on this printout. Use Jobs (or Enter for the menu bar) from the Job descriptions menu to correct the errors.

PRINTING A JOB CHANGE LOG

This selection displays only if you have chosen (in Company information) to use change logs.

Selecting this allows you to print the log of changes that were made to Job Masters.

Select

Job change log from the *Reports* menu.

You will be informed if no changes have occurred. Otherwise, the following screen displays:

```
Reports (Job change log)                    XYZ Company




                    Purge change log ?  N
```
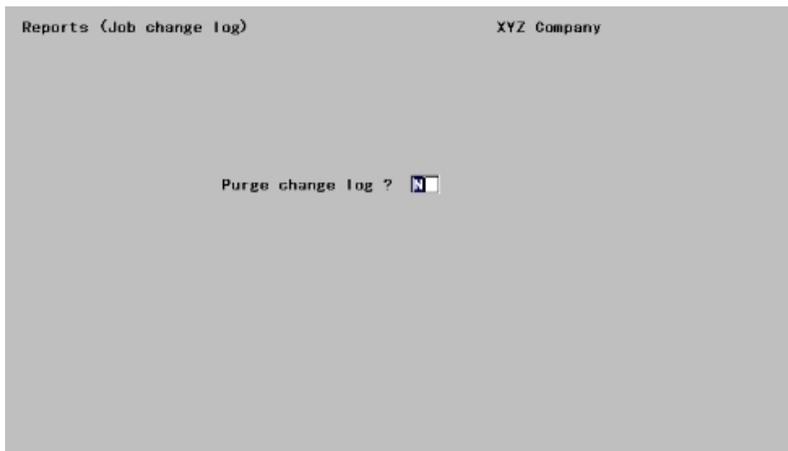
Enter the following information:

Purge change log ?

If you answer Y, all changes are removed from Change Log once the Change Log is printed. If you answer N, these changes will remain on file and will appear on the next report, along with future changes.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> for N

Any change ?

Respond Y to re-enter the screen, or N to print the Change Log. You may be asked to select a printer. If you have chosen to purge the change log, the report cannot be directed to the screen.

Costing

This chapter contains the following topics:

INTRODUCTION TO COSTING

As a job progresses, costs accumulate for each cost item and must be applied to the job. There are two ways of doing this:

- You can use this *Costing* selection at intervals to enter the costs for the relevant cost items.
- You can import those costs from other PBS modules to which you may be linked, using the *Get costs* selection. See the Get Costs chapter.

For example:

In Payroll, paying an employee creates a cost for the jobs on which the employee works.

In Inventory Control, releasing a unit for job usage creates a cost for the job in which it is used.

Costs imported in this way can be examined in this selection.

Posting Costs

Wherever they come from, costs must be posted before they appear on any job reports.

Your actual use of this selection depends on which other PBS modules you are using, as follows:

- If you are using the Passport Business Solutions Accounts Payable, Payroll, and General Ledger modules, you cannot enter direct costs here. You must enter them through these other modules.

- For Accounts Payable and Payroll, use *Get costs* to transfer these costs into Cost Transactions. This is described in greater detail below.

- The General Ledger module posts directly to Job Cost. You can enter costs only for non-direct cost types (such as profit) through G/L General journal.

- If you are using some but not all of the three modules (A/P, PR, and G/L), you must enter some costs via *Costing*, and other costs via *Get costs*.

- If you are not using A/P, PR, and G/L, you will enter all costs with this selection, except that:

- If you are using I/C, you can enter material costs through I/C.

Note	The information you enter during this selection depends on some of the options specified in J/C Control information. Refer to the J/C Control Information Options section of the *Getting Started* chapter for details.

If a field below depends on the change order option being chosen in J/C *Control information*, the paragraph will be marked (CO). If a field depends on the retainage option being chosen in J/C *Control information*, the paragraph will be marked (RET). These notations appear in this manual for your information only, and are not displayed on the screen.

Entering Job Costs

Depending on the modules you have installed you may use this selection to enter some or all of your job costs. You will enter costs and then post them to your jobs.

After posting (but not before), these costs will appear on the reports you print about your jobs.

Before posting, you can change any of these costs except for those transactions created by *Get costs*. Once posted, the only way to change them is to enter and post one or more adjusting entries.

A cost, which has already been posted, cannot be deleted directly. To delete a posted cost, enter and post a correcting entry, which reverses the effect of the incorrect entry.

Transferring Job Costs

If you are using any of the Passport Business Solutions A/P, PR, or I/C modules, you will transfer the job costs from those modules via *Get costs*.

When you use *Get costs*, new costs are actually placed automatically into Cost Transactions, just as if you had entered them directly. You can then use *Costing* to examine, print, or post these transactions. You can delete them but not (except for retainage) change them. These costs are special and are described further below.

ENTERING COSTS

Select

Enter from the *Costing* menu.

The following screen displays:


```
Costing (Enter)                              XYZ Company

  * 1.  Job          [          ]             Status:
  * 2.  Cost item

  * 3.  Date

    4.  Vendor #
    5.  Quantity
    6.  Cost
    7.  Document #
    8.  Reference






<F1>=next entry, <SF1>=prev entry, <F2>=next job, <SF2>=prev job
```

From this screen you can work with both new and existing costs. When working with existing entries imported via the *Get costs* selection, be aware that although such entries can be examined or deleted, they cannot be changed (with the single exception of Field #9, Retainage). Also, these entries do not have any distributions (distribution has already occurred in the originating module).

* 1. Job

Options

Enter the number of the job for the cost. The job must exist and must be an active job. You can also use one of the options

<F1>	For the next unposted cost entry (which can be for a different job than is currently displayed)
<SF1>	For the previous cost entry
<F2>	For the next active job
<SF2>	For the previous active job
Blank	To restore the number of the last job entered to this field. Press <Enter> again to select that job. This option is not available on the very first entry of a session.

Upon selection of a job, its title and status display on the same line.

Format	7 characters
Example	Type 602

* 2. Cost item (CO)

Enter the complete designation of this cost item in segments as follows:

Step	Description
1	Enter the cost category segment first. This cannot be the number of a group category.
2	Enter the sub-job number for this cost item. If the job does not use sub-jobs, this segment is set to zero automatically.
3	Enter the change order number for this cost item. If this cost item is not part of a change order, leave this field blank. If you have chosen (in Control information) not to use change orders, this segment is not present at all.

The cost item must already have been defined for the job.

Options

You can also use one of the options instead

<F1>	For the next cost item for the current job
<SF1>	For the previous cost item

Using either of these options displays the cost item designation. It does not fill the screen with information about an existing entry, even if one (or more) unposted entries for that cost item are present. In the next field you will be able to select among existing entries for this category, or enter a new one.

As you scan through the cost items, each entry's number and description appear. Once you select a cost item (by answering Y to the question *Right cost item ?*), the following also displays:

In Field #2	The cost type and unit (if any).
In Field #4	The retainage percent, if applicable.
In Field #5	The rate, if applicable.

Format	9999999 (For the cost category #)
	999 (For the sub-job #)
	999(For the change order #)
Example	Press <F1> for 6108-000-000 Performance bonds

* 3. Date

This date will be used for all postings of the cost entry, including posting to the G/L accounts (when Job Cost is interfaced to G/L through Get distributions from G/L).

Options

Enter a date if you wish to create a new entry. If you wish to access an existing entry, use one of the options:

<F1>	For the next unposted cost entry for this job and cost item
<SF1>	For the previous cost entry

Format	MMDDYY The default is the same date you entered in the previous entry. If this is the first entry of a session, the system date appears as the default.
Example	Type 60119

> **Note**
>
> A cost is identified by a combination of its job, its cost item, and its date. This does not mean that two separate costs cannot apply to the same cost item on the same date (though this rarely happens). When it does happen, entering valid values into Fields #1 through 3 will display the first entry. To see any others, use the option key.

4. Vendor # or Employee

The caption for this field displays as Employee # when this is a labor cost item, and as Vendor # otherwise.

If the cost item is for Profit, or for a user-defined non-direct cost type (such as overhead), this field displays as (Not applicable) and cannot be changed. Otherwise:

If this is for an employee, enter the employee number. This field is optional.

Options

If this is for a vendor, enter the vendor number. Vendor number is optional and if present need not correspond to any entry in A/P Vendors. You can also use the option:

<F2>	For the default vendor for this cost item (provided that one has been defined in Cost items for jobs)

Format	999999 (If entering employee number)
	6 letters (If entering vendor number; lower-case is converted to upper
Example	Type Smythe

5. Quantity

If no units display in the upper right corner of the screen, this field displays as (Not applicable) and cannot be changed.

Otherwise, enter the quantity of material or work done. Zero is a valid entry.

Format	99,999,999.9-
Example	This field displays (Not applicable)

Default rate

This field is informational and cannot be changed. It displays only when you are adding a new entry, and then only if you are using Cost Categories and have provided a unit and a nonzero default rate in the *Categories* selection.

Format	99,999,999.999
Example	[Does not appear in this example]

6. Cost

Enter the cost amount for this entry.

Options

If a nonzero quantity displays in Field #5 and a nonzero default rate to its right, the program multiplies the two together, displays the product, and offers you the option:

<F1>	For the calculated cost amount

Format	999,999,999.99-
Example	Type 4500

7. Document

Enter the document number, if any, associated with this cost entry. This could be the vendor's invoice number or the check number of the employee's paycheck.

Format	8 characters
Example	Type 0100237

8. Reference

Enter any description of the cost you wish. This field is optional.

Format	25 characters
Example	Type `Ten percent bond`

9. Retainage (RET)

This field is present on the screen only if:

- You have chosen (in Control information) to use this feature, and

- This is neither a labor cost nor an entry for a non-direct cost type (such as overhead or profit).

If the cost (Field #6) is positive, this field must be positive as well. If the cost is negative, the retainage must also be negative. The absolute amount of the retainage cannot be greater than that of the cost.

Enter any amount you are retaining from the vendor.

Options

If a nonzero cost displays in Field #6 and a nonzero retainage percentage to the right of Field #4, the program multiplies the two together, displays the product, and offers you the option:

<F1>	For the computed retainage

Format	999,999,999.99-
Example	Press <Enter> to default to .00

9. Labor hours

This field is present on the screen only if the entry is for labor. Its number is the same as that of the preceding, but there can be no conflict since they are mutually exclusive.

Format	999,999.99-
Example	[Does not occur in this example because this is not a labor cost item.]

Field number to change ?

Options

Make any needed changes. If this is an existing entry, you can also use one of the options:

<F1>	For the next cost entry on file (which can be for a different job)
<SF1>	For the previous cost entry
<F2>	For the next active job on file
<SF2>	For the previous active job
<F3>	To delete this cost entry
<F5>	For a correcting entry.

<F5> is available only if you answered Y (in G/L Control information) to the question *Allow correcting transactions ?*. Good accounting practice requires that transactions submitted merely to correct earlier erroneous entries should be identified as such. This avoids artificially inflating your apparent cash flow.

What happens when you press <Enter> with this field blank depends on whether or not this cost item has direct costs. For those that do (labor, materials, subcontracts, and those cost types you have defined as direct), the direct cost must be distributed.

- If there are no direct costs, your new or existing entry is accepted, the data is cleared from the screen, and the cursor is positioned at Field #1 for the next entry.

- If this is an existing entry, which has been transferred from another module via *Get costs*, the distributions have already occurred (in the originating module) and cannot be changed.

- If there are direct costs and this is an entry originating in this module (whether a new entry or an existing one), additional fields now appear on the screen for distribution.

G/L Distributions

The screen now displays as follows:
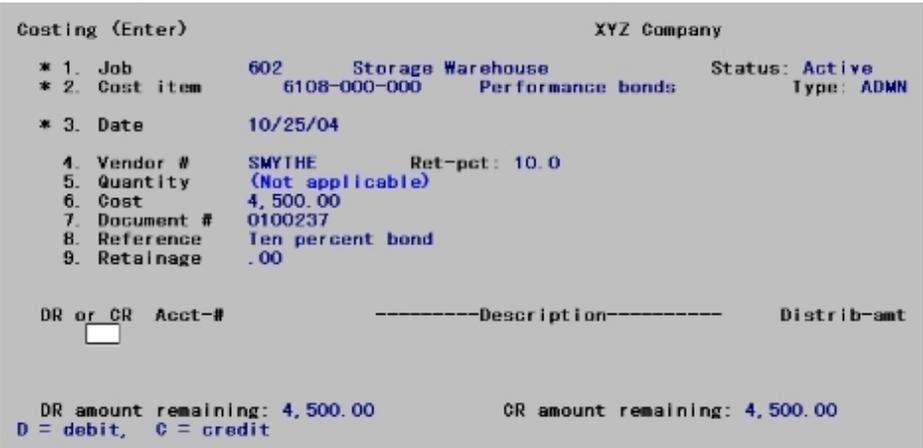
```
Costing (Enter)                           XYZ Company

 * 1.  Job            602       Storage Warehouse        Status: Active
 * 2.  Cost item        6108-000-000    Performance bonds        Type: ADMN

 * 3.  Date           10/25/04

   4.  Vendor #       SMYTHE          Ret-pct: 10.0
   5.  Quantity       (Not applicable)
   6.  Cost           4,500.00
   7.  Document #     0100237
   8.  Reference      Ten percent bond
   9.  Retainage      .00


   DR or CR   Acct-#              ---------Description---------     Distrib-amt



   DR amount remaining: 4,500.00       CR amount remaining: 4,500.00
 D = debit,   C = credit
```

The new fields are organized as a table of several rows and columns. Each row represents a debit or credit distribution to a single account. You must distribute the full amount of the entry to G/L

accounts for both the debit and the credit distributions. You can have as many as five distributions, or as few as two (one for credit and one for debit).

You always work in the first row, and as each new distribution is entered, it is scrolled downward. Unfortunately there is only room for the two most recently-entered distributions plus the one currently being worked on. A distribution that has scrolled off the screen must be accepted on faith even though no longer visible.

The debit and credit amounts remaining to be distributed are shown continuously at the bottom of the screen. Each is originally equal to the full amount of the entry.

For a new entry

After you enter each distribution, you are asked *Any change ?*. If you respond Y, you are allowed to change the amount (but nothing else).

For an existing entry

If you have changed the cost (Field #6) and/or the retainage amount (Field #9) before entering the distribution process, the former distributions are ignored and you must re-enter them in full, exactly as though this were a new entry. You are warned that you must do so and are not given the option of viewing the existing distributions.

If you have not changed the cost, the distributions currently on file can be retained or changed, at your option.

- You can retain the existing distributions by pressing <Esc>.

- You can enter one or more new distributions, just as though this were a new entry. Choosing to enter distributions this way does not mean that the existing distributions are superseded. any new distributions that you add are in addition to the ones already on file.

  If the account number you enter already exists, the distribution amount already on file for that account will appear and you will be asked *Any change ?*.

  If not, you will be asked *Distribution not on file. Do you wish to add it ?*. Answer Y to add the new distribution or N to correct the account number.

- You can view each existing distribution entry by pressing <F1>. As long as another distribution entry exists it will be displayed and you will be asked *Any change ?;* otherwise you will be informed that there are no more distributions on file for this entry.

Changing Distributions

If you discover that a distribution is wrong after you have moved on to another one, simply enter the same account number as though it were a new distribution. You can then change the amount.

- In doing this you do not create two distributions with the same account number (even though the two entries may appear on the screen simultaneously); rather, the later entry replaces the earlier.

- You can do this even if you have already entered five distributions. A sixth entry is accepted for correction purposes only.

- You can do this for both new and existing entries.

To delete a distribution, set the amount to zero. This is the only case in which a zero amount is accepted. You are informed that the distribution has been deleted. You might use this feature if you had mistakenly split an amount between two different accounts when it should have gone entirely to one of the two.

You cannot change the account number of a distribution, but you can delete an existing distribution in this way, then enter a new one for the same amount but for a different account number.

Exiting Distributions

After entering all the distributions, you are positioned to enter the next (even if five distributions have already been entered). Press <Esc> at this point to exit from distributions and proceed to the next entry.

If you do this at a point where the amounts remaining are zero (both debit and credit), the entry is completed and you can proceed to the next.

If not, you will be asked, *Are you sure you wish to cancel the entire entry* ?.

- Answer N to go back to entering distributions.

- If you answer Y and this is a new entry, the entire entry is canceled and you must begin again.

- If you answer Y and this is an existing entry, the entire entry is restored to what it had been before. Note that this means not only the distributions, but the numbered fields as well (even it the price has not changed).

Note that reducing both debit and credit amounts to zero does not automatically exit the distribution process even if the maximum number of five entries has been reached. You must still press <Esc>.

For each distribution, enter the following information:

DR or CR

For each distribution, you must first enter whether it is a debit or a credit. Enter either D for debit or C for credit.

Options

You can also use one of the options:

<Esc>	To exit from distributions
<F1>	For the next distribution (if this is an existing entry whose cost has not changed)

These options are explained in greater detail in the introduction to this section.

Format	One letter, either D or C. There is no default.
Example	Refer to Entering Sample Data below

Acct-#

Options

Enter the G/L account number of the distribution. In most cases a default account displays at the bottom of the screen, and you can use the option:

| <F2> | For the default account from the table below |

Where a retainage amount is present, two defaults are generally available as indicated in the *Which time?* column.

Type	Default Account		
	Debit	**Which time?**	**Credit**
Labor	Cost account from *Cost items for jobs*		No default. Use *Wages payable* or *Cash*
Materials *or* Subcontract	Cost account from *Cost items for jobs*	1st	A/P account from *Control information*
		2nd	Retainage payable account from *Control information*
User-defined direct cost types, e.g., rent	A/R account from *Cost items for jobs*	1st	A/P account from *Control information*
		2nd	Retainage payable account from *Control information*

This table assumes that the cost (and retainage, if any), are positive. If they are negative (as might happen for a cost adjustment), interchange the debit and credit columns.

| Format | Your standard account number format, as defined in Company information. |
| Example | Refer to Entering Sample Data below |

Distrib-amt

The debit and credit amounts remaining to distribute are always displayed at the bottom of the screen. They both start off equal to the full cost. They both must be zero before you are allowed to exit from entering distributions.

This is the amount of the debit or credit distribution. The following rules apply to this amount:

• It cannot be negative.

• It cannot exceed the amount remaining to distribute.

- It can be zero only if you are correcting an existing distribution and wish to delete it.

Options

Enter an amount, or use the option:

<F2>	For the full debit or credit amount remaining, as displayed on the screen. Exception: If retainage is present and you press <F2> at either the first debit distribution or the first credit distribution, you will get the full amount less the retainage.

Format	999,999,999.99
Example	Refer to Entering Sample Data below

Any change ?

Answer N to accept this distribution. This distribution, and any others you have already entered, will scroll down one line, and the cursor will be positioned at the beginning of the same line to enter the next distribution.

Answer Y to change the distribution. You can change only the amount. To change the account number, refer to the introduction to this section.

Entering sample data

If you are using this manual as a tutorial, proceed to enter the distributions shown on the following screen:

```
Costing (Enter)                              XYZ Company

 * 1.  Job             602       Storage Warehouse         Status: Active
 * 2.  Cost item         6108-000-000     Performance bonds      Type: ADMN

 * 3.  Date            10/25/04

   4.  Vendor #        SMYTHE        Ret-pct: 10.0
   5.  Quantity        (Not applicable)
   6.  Cost            4,500.00
   7.  Document #      0100237
   8.  Reference       Ten percent bond
   9.  Retainage       .00


 DR or CR  Acct-#            ---------Description---------   Distrib-amt
     C      2000-000         Accounts payable                  4,500.00
     D      1450-000         Cost of jobs                      4,500.00

 DR amount remaining: .00          CR amount remaining: .00

 Any change ?  N
```

PRINTING AN EDIT LIST

You should always print an edit list of all of your costs before posting and review them to see that they are correct and complete.

You may view a sample Costing Edit List in the *Sample Reports* appendix.

Select

Edit list from the *Costing* menu or select *Costing edit list* from the *Reports* menu.

The following screen displays:
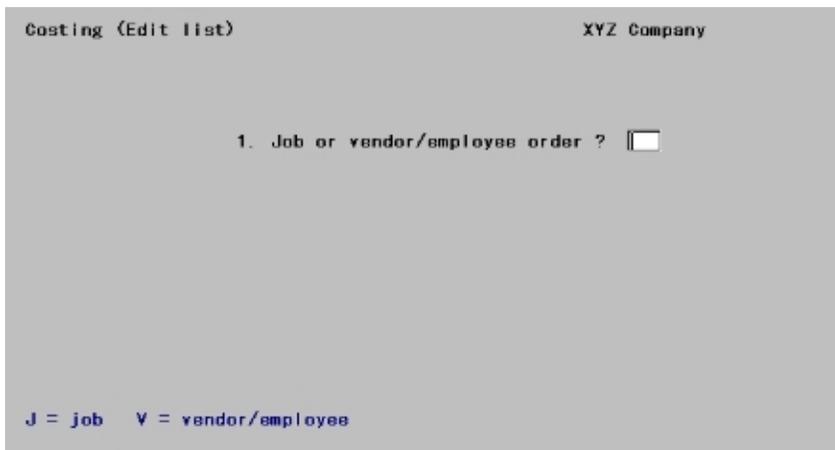
Enter the following information:

1. Job or vendor/employee order ?

If you chose to print the costs in job number order, all costs for a job will appear in sequence, in order by cost item number within the job.

Options

You can also choose to print the costs in vendor number or employee number order. You might do this, for example, if you wanted to see if you had entered all costs for a particular employee. Enter either:

J	Job number order
V	Vendor/employee order

If you print in job number order, all unposted costing entries (within the range selected) will appear on the Edit List. If you print in vendor or employee order, only those costing entries will appear on the Edit List which have a non-blank vendor or employee number (respectively).

Format	One letter from the list above. There is no default.
Example	Type J

At this point the remainder of the screen will appear, but its format will depend on your answer to the previous question. We illustrate each case separately, beginning with job number order, since that is the example.

Job number order

The following screen displays:

```
Costing (Edit list)                          XYZ Company



             1.  Job or vendor/employee order ?   J

                     2.  Starting job      [        ]
                     3.  Ending job
                     4.  Starting date
                     5.  Ending date




<F2> = "First"
```
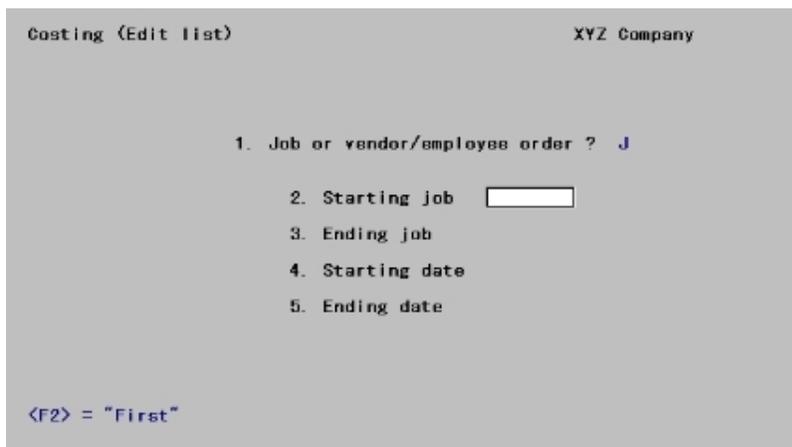
2. Starting job and

3. Ending job

Enter the range of jobs for the costs you wish to show. Follow the screen instructions.

Format	7 characters for each field.
Example	Press <F2> at each field for *First* through *Last*.

4. Starting date and

5. Ending date

Enter the range of dates for the costs you wish to show. Follow the screen instructions.

Format	MMDDYY
Example	Press <F2> at each field for *Earliest* through *Latest*.

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Costing Edit List will be printed.

Vendor / employee order

The following screen displays:
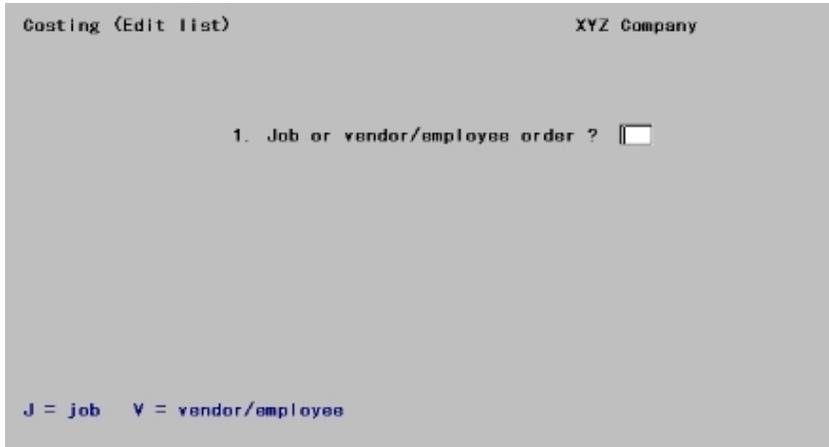
2. Vendor or employee ?

Options

Use one of the options to select which to show (but not both):

V	Vendors
E	Employees

Format	One letter from the list above. There is no default.
Example	[Does not occur in this example because you chose to print the report in job sequence.]

Once you have selected vendors or employees, the remainder of the screen will appear:
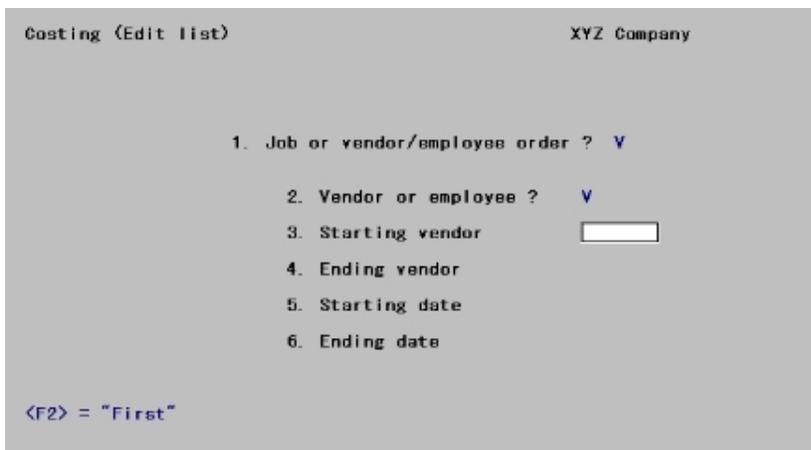
3. Starting vendor or Starting employee and

4. Ending vendor or Ending employee

Enter the range of vendors or employees whose costs you wish to show. Follow the screen instructions.

Format	6 characters for vendors
	999999 for employees
Example	Does not occur in this example because you chose to print the report in job sequence.]

5. Starting date and

6. Ending date

Enter the range of dates for the cost entries you wish to show.

Format	MMDDYY
Example	[Does not occur in this example because you chose to print the report in job sequence.]

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Costing Edit List will be printed.

POSTING COSTS

When you post your costs, the period-to-date and job-to-date costs are updated, as well as other files/tables. Be certain that your costs are correct before you post.

Select

Post from the *Costing* menu.

The following screen displays:

```
Costing (Post)                              XYZ Company




                    Through what date ?    [          ]




<F2> = "Latest"
```

Enter the following information:

Through what date ?

Enter the date through which you wish to post costs. None of the cost entries after this date are posted, but they remain in Cost Transactions to be posted at a later time.

Options

If you wish to post all cost entries, use the option:

<F2>	To set the cut-off date to Latest. This takes less time than entering the date of the latest cost entry.
Format	MMDDYY There is no default.
Example	Press <F2> for *Latest*

Any change ?

Answer Y to re-enter the screen, or N to post the transactions. The Costing Register will print, showing all cost entries posted. A running display of the cost item currently being processed will appear:
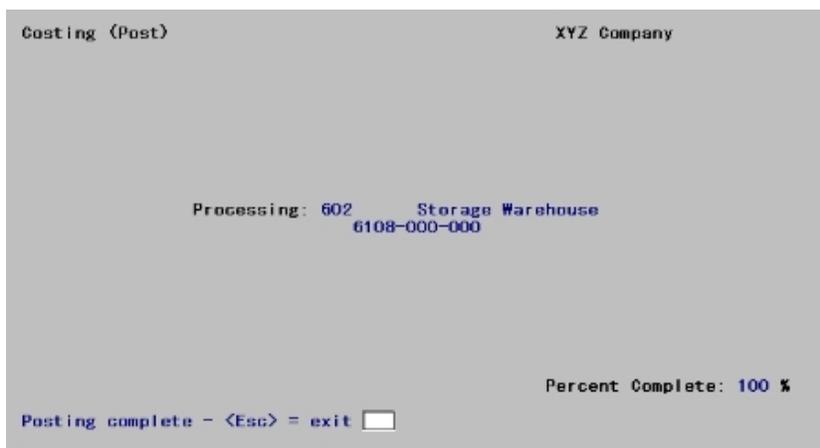
```
Costing (Post)                              XYZ Company




                    Processing: 602      Storage Warehouse
                             6108-000-000




                                      Percent Complete: 100 %

Posting complete - <Esc> = exit [  ]
```

When complete, press <Esc> to return to the menu. Processing may continue for a brief period even after printing has terminated.

Billing and Payment

This chapter contains the following topics:

INTRODUCTION TO BILLING AND PAYMENT

Use this selection to enter billings, debit/credit memos, payments, and recognized profit for your jobs.

Recognized profit is used on jobs for which you are using the percentage-of-completion method of contract accounting. For the difference between the percentage-of-completion method and the completed-job method, refer to the section, How To Enter Recognized Profit Into Job Cost.

If you use both the Passport Business Solutions A/R and G/L, you will not be using this selection. In that case, enter billings, debit/credit memos, and payments through A/R, and enter recognized profit through G/L. Your jobs are automatically updated with the results of these entries when they are posted. Any attempt to use this selection will result in the error message, *Billing and Payment must be entered using A/R or G/L*.

This selection also prints an edit list of your entries before posting. When all billings/payments entered are verified as correct, you must post them to the permanent J/C files/tables.

Note	Some of the information that J/C requests from you in this selection depends on the options chosen in *Control information*. Refer to the section J/C Control Information chapter for more information.

Billing/Payment vs. Costing

In a sense, *Billing/Payment* may be thought of as the opposite of the Costing process described in the previous chapter. It is important to realize, however, that a cost is applied to a single cost item, which must therefore be specified in each case. By contrast, a payment applies to a job as a whole (or to a sub-job, if these are present and you have chosen to bill them separately). It does not apply to any of the job's cost items individually, nor to any change orders which it may have.

Another difference is that every Billing and payment entry requires G/L distribution, which Costing requires only for direct-cost entries.

A third difference lies in the method used to import transactions from other PBS modules:

- Costing transactions must be explicitly imported, by you, whenever you choose to do so. You do this with Get costs. You must then post these transactions, using Costing (Post).

- Imported Billing and payment transactions are automatically posted to J/C by your actions in the A/R and G/L modules.

ENTERING BILLINGS AND PAYMENTS

Select

Enter from the *Billing and payment* menu.

The following screen displays:

```
Billing and payment (Enter)               XYZ Company

  * 1. Job #          [        ]                    Status:
        Customer:                                   Ret pct:

  * 2. Sub-job #
  * 3. Date

    4. Type
    5. Document #
    6. Amount                            8. Retainage

    7. Reference




<F1>=next entry, <SF1>=prev entry, <F2>=next job, <SF2>=prev job
```

Billings/payments is shorthand for five types of entries: billings, payments, credit memos, debit memos, and recognized profit.

From this screen you can work with both new and existing entries of any type.

A billing/payment already posted cannot be changed or deleted directly. To change or delete a posted billing/payment, enter and post a correcting billing/payment to reverse the incorrect one, then (if needed) enter and post the correct billing/payment.

If a field depends on the retainage option being chosen in *Control information*, the paragraph will be marked (RET). This notation is for your information only and does not actually appear on the screen.

Enter the following information:

1. Job

Options

Enter the job number for this billing/payment. The job must already be on file in the active files and its status must be active or closed. (If you receive a payment for a closed job in the inactive files/tables, you can restore the job to the active files as described in the Utility chapter.) You may also use one of the options:

<F1>	For the next unposted billing/payment on file
<SF1>	For the previous billing/payment
<F2>	For the next active or closed job on file (whether or not it has any billings or payments)
<SF2>	For the previous job

Format	Up to 7 numbers
Example	Type 602

Upon selection of a valid job, the name and status of the job will display, also the retainage percentage if any.

2. Sub-job #

If the job does not use sub-jobs, or if it uses sub-jobs but does not bill for them, this field displays as (Not applicable) and the cursor does not move to it.

Options

Otherwise, enter the sub-job number for this billing/payment.

<F1>	For the next sub-job of this job
<SF1	For the previous sub-job

Format	999
Example	[Skipped in this example because the job does not use sub-jobs.]

3. Date

This date will be used to update your G/L accounts.

For a new entry, enter a date. The cursor will move to Field #4 to continue this new entry, even if there is already an entry on file for this date, job, and sub-job.

Options

To access an existing entry, use one of the options:

<F1>	For the next matching entry (the next unposted billing/payment for the job entered above, regardless of the date displayed)
<SF1>	For the previous billing/payment

Format	MMDDYY The default is the date you used for the previous entry in this session (or, if this is the first entry of the session, the system date).
Example	Type 60119

4. Type

Options

Enter the type of the billing/payment. Enter either:

B	Billing
P	Payment
C	CR memo
D	DR memo
F	Profit recognized

The recognized profit entries, required if you use the percentage-of-completion method of contract accounting, update your G/L distributions and also appear the next time you print the Job Profitability Report. If you use the completed-job method, do not enter Type F entries even though the software will not prevent you from doing so (there is no flag in Control information [or anywhere else] to indicate which method you use).

Format	One letter from the list above. The default is the same type used in your most recent entry. If this is the first entry of a session, it is B.
Example	Press <Enter> to accept the default

5. Document

Enter the number of the document associated with this billing/payment. For example, this could be an invoice number or a check number. This field is optional.

Format	Up to 8 numbers
Example	Type 1466

6. Amount

Enter the full amount being billed or paid. This should include any retainage, if applicable.

Amounts are normally entered as positive, regardless of the type of entry. For instance, a credit memo would be entered as a positive amount. For a recognized profit, enter a profit as positive and a loss as negative. Otherwise, use negative amounts only if this is a correcting entry (to adjust an earlier posted transaction entered in error).

If you change the amount for an existing entry, you will have to re-enter all the distributions as described later in this chapter.

Format	999,999,999.99-
Example	Type `28500`

7. Reference

Enter any desired description of the billing/payment. This field is optional.

Format	2 lines of 25 characters each
Example	Type `First progress billing` Press <Enter> again

8. Retainage (RET)

If you stated (in *Control information*) that you do not use retainage receivable, this field does not appear on the screen.

If this entry is for recognized profit, this field displays as (Not applicable) and may not be changed.Profit is not subject to retainage.

Options

Otherwise, enter the retainage portion of the amount being billed or paid. If the amount (Field #6) is positive, this field must be positive (or zero). A negative retainage is permitted only when Field #6 is negative. In either case, the absolute amount of Field #8 cannot exceed that of Field #6.You may also use the option:

<F2>	For the amount computed by multiplying the amount of Field #6 by the retainage percentage shown at the upper right of the screen (provided both are nonzero)

Format	999,999,999.99-
Example	Press <F2>

Field number to change ?

Options

Make any desired changes. If this is an existing entry, you may also use one of the options:

<F1>	For the next billing/payment on file.
<SF1>	For the previous billing/payment.
<F2>	For the next active or closed job on file (whether or not it has any billings or payments).
<SF2>	For the previous active or closed job.
<F3>	To delete this entry.
<F5>	For a correcting entry Available only if you answered Y (in G/L Control information) to the question, *Allow correcting transactions ?*. Good accounting practice requires that transactions submitted merely to correct earlier erroneous entries should be identified as such. This avoids artificially inflating your apparent cash flow.

Upon pressing <Enter> from a blank *Field number to change ?*, you are ready to distribute the amount.

G/L Distributions

Additional fields now appear on the screen for distribution:

```
Billing and payment (Enter)                    XYZ Company

  * 1.  Job #         602        Storage Warehouse        Status: Active
           Customer:  MARIN      Brickhouse               Ret pct:  .0

  * 2.  Sub-job #     (Not applicable)
  * 3.  Date          10/25/04

    4.  Type          Billing
    5.  Document #    1466
    6.  Amount        28,500.00                8.  Retainage  2,850.00

    7.  Reference     First progress bill


  DR or CR  Acct-#              ---------Description---------    Distrib-amt
            [  ]



   DR amount remaining: 28,500.00      CR amount remaining: 28,500.00
D = debit, C = credit
```

The new fields are organized as a table of several rows and columns. Each row represents a debit or credit distribution to a single account. You must distribute the full amount of the entry to G/L accounts for both the debit and the credit distributions. You can have as many as five distributions, or as few as two (one for credit and one for debit).

You always work in the first row, and as each new distribution is entered, it is scrolled downward. There is room only for the two most recently entered distributions plus the one currently being worked on.

The debit and credit amounts remaining to be distributed are shown continuously at the bottom of the screen. Each is originally equal to the full amount of the entry.

For a new entry

After you enter each distribution, you are asked *Any change ?*. If you respond Y, you are allowed to change the amount (but nothing else).

For an existing entry

If you have changed the amount (Field #6) and/or the retainage amount (Field #8) before entering the distribution process, the former distributions are ignored and you must re-enter them in full, exactly as though this were a new entry. You are warned that you must do so and are not given the option of viewing the existing distributions.

If you have not changed the amount, the distributions currently on file can be retained or changed, at your option.

- You can retain the existing distributions by pressing <Esc>.

- You can enter one or more new distributions, just as though this is a new entry. Choosing to enter distributions this way does not mean that the existing distributions are superseded; any new distributions you add are in addition to the ones already on file.

   If the account number you enter already exists, the distribution amount already on file for that account will appear and you will be asked *Any change ?*.

   If not, you will be asked *Distribution not on file. Do you wish to add it ?*. Answer Y to add the new distribution or N to correct the account number.

- You can view each existing distribution entry by pressing <F1>. As long as another distribution entry exists it will be displayed and you will be asked *Any change ?*; otherwise, you will be informed that there are no more distributions on file for this entry.

Changing or Deleting Distributions

If you discover that a distribution is wrong after you have moved on to another one, simply enter the same account number as though it were a new distribution.You can then change the amount.

- In doing this you do not create two distributions with the same account number (even though the two entries may appear on the screen simultaneously). The later entry simply replaces the earlier.

- You can do this even if you have already entered five distributions. A sixth entry is accepted for correction purposes only.

- You can do this for both new and existing entries.

To delete a distribution, set the amount to zero. This is the only case in which a zero amount is accepted. You are informed that the distribution has been deleted. You might use this feature if you had mistakenly split an amount between two different accounts when it should have gone entirely to one of the two.

You cannot change the account number of a distribution, but you can accomplish the same thing by deleting an existing distribution then entering a new one for the same amount but for a different account number.

Exiting distributions

After entering all the distributions, you are positioned to enter the next (even if five distributions have already been entered). Press <Esc> at this point to exit from distributions and proceed to the next entry.

- If you do this at a point where the amounts remaining are zero (both debit and credit), the entry is completed and you may proceed to the next.

- If not, you will be asked, *Are you sure you wish to cancel the entire entry ?*.

  Answer N to go back to entering distributions.

  If you answer Y and this is a new entry, the entire entry is canceled and you must begin again.

  If you answer Y and this is an existing entry, the entire entry is restored to what it had been before. Note that this means not only the distributions, but the numbered fields as well (even if the amount has not changed).

- Reducing both debit and credit amounts to zero does not automatically exit the distribution process, even if the maximum number of five entries has been reached. You must still press <Esc>.

DR or CR

For each distribution, enter the following information:

Enter D for debit or C for credit for the distribution.

Options

You may also use one of the options:

<Esc>	To exit from distributions
<F1>	For the next distribution (if this is an existing entry whose price has not changed)
<SF1>	For the previous distribution

These options are explained in greater detail in the introduction to this section.

Format	One letter, either D or C

Acct-#

Options

Enter an account number, or use one of the following options:

<F1>	For the next account from Valid G/L Accounts		
<SF1>	For the previous account from Valid G/L Accounts		
<F2>	For the default account, if there is one. The defaults are explained in the table below.		

If you have set up your G/L accounts and defaults properly, then when you use the <F2> option you will automatically get the proper account for each distribution:

TYPE	WHICH TIME?	DEFAULT ACCOUNT	
		DEBIT	CREDIT
Billing	1st	A/R account from *Control information*	Billing account for the job (or sub-job, or change order) from *Job descriptions*
	2nd	Retainage receivable account from *Control information*	[no default]
Payment	1st	Cash account from *Control information*	A/R account from *Control information*
	2nd	[no default]	Retainage receivable account from *Control information*
Credit memo	1st	Billing account from *Job descriptions*	A/R account from *Control information*
	2nd	[no default]	Retainage receivable account from *Control information*
Debit memo	1st	A/R account from *Control information*	Billing account from *Job descriptions*
	2nd	Retainage receivable account from *Control information*	[no default]
Profit recognized		[no default]	

Format	Your standard account number format, as specified in *Company information*
Example	Press <F2>

Distrib-amt

This is the amount of the debit or credit distribution. The following rules apply to the amount:

- It cannot be negative.

- It cannot exceed the amount remaining to distribute.

- It can be zero only if you are correcting an existing distribution and wish to delete it.

Options

Enter an amount, or use the option:

<F2>	For the full debit or credit amount remaining, as displayed on the screen. Exception: If retainage is present and you press <F2> at either the first debit distribution or the first credit distribution, you will get the full amount less the retainage.

Format	999,999,999.99
Example	Press <F2>

Any change ?

Answer N to accept this distribution. This distribution, and any others you have already entered, will scroll down one line, and the cursor will be positioned at the beginning of the same line to enter the next distribution.

Answer Y to change the distribution. You can change only the amount. To change the account number, refer to the introduction to this section.

Example	Enter distributions as follows:

DR/CR	Account number	Description	Distribution Amount
C	2700-000	Billings on jobs	28,500.00
D	1100-000	Accounts receivable	25,650.00
D	1105-000	Retainage receivable	2,850.00

Only the C and the two D's need to be typed. The account number and amounts are obtained by pressing <F2> .

At this point the screen displays as follows:

```
Billing and payment (Enter)                    XYZ Company

  * 1.  Job #          602        Storage Warehouse      Status: Active
            Customer:  MARIN       Brickhouse            Ret pct: .0

  * 2.  Sub-job #      (Not applicable)
  * 3.  Date           10/25/04

    4.  Type           Billing
    5.  Document #     1466
    6.  Amount         28,500.00                8. Retainage  2,850.00

    7.  Reference      First progress bill


  DR or CR  Acct-#              --------Description--------    Distrib-amt
     D      1105-000       Retainage receivable                2,850.00
     C      2700-000       Billings on jobs                   28,500.00
     D      1100-000       Accounts receivable                25,650.00

  DR amount remaining: .00            CR amount remaining: .00

  Any change ?  N
```

Press <Esc> to terminate the entry.

PRINTING AN EDIT LIST

Before posting your entries to the permanent Job Cost files/tables, print an edit list and review it for completeness and correctness.

You may view a Billing and Payment Edit List example in the Sample Reports appendix.

Select

Edit list from the *Billing and payment menu*, or select *Billing and payment edit list* from the *Reports* menu.

The following screen displays:
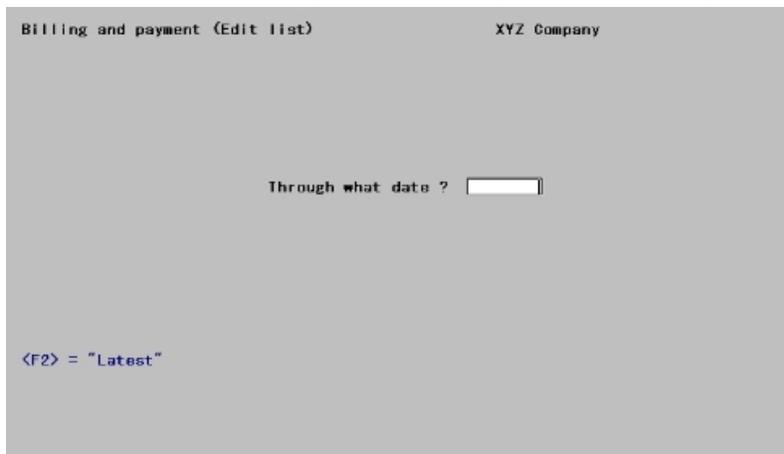
Enter the following information:

Through what date ?

Enter the latest (cut-off) date of entries you want to show on the edit list. This should match the date through which you intend to post these entries, such as the last day of your current accounting period.

Options

You can use the option to show all the billing and payment entries you have entered:

| <F2> | To set this date to *Latest* |

| Format | MMDDYY |
| Example | Press <F2> |

Any change ?

Respond Y to re-enter the screen, or N to print the report.

POSTING BILLINGS AND PAYMENTS

When you are sure that all billing and payment entries have been entered correctly, you can post them to the permanent Job Cost files/tables.

You may view a Billing and Payment Register example in the *Sample Reports* appendix.

Select

Post from the *Billing and payment* menu.

The following screen displays:

```
Billing and payment (Post)                    XYZ Company




                     Through what date ?  [         ]







<F2> = "Latest"
```
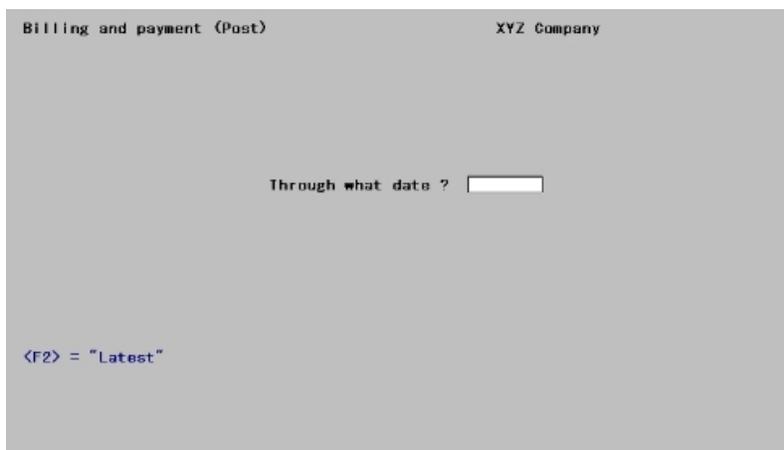
Enter the following information:

Through what date ?

You will be asked to enter the date through which you want to post. This allows you to post some, but not all, of the entries on file.

Options

Enter the latest date of the entries you wish to post, or use the option:

<F2>	To set this date to *Latest*

Format	MMDDYY
Example	Press <F2>

Note	If you intend to post all of the entries on file, press <F2> for *Latest* instead of entering the date of the latest billings/payments on file. The posting process takes less time if you use <F2>

Any change ?

Respond Y to reenter the screen, or N to continue.

If you answer N, the Billing and Payment Register then prints and shows all billings/payments being posted. As this is an Audit Trail report, you cannot direct it to the screen.

A running display of the cost item currently being processed will appear:
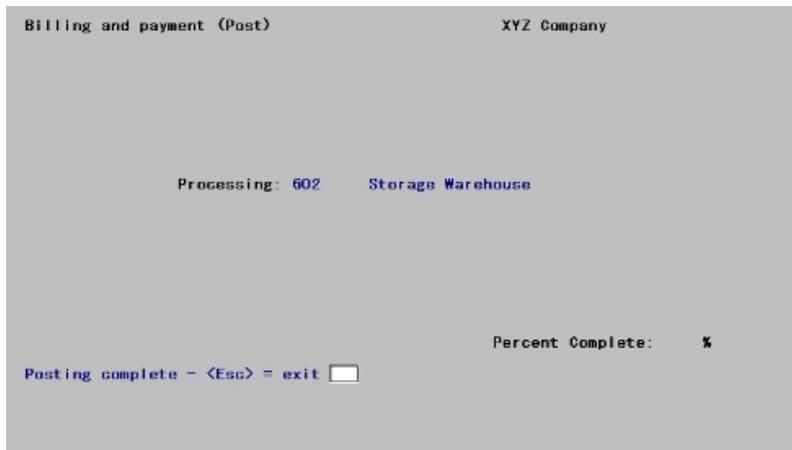
```
Billing and payment (Post)                 XYZ Company




               Processing: 602    Storage Warehouse




                                   Percent Complete:    %
Posting complete - <Esc> = exit [   ]
```

When complete, press <Esc> to return to the menu. Processing may continue for a brief period even after printing has terminated.

Completion Estimates

This chapter contains the following topics:

INTRODUCTION TO COMPLETION ESTIMATES

Use this selection to enter all of your current completion estimates for active jobs. To get valid projections of future profit on jobs, or to see how you are currently doing on a job compared to your budgets, you need up-to-date estimates of what it will take to complete the job.

These completion estimates apply to the separate cost items that make up the job.

You can use this selection whether you use the percentage-of-completion method of contract accounting or the completed-job method.

Basic Concepts

You can enter completion estimates in one of three ways:

- as the current percentage complete
- as the estimated cost to completion
- as the estimated hours or units to completion.

You are not required to be consistent in your use of these. Some cost items of a job can be estimated by one method and some by another. Also, you can use one method today and a different method tomorrow.

You can also enter an overall completion percentage for the entire job. This percentage (and calculations based on this percentage) will appear on the Job Status Report. Refer to the *Job Status Report* chapter for a full explanation of the report information obtained by the posting of completion estimates.

Your completion estimates can be entered at the job level or the cost item level, or both. If you enter both, the system does not enforce any logical relationship between the two—for example, you can state that every cost item in the job is 10% complete but that the job as a whole is 70% complete.

- Use Enter to enter a completion estimate for either an individual cost item or the job as a whole.
- Use Fast enter to enter a single percentage estimate for the job and for all its cost items.
- You cannot enter a completion estimate for an individual sub-job, nor for a change order.

It is not required that you provide completion estimates for every cost item of a job before posting those estimates. When posting occurs:

- For those cost items for which you have provided completion estimates, your new entries replace any previous entries.
- For those cost items for which you have not provided completion estimates, the previous completion estimates remain in effect.

Normally completion estimates increase as the job progresses, but this is not a requirement. When you enter a new completion estimate, you are not informed of what the existing completion estimate is (if any), nor are you warned when your new estimate is less than the old.

Outstanding Purchase Orders

You can also enter a figure for the current amount of your outstanding purchase orders for the cost item. The amount of the outstanding purchase orders will be shown on the Job Status Report.

This feature is available whether or not you use the Passport Business Solutions Purchase Order module. Typically this feature is used to account for your subcontractors' outstanding purchase orders at period-end. These would not be on file in your P/O system even if you did use that module.

Inspection Worksheet

You can print an Inspection Worksheet, which lists your jobs and the cost items for them, and provides spaces for you to enter your completion estimates. You can enter your completion estimates, which you will later post.

ENTERING COMPLETION ESTIMATES

Select

Enter from the *Completion estimates* menu.

The following screen displays:

```
Completion estimates (Enter)                    XYZ Company




             Up-to-date costs should already have been
             posted for the new completion estimates
             you are about to enter.








OK to continue ?   [    ]
```
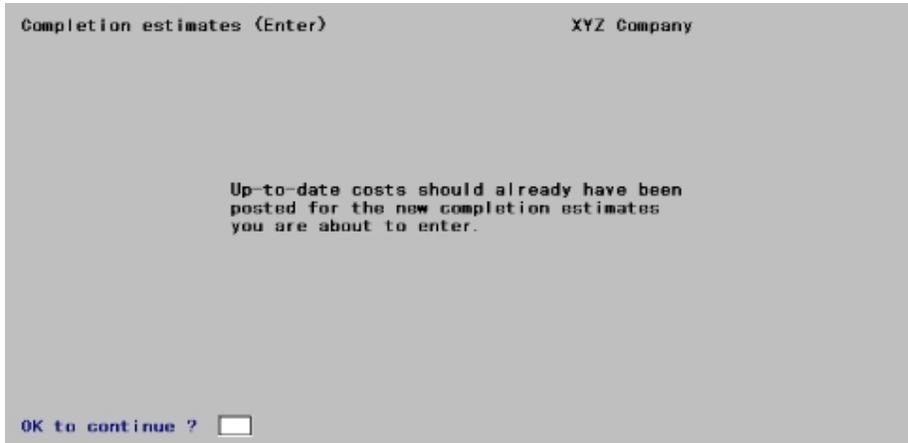
If up-to-date costs have been posted, answer Y. If not, answer N to return to the menu, and post the costs using Costing before returning to this selection.

You could answer Y and then enter and post completion estimates without up-to-date costs, but later Job Cost reports might give an incorrect picture of how you are doing on your jobs.

Format	One letter, either Y or N. There is no default.
Example	Type Y

The following screen displays:

```
Completion estimates (Enter)                    XYZ Company

   * 1.  Job #       [          ]
   * 2.  Cost item



             3.  Estimate date

             4.  Percent complete

             5.  Cost to complete

             6.  Units to complete

             7.  Outstanding P.O.'s

<F1> = next entry, <F2> = next job
```
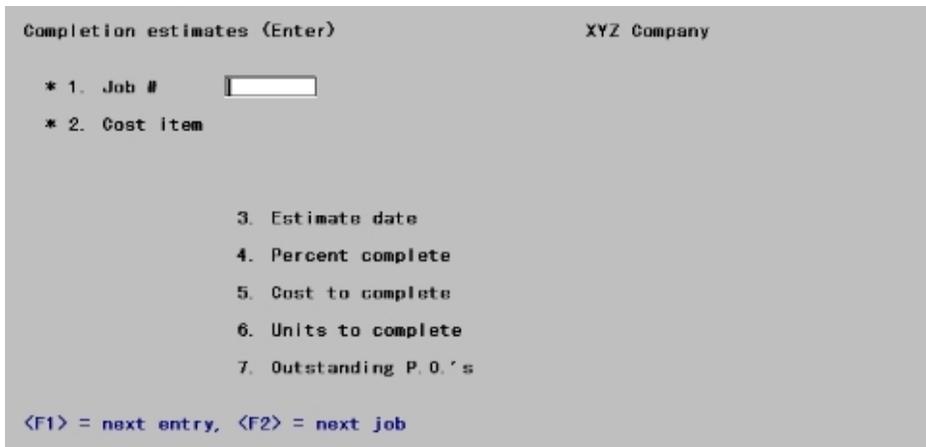
From this screen you can work with both new and existing completion estimates. If a completion estimate with the job and cost item you enter already exists, it will appear and be available for changes or deletion. The cursor will move to *Field number to change ?* for the purpose.

* 1. Job #

Options

Enter the job number for your completion estimate. The job must be active. You can also use one of the options:

<F1>	For the next completion estimate entry (whether or not it is for the same job)
<SF1>	For the previous completion estimate
<F2>	For the next job in job number order, whether or not there is an existing entry for that job. Even if there is, the entry does not appear.
<SF2>	For the previous job

The job name displays next to its number.

Format	Up to 7 numbers. The default is the same job number as your last entry (if there was one).
Example	Type 602

* 2. Cost item

Options

Enter the cost item for the estimate. You can also use one of the options:

<F1>	For the next cost item for this job
<SF1>	For the previous cost item for this job
Blank	To indicate you are entering a completion estimate for the entire job. If you use this option, Field #2 will display as * *Estimate for entire job* *, and Fields #5 through #7 will disappear from the screen at this point.

Format	9999999 (For the cost category #)
	999 (For the sub-job #, if any; if not, this displays as zero automatically)
	999 For the change order # if you use change orders; if not, this segment does not appear
Example	Type 1012
	Press <Enter> again

The type and unit of this cost item, if applicable, display to the right of the cost item.

3. Estimate date

Enter the date of the completion estimate.

Format	MMDDYY The default is the date of the most recent entry in this session (or the system date, if this is the first completion estimate to have been entered in the current session).
Example	Type 102519

Estimating Job Completion Methods

If you are entering the estimate for a cost item on a job, you can enter either:

- The current percentage complete

- The estimated cost to completion. This is expressed in hours if the cost item is for labor, otherwise in dollars.

- The estimated units to completion. This requires that the cost item:

  Not be for labor, and

  Have some unit (for example, CUYD [cubic yards] or SQFT [square feet]). The unit, if specified, displays in the upper right corner of the screen.

If you are entering the estimate for the entire job, you will be able to enter only the current percentage complete.

4. Percent complete

If you have chosen to enter a completion estimate for the entire job, you must enter a percent complete here. After you enter this you will be positioned at *Field number to change ?*.

Otherwise:

- If you wish to use the percentage method, enter the current estimated percentage complete for this cost item. This figure is not the percentage left to complete, but the percentage already completed. After you enter this you will be positioned at Field #7.

  If you wish to use one of the other two methods, press <Enter> to proceed to Field #5.

Format	999.999
Example	Press <Enter> to skip.

5. Cost to complete

If you wish to use the cost-to-completion method, enter the estimated cost it will take to complete this cost item. After you enter this you will be positioned at Field #7.

Otherwise, press <Enter> to proceed to Field #6.

Format	999,999,999
Example	Press <Enter> to skip.

6. Units or hours to complete

If no unit is associated with the cost item, or no quantity has been budgeted for it, this field is skipped and cannot be entered.

If this is a labor cost item, enter the estimated hours needed to complete this cost item. Otherwise, enter the estimated number of units required for completion.

Format	999,999,999
Example	Type 40

7. Outstanding P.O's

Options

Enter the total current amount of outstanding purchase orders for this cost item, or use the option:

<F1>	To retain whatever amount is already on file

Format	999,999,999
Example	Press <F1>

Field number to change ?

Options

Make any needed changes, or use the option:

<F3>	To delete this completion estimate. This option is available only for existing entries.

Press <Enter> with this field blank for your entry to be processed. The cursor then moves to the first field for your next entry.

PRINTING AN EDIT LIST

Before posting the completion estimates to the permanent Job Cost files/tables, print an edit list and review them for completeness and correctness.

You may view a Completion Estimates Edit List example in the *Sample Reports* appendix.

Select

Edit list from the *Completion estimates* menu or select *Completion estimates edit list* from the *Reports* menu.

After your selection, the Completion Estimates Edit List will print. No selection screen displays as all unposted entries are printed unconditionally.

POSTING COMPLETION ESTIMATES

When you are sure that all completion estimates have been entered correctly, you can post them to the permanent Job Cost files/tables. The Completion Estimates Register shows all completion estimates posted.

You may view a Completion Estimates Register example in the *Sample Reports* appendix.

Select

Post from the *Completion estimates* menu.

The Completion Estimates Register will then print.

A running display of the cost item currently being processed displays on the screen:

Some additional processing occurs even after the report has finished printing.

PRINTING AN INSPECTION WORKSHEET

The Inspection Worksheet is not a required report, but some users find it useful. It lists your jobs with their cost items, providing space for you to enter your completion estimates. Once these are written on the Worksheet you can work from this to enter and post the estimates.

Existing completion estimates (posted or not) are intentionally not shown on this worksheet, so as not to bias the auditor.

You can print a worksheet for a single sub-job or change order even though you cannot enter a completion estimate for a sub-job or change order. You can still enter estimates for the individual cost items included within that sub-job or change order.

Select

Inspection worksheet from the *Reports* menu.
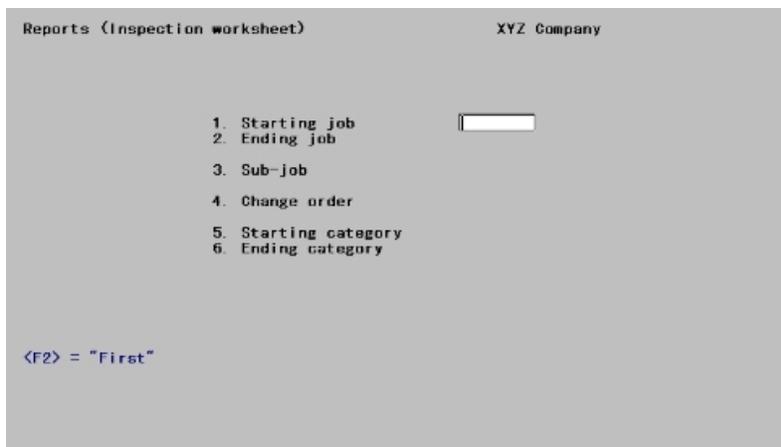
The following screen displays:


```
Reports (Inspection worksheet)                XYZ Company



                1. Starting job        |        |
                2. Ending job

                3. Sub-job

                4. Change order

                5. Starting category
                6. Ending category




 <F2> = "First"
```

Enter the following information:

1. Starting job # and

2. Ending job #

Enter the range of jobs you wish to print worksheets for. Follow the screen instructions.

Format	7 characters for each field
Example	Press <F2> at each field for *First* through *Last*.

3. Sub-job #

If the starting job number is not the same as the ending job number, this field will automatically be set to *All* and cannot be entered.

If this job does not have sub-jobs, this field displays as *Not applicable* and cannot be entered.

Options

Otherwise, enter the desired sub-job number here. Alternatively, you can use the option:

<F5>	For *All* sub-jobs

Format	999
Example	[In this example the field is automatically set to *All* because you have entered a range of jobs.]

4. Change order (CO)

If you have chosen (in Control information) not to use change orders, this field displays as *Not applicable* and cannot be entered.

If *All* was entered (or defaulted) for the sub-job number, the change order is automatically set to *All* and cannot be changed.

To print the change order by itself (without its parent job or sub-job), enter the change order number. If the change order extends over several sub-jobs and you want a worksheet for the change order only, then you must make a separate entry for each sub-job of the change order.

Options

To print the job or sub-job, with or without any of its change orders, use one of the options:

<F5>	To print the job or sub-job with *All* its change orders
Blank	To print the job or sub-job without any of its change orders

Format	999
Example	[In this example the field is automatically set to *All* because you have entered a range of jobs.]

5. Starting category and

6. Ending category

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

Format	9999999 at each field
	For the first field, press <F2> for *First*
	For the second field, type 33102

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Job Inspection Worksheet will print.

FAST ENTER

This function is used to generate completion estimate entries for all cost items of a job, as well as an entry for the job as a whole. It allows you to avoid entering a completion estimate for each cost item individually.

Each entry is assigned the same percent complete. If there are existing figures for outstanding purchase orders in Job Masters, then these figures are picked up and stored with each entry (as if you had used <F1> for the Outstanding P.O.'s field on the Enter screen).

While this selection is most useful if you have a lot of small jobs where the percent complete is the same for all cost items, it can also be used for larger jobs in that you can generate entries for all cost items here and then modify them per your Inspection worksheet prior to posting.

Fast enter can be used only on a job that does not already have completion estimates pending. If an unposted completion estimate exists for even one cost item of a job (whether as a result of the Enter selection or the Fast enter selection), then Fast enter cannot be used for that job until those estimates are either posted or deleted.

Select

Fast enter from the *Completion estimates* menu.

The following screen displays:

```
Completion estimates (Fast enter)          XYZ Company




              Up-to-date costs should already have been
              posted for the new completion estimates
              you are about to enter.








OK to continue ?  [  ]
```
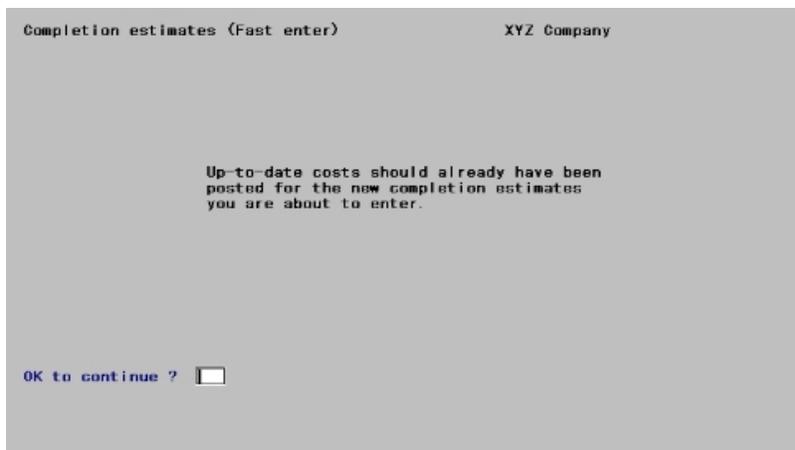
Answer N to return to the menu, or Y to continue.

If you answer Y, the following screen displays:
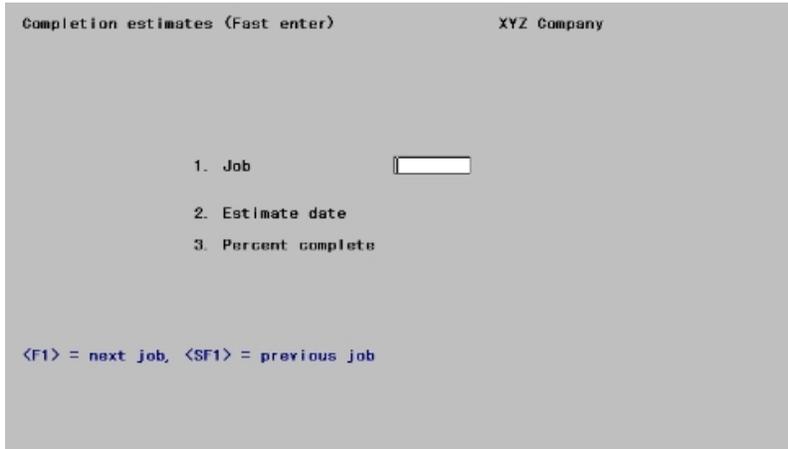
Enter the following information:

1. Job #

Enter the job for which you wish to generate completion estimates. The job must be an active job.

Format	Up to 7 numbers
Example	Press <F1>

2. Estimate date

Enter the date, which is to be assigned to each completion estimate entry.

Format	MMDDYY The default is the current system date.
Example	Press <Enter> to accept the default.

3. Percent complete

Enter the percent complete to be assigned to each cost item of the job, and to the job as a whole.

Format	999.999
Example	Type 50

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the following screen displays:

```
Completion estimates (Fast enter)              XYZ Company


    Job: Kitchen Cabinets           Pct complete: 50.00    Est date:  9/03/04


            Completion estimate entries will now be generated

            for all cost items of the job shown above.  An entry

            will also be generated for the entire job.  Outstanding

            P.O.'s for each cost item will remain unchanged.






    Are you sure you want to do this ?  [   ]

```

Answer N to cancel or Y to continue. If you answer Y, the completion estimates will be generated.

As this occurs, the following will display:

```
Completion estimates (Fast enter)              XYZ Company





                Processing cost item:  600000-000-000
                                       Overhead Burden





    Generation of estimates completed - <Esc> = exit [   ]

```

Upon completion, press <Esc> to return to the menu. You can then modify the estimates as needed (via Enter), print an edit list, and then post the entries.

PERCENT OF COMPLETION

This report shows the amount billed, cost, profit, profit percentage, estimated cost to completion, percent completed, revenue earned and billing information for each job.

Select

Percent of Completion from the *Reports* menu.

The first screen displays the following:

Up-to-date costs and completion estimates should already have been entered and posted to run this report.

OK to continue ?

Select **Y** to continue or **N** to exit back to the menu. If you select **Y** the following screen displays:

```
Reports (Percent of completion)                    XYZ Company



            Please enter:

                  1.  Starting job          [        ] [↕]
                  2.  Ending job

                  3.  Starting category
                  4.  Ending category

                  5.  Job status




<F2> = "First"
```

Enter the following information:

1. Starting job and

2. Ending job

Enter the range of jobs to show. Follow the screen instructions.

Format	7 characters at each field
Example	Type 99 at the starting field
	Press <F2> for *Last* job at the ending field.

3. Starting catagory and

4. Ending catagory

Enter the range of catagorys to show. Follow the screen instructions.

Format	7 characters at each field
Example	Type 99 at the starting field Press <F2> for *Last* catagory at the ending field.

5. Job status

Options

This lets you restrict the report to jobs with a particular status or combination of statuses:

A	Active jobs
C	Closed jobs
B	To show both active and closed jobs

Format	One or two characters from the list above.
Example	Press <B> for both statuses.

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Percent of Completion report will be printed.

View

This chapter contains the following topics:

VIEWING JOB AND COST INFORMATION

You can use this selection to get a rapid look at many aspects of the jobs you have on file, as well as cost categories in Cost Categories and the G/L accounts you have entered into Valid G/L Accounts.

There are five separate inquiries available with this selection. They are described below.

When you view jobs, costs by job, or costs by vendor/employee/customer, then everything you see is either in the active files or the inactive files depending on which mode you are currently in.

- Refer to the Using Job Cost chapter for instructions on switching from one mode to the other.

- You cannot view on the same screen information from both the active and the inactive files.

- When using the active files, you cannot view cost items saved to Detail Holdings. Use the *View saved detail* selection for this purpose (described in the Utility chapter).

When you view cost categories or valid G/L accounts, it makes no difference which mode you are in.

VIEWING JOBS

Select

View from the J/C menu and then select the desired function.

With View \ Jobs, you can look at:

- All of the jobs you have on file

- The cost items on file for each job

- A summary of the costs, billings, and payments already accumulated for each job

- Any additional descriptions you may have entered for the job or its sub-jobs, change orders, or cost items.

Enter the following information:

Starting job number

Options

Enter the number of the first job in the range you wish to view, or use the option:

| <F2> | For the first sixteen jobs on file |

| Format | 7 characters |
| Example | Press <F2> |

The following screen displays:

```
View (Jobs)                              XYZ Company
    Starting job number   "First"

    Job-#     Title                   Job-status   Job-type    %-cmpl  Last-est
 1) 99        Kitchen Cabinets        Active       Cost-plus      0




    End of jobs - <Esc> = reselect starting job, <F2> = detailed inquiry □
```

Jobs are displayed regardless of their status (even if they haven't been activated yet).

Options

You can scan through all jobs, or request detailed information about any job displayed. The available options are:

<F1>	For the next 16 jobs (if present)
<F2>	To select one of the jobs shown on the screen
<Esc>	To go back and specify another starting job

Format	[Only option key input is accepted here.]
Example	Press <F2> to select a job

Line number

This field displays only if you have pressed <F2>.

Enter the line number corresponding to the desired job. This is not the job number, but the number that displays on the screen to the left of the job number.

Format	99
Example	Type 1

The job you selected for more detail is redisplayed at the top of the screen and a second menu displays as follows:

```
View (Jobs)                              XYZ Company
     Starting job number   "First"

     Job-#    Title                   Job-status   Job-type    %-cmpl  Last-est
     99       Kitchen Cabinets        Active       Cost-plus      0




             Select the information to view  □

                 1. Cost items
                 2. Change orders
                 3. Additional description
                 4. Cost and billing summary
```

Use this menu to select cost items, sub-jobs and change orders, additional description, or cost and billing summary.

	If this job does not use sub-jobs, and you are not using change orders, the menu selection *2. Sub-jobs and change orders* will not appear, and the remaining selections will be renumbered accordingly. If this job does not have any additional description, the menu selection 3. Additional description displays anyway.
Note	

Jobs: Cost items

Select

Cost items from the second Jobs screen above.

Enter the following information:

Enter starting cost item

Options

Enter the starting number of the range of cost items you wish to look at for this job, or use the option:

<F2>	For the next eleven cost items on file for the job

Format	9999999 (for cost category)
	999 (for sub-job, if any)
	999 (for change order, if any)
Example	Press <F2>

The following screen displays:

```
View (Jobs)                              XYZ Company
    Starting job number  "First"

    Job-#    Title                 Job-status   Job-type   %-cmpl  Last-est
    99       Kitchen Cabinets      Active       Cost-plus    0

        Enter starting cost item   "First"

        Cost-item     Description          Type    Budgeted     Cost-JTD
    1)    1012-000-000  Lumber             MATL        3,200        2,000
    2)    1022-000-000  Penny Nails        MATL           42           32
    3)    1032-000-000  Door Hinges        MATL          250          635
    4)    1042-000-000  Door Knobs         MATL          475          922
    5)    2015-000-000  Equipment          EQPT          250          260
    6)    2022-000-000  Light Fixtures     MATL          655          675
    7)    2032-000-000  Wiring             MATL          125          123
    8)    2042-000-000  Elec. Tape         MATL           23           28
    9)  100000-000-000  Labor Burden       LABOR                     8,107
   10)  400000-000-000  Profit             PFT         2,000
   11)  600000-000-000  Overhead Burden    OVHD          980        1,278

   End of job - <Esc> = previous menu, <F2> = additional description  □
```

Options

If the cost item you are looking for is not on the screen, press <Esc> to go back and re-specify the starting cost item number, or use one of the options:

<F1>	For the next 11 cost items for the job, if present
<F2>	To display any additional description for any cost item that is on the screen

Format	[Only option key input is accepted here.]
Example	Press <F2> to display additional description

Line number

This field displays only if you have pressed <F2>.

Enter the line number corresponding to the desired cost item. This is not the cost item number itself, but the number that displays to its left on the screen.

Format	99
Example	Type 2

If the cost item possesses additional description, it will be displayed as follows:

```
View (Jobs)                               XYZ Company
    Starting job number  "First"

    Job-#    Title                   Job-status   Job-type   %-cmpl  Last-est
    99       Kitchen Cabinets        Active       Cost-plus    0
      Cost-item        Description              Type      Budgeted      Cost-JTD
      1012-000-000   Lumber                    MATL         3,200         2,000

                     ** Additional description **

   1. Job Foreman Cell Number is 847-555-1212




<Esc> = return to last display   □
```

The only option at this point is to press <Esc> to return to the previous screen.

Jobs: Sub-jobs and change orders

If sub-jobs and/or change orders are applicable, you will be able to look at them here. Otherwise, this selection does not appear.

Select

Sub-jobs and change orders from the second Jobs screen.

The following screen displays:

```
View (Jobs)                              XYZ Company
    Starting job number   "First"

    Job-#     Title                    Job-status  Job-type   %-cmpl  Last-est
    100       Garage                   In-progress Fixed fee    0

                 Sub Cng  Description                  Price
1) Sub-job         1      Concrete Floor               2,000
2) Sub-job         2      Framing                        600
3) Sub-job         3      Sheathing & Exterior           800
4) Sub-job         4      Roof                           900
5) Sub-job         5      Door & Opener                1,000
6) Sub-job         6      Electrical                     400




End of job - <Esc> = previous menu, <F2> = additional description  ☐
```

Options

Up to 12 sub-jobs and/or change orders are displayed. You can use one of the options:

<F1>	For the next 12 sub-jobs and/or change orders, if present
<F2>	To display additional description for any of the sub-jobs or change orders shown

Format	[Only option key input is accepted here.]
Example	Press <F2>

Line number

This field only displays if you have pressed <F2>.

Enter the line number corresponding to the desired item. This is the number that displays on the screen to the left of the desired sub-job or change order.

Format	99
Example	Type 3

If the entry possesses additional description, the following screen will appear:

```
View (Jobs)                              XYZ Company
    Starting job number  "First"

    Job-#    Title                    Job-status  Job-type   %-cmpl  Last-est
    100      Garage                   In-progress Fixed fee     0
              Sub Cng  Description                    Price
    Sub-job        3   Sheathing & Exterior           800

                    ** Additional description **

1. White Vinyl Maintenance Free Exterior
2. 8 Foot Lengths from Survey Building Supplies




<Esc> = return to last display    [  ]
```

Press <Esc> twice to return to the second Jobs screen.

Jobs: Additional description

Select

Additional description from the second Jobs screen.

If there is any additional description on file for the job, it will be displayed:

```
Job descriptions (Enter)                 XYZ Company

          Job      100      Garage




              *** Additional description ***

1. Start date: April 11, 2008
2. Supervisor: L.L. Robinson
3.
4. Info: A one story, single room, one car, free standing garage with a
5. concrete foundation and a wood framework covered with vinyl siding and a
6. shingled roof.
7. White metal garage door with a quiet opener.
8.
9.
10.

Field number to change ?  [    ]
```

No further options are required for this selection. Press <Esc> to return to the second Jobs screen.

Jobs: Cost and billing summary

Select

Cost and billing summary from the second Jobs screen.

A cost summary for the job displays on the left side of the screen, and a billing and payment summary on the right:

```
View (Jobs)                                            XYZ Company
    Starting job number   "First"

    Job-#     Title                   Job-status  Job-type   %-cmpl  Last-est
    602       Storage Warehouse       Active      Cost-plus    0

              ** Cost summary **

    Type      Budget    Cost-PTD    Cost-JTD
                                                  ** Billing summary **
    LABOR     16,231         0           0
    MATL      14,603         0           0     Billed to-date:       28,500
    SUB       42,097         0           0     Total paid:                0
    OVHD       1,200         0           0
    EQPT       8,144         0           0     Last bill date:     06/01/99
    ADMN       3,594     4,500       4,500     Last pmnt date:

                                              Retainage billed:      2,850
                                              Retainage paid:            0


<Esc> = return to last menu   _
```

The cost summary shows the budget, period-to-date cost, and year-to-date cost for each cost type that goes into the job.

The billing summary shows the total billings and payments made for the job to date, along with the dates of the last billings and payments posted to the job. Retainage billed and paid (if any) is also shown. This is shown only for entire jobs, not for individual sub-jobs.

No further options are required for this selection. Press <Esc> to return to the second Jobs screen.

COSTS BY JOB

Select

Costs by job from the *View* menu.

This selection lets you look at all costs for a job, so long as these have not been purged or saved. This includes both costs entered via Costing and those imported via Get costs. For more details on purging and saving, refer to the *Utility* chapter.

This same selection also allows you to view Billing and payment transactions (including debit and credit memos and recognized profit, whether these have been entered manually or imported from other modules). Note that there is no separate Billings by job selection.

The following screen displays:

```
View (Costs by job)                      XYZ Company
  Job #              [        ]            Cost or billing ?
  Sub-job #
  C.O. #                                   Start date
  Category #                               End date

      Cost-item        Date         Amount      Doc-#     Source












  <F1> = next job, <SF1> = previous job
```

Enter the following information to limit the range of the costs you wish to view:

Job #

Options

Enter the job number whose costs you wish to view, or use one of the options:

<F1>	For the next job on file

Format	7 characters
Example	Type 602

Sub-job #

If this job does not use sub-jobs, this field displays as *Not applicable* and cannot be entered.

If the job uses sub-jobs and bills for them, a valid sub-job number is required.

If the job uses sub-jobs but does not bill them:

- To view costs, enter a valid sub-job number. The *Cost or billing ?* field will automatically be set to C and the cursor will bypass it.

- To view billings/payments, leave this field blank. The *Cost or billing ?* field will automatically be set to B and the cursor will bypass it.

Format	999
Example	Press <Enter>

Change # (CO)

If you did not choose (in Control information) to use change orders, this field displays as *Not applicable* and cannot be entered.

Otherwise, enter the number of the change order for the costs you wish to view

If the costs you want to view are not for a change order, leave this field blank.

Format	999
Example	Press <Enter>, leaving this field blank

Category

Cost items are displayed in category sequence. You can begin viewing at any desired category. Once all cost items for the requested category have been displayed, the remaining cost items will continue to display. The display does not cross job boundaries; however, it terminates at the end of the specified job and, where applicable, sub-job and change order.

Options

Enter the cost category number at which you wish to begin viewing, or use the option:

Blank	To start from the first cost item, or to view billing/payments instead of cost items

Format	9999999
Example	Press <Enter>, leaving this field blank

Cost or billing ?

If you specified a non-blank category in the previous field, this field is automatically set to C.

If the job uses sub-jobs but does not bill for them separately, this field is automatically set to either C or B, depending on whether or not you have entered a sub-job number.

In both these cases the cursor does not move to this field and you cannot change it.

Otherwise, the field is set to C, but this is merely a default, which you can change. Enter C if you want to look at costs, or B if you want to look at billings and payments (including recognized profit and debit and credit memos).

Format	One letter, either C or B. The default is C.
Example	Press <Enter> for Cost.

Start date and End date

Enter the range of dates for the entries you wish to view. Follow the screen instructions.

Format	MMDDYY at each field
Example	Press <F2> at each field for *First* through *Last*

Up to 13 entries will be displayed, starting with the first one that matches the selections you have entered:

Options

Use the option:

<F1>	For the next 13 entries on file, if any

Format	Only option key input is accepted for this screen.]
Example	Press <Esc> to return to the Cost by Job menu, then repeat your entries for the same sub-job, entering B instead of C for *Cost or billing?*

The following screen appears:

```
View (Costs by job)                                      XYZ Company
   Job #        602      Storage Warehouse      Cost or billing ?  B
   Sub-job #    (Not applicable)
   C.O. #                                       Start date  "Earliest"
   Category #                                   End date    "Latest"

        Cost-item         Date         Amount      Doc-#    Source Entry-typ
                         06/01/99     28,500.00    1466      J/C    Billing
                         06/01/99         39.00    93473     J/C    Billing

















End of entries - <Esc> = exit    _
```

Options

Use the option:

<F1>	For the next 13 entries on file, if any

Format	[Only option key input is accepted for this screen.]
Example	Press <Esc> twice to return to the View menu.

COSTS BY VENDOR/EMPLOYEE/CUSTOMER

This selection lets you look at all entries that have been entered for a specific vendor, employee, or customer, regardless of what jobs they are for. The entries shown can be for several jobs, but they will always be for a single vendor, employee, or customer.

Select

Costs by vend/emp/cust from the *View* menu.

The following screen displays:

```
View (Costs by vend/emp/cust)              XYZ Company
      By vendor, employee, customer ?  [    ]     Start date
      Identification number                       End date

Job          Cost-item        Date           Amount    Doc-#     Source










V = vendor, E = employee, C = customer
```
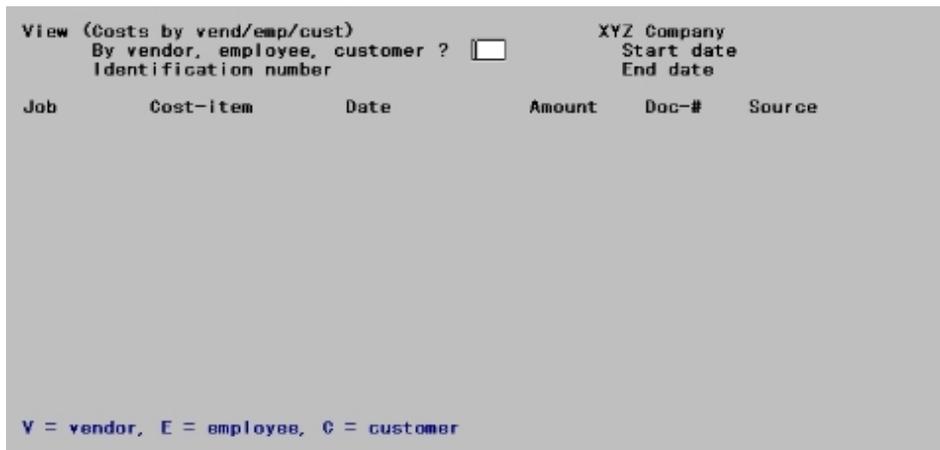
Enter the following information:

By vendor, employee, customer ?

Options

Enter one of the following:

V	Vendor
E	Employee
C	Customer

Format	One letter from the list above. There is no default.
Example	Type V

Identification number

Enter the vendor number, employee number, or customer number for the entries you wish to view.

You do not have to be interfaced to the Passport Business Solutions A/P, PR, or A/R modules (respectively) in order to view this information. Be aware however that the information accessed by pressing <F9> is the information on file in Vendors, Employees, and Customers respectively. This is available only if the corresponding Passport Business Solutions module is installed in the same top-level directory as J/C (whether or not J/C Control information specifies that J/C is interfaced to that module). It is therefore not a good idea to assign different vendor numbers in J/C than you do in A/P, and the same holds true for employee numbers and customer numbers.

Format	6 characters (for vendors)
	6 digits for employees
	12 characters (for customers)
Example	Type 100

Start date and End date

Enter the range of dates for the entries you wish to view. Follow the screen instructions.

Format	MMDDYY at each field
Example	Press <F2> at each field for *First* through *Last*.

The following screen displays:

```
View (Costs by vend/emp/cust)                      XYZ Company
        By vendor, employee, customer ?   V         Start date    "Earliest"
        Identification number            100         End date      "Latest"

Job        Cost-item        Date           Amount      Doc-#     Source
99          1012 000 000    11/13/98       2,000.00    1          J/C
99          1022            11/13/98          32.00    1          J/C
99          1032            11/13/98         235.00    1          J/C
99          1042            11/13/98         472.00    1          J/C
99          1032            09/27/07         400.00    1216       A/P
99          1032            10/20/07         700.00    1245       A/P
99          1042            10/20/07         500.00    1245       A/P




End of entries - <Esc> = re-specify        □
```

For an employee or vendor, costs will be displayed.

Up to 13 entries will be displayed in date order for the date range you selected.

Options

You can use the option:

<F1>	For the next 13 entries for the same vendor, employee, or customer

Format	[Only option key input is accepted for this screen.]
Example	Press <Esc> to return to the Costs by vend/emp/cust menu.
	Type C (for customer). Then type 100.
	Press <F2> twice

The following screen displays:

```
View (Costs by vend/emp/cust)                    XYZ Company
     By vendor, employee, customer ?  C          Start date   "Earliest"
     Identification number           100         End date     "Latest"

Job        Cost-item        Date          Amount   Doc-#   Source  Type
99                          11/13/98    2,000.00   1       J/C     Profit
99                          11/13/98    4,000.00   10      J/C     Billing
```

```
End of entries - <Esc> = re-specify        □
```

For a customer, billings and payments will be displayed.

Up to 13 entries will be displayed in date order for the date range you selected.

Options

You can use the option:

<F1>	For the next 13 entries for the same customer

Format	[Only option key input is accepted for this screen.]
Example	Press <Esc> twice to return to the View menu.

COST CATEGORIES

Here, you can have a rapid look at the cost categories in Cost Categories.

This selection is available even if you have answered N to the question 11. Use cost category file ? in *Control information*.

Select

Cost categories from the *View* menu.

Enter the following information:

Enter starting category

Options

Enter the number of the first category of the range you wish to view, or use the option:

<F2>	For the first 15 cost categories on file

Format	9999999
Example	Press <F2>

The following screen displays:

```
View (Cost categories)                                         XYZ Company

    Enter starting category           "First"

         Category  Description               Cost type   Unit    Rate
                1  Contract Requirements     *GROUP*     End group:    9999
             1012  Lumber                    MATL
             1022  Penny Nails               MATL
             1032  Door Hinges               MATL
             1042  Door Knobs                MATL
             2015  Equipment                 EQPT
             2022  Light Fixtures            MATL
             2032  Wiring                    MATL
             2042  Elec. Tape                MATL
             6000  Legal                     *GROUP*     End group:    6999
             6108  Performance bonds         ADMN
             6508  Insurance                 ADMN
             6608  City building permits     ADMN
            10000  General Requirements      *GROUP*     End group:   14999
            10500  Supervision               *GROUP*     End group:   10599

<F1> = next page, <Esc> = begin new category inquiry    _
```

Options
Use the following option:

<F1>	For the next 15 cost categories on file

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| Format | [Only option key input is accepted for this screen.] |
| Example | Press <Esc> to return to the View menu. |

G/L ACCOUNTS

Here, you can have a rapid look at the valid G/L accounts on file.

Select

G/L accounts from the *View* menu.

Enter the following information:

Enter starting account number

Options

Enter the number of the first account of the range you wish to view, or use the option:

<F2>	For the first 15 accounts on file

Format	Your standard account number format, as defined in *Company Information*
Example	Press <F2>

The following screen displays:

```
View (G/L accounts)                          XYZ Company

            Enter starting account #   "First"

            Acct-#     Description
            1000-000   Cash account #13557
            1000-100   Cash account #13557
            1000-200   Cash account #13557
            1000-300   Cash account #13557
            1010-000   Cash account #13726
            1010-100   Cash account #13726
            1010-200   Cash account #13726
            1010-300   Cash account #13726
            1020-000   Cash account #13591
            1020-100   Cash account #13591
            1020-200   Cash account #13591
            1020-300   Cash account #13591
            1100-000   Accounts receivable
            1100-100   Accounts receivable
            1100-200   Accounts receivable

<F1> = next page, <Esc> = begin new account inquiry   [    ]
```

Options

Fifteen accounts will be displayed. Use the option:

<F1>	For the next 15 accounts on file, if present

Format	[Only option key input is accepted for this screen.]
Example	Press <Esc> to return to the View menu.

Job Status Report

This chapter contains the following topics:

JOB STATUS REPORT CONTENTS

The Job Status Report is a key report of Job Cost. You will probably print this report often. Therefore, many options are provided so that you can quickly get the information needed and omit the rest.

This report shows budgeted costs, actual costs, and projected costs. It shows whether you are over or under your budget.

If you have entered and posted an overall completion percentage for an entire job using *Completion estimates*, this percentage (and the calculations based on this percentage) will appear on this report. Refer to the Completion Estimates chapter for further data on entering and posting completion estimates, both for the job as a whole and for individual cost items of the job.

The Job Status Report includes information from either the active files/tables or the inactive files/tables depending on which mode you are currently in but never from both. Refer to the Using Job Cost chapter for instructions on switching from one mode to the other.

When using the active files/tables, you can exclude completed details from the report by purging them or by saving them in Detail Holdings. This process is described in the Utility chapter.

You may view a Job Status example in the Sample Reports appendix.

SETTING UP JOB STATUS

Select

Job status from the *Reports* menu.

The following screen displays:

```
Reports (Job status)                       XYZ Company

  1.  Starting job      [          ]      9.  Cost types to print
  2.  Ending job
                                              LABOR
  3.  Sub-job                                 MATL
  4.  Change order                            SUB
                                              OVHD
  5.  Starting category                       EQPT
  6.  Ending category                         LBRD
                                              ADMN
  7.  Show cost type totals ?                 PFT
  8.  Show additional description ?

 10.  Cost item detail WITHOUT group sub-totals ?
      Cost item detail WITH group sub-totals ?
      Group sub-totals ONLY, no cost item detail ?

<F2> = "First"
```

Enter the following information:

1. Starting job and

2. Ending job

Enter the range of jobs to show. Follow the screen instructions.

Format	7 characters at each field
Example	Type 602 for the starting job
	Press <F2> (for Last) for the ending job

3. Sub-job

If you are printing a range of jobs, this field defaults to All and may not be changed.

If the job you have selected does not possess sub-jobs, this field displays as (Not applicable) and cannot be changed.

Options

Otherwise, you can show cost items for a single sub-job by entering the sub-job number here, or you can use the option:

<F5>	For *All* sub-jobs

Format	999
Example	[Does not apply in this example because you have entered a range of jobs.]

4. Change order

If you are printing a range of jobs, this field defaults to All and cannot be changed.

If you have specified (in *Control information*) that you do not use change orders, this field displays as (Not applicable) and cannot be changed.

Options

Otherwise, you can show cost items for a single change order by entering the change order number here, or you can use one of the options:

<F5>	(For All change orders)
Blank	For no change orders

Format	999
Example	[The field is automatically set to *All* in this example.]

5. Starting category and

6. Ending category

Options

Enter the range of cost categories to show. Follow the screen instructions. Or, you can use this option at the first field:

<F5>	For None (which yields a summarized listing instead of a detailed one)

Format	9999999
Example	Press <F2> at each field for *First* through *Last*.

7. Show cost type totals ?

If you answer Y, you will get a breakdown of these costs by cost type (that is, LABOR, MATERIAL, etc.) after the costs for a job are printed.

Format	One letter, either Y or N. The default is N.
Example	Type Y

8. Show additional description ?

If you answer Y, any additional description on file for the jobs and cost items printed will also be shown.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> to accept the default.

9. Cost types to print

You can further limit this report by including only certain cost types.

There is a separate subfield for each of the cost types that you are using. This includes the four standard ones (labor, material, subcontract, and profit), plus those you have defined yourself via Control information.

Options

You can answer Y or N for each one of them. If you answer Y, cost items with this cost type will be included. If N, these cost items will be skipped. Or, in the first subfield only, you can use the option:

<F5>	(For cost items of All cost types)

Format	One letter, either Y or N, at each field. The default is N.
Example	Press <F5> at the first field to print All cost items.

10. Subtotaling options

You can print a summary report showing only the group categories, a detail report showing only the individual categories, or a report showing both. Refer to the How to Group Your Cost Categories section in the Categories chapter.

- If you have not defined any group categories for the job[s] to be printed, choose the first option.

- If you are using Cost Categories and wish to see how the categories are organized, a convenient way to do so is to examine the Cost Category List. Refer to the Categories chapter.

- If you are not using Cost Categories, the best guide to the organization of your categories is probably the Job Status Report itself.

Cost item detail without group sub-totals ?

If you answer Y here, the Job Status Report will be printed without any subtotals shown for the group cost categories.

Cost item detail with group sub-totals ?

If you answer Y here, you will get subtotals for the group cost categories in addition to budgets and costs for each cost item.

Group sub-totals only, no cost item detail ?

If you answer Y here, only the subtotals for the group cost categories will be printed. The individual cost items will not be printed, except that any cost items, which have not been included within a group will be printed.

Format	One character, either Y or N, at each field. The default is Y. You must choose Y for one (and only one) field of the three. Once that one is chosen, the cursor does not move to the remaining fields.
Example	Press <Enter> in the first field to accept the default of Y.

How many sub-total levels

You are asked this question only if you have chosen the third option. Enter a number. If you enter 1, this indicates that you want to show subtotals for only the major cost category groups. You can request increasingly detailed subtotals by entering successively higher numbers.

Format	Any single digit from 1 to 6. The default is 6.
Example	[Does not apply in this example because you have not chosen the third option.]

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Job Status Report will be printed.

This is an ordinary report (as opposed to an audit trail), so you can direct it to disk.

CALCULATIONS

The Job Status report shows the information listed below for each cost item.

For groups, cost types, and totals of direct costs and indirect costs, the information is totaled from the appropriate cost items of the job.

A. Budget

This is obtained from the cost item. It is the Budgeted cost field of the cost item.

B. Cost to date

This is the Cost job-to-date field from the cost item.

C. Outstanding purchase orders

This field is a field stored with each cost item (but which is not visible on the screen in Cost items for jobs). An amount can be stored in this field as follows:

• Using *Completion Estimates*, enter a completion estimate for the cost item and specify an amount for Outstanding P.O.'s on the transaction screen.

• Post this completion estimate. In addition to determining the cost-to-complete for the cost item, posting of the completion estimate will store the outstanding purchase order amount in the cost item record.

D. Total actual cost

This is the sum of B and C above.

E. Percent complete

This is the Percent complete derived from Completion estimates. Refer to the *Completion Estimates* chapter.

F. Cost to complete

This is an estimate of the costs that must be incurred to complete this cost item. This amount is stored in a field in the cost item (not visible on the Cost items for jobs screen). An amount is stored in this field by posting a completion estimate for this cost item.

For example, assume that the budget for the cost item is $2000 and you have spent $2000 (actual job-to-date cost). If the cost item is only 25% complete, then the cost to complete is $6000, and the total estimated cost will be $8000, which is $6000 over budget.

G. Total projected cost

This is D + F. Note that this amount includes outstanding purchase orders.

H. Percent over/under budget

This is (G - A) B A 100, to give a percentage.

I. Amount over/under budget

This is (G - A).

Management Reports

This chapter contains the following topics:

INTRODUCTION TO MANAGEMENT REPORTS

This selection allows you to print several types of reports. Each selection lets you choose between several formats and options.

The Job Status Report is discussed in its own chapter. The various edit lists and registers are also not included in this chapter but are to be found in the chapters dealing with those selections.

If you answered Y to the question *Access inactive files ?* (in Control information), you can use this selection to print information from either the active files/tables or the inactive files/tables—depending on which mode you are currently in but never from both in the same report. Refer to the Using Job Cost chapter for instructions on switching from one mode to the other. Be aware that the report headings do not indicate whether a report is derived from the active files or the inactive ones.

When using the active files, you can exclude completed details from the report by purging them or by saving them in Detail Holdings. This process is described in the Utility chapter.

Most of these reports allow selection of a job or range of jobs. In general, only active, closed, and (in some cases) unreconciled jobs can be entered. New, in-progress, and copy-only jobs can be included as part of a range, but are not printed on the report. Exceptions are noted as they occur. Purged jobs cannot of course be printed. If this is a problem, consider saving your jobs instead of purging them—the saving in disk space is the same, and the security is better.

Select

Reports from the J/C menu and then select the desired report.

PERFORMANCE REPORT

This report is similar to the Job Status Report, but shows the budgeted, actual, and projected quantities associated with each cost item, as well as the costs. It shows you how much labor, material, subcontract work, etc., you are using on jobs, compared to how much you expected to use.

You may view a Performance report example in the Sample Reports appendix.

Select

Performance from the *Reports* menu.

The following screen displays:

```
Reports (Performance)                    XYZ Company


  1.  Starting job       [        ]      7.  Cost types to print
  2.  Ending job
                                             LABOR
  3.  Sub-job                                MATL
                                             SUB
  4.  Starting category                      OVHD
  5.  Ending category                        EQPT
                                             LBRD
  6.  Show only poor performance ?           ADMN
                                             PFT




<F2> = "First"
```

Enter the following information:

1. Starting job and

2. Ending job

Enter the range of jobs to show. Follow the screen instructions.

Format	7 characters at each field
Example	Type 602 at the starting field
	Press <F2> for *Last* at the ending field

3. Sub-job

If you have selected a range of jobs, this field is automatically set to All and cannot be entered.

If you have a single job, which does not use sub-jobs, this field is automatically set to (Not applicable) and cannot be entered.

Options

Otherwise, enter the sub-job number here to show cost items for a single sub-job, or use the option:

<F5>	For *All* sub-jobs
Format	999
Example	[This field is skipped because this job does not use sub-jobs.]

4. Starting category and

5. Ending category

Enter the range of cost categories to show. Follow the screen instructions.

Format	9999999 at each field
Example	Press <F2> for the starting category
	Type 170000 for the ending category

6. Show only poor performance ?

This option allows you to pinpoint those areas of jobs where you are doing significantly worse than you expected.

- If you answer N here, all cost items are shown and you are not asked the next two questions.

- If you answer Y, you then define what you mean by *poor performance*. This is what the next two questions are for.

Format	One letter, either Y or N. There is no default.
Example	Type N

Actual rate ÷ expected rate

Cost items that have units associated with them have an expected rate. This is the cost per unit that you expect to incur for this type of work or material. You entered this when you were originally entering the cost items for your jobs.

As costs are incurred for work or material, an actual rate can be calculated, using the actual costs incurred and the actual number of units completed. The ratio of the actual rate to the expected rate shows actual performance, compared to expected performance.

For example, if this ratio is 2, this means that each unit of work or material is actually costing twice as much as expected. If the ratio is 0.5, each unit of work or material is costing half as much as expected.

The number you enter here is a cut-off. Any cost item whose performance is worse than this cut-off is shown on the report. If performance for the cost item is at least as good as the cut-off, this cost item is not shown on the report.

Format	9.9
Example	[Does not apply in this example because you responded N to Field #6.]

Estimated percent complete

If a job has just been started, you do not usually have enough experience yet to give an accurate idea of how efficiently and effectively work is being done, or material is being used. Only after work has gone on for awhile can you get an accurate picture of performance.

The percent complete figure you enter here is used as a cut-off for each cost item on the job. If the last completion percent estimate for the cost item is less than or equal to this cut-off, the cost item is not shown on the report, even if performance is extremely poor so far. For instance, if you wish to include only cost items, which are 20% or more complete, enter 19% here.

Format	99
Example	[Does not apply in this example because you responded N to Field #6.]

Using this feature also prevents Job Cost from reporting cost items that haven't yet been started; otherwise, this could be interpreted as poor performance.

7. Cost types to print

Options

You can further limit this report by selecting which cost types to show cost items for. All the cost types you use are listed on the screen as separate subfields. This includes the four predefined ones (labor, material, subcontract and profit) plus those you defined in *Control information*. Answer Y or N for each subfield, or use the option:

<F5>	For *All* cost types. This option applies only at the first subfield.

Format	One letter, either Y or N, at each subfield. The default is N. At least one field must be Y.
Example	Press <F5>

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Performance Report will be printed.

LABOR ANALYSIS

This report is similar to the Performance Report, except that it shows only labor cost items. It shows hours worked, as well as units completed (the Performance Report does not show hours worked). This report also shows the difference between actual and budgeted amounts for labor costs and labor hours.

You may view a Labor Analysis report example in the Sample Reports appendix.

Select

Labor analysis from the *Reports* menu.

The following screen displays:

```
Reports (Labor analysis)                    XYZ Company



            1. Starting job        [        ]
            2. Ending job

            3. Sub-job

            4. Starting category
            5. Ending category

            6. Show only poor performance ?




<F2> = "First"
```

Enter the following information:

1. Starting job and

2. Ending job

Enter the range of jobs to be included. The job numbers entered need not themselves be on file, but the range defined by them must encompass at least one job. Follow the screen instructions.

Format	7 characters at each field
Example	Type 602 for the starting job
	Press <F2> for *Last* at the ending field

3. Sub-job

If you have selected a range of jobs, this field is automatically set to All and cannot be entered.

If you have a single job, which does not use sub-jobs, this field is automatically set to (Not applicable) and cannot be entered.

Options

Otherwise, you can show the entries for a single sub-job by entering the sub-job number here or you can use the option:

<F5>	For *All* sub-jobs

Format	999
Example	[Not applicable to this example because you have specified a range of jobs.]

4. Starting category and

5. Ending category

Format	9999999 at each field
Example	Press <F2> for *First* as the starting category
	Type 520000 for the ending category

6. Show only poor performance ?

Answer Y to pinpoint those areas of jobs, which are performing significantly worse than expected. Two criteria describe what you mean by poor performance. These will be entered in the next two fields.

Answer N to ignore performance as a criterion for printing. The next two questions will not appear.

Format	One letter, either Y or N. There is no default.
Example	Type N

Cost and/or hours variance

Cost variance is the difference between the actual cost and the expected cost. Hours variance is the difference between the actual hours and the expected hours. The minimum acceptable variance is entered as a percentage.

For labor cost items, this threshold will be used for both cost variance and the hours variance. If either one exceeds the cut-off, the cost item will be shown on the report; otherwise, it will be skipped.

For example, if you enter 50 here, a cost item will be printed only if it is costing at least 50% more than expected, or taking at least 50% more labor hours than expected.

Format	999
Example	[Does not apply in this example because you responded N to Field #6.]

Estimated percent complete

The figure you enter here is a cut-off for each cost item on a job. If the last completion estimate for the cost item is not greater than this cut-off, the cost item is not shown on the report, even if performance has been extremely poor so far.

If a job has just been started, then there is usually not enough experience yet to get an accurate idea of how efficiently and effectively work is being performed. Only after work has gone on for a while can an accurate picture of performance be obtained.

Format	99
Example	[Does not apply in this example because you responded N to Field #6.]

Using this feature also prevents J/C from reporting cost items that you haven't even started yet, as if they were *performing poorly*.

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Labor Analysis Report will be printed.

PROFITABILITY REPORT

This is also sometimes called the Bonding Report. It shows the current status of the job, the current profit or loss on that job, the earned revenue to date, and the billing status to date.

The Profitability Report shows if costs are over or under billings. You can also use this report as a worksheet to record the current billing and the results of this billing.

You may view a Profitability report example in the Sample Reports appendix.

Select

Profitability from the *Reports* menu.

The following screen displays:

Enter the following information:

1. Starting job and

2. Ending job

Enter the range of jobs to show. Follow the screen instructions.

Format	7 characters at each field
Example	Type 602 at the starting field
	Press <F2> for *Last* at the ending field.

3. Job bill type

Options

Enter either:

F	Shows only fixed-fee jobs
P	Shows cost-plus jobs
Blank	Shows both types

| Format | One letter from the list above. Blank is the default. |
| Example | Press <Enter> to accept the default. |

4. Job status

Options

This lets you restrict the report to jobs with a particular status or combination of statuses:

A	Active jobs
C	Closed jobs
I	In-progress jobs (jobs that have not yet been activated)

You can also use the option:

| <F5> | For *All* three of the above job statuses (but no others) |

| Format | One or two characters from the list above. The default is Blank. |
| Example | Press <F5> for *All* statuses. |

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Profitability Report will be printed.

Explanation of calculations

Options

The formulas below explain how the figures on the Profitability Report are calculated.

	Quantity		Equation
A	Price including changes	=	job price + price of all change orders
B	Actual cost to date	=	sum of all actual costs for the job and all change orders to date, for all cost items except profit

Quantity			Equation
C	Estimated cost at completion	=	B + sum of all costs-to-complete for all cost items (except profit) for the job and for all change orders Includes any amounts entered for outstanding Purchase Orders
D	Estimated profit (loss) at completion	=	A - C
E	Profit earned to date	=	(B/C) X D (if profit) D (if loss)
F	Profit previously recognized	=	sum of all previously posted recognized profit
G	Profit to be recognized	=	E - F
H	Earned revenue	=	B + E (if profit) B or A, whichever is less (if loss)
I	Amount billed	=	sum of all previously posted billings, plus debit memos, less credit memos
J	Billings over cost	=	I - H (if I is greater than H)
K	Cost over billings	=	H - I (if H is greater than I)

JOB ENTRY REPORTS

Select

the desired report from the *Reports* menu.

There are eight possible choices for printing these job entry (transaction) reports.

These reports give you a list of the costs and billings entered for jobs, as long as you have not saved or purged these entries. Refer to the *Utility chapter* for an explanation of saving and purging cost and billing entries.

Before you use Get costs to update your job costs with costs from other Passport Business Solutions modules, you should print the specific entry report from each other module which shows the costs you want to obtain from that module.

In particular, before you get costs from Accounts Payable, Payroll, or Inventory Control, you should print the report of costs in job number order from the appropriate module (see below). This will show you exactly which costs will be sent to Job Cost. Refer to the *Get Costs* chapter for further details.

After you select the entry report you wish to print, you are given a set of options to choose from. These options further limit the entries shown on the report.

First, we'll look at the eight different types of entry reports, then the options you can use in printing these reports.

Job Entry Cost Sources

The sources of costs that are shown on these reports are:

- J/C—PBS Job Cost
- A/P—PBS Accounts Payable
- PR—PBS Payroll
- I/C—PBS Inventory Control
- G/L—PBS General Ledger

The sources of billings/payments are:

- J/C—PBS Job Cost
- A/R—PBS Accounts Receivable
- G/L—PBS General Ledger (only for recognized profit)

Job Entry Reports

All of these reports show either the costs or the billings/payments associated with your jobs. They can be restricted to a range of jobs, dates, and categories, and in other ways appropriate to each

report.

These reports are documented together partly because the screens share a common format and partly because they are selected directly from the Reports menu.

Most of these reports are available only when you are interfaced to some other PBS module. If you are not, that particular selection is not available. The table below lists and describes the eight reports, and shows, the module required by each one.

Rpt. No.	Report	Pkg
1	Costs by job - shows all costs for jobs, including those entered in J/C and those deriving from any interface module. These are shown in the order: job number, cost item number, and date of the cost entry.	(n/a)
2	Payables by job # - shows only those costs entered for jobs in A/P, in the order: job number, cost item number, and date of the payable entry. Only non-A/P checks show a check number and date.	A/P
3	Payables by vendor # - shows the same costs as the previous report, but in a different order. The order is vendor number, job number, cost item number, and date of the payable entry. Only non-A/P checks show a check number and date.	A/P
4	Payroll by job # - shows only those costs entered for jobs in PR, and in the order: job number, cost item number, and date of the cost entry.	PR
5	Payroll by employee # - shows the same costs as the previous report, but in a different order: employee number, job number, date of the cost entry, and cost item number.	PR
6	Inventory - shows only those costs entered for jobs in I/C, in the order: job number, cost item number, and the date of the cost entry.	I/C
7	Billings/Payments by job # - shows billings/payments for jobs. These are billings/payments entered directly in J/C, as well as those made for jobs in A/R (if so interfaced). The order is: job number, sub-job number, and date of the billing/payment entry.	
8	Billings/Payments by cust # - shows billings/payments for jobs. These are billings/payments entered in A/R, and in the order: customer number, job number, and date of the billing/payment entry.	A/R

Reports 7 and 8 above also show recognized profit entered through General Ledger.

All these reports share the same entry screen, with slight variations for each report. Of the two screens below, the first is typical for cost-related reports and the second for payment-related reports. The variations will be described (without further illustration) as they occur.

```
Reports (Costs by job)                        XYZ Company

    1. Starting job      [          ]        9. Cost types to print
    2. Ending job
                                                     LABOR
    3. Sub-job                                       MATL
    4. Change order                                  SUB
                                                     OVHD
    5. Starting category                             EQPT
    6. Ending category                               LBRD
                                                     ADMN
    7. Starting date                                 PFT
    8. Ending date


              10.  1 or 2 line format ?



<F2> = "First"
```

```
Reports (Billings/Payments by job #)          XYZ Company




              1. Starting job   [        ]

              2. Ending job

              3. Sub-job

              4. Starting date

              5. Ending date



<F2> = "First"
```

Enter the following information:

1. Starting job and

2. Ending job

These fields do not appear on the screen for the Billings/payments by Customer # Report.

Enter the range of jobs to be printed. Follow the screen instructions.

Format	7 characters at each field
Example	Type 602 at the starting field
	Press <F2> for *Last* at the ending field.

1. Starting customer and

2. Ending customer

These fields appear on the screen only for the Billings/payments by Customer # Report.

Enter the range of customers to be printed. Follow the screen instructions.

Format	12 characters at each field
Example	Press <F2> at each field for *First* through *Last*.

3. Sub-job

This field does not appear on the screen for the Billings/payments by Customer # Report.

If you have selected a range of jobs, this field is automatically set to All and cannot be entered.

If you have a single job, which does not use sub-jobs, this field is automatically set to (Not applicable) and cannot be entered.

Otherwise, you can show the entries for a single sub-job by entering the sub-job number here or you can use the option:

Options

A sub-job can be specified whether or not the job bills sub-jobs individually even in the Billings/payments by Job # Report, where it will always result in No detail items in range selected.

<F5>	For *All* sub-jobs

Format	999
Example	[This field is skipped because this job does not use sub-jobs.]

4. Change order (CO)

This field does not appear on the screen for either of the Billings/payments reports.

If you have selected a range of jobs, this field is automatically set to All and cannot be entered.

If you have chosen (in Control information) not to use change orders, this field is automatically set to (Not applicable) and cannot be entered.

Otherwise, you can enter a change order number (present in this job or sub-job). Only the change order will print.

Options

You can also use one of the options:

<F5>	For the job or sub-job and *All* its change orders
Blank	For the job or sub-job without any of its change orders

Format:	999
Example	[This field is skipped because you are printing a range of jobs.]

5. Starting category and

6. Ending category

These fields do not appear on the screen for either of the Billings/payments reports.

Enter the range of cost categories to show. Follow the screen instructions.

Format	9999999
Example	Press <F2> for the starting category
	Then type 170000 for the ending category

7. Starting date and

8. Ending date

On the Billings/payments by Job # Report, these fields appear but are numbered 4 and 5 rather than 7 and 8, on the Billings/payments by Customer # Report, they are numbered 3 and 4.

Enter the range of dates to show. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press <F2> at each field for *Earliest* through *Latest*.

9. Cost types to print

This field does not appear on the screen for either of the Billings/payments reports.

Options

You can select which cost types to show cost items for. All the cost types you use are listed on the screen as separate subfields. This includes the four predefined ones (labor, material, subcontract and profit), plus any you defined in *Control information*. Answer Y or N for each subfield, or use the option:

<F5>	For *All* cost types. This option applies only at the first subfield.

Format	One letter, either Y or N, at each subfield. The default is N. At least one subfield must be Y.
Example	Press <F5> at the first subfield.

10. Show only entries not yet interfaced to jobs ?

You will be asked this question only for the following reports:

- A/P entries—Payables by Job # Report

- PR entries—Payroll by Job # Report

- I/C entries—Inventory Report

This question allows you to limit the entries on your report to only those not yet interfaced to jobs (through Get costs). You can use this feature to preview the results of Get costs before actually committing to it.

Format	One character, either Y or N. The default is Y.
Example	Type N to show all entries.

10. 1 or 2 line format ?

This field displays on the screen only for the Costs by Job Report.

The one-line format will give you a shorter report. The information shown on the second line applies only to entries entered in other PBS modules. If you are not interfacing to any, use the one-line format.

Format	One digit, either 1 or 2. There is no default.
Example	Type 2

10. Starting vendor and

11. Ending vendor

These fields appear only on the Payables by Vendor # Report.

Enter the range of vendors to show. Follow the screen instructions.

Format	6 characters at each field
Example	Press <F2> at each field for *First* through *Last*.

10. Starting employee and

11. Ending employee

These fields appear only on the Payables by Employee # Report.

Enter the range of employees to show. Follow the screen instructions.

Format	999999 at each field
Example	Press <F2> at each field for *First* through *Last*.

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the desired report will be printed.

JOB SUMMARY

This report will help you in preparing bills for your customers for individual jobs.

For each job or sub-job, it shows (by the most major cost category groupings) the following:

- The price which you have agreed upon or budgeted (including change orders)
- Your actual cost for this time period and for job-to-date
- The percent of completion (actual cost incurred job-to-date, vs. price [budgeted cost] for job-to-completion)
- Balance-to-complete (the budgeted costs not yet incurred), and
- The amount to be billed in your next progress billing.

You should run this at the end of each period, after all costs for that period are entered and posted.

You may view a Job Summary report example in the Sample Reports appendix.

Select

Job summary from the *Reports* menu.
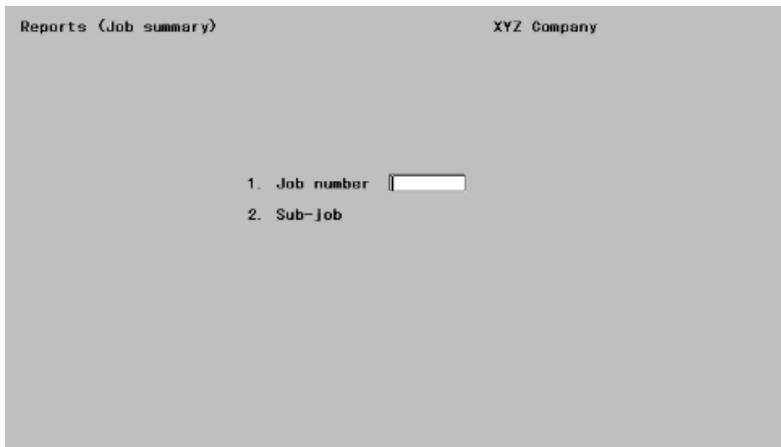
The following screen displays:

```
Reports (Job summary)                    XYZ Company




             1.  Job number    [        ]
             2.  Sub-job
```

Enter the following information:

1. Job number

Enter the number of the job to show.

Format	7 characters
Example	Type 602

2. Sub-job

If this job does not have sub-jobs, or does not bill for them, this field displays as (Not applicable) and cannot be changed.

Options

Otherwise, enter the number of the sub-job to show, or use the option:

<F5>	For *All* sub-jobs

Format	999
Example	[This field is skipped because this job has no sub-jobs.]

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Job Summary will be printed.

A/P ITEMS FOR PAYMENT

If you are not interfaced to A/P, (as specified in *J/C Control information*) skip this section, as you will not be able to enter this selection.

This report shows the A/P items (invoices) which are eligible to be paid to your vendors (suppliers/subcontractors) for the job or sub-job[s] specified. Eligibility is determined by the cut-off A/P invoice date that you specify.

Run this after you have received payment from a customer for a job. Make sure all invoices have been posted in A/P before running the report.

Select

A/P items for payment from the *Reports* menu.
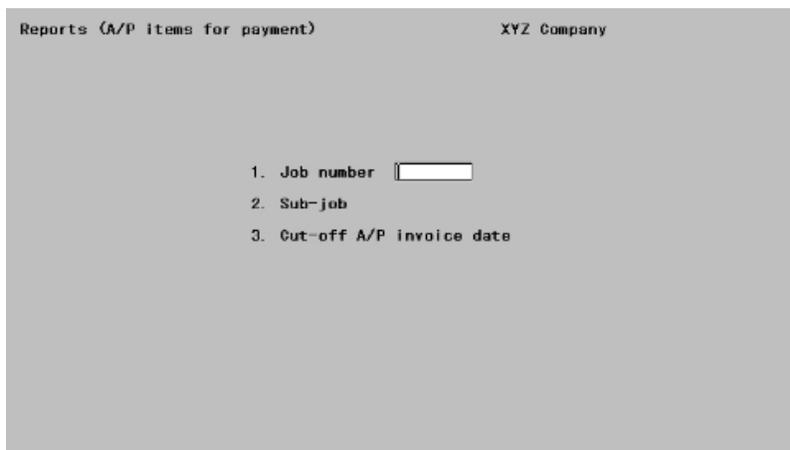
The following screen displays:

```
Reports (A/P items for payment)              XYZ Company




        1.  Job number    [      ]
        2.  Sub-job
        3.  Cut-off A/P invoice date
```

Enter the following information:

1. Job number

Enter the number of the job to show.

Format	7 characters
Example	[No example is given because in *Control information* you specified that you were not interfaced to A/P.]

2. Sub-job

If this job does not have sub-jobs, (Not applicable) will display here. You can print a report for a single sub-job even though this job does not bill sub-jobs separately.

Options

Otherwise, enter the number of the sub-job you wish printed, or use the option:

<F5>	For *All* sub-jobs

Format	999
Example	[No example is given because in *Control information* you specified that you were not interfaced to A/P.]

3. Cut-off A/P invoice date

Enter the cut-off date. Payables dated later than this date will not be included on this report.

Format	MMDDYY. There is no default.
Example	[No example is given because in *Control information* you specified that you were not interfaced to A/P.]

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the A/P Items for Payment Report will be printed.

COST CATEGORY ANALYSIS

If you have specified (in *Control information*) that you do not use Cost Categories, skip this section, as you will not be able to enter this selection.

This report shows the costs incurred for each cost category across all jobs. Costs are shown only for individual categories, not for groups. The report is not specific to jobs, but instead shows how you have been doing with regard to each type of work that your company does or each type of material that you use, regardless of the specific job worked on.

It shows the cost and quantity (and hours for labor) incurred or used for the current period, the last period, and the current year. It also gives cost per unit, cost per hour, hours per unit, and units per hour for all three time periods.

Run this at the end of each period, after all costs for that period are entered and posted.

You may view a Cost Category Analysis report example in the Sample Reports appendix.

Select

Cost category analysis from the *Reports* menu.

The following screen displays:

```
Reports (Cost category analysis)              XYZ Company

                    1.  Starting category    [        ]
                    2.  Ending category

                    3.  Cost types to print

                        LABOR
                        MATL
                        SUB
                        OVHD
                        EQPT
                        LBRD
                        ADMN
                        PFT




<F2> = "First"
```

Enter the following information:

1. Starting category and

2. Ending category

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

Format	9999999 at each field
Example	Press <F2> at each field, for *First* through *Last*

3. Cost types to print

Options

You can further limit this report by selecting which cost types to show cost items for. All the cost types you use are listed on the screen as separate subfields. This includes the four predefined ones (labor, material, subcontract and profit) plus those you defined in Control information. Answer Y or N for each subfield, or use the option:

<F5>	For *All* cost types. This option applies only at the first subfield.

Format	One letter, either Y or N, at each subfield. The default is N. At least one entry must by Y.
Example	Press <F5>

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Cost Category Analysis will be printed.

JOB CLOSING REPORT

This report is useful for a company, which does many short jobs of a couple of days duration—for example, a print shop or a plastic molding business. With many jobs, it becomes impractical to give a lot of individual attention to the closing of each job. This option greatly simplifies the job closing process for such a company. Printing this report neither closes nor purges a job.

For each job, the report shows the budgeted cost, the actual cost, and the difference. It also shows the contract price (including any change orders), the total billed so far, and the difference. For each job, space is provided to note any action required. Grand totals are shown for the cost and price figures.

Select

Job closing from the *Reports* menu.

The following screen displays:

```
Reports (Job closing)                        XYZ Company



           Please enter:

                 1.  Starting job          [          ]
                 2.  Ending job

                 3.  Starting category
                 4.  Ending category

                 5.  Job status

                 6.  Maximum difference
                     from budget to actual



 <F2> = "First"
```

Enter the following information:

1. Starting job and

2. Ending job

Enter the range of jobs to show. Follow the screen instructions.

Format	7 characters at each field
Example	Type 602 at the starting field
	Press <F2> for *Last* at the ending field.

3. Starting category and

4. Ending category

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

Format	9999999 at each field
Example	Press <F2> for the starting category
	Type 170000 for the ending category

5. Job status

Options

Enter one of the following:

A	Active jobs
C	Closed jobs
B	Both active and closed jobs

Format	One letter from the list above. There is no default.
Example	Type A

Closed since ?

If you chose C or B in the previous field, you are asked to enter a Closed since date. Only jobs closed since this date will print.

Format MMDDYY There is no default.

Example [Does not appear in this example because you entered A in the previous field.]

6. Maximum difference from budget to actual

Enter the threshold cost overrun, which qualifies a job to appear on this report. For instance, if you enter $1,000, a job, which was budgeted at $4,500 and actually cost $3,800 so far would print, but a job which was budgeted at $4,500 and actually cost $2,300 so far would not print.

Using this feature, you can eliminate from the report those active jobs, which are far from completion.

All jobs on which the actual costs exceeded the budgeted cost are also shown.

Format	999,999,999
Example	Type 500

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the Job Closing Report will be printed.

Distributions to G/L

This chapter contains the following topics:

REPORTING G/L DISTRIBUTIONS

This report shows you all the G/L activities (called G/L distributions) that have resulted from posting job costs, billings, and payments from within Job Cost.

If you are using the full set of the Passport Business Solutions modules with Job Cost, skip this chapter—you never need to print this report, because all G/L distributions are handled in the other modules.

G/L activity resulting from entries made in other Passport Business Solutions modules, such as Accounts Payable or Payroll, are not shown on this report. They can be seen by printing the Distributions to G/L Report for those other modules.

If you are interfacing Job Cost with G/L, you can pull in the entries shown on this report into your General Ledger Transactions through *Get distributions* in G/L.

You may view a Job Cost Distributions to General Ledger Report example in the Sample Reports appendix.

CREATING DISTRIBUTIONS TO G/L

Select

Distributions to G/L from the *Reports* menu.

The following screen displays:

```
Reports (Distributions to G/L)                XYZ Company

              Please enter:
                   1. Starting account  [      ]
                   2. Ending account
                   3. Starting date
                   4. Ending date
                   5. Purge file ?




<F2> = "First"
```
S

Enter information as follows:

1. Starting account and

2. Ending account

Specify the range of account numbers to include. Follow the screen instructions.

Refer to Field #5, *Purge file ?*, for the range of account numbers to include.

Format	Your standard account number format, as defined in Company information.
Example	Press <F2> at each field for *First* through *Last*

3. Starting date and

4. Ending date

Specify the range of dates for distributions to G/L. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press <F2> at each field for Earliest through Latest

5. Purge file ?

Answer Y to purge the file after printing the report or N if you do not wish the file to be purged.

You are allowed to purge only if the range of account numbers entered in Fields #1 and 2 above is First to Last; otherwise, *Purge file ?* displays (Not applicable). The reason for this is that purging only some accounts would put the J/C Distributions to G/L out of balance. This is true whether or not the Passport Business Solutions General Ledger is interfaced.

In a multi-user environment, you should not purge distributions while another user is posting sales transactions or cash receipts or is posting invoices from Accounts Receivable.

Format	One letter, either Y or N. The default is N.
Example	Type N

If G/L is not interfaced (as specified in *Control information*) and you answer Y, all information in J/C Distributions within the date range will be purged after the report is printed.

If G/L is interfaced and you answer Y, Field #6 displays:

6. Dists to purge

This field does not appear if *Control information* specifies that G/L is not interfaced, or if you answered N to the preceding field.

Type 1 or 2 to select which distributions to purge:

If you type 1, all distributions within the date range entered above will be purged, regardless of whether they have already been interfaced to G/L.

If you type 2, only those distributions will be purged which are within the date range and which have already been interfaced to G/L.

Format	One digit, either 1 or 2
Example	[Does not appear in this example because you typed N at the previous field.]

Field number to change ?

Make any needed changes. Upon pressing <Enter> from a blank field, the distributions will be created and the G/L Distribution Report will be printed.

If you selected to purge, there is a period of processing while the data is being purged.

If the Passport Business Solutions G/L is Not Used

The Distribution to G/L Report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of an accounting period after all J/C transactions have been entered and posted for the period.

Do a backup of your data and then print this report. All accounts should be printed. The date range should be from Earliest to the date, which is the end of your accounting period. Specify that the file

should be purged. By purging the distributions, which are printed on the report, the only distributions remaining in the file, if any, will be for transactions, which apply to the future accounting periods.

If a power failure (and computer crash) occurs while printing the report and purging the file, simply restore the backup and repeat the procedure.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

If the Passport Business Solutions G/L is Used

The J/C Distribution to G/L File contains debits and credits (created by J/C transactions) that must be transferred to Passport General Ledger.

The distributions are actually transferred by selecting *Get distributions* from the G/L menu, and then specifying that you want to get distributions from the A/R module. Refer to the *Distributions* chapter in the G/L user manual.

Prior to running *Get distributions*, you should first print the Distribution to G/L Report. All accounts should be printed. The date range should be from Earliest to the date, which is the end of your accounting period. Do not specify that the file is to be purged! If you purge distributions here in J/C before transferring them to the G/L module, you must enter these distributions again manually in the G/L module, using *General journal*. This would defeat the purpose of the *Get distributions* selection.

The purpose of printing this report is to obtain an accurate list of the debits and credits that are to be transferred to G/L.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

After printing the report, you should then back up your data files and run *Get distributions*. When running this selection, you should specify that the distributions are to be purged as they are copied to the General Journal Transaction File. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

Once *Get distributions* has been run, you can then print a General Journal Entry Edit list and compare this report with the Distribution to G/L Report to verify that all debits and credits have been transferred. (The debits and credits will be comparable only if you have purged the distributions each period. If you have not purged the Distribution File in a previous period, then the reports will not be comparable.)

An alternative procedure is as follows:

Step	Description
1	Back up your data files.
2	Run *Get distributions*, specifying that distributions are not to be purged
3	Run Distributions to G/L, specifying that the file is to be purged and only interfaced distributions are to be purged.
4	Print the General Journal Entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the Distribution File in a previous period, then the reports will not be comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again, you will still never transfer the same distribution from J/C to G/L more than once. Thus, if after step (2) in the alternate procedure above you discover additional J/C transactions for the accounting period which have not yet been entered into the Passport Business Solutions J/C, simply enter and post these transactions in J/C, and repeat the alternate procedure starting with step (1).

Get Costs

This chapter contains the following topics:

USING OTHER PBS MODULES

If you are using the Passport Business Solutions Accounts Payable, Payroll, or Inventory Control with Job Cost, you must use this selection to update your jobs with costs entered in these other modules. You would probably do this each month, to update your jobs with all costs entered that month. You could also run this selection every week or every day, if you need an up-to-date or up-to-the-minute record of job costs.

If J/C is interfaced to neither A/P, PR, nor I/C, skip this chapter. You may wan to see the Costing chapter for information on entering costs manually.

FLOW OF COSTS INTO JOB COST

These are the ways that you transfer costs from Accounts Payable, Payroll, or Inventory Control into Job Cost:

Transferring Costs from Accounts Payable

Follow the steps below to transfer costs from Accounts Payable.

Step	Description
1	Enter a vendor's invoice through Payables in the A/P module. Distribute the amount of this invoice to one or more jobs.
2	Post this invoice in A/P. Posting puts an entry record into Job Cost for every distribution to a job entered in Step 1 above.
3	Check these entries now or at any other time by using *Reports* as described in the chapter of that name. Select the *Payables by job #* report under *Reports*. Print this report, showing only costs not yet interfaced to J/C. Check it for correctness and completeness. It shows all costs that have come from A/P that are not yet entered into your job costs.
4	Run *Get costs* as described here. This creates a job cost entry for every A/P entry in Job Details not previously processed by *Get costs*.
5	Run *Costing* (from the Job Cost menu). Using this, you can print an edit list of these costs, and you have a last chance to alter or delete them.
6	When you have reviewed your work and checked to see that the costs are OK, post them to the jobs by using the *Post* selection from *Costing*.

Once you have completed these steps, the A/P entries are designated as having been interfaced and cannot be used to update your job costs a second time. You can keep them indefinitely, save them in a holding file, or purge them completely from J/C.

Transferring Entries From Payroll

Follow these steps to transfer the entries generated by Payroll to J/C.

Step	Description
1	Make time entries for employees through Time worked in Payroll. Distribute employee hours to one or more jobs

Step	Description
2	Print and post checks for the employees handled in Step 1. As the checks are posted to Payroll, J/C receives a record for each distribution to a job made in Step 1.

The remaining steps are the same as the steps for Accounts Payable above, except you will print the *Payroll by job #* report instead of the *Payables by job #* report.

Note	Additional entries can be made for jobs through PR Adjustments. As far as J/C transfers are concerned, this selection operates like Time worked except that in step 2, the detailed entries are put into J/C when the adjustments are posted in Payroll

Transferring Entries From Inventory Control

Follow the steps below to transfer the entries from Inventory Control to J/C.

Step	Description
1	Run *Inventory* in the I/C module. This selection allocates material to jobs from inventory and returns material from jobs back to inventory. There is an inventory entry (transaction) type for material transfers to or from a job.
2	Post these inventory entries in I/C.

The remaining steps are the same as the steps for Accounts Payable, except that you will print the *Inventory* report instead of the *Payables by job #* report.

PRINTING THE ENTRY REPORT

Before you use this selection, print the entry report that corresponds to the system you are interfacing with Job Cost.

From the J/C menu, select *Reports*.

There are three reports that apply to interfacing:

- If you want to get costs from Accounts Payable entries, select *Payables by job #*.

- If you want to get costs from Payroll entries, select *Payroll by job #*.

- If you want to get costs from Inventory Control entries, select *Inventory*.

After you have selected the appropriate report, make the following selections from the screen that displays:

1. Starting job and

2. Ending job

Enter the range of jobs to be processed. Follow the screen instructions.

Format	7 characters at each field
Example	[You are not using this selection because you specified in J/C Control information that you were not interfaced to either I/C, PR, or A/R.]

3. Sub-job

If you have selected more than one job to show, this field is automatically set to All. If you have selected only a single job and that job has no sub-jobs, this field is automatically set to *Not applicable*.

Options

Otherwise, enter the sub-job number here to show cost items for a single sub-job, or use the option:

<F5>	For *All* sub-jobs

Format	999
Example	[You are not using this selection because you specified in J/C *Control information* that you were not interfaced to either I/C, PR, or A/R.]

4. Change order (CO)

Sub-job and change order automatically default to All if starting and ending jobs are set to First and Last.

Format	999
Example	[You are not using this selection because you specified in J/C *Control information* that you were not interfaced to either I/C, PR, or A/R.]

5. Starting category and

6. Ending category

Format	9999999 at each field
Example	[You are not using this selection because you specified in J/C *Control information* that you were not interfaced to either I/C, PR, or A/R.]

7. Starting date and

8. Ending date

Enter the starting and ending dates of the period you want to work with. Follow the screen instructions.

Format	MMDDYY at each field. There is no default.
Example	[You are not using this selection because you specified in J/C *Control information* that you were not interfaced to either I/C, PR, or A/R.]

9. Cost types to print

Options

Enter the cost type to print, or use the option:

<F5>	For *All* cost types

Format	One character
Example	[You are not using this selection because you specified in J/C *Control information* that you were not interfaced to either I/C, PR, or A/R.]

10. Show only entries not interfaced to jobs ?

Format	One letter, either Y or N.
Example	[You are not using this selection because you specified in J/C *Control information* that you were not interfaced to either I/C, PR, or A/R.]

Field number to change ?

Make any needed changes.

The resulting report shows you only those entries in Job Details which have not yet been interfaced to Job Cost for the system for which you are running the entry report.

GET COSTS

Before running this selection, make sure you have read the Printing the Entry Report section above. What Get costs does is create new entries in the *Costing* selection from data in Accounts Payable, Payroll and Inventory Control.

Select

Get costs from the *Utility* menu. You may also select *Get costs* from the *Costing* menu.

If cost entries are found you will receive the following error message:

```
Utility (Get costs)                        XYZ Company




            There are unposted entries in the Cost

            Entry file.  This function cannot be run

            until they are posted.







<Esc> [  ]
```
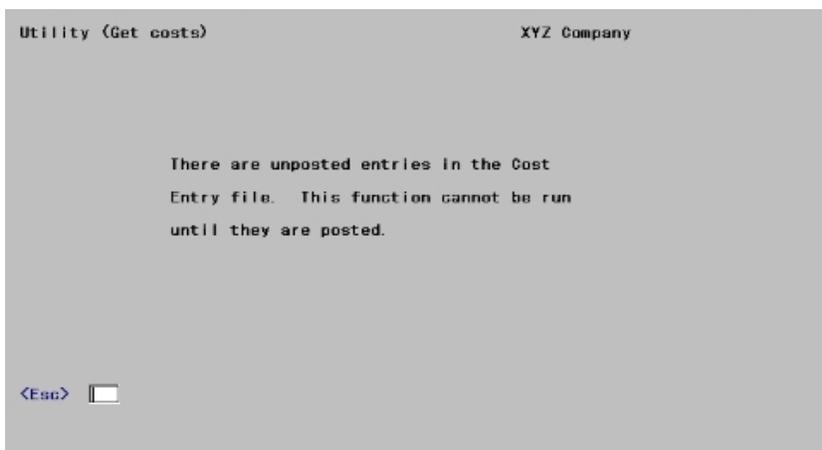
[Cost Entries is another name for Cost Transactions.]

If you get this screen, use *Costing* to post or delete unposted entries before proceeding with *Get costs*. Refer to the Costing chapter.

Otherwise, the following screen displays:

```
Utility (Get costs)                        XYZ Company



            Please enter:

               1. Get costs from which system ?   [    ]

               2. Starting date

               3. Ending date

               4. Purge job detail file ?




  IC = Inventory control    AP = Accounts payable    PR = Payroll
```
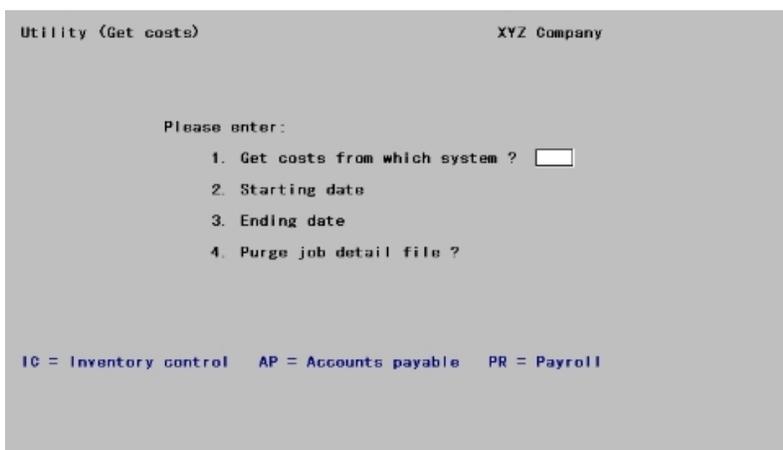
Enter the following information:

1. Get costs from which system ?

Type IC for Inventory Control, AP for Accounts Payable, or PR for Payroll.

Options

You may also use the option:

<F5>	For *All* systems

Format	Two letters from the list above. There is no default.
Example	[You are not using this selection because you specified in *J/C Control information* that you were not interfaced to either Inventory Control, Accounts Payable or Payroll.]

2. Starting date and

3. Ending date

Enter the range of dates for the period you want to interface. Follow the screen instructions. For the starting date, you can safely use the Earliest option, because only entries not yet interfaced will be processed, so no entries will be duplicated.

Format	MMDDYY for each field.
Example	[You are not using this selection because you specified in J/C Control information that you were not interfaced to either Inventory Control, Accounts Payable or Payroll.]

4. Purge job detail file ?

Answer Y to remove the detailed entry records from Job Details as they are interfaced to Cost Transactions.

Answer N to retain these records in Job Details.

- Records so retained are marked as interfaced entries so they will not be processed again by a subsequent execution of this selection. This also excludes them from the Job Entry reports described in the previous section.

- The records remain until either the detail records or the job as a whole is either purged or saved, as described in the Utility chapter.

Format	One letter, either Y or N.
Example	[You are not using this selection because you specified in J/C *Control information* that you were not interfaced to either Inventory Control, Accounts Payable or Payroll.]

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the selected costs from the interfaced module will be transferred to Job Cost. This may take a few minutes. The identification of the transactions being transferred will be displayed on the screen with a percent advances report. Once processing is complete you will be so informed and may press <Esc> to return to the menu.

Close a Period

This chapter contains the following topics:

CLOSING OUT THE CURRENT PERIOD

Use this selection to close out the current period in preparation for starting a new period. In most cases, a period is a month, but it depends on the way you run your business. You may have a four-week period, or you may use quarterly periods (three months). This is entirely up to you. For the purpose of costing your jobs, you may even have weekly periods.

As costs are posted to jobs, the total costs for the current period are accumulated in Job Masters and in Cost Categories. These accumulated costs are shown on the Job Status Report, Performance Report, and Cost Category Analysis.

You should print all of these reports, in as many formats as you wish, before running *Close a period.*

You can enter costs for a new period before closing out the current period. Just make sure that when you post costs, post only those that are dated within the current period, and wait until the current period is closed before posting those in the new period.

This selection sets the accumulated period costs to zero in Job Masters and in Cost Categories, and rolls over the current period costs into the last period costs.

Select

Close a period from the J/C menu.

The following screen displays:

```
Close a period                          XYZ Company


             This program clears the period-to-date totals
             in the Job File and in the Cost Category File.
             It should only be run after you have printed all
             reports containing period-to-date information.


                        These reports are:


                    JOB STATUS REPORT

                  JOB PERFORMANCE REPORT

                COST CATEGORY ANALYSIS REPORT




Are you sure ?  N
```
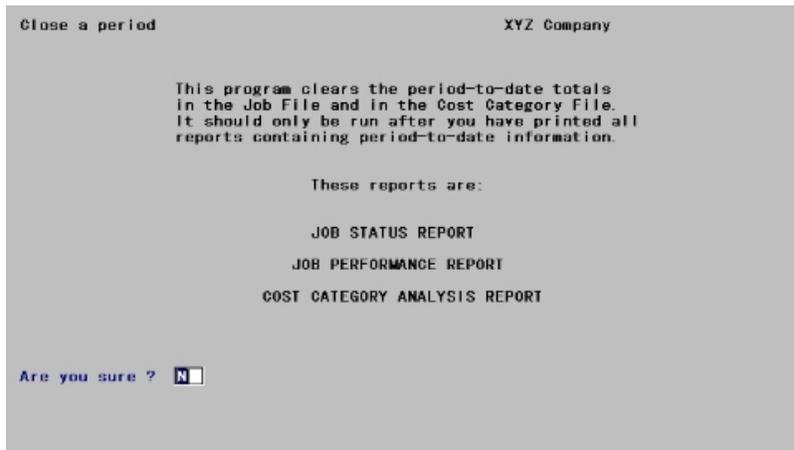
PRINTING REPORTS

If you have printed the above three reports (or if you have decided that you will never want these reports for this period), answer Y.

If you wish to print these reports, press <Enter> to default to N. Print the reports and then return to this selection.

You may view Job Status, Performance, and Cost Category Analysis report examples in the Sample Reports appendix.

When the processing for this selection is complete, the following displays:

```
Close a period                                XYZ Company


              This program clears the period-to-date totals
              in the Job File and in the Cost Category File.
              It should only be run after you have printed all
              reports containing period-to-date information.


                         These reports are:

                        JOB STATUS REPORT

                      JOB PERFORMANCE REPORT

                   COST CATEGORY ANALYSIS REPORT



Procedure complete - <Esc> = exit  [___]
```

Press <Esc> to return to J/C menu.

Close a Year

This chapter contains the following topics:

CLOSING OUT THE CURRENT YEAR

Use this selection to close out the current accounting year in preparation for the new year. As costs are posted to jobs, the total costs for the year are accumulated in Cost Categories and Job Masters. These figures are used in printing the Cost Category Analysis.

If you are using Cost Categories. Refer to J/C *Control information* Options section in the Getting Started chapter), you should print the Cost Category Analysis and run *Close a period* before running this selection.

Select

Close a year from the *Utility* menu.

The following screen displays:

```
Utility (Close a year)                          XYZ Company




        This program clears the year-to-date totals in the
        Cost Category File.  It should only be run after you
        have printed the following report at the end of the year:

                    COST CATEGORY ANALYSIS REPORT









Are you sure ?  N
```
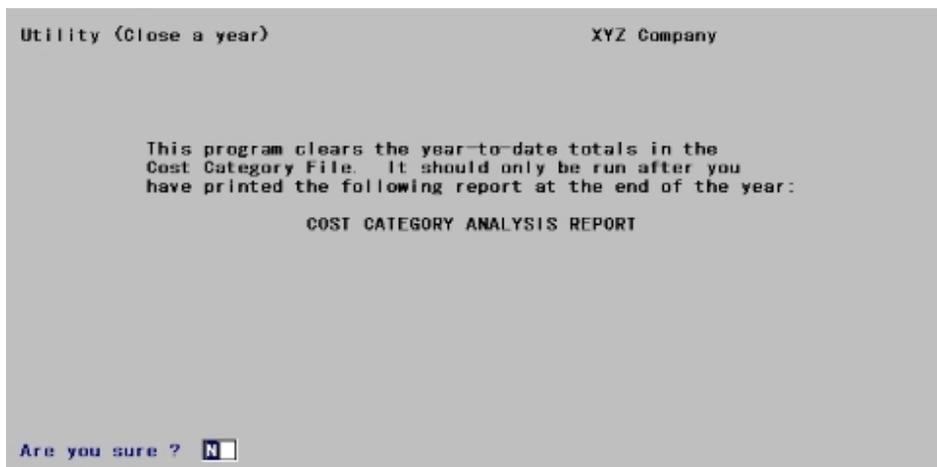
You are asked, *Are you sure ?*.

If your Cost Category Analysis has been printed (or you have decided that you will never want this report for this year), answer Y.

If you wish to print the Cost Category Analysis, press <Enter> to default to N. Print the report and then return to this selection.

You may view and Cost Category Analysis report example in the Sample Reports appendix.

When processing for this selection is complete, "Procedure complete…" appears.

Press <Esc> to return to the menu.

Utility

This chapter contains the following topics:

INTRODUCTION TO THE UTILITY SELECTION

This chapter discusses several options within the *Utility* selection, relating to closing, re-opening, saving, restoring, and purging jobs and parts of jobs.

If you are using menu-bar, you will find more than four options in this selection. The others are discussed in their own chapters.

Data Structure

To understand these selections it helps to have a clear picture of the three different types of files involved:
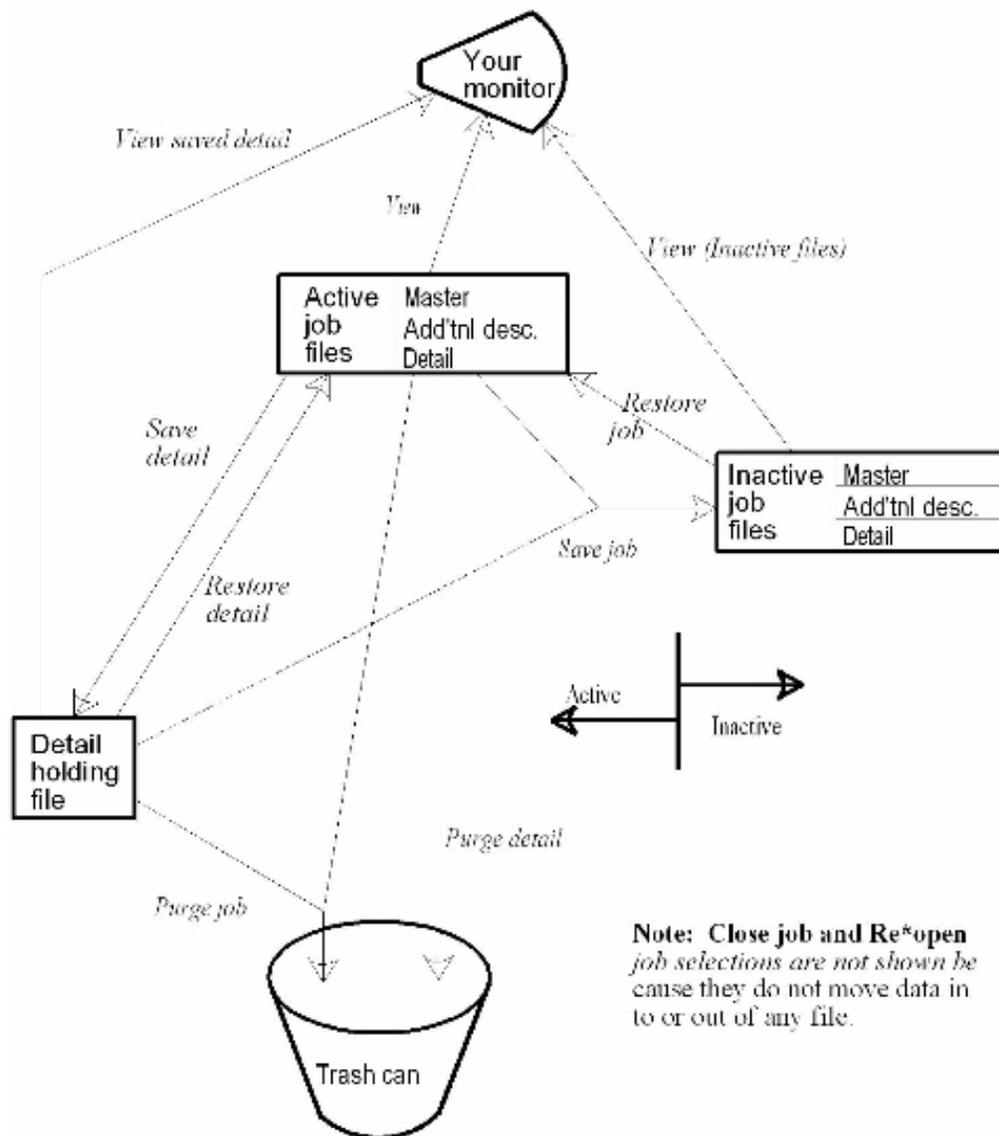
Active files

The Active files contain the jobs you are currently working on. They contain all the information that displays on most reports and screens. These actually consist of three files, but you need not concern yourself with that except for Pathfinder and file backups.

Detail Holding file

The Detail Holding file is a single file into which you can keep detail information which you do not want to appear on current reports—for instance, phases of the job which have already been completed.

Inactive file

The Inactive files contain closed jobs, which you are not yet ready to purge. They are basically mirror images of the active files, so there are three of them.

What you get when you use the *View and Report* selections depends on whether the system is focusing on the active files or the inactive ones.

The chart on the preceding page shows the files and the selections referred to in this chapter. The arrows indicate movement of data to and from the files; dashed lines indicate that this data movement is optional.

Nomenclature

Four uses of the word *active* should be carefully distinguished:

- When speaking of a job's status, *active* means that the job has been activated but has not yet been closed. Not every job in the active files is an active job in this sense.

- *Active* as opposed to *inactive* refers to the files you see when you start up the module in active-file mode.

- Detail Holdings are sometimes contrasted to the *active* data. Information in this file is inactive in the sense of not appearing on most screens or reports. Since you can continue to apply transactions to these jobs, and since the data can be viewed or restored at will without having to start up the module in inactive-file mode, this file is nevertheless included amongst the active files.

- Completion estimate transactions were formerly called *activity* transactions, but vestiges of this usage are now confined to internal program and file names.

Inactive Files

If you are content to purge jobs soon after closing them, you may not need to use the Inactive files at all. Use this feature only if there are some jobs you do not want to appear on your current reports and that take up space in your active files, and yet you do not want to purge. This might happen because:

- The jobs are seasonally inactive.

- You want to save them to copy from.

- You want them available for auditing.

Jobs in the Inactive files can be restored to the active files, but while they are inactive, no costs, billings, or payments can apply to them.

Jobs must be closed before they can be saved to the Inactive files, but this does not prevent you from temporarily storing a job there—you need only re-open it after restoring it.

Even though you have answered N to the question Access Inactive files ? (in *Control information*), you can still save jobs to, and restore them from, the Inactive files. You will just not be able to use the View, Job status report, or Reports selections for those inactive jobs.

Jobs cannot be purged from the Inactive files (at least, not without first restoring them). The only way to prevent these files from eventually becoming too large is to initialize them occasionally (after backing them up first). See the File Initialization appendix for this.

Detail Holding File

The primary purpose of this file is to reduce clutter in your reports, not to save disk space. If your jobs usually finish quickly, you may not want to bother with this file at all.

Only the details of a job are contained in this file. The job itself remains available, and transactions can continue to apply to it.

Regaining Disk Space

With the availability of very large disk drives, regaining disk space may not be an issue for you. But you may run this function to recover disk space.

The P options of the Purge/save/restore detail selection and the Purge/save/restore jobs selection do not physically reduce the size of their files, they merely make the data logically inaccessible. To actually regain the physical disk space in the respective files, you must use export and restore from an export file features of the File Recovery utilities. See the chapter of that name in the *PBS Administration* documentation for further details.

Available requirements

If you choose to maintain either the Inactive files or the Detail Holding file offline, you should know when each file must be physically present:

- The Detail Holding file needs to be available only while using the selections described in this chapter.

- The Inactive files need to be available whenever you are in the inactive file mode.

- One selection, Purge/save/restore jobs, requires both files to be available simultaneously.

CLOSING OR RE-OPENING JOBS

After all costs, billings, and payments have been posted to a job and the job is complete, use this selection to close the job.

Select

Close or re-open jobs from the *Utility* menu.

In order for a job to be closed it is not necessary for it to be complete in the technical sense that every cost item has an estimated completion of 100%. If you do not expect to incur any more costs, close it. This changes the job status to Closed and sets the date of closing. You can always re-open the job later if you resume work on it.

A job must be closed before it can be purged or saved to the Inactive files.

After a job has been closed, and until it is either purged or saved, billings and payments (but not costs) can continue to apply to that job. When this happens, the job remains closed (that is, it does not revert to the active or to the unreconciled status).

You can close a job even though some or all of its details have been moved to the Detail Holding file.

If you use neither the Inactive files nor the Detail Holding file, this section is the only section in this chapter that you need be concerned with.

The following screen displays:

```
Utility (Close or re-open jobs)              XYZ Company


              Close or re-open ?  ▯
              Job number
              Date of action












C = Close    R = Re-open
```

Enter the following information:

Close or re-open ?

Answer C if you are closing a job, or R if you are re-opening a job.

- You can close a job only if its status is active and it has no unposted costs or billings.

- You can restore a job only if has previously been saved.

Format	One letter
Example	Type C

Job number

Enter the number of the job you are closing or re-opening.

Format	Up to 7 numbers
Example	Type 602

Date of action

Enter the date the job is being closed or re-opened.

Format	MMDDYY The system date displays as the default.
Example	Press <Enter> to accept the default.

Any change ?

Answer Y to re-enter the information, or N to continue.

If the job has unposted transactions, you will be informed of the fact and will not be able to continue until these are posted.

If you are closing a job that is not complete, you will be told, Job is not marked as 100% complete - continue ?. (For an explanation of completeness, refer to the *Completion Estimates* chapter). Answer Y to close the job anyway, or N to cancel the closing.

Options

Some people keep careful track of each cost item's completion status, and do not mark a job as complete until each cost item has completed. Others mark the job as complete when it is finished, and save themselves the trouble of plodding through each detail item individually. If you encounter one of the latter jobs, you will be told, One or more cost items not marked as complete. Use one of the following options:

<F1>	To view the unclosed cost items (in the same format as for the View (cost items) selection).
<F2>	To close the job anyway.
<Esc>	To cancel the closing.

PURGE/SAVE/ RESTORE DETAIL

Select

Purge/Save/Restore detail from the *Utility* menu.

When you post costs, billings, and payments during your normal day-to-day processing, the file that stores them (called the Job Detail file) will grow and require more and more disk space. Posting will be slower as this file grows larger.

This selection removes detailed entries from this file and either saves them in a holding file or purges them completely from the system. You can later use this selection to restore them from that file back to the Job Detail file.

If a job is still open, its details can be saved but not purged.

You cannot save or purge any detail entries deriving from the Passport Business Solutions A/P, PR, or I/C (by way of Get costs) until they have been posted in Costing.

Cost items saved via the S option of Purge/save/restore detail cannot subsequently be purged by using the P option of the same selection. They must be restored first. This is seldom necessary, since those details will be removed from the Detail Holding file when the entire job is eventually saved or purged (via Purge/save/restore jobs).

The following screen displays:

```
Utility (Purge/Save/Restore detail)          XYZ Company


                    1. Purge/Save/Restore  [    ]

                    2. Starting job

                    3. Ending job

                    4. Starting date

                    5. Ending date

                    6. Cost or billing ?




 P = purge/remove detl from active file, S = save/move detl from active to hold
 R = restore/moves detl from holding to active
```

Enter the following information:

1. Purge/Save/Restore

Answer P for purge, S for save, or R for restore.

Format	One letter from the list above. There is no default.
Example	Type P

2. Starting job and

3. Ending job

Enter the range of jobs to be processed. Follow the screen instructions.

Format	7 characters at each field.
Example	Type 102 at each field.

4. Starting date and

5. Ending date

Enter the range of dates for the entries you wish to purge, save, or restore. Follow the screen instructions.

Format	MMDDYY for each field.
Example	Press <F2> at each field for *Earliest* and *Latest*

6. Cost or billing ?

Options

Enter the type of entries to process, using one of the following:

C	Costs only
B	Billings and payments only
Blank	Both types

Format	One letter from the list above. The default is Blank.
Example	Type B

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the requested action will occur.

If you have specified a range of jobs, a running display of the job currently being processed will appear on the screen. Jobs within the range but not eligible to be processed will be bypassed without your intervention.

If you are purging, a Job Detail Purge Log will be printed.

VIEW SAVED DETAIL

Select

View saved detail from the *Utility* menu.

After you have saved some job detail into the Detail Holding file (using the selection above), you may want to look at this detail before the job is closed. This selection lets you do so without having to restore the entries to the Job Detail file. You can look at all [unpurged] entries (costs, billings, or payments).

You cannot use this selection to view jobs saved via *Purge/save/restore jobs*—only to jobs (or parts of jobs) saved via *Purge/save/restore detail*. To view saved jobs, use the Inactive files selection.

The View saved detail selection works exactly like the View (Costs by job) selection.

The following screen displays:

```
Utility (View saved detail)                    XYZ Company
   Job #          [        ]                       Cost or billing ?
   Sub-job #
   C. O.  #                                        Start date
   Category #                                      End date


        Cost-item          Date          Amount    Doc-#     Source














   <F1> = next job,  <SF1> = previous job
```
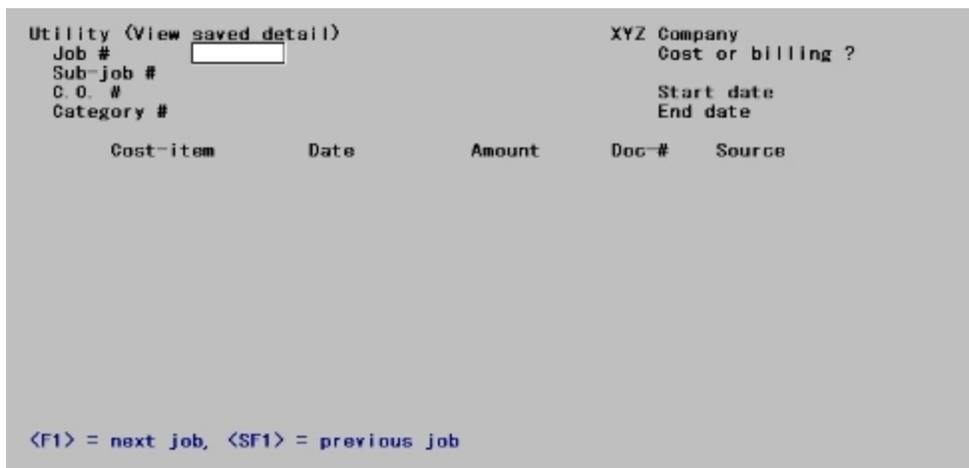
Enter the following information, specifying the range of entries to view:

Job

Options

Enter the job number whose entries you wish to view, or use one of the options:

<F1>	For the next job on file
<SF1>	For the previous job

Format	Up to 7 numbers
Example	Type 602

Sub-job #

Enter the number of the sub-job you wish to view.

If this job does not use sub-jobs, this field is automatically set to *Not applicable* and cannot be entered.

If the job uses sub-jobs and bills for them, a valid sub-job number is required.

If the job uses sub-jobs but does not bill them:

- To view costs, enter a valid sub-job number. The *Cost or billing ?* field will automatically be set to C and the cursor will bypass it.

- To view billings/payments, leave this field blank. The *Cost or billing ?* field will automatically be set to B and the cursor will bypass it.

Format	999
Example	[In this example, this field displays as *Not applicable*.]

C.O. #

This is the change order number. If you have chosen (in *Control information*) not to use change orders at all, this field is automatically set to *Not applicable* and cannot be entered.

If the entries you want to view are for a change order, enter the number of that change order.

Otherwise, leave this field blank and press <Enter>.

Format	999
Example	Press <Enter> to leave this field blank.

Category #

Options

Enter the category number of the cost item for which you want to start viewing entries, or use the option:

Blank	To start from the first cost item, or to view billing entries.

If you enter an explicit category number, the Cost or billing ? field will automatically be set to C and the cursor will bypass it.

Format	9999999
Example	Press <Enter> to leave this field blank.

Cost or billing ?

Enter C if you want to look at cost entries, or B if you want to look at billing, payment, and profit recognized entries.

This field may be set automatically, depending on the sub-job or category number entered. These cases are described above.

Format	One letter, either C or B. There is no default.
Example	Type C

Start date and

End date

Enter the range of dates for the entries you wish to view. Follow the screen instructions.

Format	MMDDYY There is no default.
Example	Press <F2> at each field for *Earliest* through *Latest*.

The following screen displays:

```
View saved detail                                          XYZ Company
   Job #        602      Storage Warehouse      Cost or billing ?   B
   Sub-job #
   C.O. #                                       Start date   "Earliest"
   Category #                                   End date     "Latest"

        Cost-item         Date        Amount      Doc-#   Source Entry-typ
                          06/01/99    28,500.00   1466    J/C    Billing
                          06/01/99        39.00   93473   J/C    Billing




        End of entries - <Esc> = exit    _
```

Options

Up to 13 entries will appear, starting with the first one selected to be viewed, and you can use the option:

<F1>	To display the next 13 entries on file (if any). In this way you can scan through all entries that match your selections.

After all entries for the cost item you selected are displayed, entries for successive cost items will be displayed. However, all entries displayed will always be for the same job and date range.

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Format	[Only option key input is accepted at this point.]
Example	Press <Esc>

PURGE/SAVE/RESTORE JOBS

Select

Purge/Save/Restore jobs from the *Utility* menu.

You can use this selection to remove the job from the active job files. You can either save it into the inactive job files, or you can purge it from the system altogether.

This selection applies only to closed jobs, and operates only on one job at a time.

A saved job can be restored the active files, allowing you to either re-open it or copy it (creating a new job). Until this happens, the only thing you can do with the job is to view it or to include it in reports. You cannot even purge it. You can, however, initialize the Inactive Job files if desired. Refer to the *Initializing Data Files* appendix.

The following screen displays:
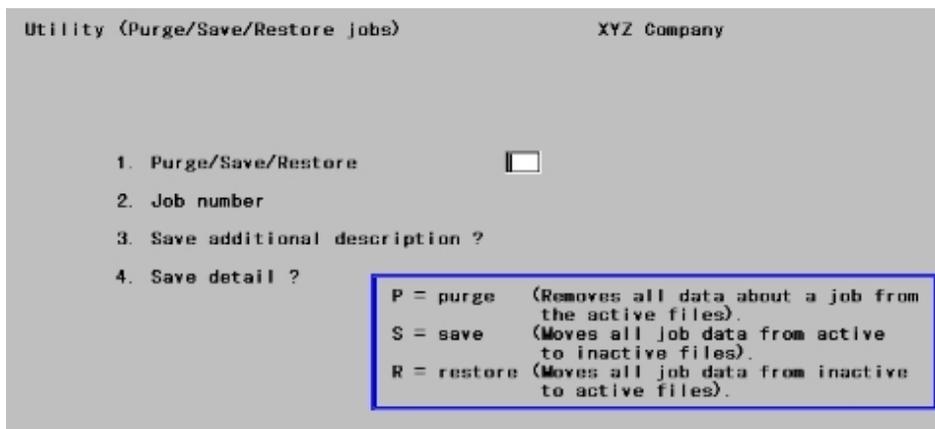
```
Utility (Purge/Save/Restore jobs)                XYZ Company




    1.  Purge/Save/Restore              [  ]

    2.  Job number

    3.  Save additional description ?

    4.  Save detail ?         ┌─────────────────────────────────────────────┐
                              │ P = purge    (Removes all data about a job from│
                              │               the active files).              │
                              │ S = save     (Moves all job data from active   │
                              │               to inactive files).             │
                              │ R = restore  (Moves all job data from inactive │
                              │               to active files).               │
                              └─────────────────────────────────────────────┘
```

Enter the following information:

1. Purge/Save/Restore

Answer P for purge, S for save, or R for restore.

Format	One letter from the list above. There is no default.
Example	Type S

2. Job number

Enter the number of the job you wish to purge, save, or restore. This must be a closed job.

Format	Up to 7 numbers
Example	Type 102

3. Save additional description ?

This field applies only to saves. If you are doing a purge or a restore, it displays as *Not applicable* and cannot be entered.

Answer Y if you want to save any additional description you have entered for the job or cost items of the job.

If you answer N to this, all additional description will be purged and not saved.

Format	One letter, either Y or N. There is no default.
Example	Type Y

4. Save detail ?

This field applies only to saves. If you are doing a purge or a restore, it displays as *Not applicable* and cannot be entered.

If you answer Y to this, your detail entries (cost, billing, and payment) will be saved, along with the header and cost item information for the job. This includes those in the Detail Holding file as well as those in the Job Detail file. The system does not remember which details came from which file, so if the job detail is subsequently restored everything will go into the Job Detail file.

If you answer N, job information (and additional description, if requested) will be saved, but details (whether in the Job Detail file or the Detail Holding file) will be purged.

Format	One letter, either Y or N. There is no default.
Example	Type Y

Field number to change ?

Make any needed changes.

If you have specified a range of jobs, a running display of the job currently being processed will appear on the screen. Jobs within the range but not eligible to be processed are bypassed. No pause occurs in the processing.

No report is generated by this selection, even for a purge.

Sample Reports

This appendix contains sample Job Cost reports.

COST CATEGORY LIST

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

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

Category-#	Level	Description	Cost-type	Unit	Default rate	Default vendor	Default retnge-pct

----

Category-#	Level	Description	Cost-type	Unit	Default rate	Default vendor	Default retnge-pct
1	1	Contract Requirements	*GROUP*		End Group #:	9999	
1012	2	Lumber	MATL				
1022	2	Penny Nails	MATL				
1032	2	Door Hinges	MATL				
1042	2	Door Knobs	MATL				
2015	2	Equipment	EQPT				
2022	2	Light Fixtures	MATL				
2032	2	Wiring	MATL				
2042	2	Elec. Tape	MATL				
6000	2	Legal	*GROUP*		End Group #:	6999	
6108	3	Performance bonds	ADMN				
6508	3	Insurance	ADMN				
6608	3	City building permits	ADMN				
10000	1	General Requirements	*GROUP*		End Group #:	14999	
10500	2	Supervision	*GROUP*		End Group #:	10599	
10511	3	Site foreman	LABOR	HOUR	15.50		
15000	1	Construction Facilities	*GROUP*		End Group #:	15999	
15100	2	Utilities	*GROUP*		End Group #:	15199	
15112	3	Temporary water	MATL				
15122	3	Temporary Electricity	MATL				
15132	3	Temporary toilet	MATL				
15600	2	Maintenance	*GROUP*		End Group #:	15699	
15601	3	Construction clean-up	LABOR				
15651	3	Laborers – miscellaneous	LABOR	HOUR	8		
20000	1	Site work	*GROUP*		End Group #:	29999	
22000	2	Earthwork	*GROUP*		End Group #:	22999	
22201	3	Excavation – labor	LABOR	HOUR	14.60		
22202	3	Excavation – material	MATL				
22205	3	Excavation – equipment	EQPT	HOUR	20		
30000	1	Concrete	*GROUP*		End Group #:	39999	
31000	2	Concrete formwork	*GROUP*		End Group #:	31999	

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

Category-#	Level	Description	Cost-type	Unit	Default	Default	Default

31001	3	Structural concrete-labor	LABOR	HOUR	14.50		
33102	2	Structural concrete-matl	MATL				
33105	2	Structural concrete-equip	EQPT				
50000	1	Metals	*GROUP*			End Group #:	59999
51000	2	Structural metal framing	*GROUP*			End Group #:	51999
51203	3	Structural steel - sub	SUB			BINGHM	10.0
54000	2	Structural siding	*GROUP*			End Group #:	54999
54603	3	Sheetmetal/roofing - sub	SUB			BINGHM	10.0
80000	1	Doors and Windows	*GROUP*			End Group #:	89999
81000	2	Industrial	*GROUP*			End Group #:	84999
81002	3	Steel doors - industrial	MATL	EACH	220		
81011	3	Doors - labor	LABOR	HOUR	12		
83002	3	Special doors	MATL				
90000	1	Finishes	*GROUP*			End Group #:	99999
99400	2	Waterproofing	*GROUP*			End Group #:	99499
99491	3	Waterproofing - labor	LABOR				
99492	3	Waterproofing - material	MATL				
100000	2	Labor Burden	LABOR				
400000	2	Profit	PFT				
600000	2	Overhead Burden	OVHD				

 51 categories printed

-- End of report --

JOB CHANGE LOG

```
                                    J O B   C H A N G E   L O G

Stat (job status): N = New   I = In-progress   A = active   C = closed   O = copy only   U = Unreconciled
Typ (job billing type) : F = fixed-fee   P = cost-plus
Burden type: J = % job cost  L = % labor cost  R = rate per labor hour  (number after the type is the burden rate)

-------------------------------------------------------------------------------------------------------------
Job-#   Title                Price        Stat Sub-jobs? Bill-subs? Lab-burden Ovhd-catgry  Amt-billed Bill-dat    Ret-billed
        Customer name        Cust-#       Type Bill-acct             OH-burden Retnge-%     Amt-paid   Pmnt-dat    Ret-paid
-------------------------------------------------------------------------------------------------------------

602     Storage Warehouse    85,689       N     N                              600000
        Brickyards           MARIN        P    2700-000             L  10.000    10.0

Changed by: RWA on 06/01/19 to become
602     Storage Warehouse    85,869       N     N                              600000
                             ***********
        Brickyards           MARIN        P    2700-000             L  10.000    10.0
-------------------------------------------------------------------------------------------------------------


   1 Changes on file



                                    -- End of report --
```

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JOB ACTIVATION REPORT

                              J O B   A C T I V A T I O N   R E P O R T

    Job 603   Second brickyard job   - Could not be activated - the following errors were encountered:

    Job 603   Second brickyard job   - Budgeted amounts of cost items do not equal job price
                                    Price =   85,896   Budget   450

    Job 603   Second brickyard job   - The overhead burden cost item was not found - category 600000

                              -- End of report --

JOBS LIST

                                     J O B S   L I S T

Selections for this print-out:

    1. Starting job   "First"
    2. Ending job   "Last"

    3. Sub-job   All

    4. Change order   All

    5. Starting category   "First"
    6. Ending category   "Last"

    7. Job status   All
    8. Job billing type   All

    9. Show costs and quantities ?   Y
   10. Show additional descriptions ?   N

                                     J O B S   L I S T

Stat (job status): N = new   I = in-progress   A = active   C = closed   O = copy only   U = unreconciled
Type (job billing type) : F = fixed-fee   P = cost-plus
Burden type: J = % job cost L = % labor cost R = rate per labor hour (number after the type is the burden rate)

Job-#   Title   Price   Stat Sub-jobs? Bill-subs? Lab-burden Ovhd-catgry Amt-billed Bill-dat   Ret-billed
        Customer name   Cust-#   Type Bill-acct   OH-burden Retnge-%   Amt-paid   Pmnt-dat   Ret-paid
----

99   Kitchen Cabinets   8,000   A   N   R 15.000 600000   4,000.00   11/13/18
        Neptune Underwater Supply 100   P   2700-000   J 10.000

   Cost-item   Description   Type Unit   Rate   Vendor Cost-acct   Budg-cost   Budg-qty   Budg-hrs   Ret

   1012-000-000 Lumber   MATL   1450-000   3,200   0

   Pct cmp: 75   Cst PTD: 2,000.00
   Cst dat: 11/13/18 Cst JTD: 2,000.00
   Est dat: 11/13/18

   1022-000-000 Penny Nails   MATL   1450-000   42   0

   Pct cmp: 100   Cst PTD: 32.00
   Cst dat: 11/13/18 Cst JTD: 32.00
   Est dat: 11/13/18

   1032-000-000 Door Hinges   MATL   1450-000   250   0

   Pct cmp: 100   Cst PTD: 235.00
   Cst dat: 11/13/18 Cst JTD: 235.00
   Est dat: 11/13/18

   1042-000-000 Door Knobs   MATL   1450-000   475   0

   Pct cmp: 100   Cst PTD: 472.00
   Cst dat: 11/13/18 Cst JTD: 472.00
   Est dat: 11/13/18

   2015-000-000 Equipment   EQPT   1450-000   250   0

```
  Pct cmp: 100      Cst PTD:       260.00
  Cst dat: 11/13/18 Cst JTD:       260.00
  Est dat: 11/13/18


    2022-000-000 Light Fixtures        MATL                      1450-000          655          0

  Pct cmp: 100      Cst PTD:       675.00
  Cst dat: 11/13/18 Cst JTD:       675.00
  Est dat: 11/13/18
```

J O B S   L I S T

Cost-item	Description	Type	Unit	Rate	Vendor	Cost-acct	Budg-cost	Budg-qty	Budg-hrs	Ret
2032-000-000	Wiring	MATL				1450-000	125	0		

```
  Pct cmp: 100      Cst PTD:       123.00
  Cst dat: 11/13/18 Cst JTD:       123.00
  Est dat: 11/13/18
```

Cost-item	Description	Type	Unit	Rate	Vendor	Cost-acct	Budg-cost	Budg-qty	Budg-hrs	Ret
2042-000-000	Elec. Tape	MATL				1450-000	23	0		

```
  Pct cmp: 100      Cst PTD:        27.50
  Cst dat: 11/13/18 Cst JTD:        27.50
  Est dat: 11/13/18
```

Cost-item	Description	Type	Unit	Rate	Vendor	Cost-acct	Budg-cost	Budg-qty	Budg-hrs	Ret
100000-000-000	Labor Burden	LABOR				1450-000		0	320.00	

```
  Pct cmp: 100      Cst PTD:     2,100.00   Lab hrs PTD:       300.00
  Cst dat: 11/13/18 Cst JTD:     2,100.00   Lab hrs JTD:       300.00
  Est dat: 11/13/18                         Lab cst PTD:     2,100.00
                                            Lab cst JTD:     2,100.00
```

Cost-item	Description	Type	Unit	Rate	Vendor	Cost-acct	Budg-cost	Budg-qty	Budg-hrs	Ret
400000-000-000	Profit	PFT					2,000	0		

```
                  Cst PTD:          .00
                  Cst JTD:          .00
```

Cost-item	Description	Type	Unit	Rate	Vendor	Cost-acct	Budg-cost	Budg-qty	Budg-hrs	Ret
600000-000-000	Overhead Burden	OVHD					980	0		

```
                  Cst PTD:       592.45
                  Cst JTD:       592.45
```

J O B S   L I S T

```
-------------------------------------------------------------------------------------------------------------
```

Job-#	Title	Price	Stat	Sub-jobs?	Bill-subs?	Lab-burden	Ovhd-catgry	Amt-billed	Bill-dat	Ret-billed
	Customer name	Cust-#	Type	Bill-acct		OH-burden	Retnge-%	Amt-paid	Pmnt-dat	Ret-paid

```
-------------------------------------------------------------------------------------------------------------
```

Job-#	Title	Price	Stat	Sub-jobs?	Bill-subs?	Lab-burden	Ovhd-catgry	Amt-billed	Bill-dat	Ret-billed
602	Storage Warehouse	85,869	A	N			600000			
	Brickyards	MARIN	P	2700-000		L 10.000	10.0			

Cost-item	Description	Type	Unit	Rate	Vendor	Cost-acct	Budg-cost	Budg-qty	Budg-hrs	Ret
6108-000-000	Performance bonds	ADMN				1450-000	3,594	0		

```
  Pct cmp:  0       Cst PTD:          .00
  Cst dat:          Cst JTD:          .00
  Est dat:
```

```
10511-000-000 Site foreman          LABOR HOUR   15.50          1450-000          6,231          0          402.00

 Pct cmp:  0      Cst PTD:          .00    Lab hrs PTD:          .00
 Cst dat:         Cst JTD:          .00    Lab hrs JTD:          .00
 Est dat:                                  Lab cst PTD:          .00
                                           Lab cst JTD:          .00


15122-000-000 Temporary Electricity    MATL                     1450-000          7,854          0

 Pct cmp:  0      Cst PTD:          .00
 Cst dat:         Cst JTD:          .00
 Est dat:
22205-000-000 Excavation - equipment   EQPT  HOUR   20.00    TYSON  1450-000        450        22.50

 Pct cmp:  0      Cst PTD:          .00
 Cst dat:         Cst JTD:          .00
 Est dat:         Qty PTD:          0
                  Qty JTD:          0


33102-000-000 Structural concrete-matl  MATL                    1450-000          4,549          0

 Pct cmp:  0      Cst PTD:          .00
 Cst dat:         Cst JTD:          .00
 Est dat:


33105-000-000 Structural concrete-equip EQPT                    1450-000          7,694          0

 Pct cmp:  0      Cst PTD:          .00
 Cst dat:         Cst JTD:          .00
 Est dat:


51203-000-000 Structural steel - sub    SUB          BINGHM 1450-000          42,097          0                10.

 Pct cmp:  0      Cst PTD:          .00
 Cst dat:         Cst JTD:          .00
 Est dat:
```

J O B S   L I S T

Cost-item	Description	Type	Unit	Rate	Vendor	Cost-acct	Budg-cost	Budg-qty	Budg-hrs	Ret

```
 81002-000-000 Steel doors - industrial  MATL  EACH   220.00          1450-000          2,200          10

 Pct cmp:  0      Cst PTD:          .00
 Cst dat:         Cst JTD:          .00
 Est dat:         Qty PTD:          0
                  Qty JTD:          0


 81011-000-000 Doors - labor         LABOR HOUR   12.00          1450-000          10,000          0          833.00

 Pct cmp:  0      Cst PTD:          .00    Lab hrs PTD:          .00
 Cst dat:         Cst JTD:          .00    Lab hrs JTD:          .00
 Est dat:                                  Lab cst PTD:          .00
                                           Lab cst JTD:          .00

 600000-000-000 Overhead Burden        OVHD                                        1,200          0

                  Cst PTD:          .00
                  Cst JTD:          .00
```

J O B S   L I S T

```
---------------------------------------------------------------------------------------------------------------
Job-#   Title              Price      Stat Sub-jobs? Bill-subs? Lab-burden Ovhd-catgry  Amt-billed Bill-dat     Ret-billed
        Customer name      Cust-#     Type Bill-acct            OH-burden  Retnge-%     Amt-paid   Pmnt-dat     Ret-paid
---------------------------------------------------------------------------------------------------------------
```

```
603      Second brickyard job      85,896        N      N                              600000
         Curtis Corp               CURTIS        F    2700-000              J  10.000   10.0

      Cost-item      Description              Type  Unit    Rate   Vendor Cost-acct         Budg-cost    Budg-qty   Budg-hrs   Ret

      22205-000-000 Excavation - equipment    EQPT  HOUR   20.00   TYSON  1450-000                450       22.50

     Pct cmp:   0      Cst PTD:          .00
     Cst dat:          Cst JTD:          .00
     Est dat:          Qty PTD:            0
                       Qty JTD:            0
```

-- End of report --

COSTING EDIT LIST

```
                                    C O S T I N G   E D I T   L I S T

In order by job            Starting job: "First"      Starting date: "Earliest"
                           Ending job: "Last"         Ending date: "Latest"

-----------------------------------------------------------------------------------------------------------------
Job-#      Cost-item       Description          Entry-date  Vnd/Emp       Cost   Doc-#       Lab-hours    Calc-burden
                           Reference            Cost-type   Unit      Quantity               Retainage
-----------------------------------------------------------------------------------------------------------------

602        6108-000-000    Performance bonds    06/01/19    SMYTHE    4,500.00   0100237
                           Ten percent bond       ADMN              0

           Distributions:  DR or CR   Acct-#                       Distrib-amt
                           C     2000-000  Accounts payable            4,500.00
                           D     1450-000  Cost of jobs                4,500.00


   Job totals:                        1 entries                    4,500.00



Grand totals:                         1 entries                    4,500.00
```

```
                                    C O S T I N G   E D I T   L I S T

                     --------------G/L account distribution totals----------------

                          4,500.00   credited to 2000-000  Accounts payable

                          4,500.00   debited to  1450-000  Cost of jobs



                                       -- End of report --
```

COSTING REGISTER

```
                              C O S T I N G   R E G I S T E R

Cutoff date: "Latest"

-------------------------------------------------------------------------------------------------------
Job-#      Cost-item    Description           Entry-date  Vnd/Emp      Cost  Doc-#        Lab-hours    Calc-burden
                        Reference             Cost-type   Unit     Quantity               Retainage
-------------------------------------------------------------------------------------------------------

602        6108-000-000 Performance bonds      06/01/19   SMYTHE   4,500.00  0100237
                        Ten percent bond         ADMN              0

           Distributions:    DR or CR   Acct-#                        Distrib-amt
                             C     2000-000  Accounts payable            4,500.00
                             D     1450-000  Cost of jobs                4,500.00


   Job totals:                     1 entries                       4,500.00



Grand totals:                      1 entries                       4,500.00
```

```
                              C O S T I N G   R E G I S T E R

                 --------------G/L account distribution totals----------------

                    4,500.00  credited to 2000-000  Accounts payable

                    4,500.00  debited to  1450-000  Cost of jobs



                              -- End of report --
```

BILLING AND PAYMENT EDIT LIST

B I L L I N G   A N D   P A Y M E N T   E D I T   L I S T

Cut-off date: "Latest"

| Job-# | Title | Date | Type | Doc-# | Reference | Amount |
| Sub-job # | | Cus-# | Customer-name | | | Retainage |

| 602 | Storage Warehouse | 06/01/19 | Billing | 1466 | First progress billing | 28,500.00 |
| | | MARIN | Brickyards | | | 2,850.00 |

Distributions:	DR or CR	Acct-#		Distrib-amt
	D	1100-000	Accounts receivable	25,650.00
	C	2700-000	Billings on jobs	28,500.00
	D	1105-000	Retainage receivable	2,850.00

```
 1 Billings              Billing total:      28,500.00   Billing retainage:     2,850.00
 --
 1 Entries
```

B I L L I N G   A N D   P A Y M E N T   E D I T   L I S T

--------------G/L account distribution totals--------------

```
 28,500.00  credited to 2700-000  Billings on jobs

 25,650.00  debited to  1100-000  Accounts receivable
  2,850.00  debited to  1105-000  Retainage receivable
 ---------
 28,500.00  total debited
```

-- End of report --

BILLING AND PAYMENT REGISTER

B I L L I N G   A N D   P A Y M E N T   R E G I S T E R

Cut-off date: "Latest"

Job-#	Title	Date	Type	Doc-#	Reference	Amount
Sub-job #		Cus-#	Customer-name			Retainage

```
602        Storage Warehouse      06/01/19   Billing   1466      First progress billing      28,500.00
                                   MARIN      Brickyards                                       2,850.00

         Distributions:    DR or CR  Acct-#                          Distrib-amt
                              D      1100-000  Accounts receivable       25,650.00
                              C      2700-000  Billings on jobs          28,500.00
                              D      1105-000  Retainage receivable       2,850.00



          1 Billings              Billing total:      28,500.00   Billing retainage:      2,850.00
          --
          1 Entries
```

B I L L I N G   A N D   P A Y M E N T   R E G I S T E R

--------------G/L account distribution totals--------------

```
 28,500.00  credited to 2700-000  Billings on jobs

 25,650.00  debited to  1100-000  Accounts receivable
  2,850.00  debited to  1105-000  Retainage receivable
 ---------
 28,500.00  total debited
```

-- End of report --

COMPLETION ESTIMATES EDIT LIST

                    C O M P L E T I O N   E S T I M A T E S   E D I T   L I S T

Job-#   Job title   Cost item   Description   Estimate Outstanding Pct   Cost   Unit/Hrs
                                                                   date   P.O.'s   compl   to-compl to-compl
----

602   Storage Warehouse   10511-000-000 Site foreman   6/01/19   0   0.000   0   40

        1 entry

                                -- End of report --

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COMPLETION ESTIMATES REGISTER

C O M P L E T I O N   E S T I M A T E S   R E G I S T E R

Job-#	Job title	Cost item	Description	Estimate date	Outstanding P.O.'s	Pct compl	Cost to-compl	Unit/Hrs to-compl
602	Storage Warehouse	10511-000-000	Site foreman	6/01/19	0	0.000	0	40

        1 entry

-- End of report --

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JOB INSPECTION WORKSHEET

```
Date 06/01/2019  Time 14:28:15                      XYZ Company                         Report #0168   Page 0001

                                        J O B   I N S P E C T I O N   W O R K S H E E T

      Job: 99       Kitchen Cabinets            Prev-%-compl:  0     As of:              New-%-compl: .....

            Inspected by: ...............     Approved by: ...............    Comments: .........................................

                  Date: .........              Date: ..........                        .........................................


----------------------------------------------------------------------------------------------------------------------------------
Category Type   Unit   --------------------- Cost --------------------- ------ Units/Hours ------  Pct   Cost to   Units to
Description            Budget      Period       Total  Open P.O.'s  Budget   Period   Total  compl  complete  complete
----------------------------------------------------------------------------------------------------------------------------------


   1012  MATL            3,200      2,000       2,000  ..........                                  ...  ........... .......
Lumber

   1022  MATL               42         32          32  ..........                                  ...  ........... .......
Penny Nails

   1032  MATL              250        235         235  ..........                                  ...  ........... .......
Door Hinges

   1042  MATL              475        472         472  ..........                                  ...  ........... .......
Door Knobs

   2015  EQPT              250        260         260  ..........                                  ...  ........... .......
Equipment

   2022  MATL              655        675         675  ..........                                  ...  ........... .......
Light Fixtures

   2032  MATL              125        123         123  ..........                                  ...  ........... .......
Wiring

   2042  MATL               23         28          28  ..........                                  ...  ........... .......
Elec. Tape

 100000  LABOR                       2,100       2,100  ..........     320     300     300        ...  ........... .......
Labor Burden

 400000  PFT             2,000                          ..........                                  ...  ........... .......
Profit

 600000  OVHD              980        592         592  ..........                                  ...  ........... .......
Overhead Burden

Date 06/01/2019  Time 14:28:15                      XYZ Company                         Report #0168   Page 0002

                                        J O B   I N S P E C T I O N   W O R K S H E E T

      Job: 602      Storage Warehouse           Prev-%-compl:  0     As of:              New-%-compl: .....

            Inspected by: ...............     Approved by: ...............    Comments: .........................................

                  Date: .........              Date: ..........                        .........................................


----------------------------------------------------------------------------------------------------------------------------------
Category Type   Unit   --------------------- Cost --------------------- ------ Units/Hours ------  Pct   Cost to   Units to
Description            Budget      Period       Total  Open P.O.'s  Budget   Period   Total  compl  complete  complete
----------------------------------------------------------------------------------------------------------------------------------


   6108  ADMN            3,594      4,500       4,500  ..........                                  ...  ........... .......
```

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Performance bonds

```
  10511  LABOR  HOUR        6,231                     ...........   402          ...  ............  .......
Site foreman


  15122  MATL              7,854                     ...........                ...  ............  .......
Temporary Electricity


  22205  EQPT   HOUR         450                     ...........    22          ...  ............  .......
Excavation - equipment


  33102  MATL              4,549                     ...........                ...  ............  .......
Structural concrete-matl


  33105  EQPT              7,694                     ...........                ...  ............  .......
Structural concrete-equip


  51203  SUB              42,097                     ...........                ...  ............  .......
Structural steel - sub


  81002  MATL   EACH       2,200                     ...........    10          ...  ............  .......
Steel doors - industrial


  81011  LABOR  HOUR       10,000                     ...........   833          ...  ............  .......
Doors - labor


 600000  OVHD              1,200                     ...........                ...  ............  .......
Overhead Burden
```

J O B   I N S P E C T I O N   W O R K S H E E T

```
    Job: 603     Second brickyard job        Prev-%-compl:  0     As of:                    New-%-compl: .....

         Inspected by: ...............     Approved by: ...............     Comments: .........................................

              Date: ..........            Date: ..........                       .........................................


---------------------------------------------------------------------------------------------------------------------------
Category  Type   Unit   --------------------- Cost --------------------- ------ Units/Hours ------  Pct   Cost to   Units to
Description            Budget      Period      Total  Open P.O.'s  Budget   Period   Total  compl  complete  complete
---------------------------------------------------------------------------------------------------------------------------


  22205  EQPT   HOUR         450                     ...........    22          ...  ............  .......
Excavation - equipment
```

-- End of report --

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JOB STATUS

                                    J O B   S T A T U S

Selections for this print-out:

   1. Starting job   602   9. Cost types to print:
   2. Ending job   "Last"

                                       LABOR Yes
   3. Sub-job   "All"   MATL   Yes
   4. Change order   "All"   SUB   Yes
                                         OVHD   Yes
   5. Starting category   "First"   EQPT   Yes
   6. Ending category   "Last"   LBRD   Yes
                                         ADMN   Yes
   7. Show cost type totals ?   Yes   PFT   Yes
   8. Show additional description ?   No

     10. Cost item detail WITHOUT group sub-totals ?   Yes
         Cost item detail WITH group sub-totals ?   No
         Group sub-totals ONLY, no cost item detail ?   No

                                    J O B   S T A T U S

Cost-item	Description	---------- Actual costs ----------			--- Estimates ----		------ Projections ---------		
	Type Unit	Budgeted	Job-to-dat	Total	Pct	Cost	Tot-cost	Pct	Cost
		Outstd-PO	Prd-to-dat		compl	to-compl		-- Over/(under) -	

Job: 602   Storage Warehouse   Cost-plus   Customer: MARIN   Brickyards   Active

Cost-item	Description / Type Unit	Budgeted	Job-to-dat / Prd-to-dat	Total	Pct compl	Cost to-compl	Tot-cost	Pct	Cost Over/(under)
6108-000-000	Performance bonds / ADMN	3,594	4,500 / 4,500	4,500	0.000	3,594	8,094	125	4,500
10511-000-000	Site foreman / LABOR HOUR	6,231			0.000	620	620	(90)	(5,611)
15122-000-000	Temporary Electricity / MATL	7,854			0.000	7,854	7,854		
22205-000-000	Excavation – equipment / EQPT HOUR	450			0.000	450	450		
33102-000-000	Structural concrete-matl / MATL	4,549			0.000	4,549	4,549		
33105-000-000	Structural concrete-equip / EQPT	7,694			0.000	7,694	7,694		
51203-000-000	Structural steel – sub / SUB	42,097	974 / 974	974	0.000	42,097	43,071	2	974
81011-000-000	Doors – labor / LABOR HOUR	10,000			0.000	10,000	10,000		
600000-000-000	Overhead Burden / OVHD	1,200			0.000	1,200	1,200		

      Cng: 1 Change door

Cost-item	Description / Type Unit	Budgeted	Job-to-dat	Total	Pct compl	Cost to-compl	Tot-cost	Pct	Cost Over/(under)
81002-000-001	Steel doors – industrial / MATL EACH	100			0.000	100	100		
	Job totals – direct costs:	84,769	5,474	5,474		79,158	84,632	(	137)

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```
                                         5,474

           Job totals - non-direct costs:    1,200                                      1,200       1,200


                                   LABOR:    16,231                                     10,620      10,620 ( 35) (      5,611)
                                   MATL:     14,703                                     14,703      14,703
                                   SUB:      42,097         974        974              42,097      43,071   2            974
           (Not a direct cost)     OVHD:      1,200                                      1,200       1,200
                                   EQPT:      8,144                                      8,144       8,144
```

                                   J O B   S T A T U S

```
--------------------------------------------------------------------------------------------------------------
  Cost-item      Description            ---------- Actual costs ---------- --- Estimates ----  ------ Projections ---------
                 Type     Unit          Budgeted  Job-to-dat    Total    Pct       Cost     Tot-cost Pct          Cost
                                        Outstd-PO  Prd-to-dat            compl   to-compl            -- Over/(under) -
--------------------------------------------------------------------------------------------------------------

Job: 602    Storage Warehouse

                                   ADMN:     3,594      4,500      4,500            3,594      8,094 125        4,500
```

                                   J O B   S T A T U S

```
--------------------------------------------------------------------------------------------------------------
  Cost-item      Description            ---------- Actual costs ---------- --- Estimates ----  ------ Projections ---------
                 Type     Unit          Budgeted  Job-to-dat    Total    Pct       Cost     Tot-cost Pct          Cost
                                        Outstd-PO  Prd-to-dat            compl   to-compl            -- Over/(under) -
--------------------------------------------------------------------------------------------------------------

Job: 603    Second brickyard job     Fixed-fee   Customer: CURTIS      Curtis Corp            New

  22205-000-000 Excavation - equipment      450                          0.000      450        450
          EQPT    HOUR

                            Job totals:      450                                    450        450


                                   EQPT:      450                                    450        450


           Grand totals - direct costs:    85,219      5,474      5,474            79,608     85,082      (        137)
                                                       5,474

     Grand totals - non-direct costs:       1,200                                   1,200      1,200


                                   LABOR:   16,231                                  10,620     10,620 ( 35) (      5,611)
                                   MATL:    14,703                                  14,703     14,703
                                   SUB:     42,097        974        974            42,097     43,071   2            974
           (Not a direct cost)     OVHD:     1,200                                   1,200      1,200
                                   EQPT:     8,594                                   8,594      8,594
                                   ADMN:     3,594      4,500      4,500             3,594      8,094 125        4,500
```

                  ** WARNING - GRAND TOTALS INCLUDE JOBS WHICH ARE NOT ACTIVE OR CLOSED **

                                        -- End of report --

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PERFORMANCE

P E R F O R M A N C E

Selections for this print-out:

1. Starting job	602	7. Cost types to print	
2. Ending job	"Last"		
		LABOR	Y
3. Sub-job	All	MATL	Y
		SUB	Y
4. Starting category	"First"	OVHD	Y
5. Ending category	170000	EQPT	Y
		LBRD	Y
6. Show only poor performance ?	N	ADMN	Y
		PFT	Y

P E R F O R M A N C E

Actual rate is based on total cost and total quantity.

Cost-item	Description	Type	Qty-%	Budg-qty	Qty-PTD	Tot-qty	Act-rate	Cst-date	Proj-qty
	Unit	Vendor	Est-%	Budg-cost	Cost-PTD	Tot-cost	Exp-rate	Est-date	Proj-cost

---

Job: 602   Storage Warehouse

Cost-item	Description	Type	Qty-%	Budg-qty	Qty-PTD	Tot-qty	Act-rate	Cst-date	Proj-qty
6108-000-000	Performance bonds	ADMN	0	0	0			06/01/19	
				3,594	4,500	4,500			
10511-000-000	Site foreman	LABOR	0	0	0				
	HOUR			6,231				06/01/19	
15122-000-000	Temporary Electricity	MATL	0	0	0				
				7,854					
22205-000-000	Excavation - equipment	EQPT	22.50	0	0				
	HOUR	TYSON		450			20.00		
33102-000-000	Structural concrete-matl	MATL	0	0	0				
				4,549					
33105-000-000	Structural concrete-equi	EQPT	0	0	0				
				7,694					
51203-000-000	Structural steel - sub	SUB	0	0	0			06/01/19	
		BINGHM		42,097	974	974			
81002-000-000	Steel doors - industrial	MATL	10	0	0				
	EACH			2,200			220.00		
81011-000-000	Doors - labor	LABOR	0	0	0				
	HOUR			10,000					

Cng: 1 Change door

Cost-item	Description	Type	Qty-%	Budg-qty	Qty-PTD	Tot-qty	Act-rate	Cst-date	Proj-qty
81002-000-001	Steel doors - industrial	MATL	0.40	0	0				
	EACH			100			250.00		

P E R F O R M A N C E

| Cost-item | Description | Type | Qty-% | Budg-qty | Qty-PTD | Tot-qty | Act-rate | Cst-date | Proj-qty |
| | Unit | Vendor | Est-% | Budg-cost | Cost-PTD | Tot-cost | Exp-rate | Est-date | Proj-cost |

Job: 603   Second brickyard job

| 22205-000-000 | Excavation - equipment | EQPT | | 22.50 | 0 | 0 | | | |
| | HOUR | TYSON | | 450 | | | 20.00 | | |

-- End of report --

LABOR ANALYSIS

L A B O R   A N A L Y S I S

Selections for this print-out:

     1. Starting job   602

     2. Ending job   "Last"

     3. Sub-job   "All"

     4. Starting category   "First"

     5. Ending category   520000

     6. Show only poor performance ?   No

```
----------------------------------------------------------------------------------------------------------------
                              -------------Actual-------------            -------------Projected-------------
   Cost-item           Budgeted   Regular    Premium    Burden   Pct-cmpl    Cost      Burden   Var-%   Var-amt
   Description          cost/hrs   cost/hrs   cost/hrs    cost    cost/est   Hours               ----cost/hrs----
----------------------------------------------------------------------------------------------------------------

Job: 602      Storage Warehouse

  10511-000-000           6,231                                              6,231
Site foreman              402.0                                              402.0


   10500 *Group*          6,231                                              6,231
Supervision               402.0                                              402.0


  10000 *Group*           6,231                                              6,231
General Requirements      402.0                                              402.0


  81011-000-000          10,000                                             10,000
Doors - labor             833.0                                              833.0

   81000 *Group*         10,000                                             10,000
Industrial                833.0                                              833.0


  80000 *Group*          10,000                                             10,000
Doors and Windows         833.0                                              833.0
```

-- End of report --

PROFITABILITY

P R O F I T A B I L I T Y

Job 602   Storage Warehouse   Active

```
        ESTIMATED PROFITABILITY AT COMPLETION                    PROFIT/(LOSS)
        -------------------------------------                    -------------
        Price including changes              85,969        Earned to-date              9
        Actual cost-to-date                   5,474        Previously recognized
        Estimated cost at completion         85,832                                -----------
        Estimated profit/(loss) at completion   137        To be recognized            9


                    REVENUE                                          BILLED TO-DATE
                    -------                                          --------------
                Earned revenue      5,483                    Amount billed         28,539
                                                             Billings over cost    23,056
                                                             Cost over billings


                CURRENT BILLING                             RESULT OF CURRENT BILLING
                ---------------                             -------------------------

           Amount to be billed _____          Billings over cost _____

                                                        Cost over billings _____
```

P R O F I T A B I L I T Y

```
    Job range: 602 to "Last"
Job bill type: Both fixed fee and cost-plus jobs
   Job status: Active, closed and in-progress jobs

    ** TOTALS FOR ALL JOBS **


        ESTIMATED PROFITABILITY AT COMPLETION                    PROFIT/(LOSS)
        -------------------------------------                    -------------
        Price including changes              85,969        Earned to-date              9
        Actual cost-to-date                   5,474        Previously recognized
        Estimated cost at completion         85,832                                --------------
        Estimated pft/(loss) at completion      137        To be recognized            9


                    REVENUE                                          BILLED TO-DATE
                    -------                                          --------------
                Earned revenue      5,483                    Amount billed         28,539
                                                             Billings over cost    23,056
                                                             Cost over billings


                CURRENT BILLING                             RESULT OF CURRENT BILLING
                ---------------                             -------------------------

           Amount to be billed _____          Billings over cost _____

                                                        Cost over billings _____
```

-- End of report --

Costs by Job

```
                                    C O S T S   B Y   J O B

             Selections for this print-out:

     1. Starting job        602                   9. Cost types to print
     2. Ending job          "Last"
                                                     LABOR   Y
     3. Sub-job             All                      MATL    Y
     4. Change order        All                      SUB     Y
                                                     OVHD    Y
     5. Starting category   "First"                  EQPT    Y
     6. Ending category      170000                  LBRD    Y
                                                     ADMN    Y
     7. Starting date       "Earliest"              PFT     Y
     8. Ending date         "Latest"


                  10. 1 or 2 line format ?  2
```

```
                                    C O S T S   B Y   J O B

     Hrs/Ret - for a labor entry, this is hours.  Otherwise, it is retainage.

--------------------------------------------------------------------------------------------------------
  Cost-item      Description            Type   Date    Cost-amount     Quantity    Doc-#     Hrs/Ret   Chk-date  Chk-#
                 Reference              Src            Vend/Emp        Unit
--------------------------------------------------------------------------------------------------------

Job  602      Storage Warehouse

  6108-000-000 Performance bonds        ADMN  06/01/19    4,500.00          0      100237
               Ten percent bond        J/C               SMYTHE

  51203-000-000 Structural steel - sub  SUB   06/01/19      974.00          0      4937        97.40
               J/C               BINGHM


             Job 602     totals:     2 entries          5,474.00                        Ret     97.40


Report totals:         2 entries                        5,474.00                        Ret     97.40

                                       -- End of report --
```

BILLINGS/PAYMENTS BY JOB

```
                              B I L L I N G S / P A Y M E N T S   B Y   J O B #

Job number order          Starting job: 602        Sub-job: All      Starting date: "Earliest"
                          Ending job:  "Last"                        Ending date:   "Latest"

-------------------------------------------------------------------------------------------------------------
        Date      Type      Doc-#          Amount  Apply-to  Reference-1               Reference-2                    Retainage
-------------------------------------------------------------------------------------------------------------

Job: 602      Storage Warehouse

        06/01/19  BILLING   1466        28,500.00            First progress billing                               2,850.00
        06/01/19  BILLING   93473          39.00                                                                      3.90


Job 602    totals:

        2 billing entries            28,539.00                                                                   2,853.90



Report totals:

        2 billing entries            28,539.00                                                                   2,853.90
        ------
        2 entries
```

-- End of report --

Job Summary

J O B   S U M M A R Y

Job: 602   Storage Warehouse

Group-#	Description	Price incl-chngs	Actual cost — This-period	Actual cost — Job-to-date	Pct Compl	Bal-to-compl	To be billed
1	Contract Requirements	3,594	4,500.00	4,500.00	125.2	.00	_____
10000	General Requirements	6,231	.00	.00	0.0	6,231.00	_____
15000	Construction Facilities	7,854	.00	.00	0.0	7,854.00	_____
20000	Site work	450	.00	.00	0.0	450.00	_____
30000	Concrete	12,243	.00	.00	0.0	12,243.00	_____
50000	Metals	42,097	974.00	974.00	2.3	41,123.00	_____
80000	Doors and Windows	12,300	.00	.00	0.0	12,300.00	_____
600000	Overhead Burden	1,200	.00	.00	0.0	1,200.00	_____
	Totals:	85,969	5,474.00	5,474.00	6.4	80,495.00	_____

-- End of report --

COST CATEGORY ANALYSIS

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

Category Description	Type	Unit		Prd-to-date	Last-prd	Year-to-date
1012 Lumber	MATL		Cost:	2,000.00	.00	2,000.00
1022 Penny Nails	MATL		Cost:	32.00	.00	32.00
6608 City building permits	ADMN		Cost:	.00	.00	.00
10511 Site foreman	LABOR	HOUR	Cost:	.00	.00	.00
			Units:	0	0	0
			Cost/unit:			
			Hours:			
			Hrs/unit:			
			Units/hr:			
			Cost/hr:			
15112 Temporary water	MATL		Cost:	.00	.00	.00

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

Category Description	Type	Unit		Prd-to-date	Last-prd	Year-to-date
15122 Temporary Electricity	MATL		Cost:	.00	.00	.00
15132 Temporary toilet	MATL		Cost:	.00	.00	.00
15601 Construction clean-up	LABOR		Cost:	.00	.00	.00
			Hours:			
			Cost/hr:			
15651 Laborers - miscellaneous	LABOR	HOUR	Cost:	.00	.00	.00
			Units:	0	0	0
			Cost/unit:			
			Hours:			
			Hrs/unit:			
			Units/hr:			
			Cost/hr:			
22201 Excavation - labor	LABOR	HOUR	Cost:	.00	.00	.00
			Units:	0	0	0
			Cost/unit:			
			Hours:			
			Hrs/unit:			
			Units/hr:			
			Cost/hr:			

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

Category Description	Type	Unit	Prd-to-date	Last-prd	Year-to-date

---

| 600000 Overhead Burden | OVHD | Cost: | 592.45 | .00 | 592.45 |

    33 categories printed

-- End of report --

JOB COST DISTRIBUTIONS TO GENERAL LEDGER REPORT

```
                  J O B   C O S T   D I S T R I B U T I O N S   T O   G E N E R A L   L E D G E R   R E P O R T

Accounts: "First"  thru "Last"
Starting date: "Earliest"   Ending date: "Latest"
JC = Cost  JB = Billing

--------------------------------------------------------------------------------------------------------------------
Acct-#   Description              Date              Amount      Source        Posted-to-G/L
--------------------------------------------------------------------------------------------------------------------


1100-000  Accounts receivable     11/13/18         4,000.00    JB0191          N
                                  06/01/19        25,650.00    JB0165          N
                                  06/01/19            35.10    JB0173          N

                Account 1100-000 Total:           29,685.10

1105-000  Retainage receivable    06/01/19         2,850.00    JB0165          N
                                  06/01/19             3.90    JB0173          N

                Account 1105-000 Total:            2,853.90

1450-000  Cost of jobs            11/13/18         3,831.50    JC0188          N
                                  11/13/18             7.00CR  JC0189          N
                                  11/13/18         2,100.00    JC0190          N
                                  06/01/19         4,500.00    JC0163          N
                                  06/01/19           974.00    JC0172          N

                Account 1450-000 Total:           11,398.50

2000-000  Accounts payable        11/13/18         3,824.50CR  JC0188          N
                                  06/01/19         4,500.00CR  JC0163          N
                                  06/01/19           876.60CR  JC0172          N

                Account 2000-000 Total:            9,201.10CR

2005-000  Retainage payable       06/01/19            97.40CR  JC0172          N

                Account 2005-000 Total:               97.40CR

2010-000  Salaries & wages payable 11/13/18            7.00CR  JC0188          N
                                  11/13/18             7.00    JC0189          N
                                  11/13/18         2,100.00CR  JC0190          N

                Account 2010-000 Total:            2,100.00CR

2700-000 Billings on jobs 11/13/18 4,000.00CR JB0191 N
                                  11/13/18         2,000.00CR  JB0192          N
                                  06/01/19        28,500.00CR  JB0165          N
                                  06/01/19            39.00CR  JB0173          N

                Account 2700-000 Total:           34,539.00CR

4000-000  Revenue from jobs       11/13/18         2,000.00    JB0192          N

                Account 4000-000 Total:            2,000.00
```

```
                  J O B   C O S T   D I S T R I B U T I O N S   T O   G E N E R A L   L E D G E R   R E P O R T

--------------------------------------------------------------------------------------------------------------------
```

```
Acct-#    Description                    Date              Amount      Source        Posted-to-G/L
----------------------------------------------------------------------------------------------------------------------

                                Total Debits:            45,951.50

                                Total Credits:           45,951.50CR



                                -- End of report --
```

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```
Acct-#    Description                    Date              Amount      Source        Posted-to-G/L
```

Job Detail Purge Log

                              J O B   D E T A I L   P U R G E   L O G

    Starting job: 602   Starting date: "Earliest"   Cost entries
    Ending job: 602   Ending date: "Latest"

Job number   Cost item   Source   Date   Doc-#   Hours   Amount   Retainage
Title   Description   Type   ID-#   Doc-typ Reference
----

602   6108-000-000   J/C   06/01/19 0100237   .00   4,500.00   .00
Storage Warehouse   Performance bonds   ADMN   Ten percent bond

                            51203-000-000   J/C   06/01/19 4937   .00   974.00   97.40
                        Structural steel - sub SUB

                              -- End of report --

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