

PeopleSoft®

EnterpriseOne JDE5
Job Cost
PeopleBook

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Overviews

Financials are the backbone of corporations and play an integral role at all levels and in all aspects of business. Many businesses require an efficient method of managing various jobs and projects. J.D. Edwards Job Cost system provides an effective way to track jobs for financial and reporting needs.

Industry Overview

To understand the critical role that job cost accounting plays in financials, you need to understand the ways in which jobs or projects affect businesses, and how businesses can track and manage their jobs through an efficient reporting system.

Industry Environment and Concepts for Job Cost

Organizations often use an accounting function known as job costing to help determine and track costs associated with projects. J.D. Edwards Job Cost system enables you to review and create reports based on the following types of information:

- Costs associated with a job
- Budgets related to a job
- Estimated completion amounts
- Profit amounts
- Job status tracking

Job costing can be used for a variety of activities. For example, suppose your company works on internal jobs or projects, such as self-constructed assets or buildings. Your company tracks the costs associated with the projects but is not concerned with profits. Alternatively, if your company builds and constructs things that are to be sold, you are concerned with profit and tracking the profit margin of the job.

Types of companies that can benefit from a job costing system include the following:

- General contractors
- Heavy highway construction companies
- Home builders
- Construction companies

Idea to Action: The Competitive Advantage

The following table presents examples of typical problems with job cost accounting, the business activator that will resolve each problem, and the return on investment.

Calculations from profit recognition are incorrect, thus risking faulty decision-making.

To keep calculations current and correct, verify that computation methods for each account are correctly set up. Then use automatic accounting instructions (AAls) to run the calculations. Using AAls lets you do other work while the Job Cost system runs the calculations and makes needed updates.

Your company's account numbers and structures have changed, but were not monitored and recorded, resulting in incorrect data in reports.

Use global updates to update the account numbers, business units, or company. Global updates do not require custom programming, so you can change account numbers and structures without the time and expense associated with programming changes.

Your company is currently using manual spreadsheets to group information used for job cost reports.

Assign category codes to job cost items and then use them to select specific information for reports. Category codes let you quickly select only the information that you need to create reports on different jobs or projects. You do not waste time sorting through spreadsheets for information.

Commitments have not been relieved in the commitment ledgers for Job Cost (PA/PU).

To track commitments and make sure they are relieved, turn on the commitment relief flag in the Job Cost system constants. Then, after setting the Master Business Function P0400047 to not allow changes to vouchers that were created in Procurement, enter items into the Procurement system instead of the Accounts Payable system, you can thus avoid making costly errors when commitments are not relieved.

At the completion of internal jobs or projects, your company wants to capitalize them as fixed assets.

When a job is complete, you can create a journal entry to move costs associated with the job to the fixed asset system. When they are in fixed assets, you create the asset and post the journal entry to the asset ID number. System integration between the Job Cost and Fixed Asset systems lets you move information from one system to the other without costly custom programming.

Job Cost System Overview

The J.D. Edwards Job Cost system, along with other J.D. Edwards systems, can assist you in managing your projects and jobs, and monitoring the costs and revenues associated with them. You can use the Job Cost system to perform the following tasks:

- Create and maintain cost code structures for all of your jobs
- Establish budgets for your jobs
- Set up time schedules for the tasks in your jobs
- Track and manage the costs and revenues associated with your projects and jobs
- Review and revise additional information associated with your projects and jobs
- Generate various reports showing the cost, revenues, and other details of your projects and jobs
- Calculate job progress at any time during the job
- Calculate estimated final values associated with your projects and jobs
- Recognize and record profit or loss at any point in a job
- Create draw reports on the costs that are eligible to be borrowed against a loan agreement

The Job Cost system has the flexibility to manage the jobs associated with a wide variety of businesses, including the following business areas:

- Mining
- Utilities

- Engineering projects
- Media production
- General contracting
- Manufacturing
- Self-constructed assets
- Property development and homebuilding
- Heavy equipment and highway contracting

In addition, you can customize the Job Cost system to your specific business needs by completing the following tasks:

- Setting up unique cost code structures for different jobs
- Integrating industry-specific terminology into forms and reports
- Selecting from various computation methods when calculating projected final values

System Integration

The Job Cost system integrates with the following J.D. Edwards systems to help you manage your jobs easily and efficiently:

Accounts Payable	This system updates the appropriate accounts payable (A/P) records when you enter progress payments, record vouchers, or make payments for a job.
Accounts Receivable	This system updates the appropriate accounts receivable (A/R) records when you record contract billings against the work on your jobs.
Address Book	This system provides the addresses of suppliers, subcontractors, and business owners. You can use this information to print payments, reports, and so on.
Change Management	This system integrates budget change orders in the Job Cost, Subcontract Management, and Contract Billing systems.
Contract Billing	This system uses the account information in the Job Cost system to generate billings for contracted work.
Subcontract Management	<p>This system updates committed units and amounts to accounts in the Job Cost system. You can manage contract budgets and cost projections through the Job Cost system.</p> <p>Subcontract Management integrates with Job Cost to manage the day-to-day and long-term details of contracts, payments, and commitments associated with a job. Use the Subcontract Management system to create and maintain contracts, establish payment guidelines and make payments, track expenses paid, track future commitments, input change orders for contracted commitments, and generate status reports for contracts and commitments. Use the Change Management system to record changes to open commitment amounts for subcontracts that are tied to jobs.</p> <p>The Commitment Ledger is updated for open commitment amounts in the PA/PU ledger as Subcontract Orders are entered in the Subcontract Management system. The open commitment amounts are relieved from the PA/PU ledger when payments are made and posted against contracts using Progress Payments.</p> <p>The result of amounts updated to the Commitment Ledger affect the projected final amount for a job or project. All of these amounts can be reviewed in the Job Status Inquiry program (P512000 or P512100). This program allows you to compare budget amounts. actual amounts. commitments. and projected final amounts associated with</p>

a job or project.

Equipment/Plant Maintenance	This system allows you to charge equipment time and costs to specified accounts within a job.
Fixed Assets	This system records the development costs for self-constructed assets such as buildings.
General Accounting	This system updates accounts in the Job Cost system to reflect changes to general accounting balances.
Inventory Management	This system credits inventory accounts and debits cost accounts in the Job Cost system as inventory is issued.
Payroll	This system manages the labor and equipment costs that relate to jobs.
Property Management	The Job Cost system tracks the development and finish work costs associated with the Property Management system.
Procurement	<p>The Procurement and Job Cost systems share a common database. This enables you to view the purchase orders and committed amounts related to a job.</p> <p>Throughout the Procurement system, future payment obligations that are recorded and tracked are called commitments. The system maintains commitment amounts in the Job Cost Commitment ledgers (PA/PU). A commitment amount is created when a purchase order is entered for nonstock materials associated with a job. The PA/PU ledger is updated in the Account Balances table (F0902) from the Procurements Ledger table (F43199).</p> <p>When a purchase order is received and vouchered, the open commitment balance does not change. The open amount will be relieved when the voucher is paid and posted. During the post, an additional record is created in the Procurement Ledger table (F43199) with a description of the receipt or payment for the purchase order. The open commitment amount is then relieved from the PA/PU ledger and added to the Actual Amounts (AA/AU) ledger.</p>
Service Billing	This system manages billing for the costs associated with progress on a job.
Work Order	This system lets you limit line item commitments to a work order. You charge costs from the line item to the work order in the Job Cost, Subcontract Management, and General Accounting systems.

System Features

The Job Cost system enables you to manage your projects and jobs. For example, the financial features allow you to monitor the costs and revenues associated with your job.

Final Projections

The Job Cost system calculates projected final values for a job at any time during the job. Final projections are calculated based on the costs, revenues, and percentage of completion associated with a job at a specified time.

Final projections include the following items:

- Projected final costs
- Projected final revenues
- Projected final profit
- Projected over/under values

Profit Recognition

The Job Cost system assists you in creating profit recognition journal entries for revenue and cost. These entries are based on the percentage of completion of a job at any time during job progression. These journal entries are used for cost accounting purposes. You can manually adjust the recognized revenue and cost for each job, depending on your accounting needs.

Job Status Inquiry

The Job Cost system provides you with an online inquiry option. With this option, you can view all information that relates to your projects or jobs. You can also review predefined job information. Job Status Inquiry allows you to set up columns to view specific information. When you finish viewing this information, you can save your columnar format for future viewing. You can use Job Status Inquiry to view the following information:

- Actual amounts and quantities
- Original and revised budget amounts and quantities
- Total and open commitments, amounts, and quantities
- Projected final amounts and quantities
- Projected over or under amounts and quantities
- Percentage of completion information for each account

Audit Trail Management

The Job Cost system maintains a detailed audit trail of all transactions for a job. Audit trails can include details that relate to projected final values, budget changes, commitments, and so on.

Job Budget Revisions

The Job Cost system enters and locks original budget information for a job. After you lock a budget, you must enter a budget revision to change it. You can use Job Budget Revisions to

create audit trails of budget changes to a job. By doing this, you can compare original budget information with revised budget information when a job is completed.

Budget changes can occur as a result of the following cost controls:

- Actual cost control using A/P vouchers, payroll equipment billings, and inventory issues
- Final cost control using percentage of completion and projected final cost estimates
- Committed cost control using subcontracts and purchase orders

Cost Analysis

The Job Cost system analyzes the unit costs associated with your jobs. For example, you can analyze the following costs:

- Hourly labor rates
- Cost per unit
- Labor hours per unit

Draw Processing

The Job Cost system tracks the progress of your jobs. If you have a line of credit with an institution, you can track the costs that are eligible for reimbursement in the accounts. A draw report of the eligible costs to submit to your lending institution can be generated.

Report Generation

The Job Cost system produces reports that you can use to manage and review information for your jobs. You can generate the following types of reports:

- Management summary reports
- Job and account setup reports
- Financial detail reports
- Supplemental data reports

Job Cost Process

The following process follows a job from its creation to its completion. Use this example only as a guideline. Specific steps and procedures vary from company to company.

Job information	Create a job master record that identifies the company and includes the job number and name. If the job is part of a larger project, create the project master record first and then create job master records.
Cost code structure and schedule information	Create a chart of accounts for each job to track, manage, and report on the costs associated with the job. You can copy accounts from a chart type, or you can copy accounts and related budget information from an existing job. For each account, identify your planned start and finish dates, and update this information as the job progresses.
Original budget information	Enter the monetary amounts and quantity information for each account that you want to track or report.
Revised budget	Change monetary amounts and quantity information incrementally or cumulatively while

information	maintaining the original budget information.
Review job and specific account information	Review the progress of the job at any time to identify potential problems in projected budget and cost variances. You can access job or account information that is managed by other systems.
Enter job progress information	Enter actual amount and quantity information, and enter an estimated percentage of completion for each account. Enter a method of computation so that the system can calculate projected finals. To meet your business requirements, change any of the above information and recalculate projected final information.
Estimate profit	Estimate the job profit to ensure that the job is meeting your business requirements. You can estimate the job profit at any time before completion. The system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. Estimated profit can reflect either a net profit or a net loss.
Change the estimated profit information	Change the estimated profit information by changing any of the following: <ul style="list-style-type: none"> • Profit recognition method • Deferred and accrued cost information • Percent complete information • Projected final value information
Create journal entries	Create journal entries for each profit recognition record that you process.
Post journal entries	Post the batch that contains the profit recognition records.
Generate draw information	Generate a draw report to submit to your financial institution so that you can receive a disbursement of your loan money based on the eligible costs that you have incurred for the job over a given period.
Close the job	Close the job after it is complete or after all of the transaction information related to the job is posted.
Purge job cost information	Use features managed by the the General Accounting system to periodically purge outdated or completed job cost information from your Account Balances (F0902) and Account Ledger tables (F0911) to free space. Before you purge a job from your system, you should summarize and copy the related information in your Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables. To summarize and purge job cost information, see the following chapters in the General Accounting Guide: <ul style="list-style-type: none"> • Data Removal • Creating Summarized Records • Purging Prior Year Journal Entries • Purging Prior Year Account Balances • Deleting Account Master Records

Tables and Descriptions

The Job Cost system uses the following primary tables:

Business Unit Master (F0006)	Stores job master information, including the job description, job number, job type, company, and category codes.
Ledger Type Master (F0025)	Stores rules for specific ledger types, such as: <ul style="list-style-type: none">• Budget amounts• Budget units• Annual close budget• Summarize and close
Account Master (F0901)	Stores the Job Cost system cost code structure account information, cost code schedule information, and category codes. When a job master record is created, a header account is created in the Account Master table. The header account enables adjustment of the percentage of completion for jobs during profit recognition processing.
Account Balances (F0902)	Stores the Job Cost system original budget information. Also stores Job Cost system account balance details of ledgers for each account in the cost code structure. Data stored in the Account Balances table is used to calculate job progress information. Profit recognition journal entries are posted to the Account Balances table.
Account Ledger (F0911)	Tracks revisions to account balance amounts and quantities by providing a detailed audit trail of transactions. Job Cost ledgers can contain both amounts and quantities.

The Job Cost system also uses the following secondary tables:

Company Constants (F0010)	Stores company definitions, including number and name, fiscal date pattern, and current period.
Batch Control Records (F0011)	Stores identification header records for each batch.
Automatic Accounting Instructions (F0012)	Stores the rules that control how the system creates journal entries for profit recognition, protects actual unit amounts during job progress calculations, identifies the accounts that are eligible for draw reporting, and forces general ledger entries to be in balance.
Next Numbers (F0002)	Stores the next available number for all automatically assigned numbers in the system, such as profit recognition numbers and draw numbers. For draw reporting, you have the option of using the System 51 next number or draw next number.
Draw Next Numbers (F51002)	Stores the job and a draw next number that you assign.
Address Book Master (F0101)	Stores names, address numbers, search types, and category codes.
Customer Master (F0301)	Stores accounts receivable and billing information about a customer.
Supplier Master (F0401)	Stores accounts payable information about a supplier.
Accounts Payable Ledger (F0411)	Stores accounts payable transaction history.

Inquiry Columns (F5192)	Stores user defined column information to display on the Job Status Inquiry-User Defined Columns form.
Profit Recognition (F5144)	Stores the financial information for current profit recognition processing.
Profit Recognition Account Balance (F5145)	Stores the financial information for previous profit recognition processing.
Extended Job Master Revisions (F5108)	Stores planned and actual schedule information.
Master Extended Details (F51901)	Stores Account Master category codes that you set up for alternate sequence viewing and reporting.
Draw Master (F51911)	Stores draw information in addition to the eligible account from the Account Ledger table (F0911).
Draw Explanation (F51911Ex)	Stores explanations for changed or added draws.
Data Type Information (F00091)	Stores the definitions of the data types used to track additional information for jobs.
Supplemental Data (F00092)	Stores additional information entered about jobs, categorized by data types.

Daily

Job Identification

A job is any activity for which you manage costs and track progress. Anything from publishing a book to building a skyscraper can be considered a job.

Depending on your business needs, you might divide a large project into a series of smaller jobs based on sub-projects within the larger job. In this case, you should consider the overall job as your project and each of the sub-projects as separate jobs.

Consider the following examples:

- You are contracted to build a 10-story office building. You will manage costs and track progress on a floor-by-floor basis. In this case, the office building is your project, and each floor is a separate job within that project.
- You are contracted to build 30 houses in a subdivision. You will manage costs and track progress on a house-by-house basis. In this case, the subdivision is your project, and each house is a separate job within that project.
- You are contracted to build a large regional airport. You will manage the costs and track progress on a job-by-job basis. In this case, the airport is your project, and each subproject such as the main terminal building, the access road, and each concourse is a separate job within that project.

Job Master Record

You must create a job master record for each of your projects and jobs. Creating a job master record includes identifying information - such as the job number, the job description, and the project, if any - of the overall job. The job master record also includes tracking and reporting information. The Job Cost system, along with the General Accounting system, uses the job master record to track and manage costs and other information related to each job.

Job Type

The Job Cost system shares some data entry fields with the General Accounting system. Although the information for these fields is the same, the two systems might use a different field name. For example, the Job Cost system uses the term Job Type. In the General Accounting system, this entry field might be called Type Business Unit or Business Unit Type. Because the Job Cost system shares the date in the Job Type field with the General Accounting system, you might see General Accounting terminology on some of the Job Cost forms. Job Type information is used at the business unit level to group similar business units. The Job Cost system uses the Job Type field to report projected finals. Job Type is a user defined code that you set up. You can set a processing option to designate a specified code as the default code.

Model Jobs

You can create a model job to use as a template for creating new jobs. A model job contains cost code structures that can be copied into other jobs. When you create the job master record, you assign a model job status to the job. The Job Cost system allows only one model

job for each job type. You can create a new job by simply copying information from another job that has similar information. You can then change the information for the new job.

Creating a Job Master Record

A job master record must be created for each project and job that will be managed by the Job Cost system. The job master record provides a link between the Job Cost system and the General Accounting system. This link allows both systems to manage costs, budgets, and other financial information associated with your projects and jobs.

The job master record also establishes a link between your projects and their related jobs. This link allows you to consolidate financial information for related accounts in each job. Such information includes budgets, costs, projections, and so on. You can then review and analyze the information to determine the overall status of the project. You link a job with a project when you enter job master record information for it.

For example, assume that you have a project with several distinct jobs that you want to manage and track separately. You might assign job number 5000 for the project. To create the link between the project and its related jobs, you assign job number 5001 to one of the jobs, job number 5002 to another job, and so on. Not only can you track each job separately, but you can consolidate account information from each of the jobs up to the level of the entire project.

Job master records contain information that is specific to the job. The master record also includes identifying information, such as the following:

- Company number
- Project number and name
- Job number and name
- Job type

After you enter information that identifies the job, you can enter additional details for each record. You can use the additional information to report and track other details. For example, you can enter the following information:

- Equipment information
- Tax information
- Payroll information
- Job dates
- Category codes

Before You Begin

- Set up the company. See *Setting Up Companies* in the *General Accounting Guide*.
- Set up user defined codes for job type. See *Understanding User Defined Codes for Job Cost*.
- If you are using the Service Billing system, set up contract types. See *Understanding User Defined Codes for Job Cost*.

See Also

- Working with Subledgers* in the *General Accounting Guide* for information about using subledgers

Reviewing Address Book Information

You can review Address Book information from the Job Cost system. After you access the Address Book system, you can enter or change Address Book information about your company, or about other companies and people with whom you do business. You can set up Address Book information about your suppliers and your customers. Address book information is stored in the Address Book Master table (F0101), Customer Master table (F0301), and Supplier Master table (F0401). Address Book information is not required for the Job Cost system.

► To review Address Book information

From the Job and Budget Setup menu (G5111), choose Job Address Information.

Address Number	Alpha Name	Long Address	Industry Class	Sch Typ	
1	Financial/Distribution Company			O	
20	Marketing Company			O	
27	Eastern Area Distribution Center			F	
28	Prueba - Argentina - 28			O	10000
50	Project Management Company			O	
60	Financial Reporting Company			O	
70	French Company			O	
75	German Company			O	
77	Canadian Company			O	
80	Colombian Company			O	

1. On Work with Addresses, complete the following fields, and click Find.
 - Alpha Name
 - Search Type
2. Review the Address Book information.

See Also

- *Working with Address Book Records* in the *Address Book Guide* for more information about finding an existing Address Book entry

Entering Job Master Information

You can enter individual job master records, multiple job master records for a company, or multiple job master records for different companies.

To establish a project hierarchy, enter the job master record for a project and then enter the job master records for each job associated with the project. You must enter project information first.

Use the Job Master Revisions form to create a single job master record, and use the Job Revisions by Company form to create multiple job master records. To create a job master record, you must complete the Job Number, Description, and Company fields. You can choose to enter other job-specific information when you create the job master record, or you can add this information later.

Caution

You must use the Job Cost system instead of the General Accounting system to create your job master records. This ensures that the following occurs:

- The system creates a related record in the Extended Job Master table (F5108).
- The system creates a general ledger (G/L) header account in the Account Master table (F0901) for the job in the F% ledger. Header accounts enable you to adjust the percentage of completion for a specific job when you recognize profit.
- The system stores job master information in the Business Unit table (F0006). You can direct the system to automatically add a specified business unit type, such as JB, to the record.
- The system updates the Payroll Business Unit Constants table (F069056) if you are using the Payroll system.

The system stores job master information in the Business Unit table (F0006) and the Extended Job Master table (F5108). A general ledger header account is created in the Account Master table (F0901).

► To enter a single job master record

From the Job & Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, to create a new job master record, click Add.

Job Cost Master Revisions - Job Master Revisions

Work with Job Master Job Master Revisions

OK Cancel Form Previous Next Tools

Job Number 5100

Revise Single Job More Detail Cat Codes 1-20 Cat Codes 21-30

Description	<input type="text" value="Potomac Hotel"/>	
Project	<input type="text" value="5000"/>	<i>Project Holding Company</i>
Company	<input type="text" value="00050"/>	<i>Project Management Company</i>
Type Business Unit	<input type="text" value="JB"/>	<i>Job Cost</i>
Subledger Inactive	<input type="checkbox"/>	<i>Active Subledger</i>
Model Job	<input type="checkbox"/>	<i>Non-Model/Consolidation</i>
Level of Detail	<input type="text" value="3"/>	<i>Level of detail</i>
Threshold % Complete	<input type="text" value="5.00"/>	

2. On Job Master Revisions, complete the following fields:

- Job Number
- Company

3. To assign the job to a project, complete the following optional field:

- Project

4. Complete the following optional fields:

- Level of Detail
- Type Business Unit
- Model Job
- Threshold % Complete

Enter a value in the Threshold % Complete field to specify how much of the job must be complete before the system starts projecting finals. If you use the methods of computation P or Q, you can complete this field.

- Subledger Inactive

5. Click the More Detail tab and complete any of the following optional fields:

- Job Site Address
- Owner Address
- Region
- Contract Type

Complete the Contract Type field if you use the Service Billing system. Contract type is a user defined code that you use for reporting purposes.

- State
- Posting Edit

6. Click OK.

► **To enter multiple job master records**

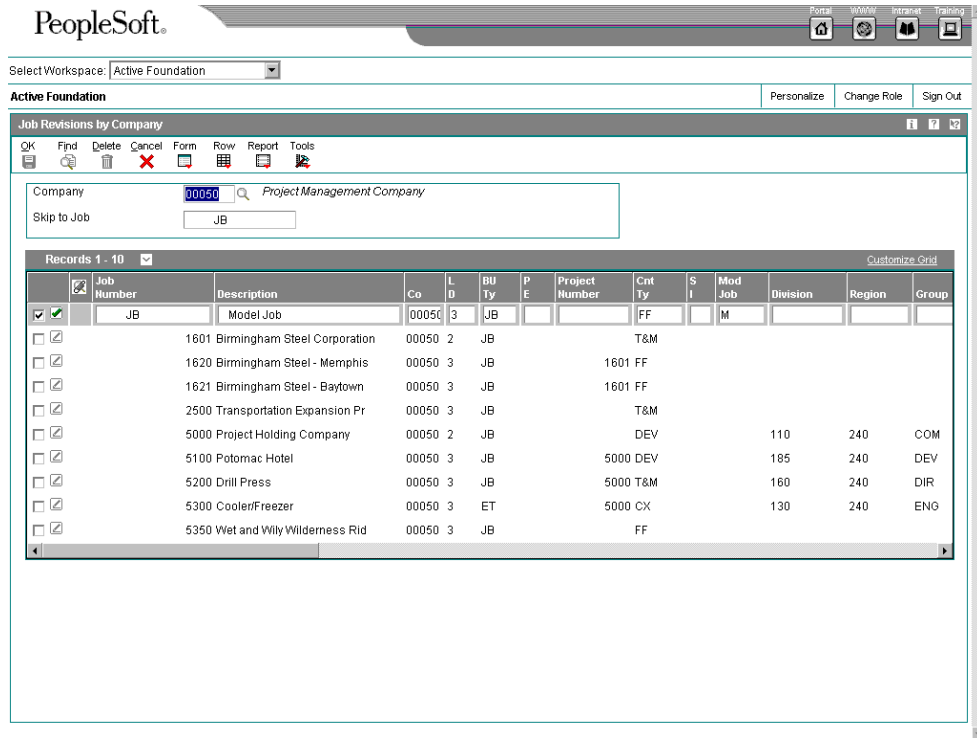
From the Job and Budget Setup menu (G5111), choose Job Revisions by Company.

1. On Work with Job Master, complete the following fields, and click Find:

- Job Name
- Job Type
- Company

2. Choose a job, and click Select.

3. On Job Revisions by Company, scroll to the bottom of the detail area to access a blank entry line.



4. Complete the following fields in the last row of the detail area:
 - Job Description
 - Job Number
 - Company
5. To assign the job to a project, complete the following field:
 - Project Number
6. Complete the following optional fields:
 - P E
 - LOD
 - BU Ty
 - Mod Job
7. Complete any of the remaining optional fields.
8. To save the new entries, click OK.
9. Click Cancel to return to Work With Job Master.

Changing Address Book Information for a Job

You can change the Address Book information for a job. Address Book information is not required for the Job Cost system.

► To change Address Book information for a job

From the Job and Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, click Find.
2. Choose a job.
3. From the Row menu, choose Job Master Info and then Address Book.

4. On Address Book Revision, click any of the following tabs and change the appropriate fields, as necessary, to update the Address Book information for your job:
 - Address Book
 - Mailing
 - Additional
 - Related Address
 - Category Codes 1-10
 - Category Codes 11-30

See Also

- *Creating and Updating Address Book Records* in the *Address Book Guide* for more information about how to add or change address book records

Changing Job Master Information

Use the Job Master Revisions form to change or add information to your job master record. You cannot change the job number.

► To change job master information

From the Job and Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Job Type
 - Company
2. Choose a job.
3. From the Row menu, choose Job Master Info and then Job Revisions.
4. On Job Master Revisions, change or complete the fields as necessary.
5. To save the entry and return to Work with Job Master, click OK.

Entering Job Dates and Other Job-Related Information

For each of your projects and jobs, you can enter planned start and end dates, and actual start and end dates when this information becomes available. You can also enter other date information that is important for your reporting purposes. When you create a schedule for your job, you can enter planned and actual start and end dates initially, or at a later date. The system stores job-related date information in the Extended Job Master table (F5108).

For each job, you can enter equipment rate information. You must first set up a user defined code that indicates the billing rate for the equipment. The system stores Equipment Rate information in the Business Unit Master table (F0006). The Equipment/Plant Maintenance system uses the information to determine the correct rate to charge the job for equipment costs.

You can enter tax information about your job. You can also set up a user defined code to control how tax is assessed and distributed to the general ledger revenue and expense accounts for the job.

If you use the Payroll system, you can enter payroll information for your job. You can indicate whether your job has a burden rate and what that burden rate is. Burden is defined as the direct expense a company incurs for an employee in addition to wages. Some examples of direct expenses that the company pays are company and payroll taxes, health insurance, and company paid benefits. You can specify whether the job should have information about it included in payroll reports. You can identify pay rate tax rules that might apply to the job the system stores payroll information for the job in the Payroll Business Unit Constants table (F069056).

If you do not use the J.D. Edwards Payroll system, you can set a processing option that will not allow payroll fields to appear on the job master forms.

Before You Begin

- ❑ Set up user defined codes for Equipment Rate and Tax Explanation - Tax Rate/Area. See *Understanding User Defined Codes for Job Cost*.

► **To enter job dates and other job-related information**

From the Job and Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
 - Job Name
 - Job Type
 - Company
2. Choose a job.
3. From the Row menu, choose Job Master Info and then Job Dates/Other.

The screenshot shows the PeopleSoft interface for the 'Job Dates & Other Information' form. The workspace is set to 'Active Foundation'. The form is titled 'Job Dates & Other Information' and includes the following fields:

Job Number	5100	Polomac Hotel
Equipment Rate Code	HR	
Tax Entity-Property Tax		
Tax Expl - Tax Rate/ Area	S	DEN

Job Dates

Planned Start Date	06/10/05	Actual Start Date	06/15/05
Planned End Date	04/30/07	Actual End Date	05/22/07
Other Date 5	12/27/06	Other Date 6	11/20/06

Job Payroll Information

Labor Load Factor	1	EEO Code (Y/N)	N
Flat Burden Factor	1.0000	Tax Area-Payroll	
Certified Job	N		

4. On Job Dates and Other Information, complete the following optional fields to enter tax information:
 - Equipment Rate Code
 - Tax Entity-Property Tax
 - Tax Expl - Tax Rate/ Area
5. To enter job date information, complete the following optional fields:
 - Planned Start Date

- Actual Start Date
 - Planned End Date
 - Actual End Date
 - Other Date 5
 - Other Date 6
6. To enter payroll information, complete the following optional fields:
- Labor Load Factor
 - EEO Code (Y/N)
 - Flat Burden Factor
 - Tax Area-Payroll
 - Certified Job
7. To save the entries and return to Work with Job Master, click OK.

Entering Category Code Information

Business unit category codes are user defined codes that you assign to your projects and jobs for reporting purposes. You can define up to 30 category codes to meet your company's information needs. Category codes 1-20 allow you to assign a three-character code, and category codes 21-30 allow you to assign a 10-character code. More than one J.D. Edwards system uses System 00 category codes. The system stores business unit category codes in the Business Unit Master table (F0006).

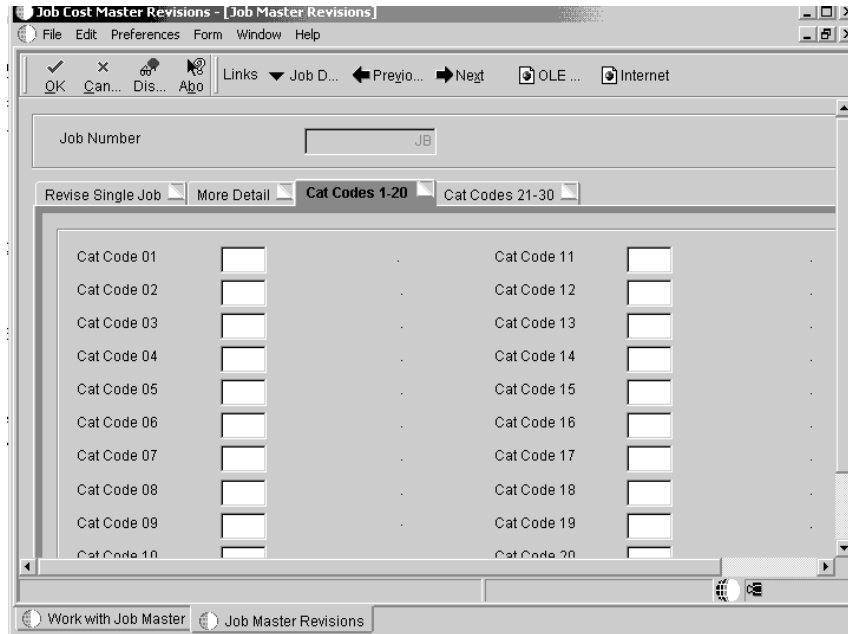
Before You Begin

- Set up business unit category codes. See *Understanding User Defined Codes for Job Cost*.

► To enter category code information

From the Job and Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
2. Choose a job, and click Select.



3. On Job Master Revisions, choose one of the following tabs:
 - Cat Code 1-20
 - Cat Code 21-30
4. On the category codes tabs, complete the appropriate category code fields, and click OK.

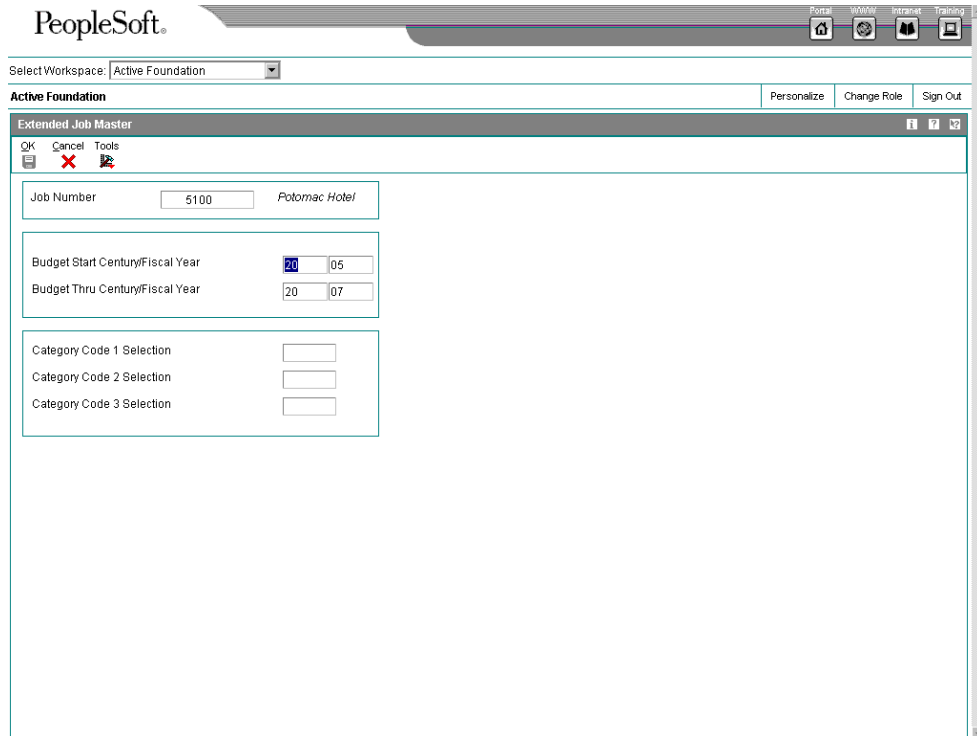
Entering Extended Job Information

You use the Extended Job Master to enter job budget dates and category code definitions for reporting purposes. The category codes that you set up on this form allow you to view the job information by the categories you define.

► To enter extended job information

From the Job and Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
 - Job Name
 - Job Type
 - Company
2. Choose a job.
3. From the Row menu, choose Job Master Info, then Extended Job.



4. On Extended Job Master, complete the following optional fields to enter job budget-date information:
 - Budget Start Century/Fiscal Year
 - Budget Thru Century/Fiscal Year
5. To enter category code definitions, complete the following optional fields:
 - Category Code 1 Selection
 - Category Code 2 Selection
 - Category Code 3 Selection
6. Click OK.

Copying a Job

You can create a new job by copying existing job information and assigning a new job number. This process allows you to save time when you need a master record for a new job and a similar master record already exists. Each job in a project must have a unique job number.

► To copy a job

From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
 - Job Name
 - Job Type
 - Company
2. Choose the job that you want to copy, and click Copy.
3. On Job Master Revisions, complete the following field:
 - Job Number
4. Change other fields if necessary.
5. Click OK.
6. To view the new job, click Find.

Deleting a Job

If you create a job master record incorrectly, you can delete the job. When you delete a job, the system removes the job number from the Business Unit Master table (F0006), the Account Master table (F0901), and the Extended Job Master table (F5108). Any other tables, such as the Payroll Business Unit Constants table (F069056), that were updated as a result of creating the job will be updated by the Job Cost system.

Caution

If you have created a cost code structure for the job, and the job has account and budget information, you must first remove the budget and account information. You can then delete the job.

If transaction information is in the Account Ledger table (F0911), you cannot delete the job. You can void the job so that the system no longer uses the job information, but the job and its associated information remains in the records.

Before You Begin

- Delete budget information for the job. See *Deleting a Budget*.
- Delete account information for the job. See *Revising a Cost Code Structure*.

► **To delete a job**

From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
 - Job Name
 - Job Type
 - Company
2. Choose the job that you want to delete, and click Delete.
3. Click OK.
4. To ensure that the job is deleted, click Find on Work with Job Master. The job should no longer appear in the grid of Work with Job Master.

If you are deleting job master records, you must click OK after you delete the information in order for the records to be updated on the Work with Job Master form.

Processing Options for Job Cost Master (P51006)

Defaults Tab

Use these processing options to define the defaults that are applied when you inquire on or add jobs.

1. Company Number Change

Blank= No edit

1= Warning

2 = Error

Use this processing option to enter the default Business Unit Type. Leave blank to display blank Business Unit/Job types. This is the default.

2. Display Payroll Fields

Blank = Display payroll fields

1 = Do not display payroll fields

Use this processing option to enter the default posting edit code when adding a job. Enter a 1 to default to a posting edit code of N to the Job G/L account.

Display Tab

Use these processing options to set up display options for fields for the Job Cost Master program.

1. Job Type

Blank = Blank business unit/job types

Use this processing option to have the system notify you when a company number has changed if the job has accounts attached to it. Valid values are:

Blank No edit. This is the default.

1 Issue a WARNING

2 Issue an ERROR

2. Posting Edit Code

Blank = Blank posting edit code

1 = N posting edit code

Use this processing option to determine whether payroll fields will be displayed. Valid values are:

Blank Display payroll fields. This is the default.

1 Suppress all payroll fields from appearing on the screen.

Versions Tab

Use these processing options to choose the application versions to execute.

1. Original Budget Version (P510121)

Blank = ZJDE0001

Use this processing option to enter the version of the Original Budget (P510121) to be used. If left blank, ZJDE0001 will be used.

2. Job Status Inquiry Version (P512000)

Blank = ZJDE0001

Use this processing option to enter the version of the Job Status Inquiry (P5121000) to be used. If left blank, ZJDE0001 will be used.

3. Budget Revision Version (P510171)

Blank = ZJDE0001

Use this processing option to enter the version of the Budget Revision (P510171) to be used. If left blank, ZJDE0001 will be used.

4. Job Supplemental Data Version (P00092)

Blank = ZJDE0008

Use this processing option to enter the version of the Supplemental Data (P00092) to be used. If left blank, ZJDE0001 will be used.

5. Copy Job to Job Version (P51091)

Blank = ZJDE0001

Use this processing option to enter the version of Copy Job to Job (P51091) to be used. If left blank, ZJDE0001 will be used.

6. Select button exits

- 1 = Job Master Revisions**
- 2 = Job Revisions by Company**
- 3 = Original Budget**
- 4 = Budget Revisions**
- 5 = Copy Similar Jobs**
- 6 = Cost Code Schedule**
- 7 = Update Percent Complete**

Use this processing option to assign a specific application to the Select button. You can choose a row and click Select, or double-click the row to quickly exit to the application that you specify. Valid values are:

-
- 1 Job Master Revisions. This is the default.
 - 2 Job Revisions by Company
 - 3 Original Budget
 - 4 Budget Revisions
 - 5 Copy Similar Jobs
 - 6 Cost Code Schedule
 - 7 Update Percent Complete
-

Cost Code Structures and Schedules

After you create your job master records, set up cost code structures for your jobs. The cost code structure is a breakdown of the accounts that relate to the job. These accounts can be viewed as tasks. You use cost code structures to track, manage, and report on the costs associated with a job. The Job Cost cost code structure serves the same purpose for the Job Cost system that the chart of accounts serves for the General Accounting system.

The most efficient way for you to create a cost code structure for a job is by copying the cost code structure information from an existing job or from a chart type. You can create a cost code structure by adding accounts individually. After you create the cost code structure for your job, revise the accounts to meet the specific needs for the job. You can add accounts, change account information, and delete accounts.

Alternate sequences can be assigned to your cost code structures. Alternate sequences allow you to arrange your accounts in a specific order for viewing and for reporting purposes.

After you create your cost code structures, set up a cost code schedule for each of the accounts. Cost code schedules identify which tasks can be completed concurrently. A chronological order for tasks that cannot be completed concurrently can also be established.

Managing Cost Code Structures

Cost code structures manage and organize the amounts, quantities, budgets, and other account information associated with your jobs. Cost codes establish the link between your projects, jobs, tasks, and their related accounts.

In addition, the cost code structure defines the various aspects of your jobs by allowing you to incorporate any meaning that you choose. You can then view and report on your jobs, based on the built-in meaning.

See *Working with Ledger Types for Job Cost* for more information about setting up ledger types for cost code structures.

Planning Your Cost Code Structure

When you set up your cost code structures, consider the following issues:

- Who will use the cost code information?
- For what reporting and forecasting purposes will you use your cost code structure?

- What is the most effective way to organize your cost code structure?

Different groups of people can have different purposes and requirements when using the same cost code structure for a job. For example, your cost code structure might be used by:

- Engineers who are concerned with the work being done at each phase of the job
- Accountants who are concerned with the costs incurred by each account in the job
- Managers who are concerned with both the work being done and the costs incurred by each account

An effective cost code structure accommodates the needs of all of the groups that use it.

When you create your cost codes, you can imbed codes that further define the structure and support the reporting purposes you need. For example, you can imbed codes that define the who, what, when, where, and so on for each aspect of a job.

For example, you could structure the eight characters of the cost code based on the following criteria:

- The first three characters represent a specific work item within the job
- The second three characters represent a specific type of task within the work items
- The last two characters represent the physical location of the work being done

When you set up your cost code structures and create the imbedded codes, you should consider your reporting and forecasting needs. The Job Cost system provides you with the ability to organize and report on your cost code information in a variety of ways. The more thoughtfully that you plan the design of your cost code structure, the more meaningful will be the reporting and reviewing options you can have.

For example, you might use your cost code structure to forecast the final costs associated with certain related tasks within a job. You might also use your cost code structure to generate draw reports on accounts that are eligible to be reimbursed based on the terms of a construction loan or line of credit. You should set up your cost code structure in such a way that you can easily identify and organize your account information.

Your cost code structure should establish a link between your projects, jobs, and tasks so that you can easily recognize their relationships. To accomplish this, organize your cost code structure to create a hierarchy from the overall project level down to individual jobs and accounts.

Components of the Cost Code Structure

The cost code structure is composed of three parts:

- Job number** The job number represents the specific job to which the cost code and cost type are related. In addition, the job number determines the link between jobs and the projects to which they belong.
- Cost code** The cost code is an eight-character field used to organize cost code structure to accommodate different people, reporting purposes, and business needs. Structure your cost codes in any way, including:
- Hierarchically by level of detail for each account. For example, an account with a level of detail of 6 is subordinate to an account with a level of detail of 5.
 - Correlating to a task or part of a job, such as earthwork, paving, or landscaping.
 - Correlating to user defined codes. This ensures the consistency of codes across different jobs. It also allows you to view and report on your cost code structure on the basis of the user defined codes.
- You can imbed meaning in your cost codes to define the who, what, where, and so on associated with an account. For example, the first two characters can be set up to represent the type of job, such as electrical, plumbing, and so on. The remaining characters can be used to define other relevant details.
- You can define category codes for specific character sequences that you identify for alternate sequencing. You can then generate reports, forecast costs, and so on, based on any of the category codes you specify.
- Cost type** The cost type further defines the costs associated with the accounts in your cost code structure. It corresponds to a specific type of account, such as materials or labor costs.

The Cost Code Structure and General Accounting Relationship

The cost code structure for the Job Cost system resides within the General Accounting system and is commonly referred to as the chart of accounts or accounts in the General Accounting system. J.D. Edwards software links the Job Cost and General Accounting systems in the following ways:

- Both systems share common database tables related to account information.
- The account structure and account levels of detail for a job are directly related in each system.
- Budget amounts and quantities related to a job are stored in a separate ledger in the General Accounting system. Budget ledger types can be user defined.

The following illustration shows the account structures for the Job Cost and the General Accounting systems:

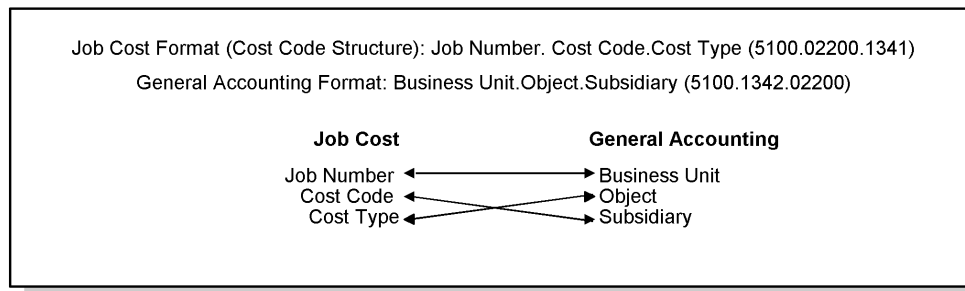
The following shows the account structures for the Job Cost and the General Accounting systems:

Job Cost account structure Job Number/Cost Code/Cost Type

General Accounting account structure Business Unit/Subsidiary/Object

The account structures are related as follows:

- Job number = business unit
- Cost code = subsidiary
- Cost type = object account



The cost code identifies a specific task within the job. The cost type identifies specific costs within the activity, such as labor or materials.

See Also

- *Planning Your Chart of Accounts* in the *General Accounting Guide* for more information about the General Accounting system chart of accounts

Header and Detail Accounts

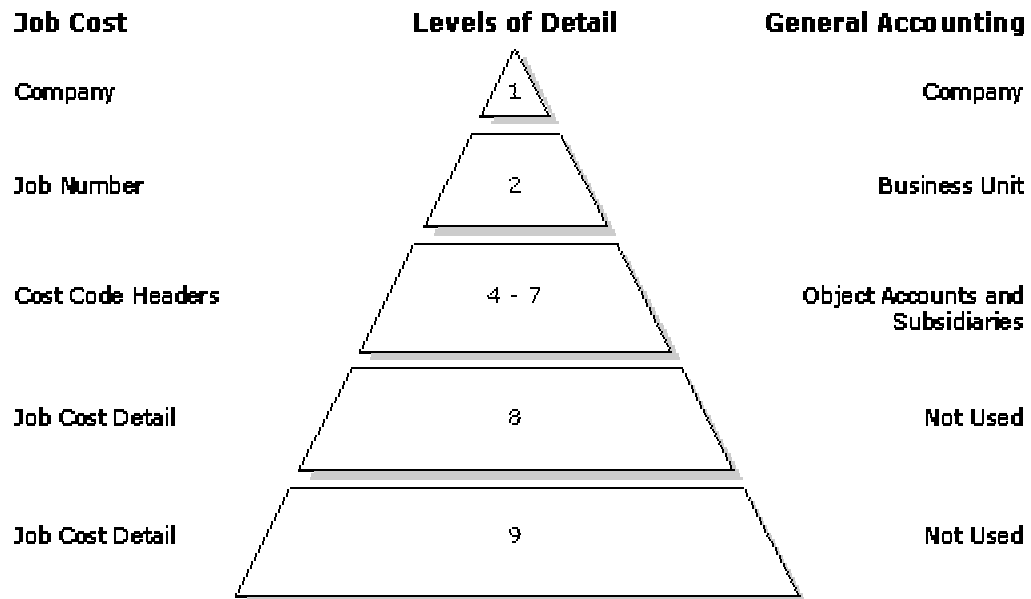
You can create header accounts and detail accounts within your cost code structure to view varying levels of detail for summarized Job Cost information. A header account is an account where corresponding detail accounts can be summarized.

A Job Cost account that has only a job number and a cost code is a header account. A detail account is defined by a job number, a cost code, and a cost type. You can use cost code headers to group related detail accounts. You can also define major cost code headers to group-related cost code headers, depending on the level of detail.

Levels of Detail

Assign a level of detail to each account in the Job Cost system to establish a hierarchy of accounts related to the cost code structure that you set up for your jobs. The level of detail identifies the summary and detail accounts in the general ledger, and controls the account totaling on forms and reports. The levels of detail are numbers 1 through 9, with 1 being the most general and 9 being the most specific.

The following graphic compares the levels of detail for the Job Cost system and the General Accounting system:



Generally, the levels of detail are used as follows:

- Level 1** Reserved for the company in the Job Cost system and the General Accounting system.
- Level 2** Reserved for jobs in the Job Cost system and business units in the General Accounting system.
- Levels 4 through 7** Reserved for cost code headers in the Job Cost system and object accounts and subsidiaries in the General Accounting system. In the Job Cost system, a cost code header, which does not have a cost type, might be a level from 4 through 7. Such an account has no relationship to a general ledger account with the same level of detail. You can skip levels of detail if you do not need many header accounts.
- Levels 8 and 9** Reserved for cost codes and cost types in the Job Cost system. You should use these levels only for job cost detail.

Note

Levels of detail 8 and 9 should be reserved for the Job Cost system. However, if you must use levels of detail 8 and 9 in your General Accounting system, you should not do any financial reporting at a level of detail that has job cost coding.

In the Job Cost system, you do not need to use every level of detail. You can skip levels as long as you are consistent.

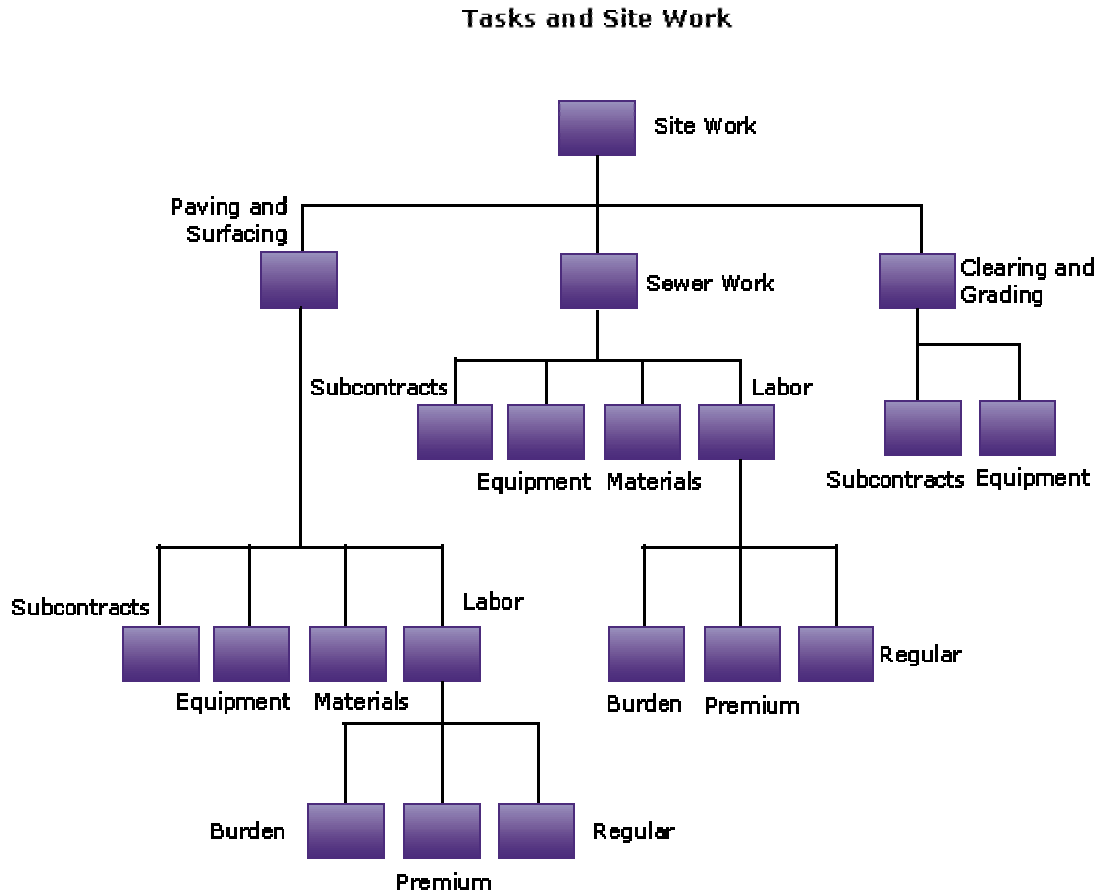
Example: Cost Code Structure

Assume you are contracted to build a large regional airport. The airport is your project, and each subproject within it - such as the construction of the main terminal building, the automated baggage system, the airport access road, and so on - is a separate job. You must set up a cost code structure for the accounts related to each of the jobs.

For example, the main terminal building job can be divided into the following work items, each of which can be broken down into various levels of tasks:

- Site work
- Electrical
- Concrete

The following illustration shows the tasks related to the site-work work item:



You determine the embedded structure you will use for your accounts and then assign your job number, cost codes, and cost types.

The following tables illustrate the numbers you might assign:

Job Number

Job	Job Number
Main Terminal Building	5001

Cost Codes

Work Item and Tasks	Cost Code	Level of Detail (LOD)
Site Work	02000	3
Clearing and Grading	02200	4
Sewer Work	02600	4
Paving and Surfacing	02800	4

Cost Types

Specific Account	Cost Type	Level of Detail (LOD)
Labor	1340	8
Regular labor	1341	9
Premium labor	1342	9
Burden labor	1343	9
Materials	1350	8
Equipment	1355	8
Subcontracts	1360	8

You can then set up the following cost code structure for the site-work work item:

Account Number	Description	LOD
5000	Regional Airport Project	1
5001	Main Terminal Building	3
5001.02000	Site Work	4
5001.02200	Clearing and Grading	5
5001.02200.1355	Equipment	8
5001.02200.1360	Subcontracts	8
5001.02600	Sewer Work	4

5001.02600.1340	Labor	8
5001.02600.1341	Regular	9
5001.02600.1342	Premium	9
5001.02600.1343	Burden	9
5001.02600.1350	Materials	8
5001.02600.1355	Equipment	8
5001.02600.1360	Subcontracts	8
5001.02800	Paving and Surfacing	4
5001.02800.1340	Labor	8
5001.02800.1341	Regular	9
5001.02800.1342	Premium	9
5001.02800.1343	Burden	9
5001.02800.1350	Materials	8
5001.02800.1355	Equipment	8
5001.02800.1360	Subcontracts	8

Cost Code Structure Database Tables

The Job Cost system shares the following tables with the General Accounting system:

Business Unit Master (F0006)	Stores job master information
Account Master (F0901)	Stores cost code structure account information
Account Balances (F0902)	Stores account balance details related to the various ledgers associated with each account in your cost code structure
Account Ledger (F0911)	Tracks revisions to account balance amounts and quantities by providing a detailed audit trail of transactions

Creating a Cost Code Structure

You must create a cost code structure for each of your jobs. A cost code structure is a list of the accounts that are associated with a job and helps to manage the related job information. To simplify the task of creating a cost code structure, copy cost code structures from another source into your new job and then revise the newly copied cost code information to meet the requirements for the job. When you copy account information from an existing job or job type,

the system copies only those accounts that are not already in the job to which you are copying information. The system does not overwrite existing account information.

Use any of the following methods to create the cost code structure for a job:

- Copy the cost code structure from a chart type into a job. A chart type is a hierarchy of cost codes and cost types that are organized for a particular type of job.
- Select specific accounts from a chart type or from an existing job and copy them into the new job.
- Copy the cost code structure from a model job into the new job. You identify a job as a model job when you create the job master record.
- Select specific accounts from a model job and copy them into the new job.
- Copy the cost code structure from an existing job into the new job.
- Create a new cost code structure by adding accounts one at a time.

If you are copying from an existing job that has budget information associated with its accounts, you can also copy the budget information to your new account.

The system stores cost code information in the Account Master table (F0901).

Before You Begin

- Create a master record for the job. See *Creating a Job Master Record*.

See Also

- *Managing Cost Code Structures* for more information about building a job cost code structure

Copying Information from a Chart Type

A chart type is a hierarchy of cost codes and cost types that you define. If you have multiple job types, you can set up multiple chart types, one for each job type. By setting up chart types and copying the account information to your jobs, you can enforce consistency in the account structure. A chart type does not contain budget information.

You can copy a chart type, selected accounts, or a range of accounts into a job to create the cost code structure. After you create the cost code structure for a new job, you can use the Original Budget form to revise the account information to satisfy the requirements for the new job.

Before You Begin

- Set up your chart types and model jobs. See *Setting Up Job Cost Code Structures*.

► **To copy information from a chart type**

From the Job and Budget Setup menu (G5111), choose Copy Selected Master Codes.

1. On Work with Cost Code Structures, click Find.
2. Choose a chart type.
3. From the Row menu, choose Copy Chart to Job to access Copy Cost Codes.

The screenshot shows the PeopleSoft interface with the 'Copy Cost Codes' dialog box open. The dialog box has a title bar with 'Copy Cost Codes' and standard window controls. Below the title bar are buttons for 'OK', 'Cancel', and 'Tools'. The main area of the dialog is divided into three sections: 'Copy From', 'Copy To', and 'Cost Code Ranges'. In the 'Copy From' section, the 'Chart Type' field contains the value 'AE'. In the 'Copy To' section, the 'Job' field contains the value '5100'. The 'Cost Code Ranges' section contains four empty text input fields for 'Cost Code From', 'Cost Code Thru', 'Cost Type From', and 'Cost Type Thru', and a 'Level of Detail' field containing the value '9'.

4. On Copy Cost Codes, complete the following field:
 - Job
5. Do one of the following options:
To copy a range of accounts, complete any of the following optional fields:

- Cost Code From
- Cost Code Thru
- Cost Type From
- Cost Type Thru

To copy selected accounts, complete one or both of the following fields:

- Cost Code From

- Cost Type From

To copy the chart, leave these fields blank.

6. Change the following field, if necessary:

- Level of Detail

7. Click OK.

8. On the Confirmation form, click OK.

If you click OK, a Number of Rows Added form appears showing the number of account and budget rows that were copied into your job.

9. Click Cancel.

If no accounts were copied, the Copy Cost Codes form appears, and you can choose a different chart type to copy to your job. If accounts were copied to your job, the system returns you to the Work with Cost Code Structures form.

See Also

- ❑ *Revising a Cost Code Structure* for information about revising a cost code structure for a new job

Processing Options for Job Cost Code Structures (P51091)

Display

1. Enter 1-5 Characters for the beginning of every Cost Type (6 Digit Object). Remaining characters will be displayed on the screen.

Cost Type Characters to Mask

Process

1. Enter the Budget Amount Ledger Type to update. Leave blank (default) to update 'JA'. The Budget Unit Ledger is determined automatically as the amount ledger ending in 'U', therefore 'JU'.

Budget Amount Ledger Type

Versions

1. Enter the 'Select' Button exit of a '1' for Copy Selected Master Codes (default) or a '2' for Chart Type Setup.

Job Cost Select Button Choices

2. Multiple Cost Code Setup Versions (P51092)

Blank = ZJDE0001

Copying Information from an Existing Job

If you have an existing job with accounts that are similar to the accounts you want to create for your new job, you can copy all, or part of, the cost code structure from the existing job into your new job or job type. After you create the cost code structure, you can revise the account information to satisfy the requirements for the new job.

When you copy cost code structure information from an existing job, you can copy the existing job's associated current-year budget information into your new job or job type. To copy the budget information associated with an existing job, you must copy the budget information at the same time that you copy the accounts into your new job or job type. You can choose to copy existing budget information into your new job in one of the following ways:

Copy revised budgets	The system copies the revised budget of the existing job. The original budget, period balances, and balance forward for your new accounts will be exact duplicates of the existing job's current account information.
Copy original budgets	The system copies the original budget of the existing job into your new job.
Copy revised budgets into original	The system uses the original budget and a summary of the revised budget and adds together the original budget, period balances, and balance forward amount. The result becomes the original budget for your new accounts.

You can copy current-year budgets if the following conditions are met:

- The job from which you copy contains a current-year budget.
- The processing option contains the budget ledger types from which you are copying.
- The budget ledger is set up on Ledger Type Master to roll with the annual close.

If you want the budget ledger amount to move forward when you perform the annual close, you must set up the ledger in User Defined Code table 09/LT. You must also revise the budget ledger.

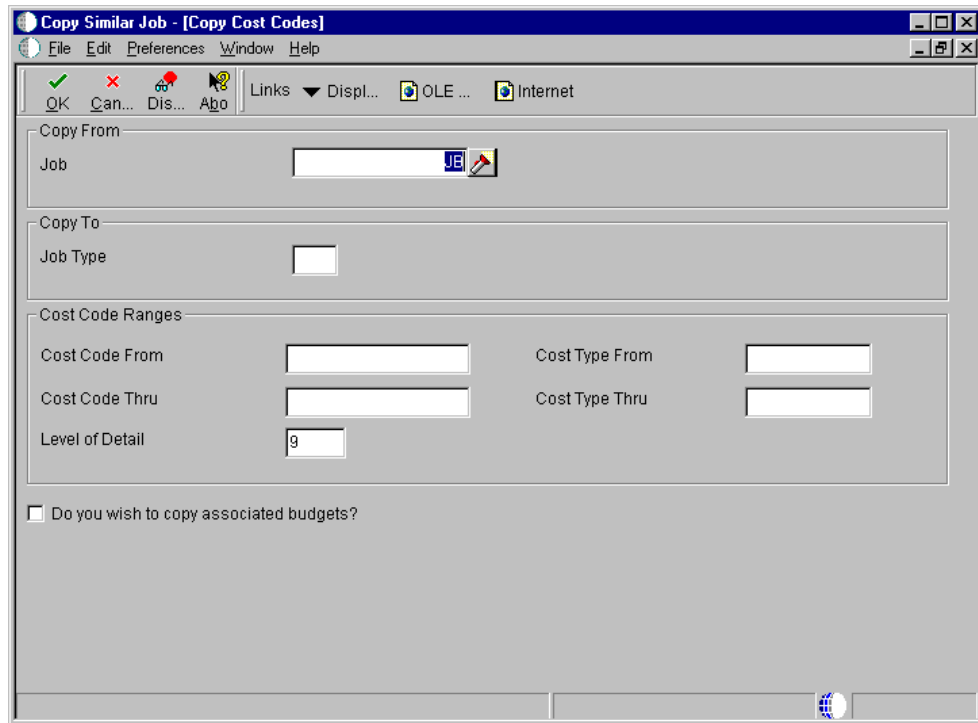
You can also copy the cost code structure of an existing job to a chart type. Chart types contain only account information, they do not contain budget information.

► **To copy information from an existing job**

From the Job and Budget Setup menu (G5111), choose Copy Similar Job.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Number
 - Company
 - Job Type
2. Choose the job from which you want to copy information.
3. From the Row menu, choose Adding Accounts and then one of the following options to access the Copy Cost Codes form:
 - Copy Job to Job
 - Copy Job to Chart
 - Copy Job to Type

The availability for copying budget information depends on the option you choose.



4. In the Copy From area of the Copy Cost Codes form, complete the following field:
 - Job

This field identifies the existing job from which you are copying information. You can change the job number.

5. In the Copy To area, complete one of the following fields:
 - Chart Type
 - Job
 - Job Type

Only one of the above fields appears on the form, depending on which menu option you chose. This field corresponds to the chart type, job, or job type to which you are copying cost code information.

6. Complete one of the following options:
 - Cost Code From
 - Cost Code Thru
 - Cost Type From
 - Cost Type Thru
 - Level of Detail

7. To copy selected accounts, complete one or both of the following fields:

- Cost Code From
- Cost Type From

To copy all of the cost code structure information to your job, job type, or chart type, leave these fields blank.

8. Change the following field, if necessary:

- Level of Detail

9. To copy budget information, click the "Do you wish to copy associated budgets?" option.

This button is available only for copying cost code structure information to jobs or job types.

The screenshot shows the 'Copy Cost Codes' form in the PeopleSoft interface. The form is titled 'Copy Cost Codes' and is part of the 'Active Foundation' workspace. It contains several sections: 'Copy From' with a 'Job' field containing 'JB'; 'Copy To' with a 'Job Type' field; 'Cost Code Ranges' with fields for 'Cost Code From', 'Cost Code Thru', 'Cost Type From', and 'Cost Type Thru', and a 'Level of Detail' field set to '9'; and 'Copy Budgets' with a checked checkbox 'Do you wish to copy associated budgets?' and radio button options for 'Copy Revised Budgets', 'Copy Original Budgets', and 'Copy Revised Budgets into Original'. The 'Copy Budgets' section also includes 'Budget Ledgers' with 'JA' and 'JU' options.

10. In the Copy Budgets area of the Copy Cost Codes form, choose one of the following options:

- Copy Revised Budgets
- Copy Original Budgets
- Copy Revised Budgets into Original

11. Click OK.

12. On the Confirmation form, click OK.

If you click OK, a Number of Rows Added form appears, showing the number of account and budget rows that were copied into your job.

13. Click Cancel to return to Work with Job Master.

See Also

- *Working with Ledger Types for Job Cost* for information about setting up ledger types

Creating a New Cost Code Structure

If you have a very small chart of accounts, you might choose to add accounts individually to the cost code structure using the Original Budget form. It is more efficient for you to create a chart of accounts for a new job by setting up and copying accounts from a chart type, or by copying account information from an existing job. You can then revise the accounts for the new job.

See Also

- *Adding an Account* for information about adding accounts one at a time
- *Copying Information from a Chart Type* and *Copying Information from an Existing Job* for information about creating a cost code structure for a new job

Revising a Cost Code Structure

Creating a cost code structure, you can revise it. You must revise a cost code structure before you apply any costs or quantities to the accounts. You can add new accounts, change existing account information, or delete accounts. You also can add accounts by duplicating a range of cost codes within the same job. If you create your new job cost code structure by copying both account and budget information at the same time, you must delete the budget information before you change your account information.

Revised account information is stored in the Account Master table (F0901).

Caution

If you revise a cost code structure that has costs applied to it, you must run the Update Business Unit/Object/Subsidiary to Journal Entries program to maintain system integrity. See *Updating Account Ledger and Account Balances Tables* in the *General Accounting Guide* for more information about this program.

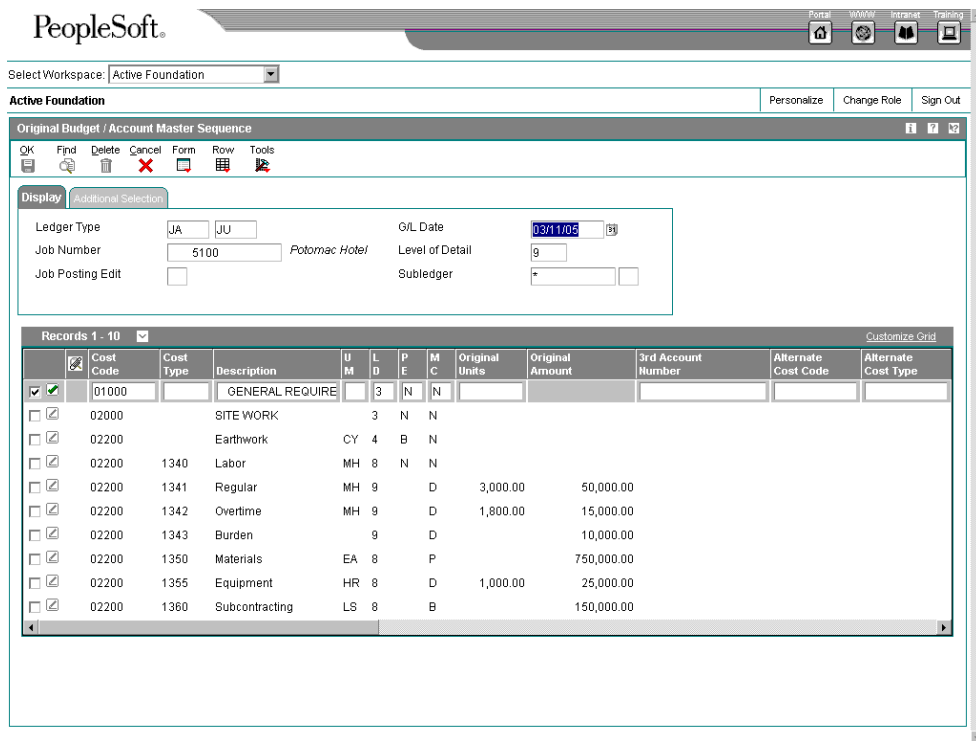
Adding an Account

Use the following steps to add accounts to a job. To add a large number of accounts, set up a chart type and copy the account information into your job, or copy account information from an existing job. You then revise the account information for your new job.

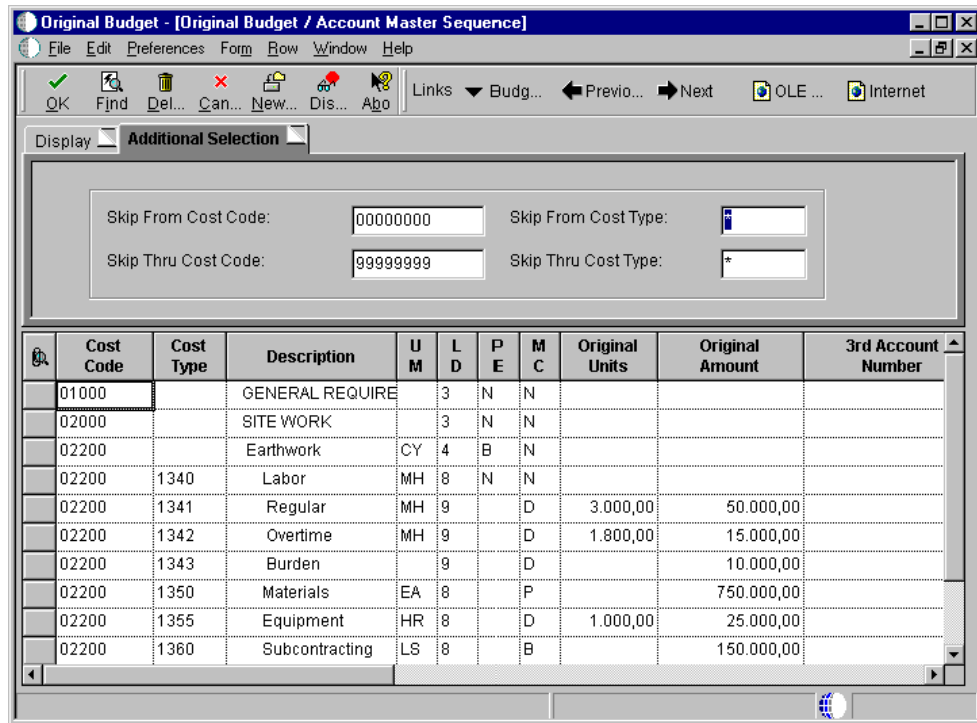
► **To add an account**

From the Job and Budget Setup menu (G5111), choose Original Budget.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose the job to which you want to add an account.
3. From the Row menu, choose Job Budgets and then Budget Original.



4. On Original Budget/Account Master Sequence, complete the following fields to define the accounts you want to review:
 - G/L Date
 - Level of Detail
 - Subledger
 - Level of Detail
 - Subledger
5. To further define the accounts you want to review, click the Additional Selection tab.



6. Complete the following optional fields, and click Find:
 - Skip From Cost Type:
 - Skip Thru Cost Type:
 - Skip From Cost Code:
 - Skip Thru Cost Code:
7. Enter the new account information in the blank row at the end of the detail area.
8. Click OK to save the entry.
9. To return to Work With Job Master, click Cancel.

Deleting an Account

You can delete an account from a job. If the account has a transaction associated with it - that is, if there is information in the Account Ledger table (F0911) - you cannot delete the account. You can void the account transaction so that the system no longer uses the account information, but the account and its associated information remain in the job records.

Before You Begin

- If you are deleting an account that has budget information associated with it, delete the budget information first. See *Deleting a Budget*.

► To delete an account

From the Job and Budget Setup menu (G5111), choose Original Budget.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose the job for which you want to delete an account.
3. From the Row menu, choose Job Budgets and then Budget Original.
4. On Original Budget/Account Master Sequence, complete the following fields to define the accounts you want to review:
 - G/L Date
 - Level of Detail
 - Subledger
5. To further define the accounts you want to review, click the Additional Selection tab and complete the following fields:
 - Skip From Cost Type:
 - Skip Thru Cost Type:
 - Skip From Cost Code:
 - Skip Thru Cost Code:
6. Click Find.
7. Choose the account that you want to delete, and click Delete.
8. Click OK on the Confirm Delete form.
9. On Original Budget/Account Master Sequence, click OK.
You must click OK after you delete the information for the application to update the records.
10. To ensure that the job is deleted, click Find.
The account you deleted should not appear.
11. To return to Work with Job Master, click Cancel.

Revising an Account

Generally, you create a cost code structure for a new job by copying the account information from another source. You might need to revise the newly copied account information to meet your new job requirements.

► **To revise an account**

From the Job and Budget Setup menu (G5111), choose Original Budget.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose the job for which you want to revise account information.
3. From the Row menu, choose Job Budgets and then Budget Original.
4. On Original Budget/Account Master Sequence, complete the following fields to define the accounts that you want to review:
 - G/L Date
 - Level of Detail
 - Subledger
5. To further define the accounts you want to review, click the Additional Selection tab and complete the following fields:
 - Skip From Cost Type:
 - Skip Thru Cost Type:
 - Skip From Cost Code:
 - Skip Thru Cost Code:
6. Click Find.
7. Revise the account information, and click OK.
8. If the account fields that you want to change are not in the detail area of the Original Budget/Account Master Sequence form, choose the account.
9. From the Row menu, choose Single Account.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Single Account

Account Number 5100.01000 GENERAL REQUIREMENTS

Revise Single Account More Category Codes 1-10 Category Codes 11-20 Category Codes 21-23

Business Unit/Object/Subsidiary 5100 01000

Description GENERAL REQUIREMENTS

Account Level of Detail 3

Posting Edit N Non-posting

Budget Pattern Code

Model Account/Consolidations Non-Mode/Consolidation

Currency Code

Account ID 00058712

10. On Revise Single Account, complete the following information:

- Business Unit/Object/Subsidiary
- Description
- Account Level of Detail
- Posting Edit
- Budget Pattern Code
- Currency Code

11. Click the More tab and complete the following information:

- Unit of Measure
- Free Form (3rd Acct. No.)
- Alternate Object/Sub
- Billable

12. Click the following category code tabs and complete and of the appropriate category code fields.

13. To save your changes, click OK.

14. To return to Work with Job Master, click Cancel and then click Cancel again.

See Also

- ❑ *Revising Accounts* in the *General Accounting Guide* for more information about revising accounts

Copying a Cost Code Range Within the Same Job

You can add new accounts by copying a cost code range within the same job. When you copy a range of accounts within the same job, you enter a cost code and all of its corresponding information. You can enter cost types and descriptions, and add this information to a new cost code.

You might choose to copy the following cost code range information:

Cost Code	Cost Type	Description	Level of Detail	Unit of Measure
02200		Clearing & Grading	4	EA
02200	1340	Labor	8	HR
02200	1341	Regular Labor	9	HR

Cost Code	Cost Type	Description	Level of Detail	Unit of Measure
02600		Sewer Work	4	EA
02600	1340	Labor	8	HR
02600	1341	Regular Labor	9	HR

The system copies all information in the Account Master table (F0901) from the cost code selected to the new cost code. You must enter the new cost number. If there is budget information associated with the existing range of accounts, you can copy the budget information to the new accounts.

You can only copy information if the new range has not yet been copied. The From and To fields must contain the same information, and can only be used if you are copying from job to job or chart to chart.

► To copy a cost code range within the same job

From the Job and Budget Setup menu (G5111), choose Copy Similar Job.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Adding Accounts and then Copy Job to Job.
4. On Copy Cost Codes, complete the following field in both the Copy From area and the Copy To area of the form:

- Job

Because you are copying information within the job, the job number for these two fields is the same.

5. Complete one of the following options:

To copy a range of accounts, complete the following optional fields:

- Cost Code From
- Cost Code Thru
- Cost Type From
- Cost Type Thru

To copy selected accounts, complete one or both of the following fields:

- Cost Code From
- Cost Type From

To copy all of the cost code structure information to your job, leave these fields blank.

6. Change the following field, if necessary:

- Level of Detail

7. Click OK.

8. On the Confirmation form, click OK.

If you click OK, a Number of Rows Added form appears that shows the number of account and budget rows that were copied into your job.

9. Click Cancel to return to Work with Job Master.

Assigning Alternate Sequences

You normally view your cost code structures by their alphanumeric cost code order. However, you can arrange and view your cost code structures based on other sequences that you choose. The following reasons detail why you can assign alternate sequences for a number:

- To identify specific areas of a job
- To follow the guidelines of regulatory cost code structures
- To comply with the requirements of a parent company
- To comply with the requirements of a third party

You can assign alternate sequences with user defined category codes that rearrange your cost code structure based on the category codes. You can also enter an alternate cost code number for each of the accounts in the cost code structure.

You can use the following methods to recognize alternate sequences for your cost code structures:

- Assign alternate sequence category codes and alternate sequence cost code numbers manually to each line of a cost code structure after you create it.
- Assign alternate sequence category codes automatically when you create a new cost code structure.
- After you create the cost code structure for a job, assign an alternate sequence category code to the entire cost code structure.

See Also

- ❑ *Creating a Cost Code Structure* if you have not created your cost code structure
- ❑ *Setting Up an Extended Job* for information on how to assign alternate sequence category codes

Understanding Alternate Sequences

When you assign your cost codes, you can embed meaningful codes for the structuring and reporting purposes that you require. For example, you can embed codes that define specific information for each aspect of a job. You can then reorder your cost code structure on the basis of any of your embedded codes. You can also reorder your cost code structure by manually assigning an alternate cost code number to each line item.

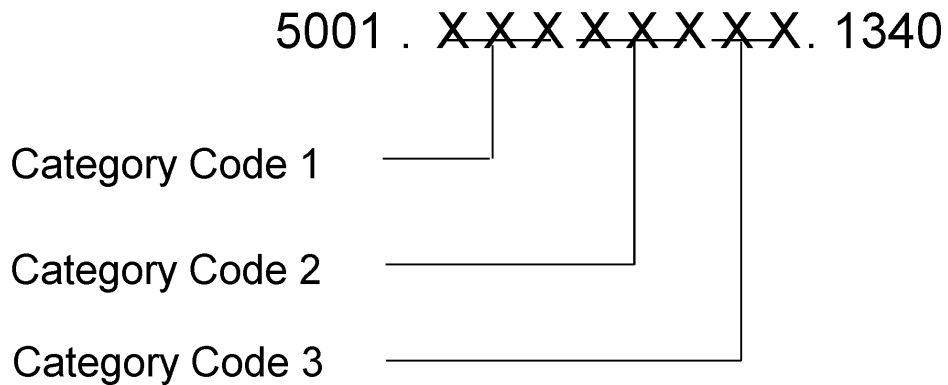
Example: Alternate Sequences

Assume that you structure the eight characters of the cost code based on the following criteria:

- The first three characters represent a specific work item within the job.
- The second three characters represent a specific type of task within the work items.
- The last two characters represent the physical location of the work being done.

You can define category codes that allow you to reorder your cost code structure on the basis of the embedded elements. You can use the first three account-level category codes to define alternate sequences.

The following graphic illustrates this structure:



The category codes define specific positions in your cost code. You can assign them so that they correspond to the embedded codes. You can then arrange and view the cost code structure information on the basis of the category codes.

You can also manually assign an alternate cost code number to the accounts in your cost code structure. You can assign alternate cost code numbers regardless of the category codes or embedded meanings associated with your cost codes.

You can define alternate sequence category codes based on up to three positions in the cost code. The system determines the sequence of the cost code information by the alphanumeric order of the characters in the specified positions, followed by the alphanumeric order of the remaining characters and the cost type.

The characters that you specify for the alternate sequence category codes must be in the order of their positions in the Cost Code field. For example, you can specify positions 1, 2, 3 for a category code, but you cannot specify positions 1, 3, 2. If the last field in a category code is blank, enter a +. For example, 7, 8, +.

Consider the following accounts that are presented in an alphanumeric sequence:

Normal Sequence

- 6001.BBB34505.1234
- 6001.EEE45604.1234
- 6002.CCC56703.1234
- 6003.AAA12302.1234
- 6003.DDD23402.1235

Assume that you define category codes as described above. You also assign the following alternate cost code numbers to the accounts:

Normal Account Numbers Alternate Account Numbers

6001.BBB34505.1234	1001
6001.EEE45604.1234	1002
6002.CCC56703.1234	1004
6003.AAA12302.1234	1003
6003.DDD23402.1235	1000

You can assign any values that you choose for your alternate cost code numbers.

You can then change the order and view your cost code structure on the basis of any of the category codes or on the basis of the alternate cost code numbers. The following table shows the resulting alternate sequences:

Alt. Account Number	Category Code 1	Category Code 2	Category Code 3
6003.DDD23402.1235	6003.AAA12302.1234	6003.AAA12302.1234	6003.AAA12302.1234
6001.BBB34505.1234	6001.BBB34505.1234	6003.DDD23402.1235	6003.DDD23402.1235

6001.EEE45604.1234 6002.CCC56703.1234 6001.BBB34505.1234 6002.CCC56703.1234
6003.AAA12302.1234 6003.DDD23402.1235 6001.EEE45604.1234 6001.EEE45604.1234
6002.CCC56703.1234 6001.EEE45604.1234 6002.CCC56703.1234 6001.BBB34505.1234

Note

Alternate sequences are for viewing and reporting purposes only. You must set up your cost code structures normally for the Job Cost system to function properly.

Assigning an Alternate Sequence Manually

You can assign an alternate sequence manually to each line item of a cost code structure after you create it by assigning a predefined alternate sequence category code or an alternate cost code number to each account.

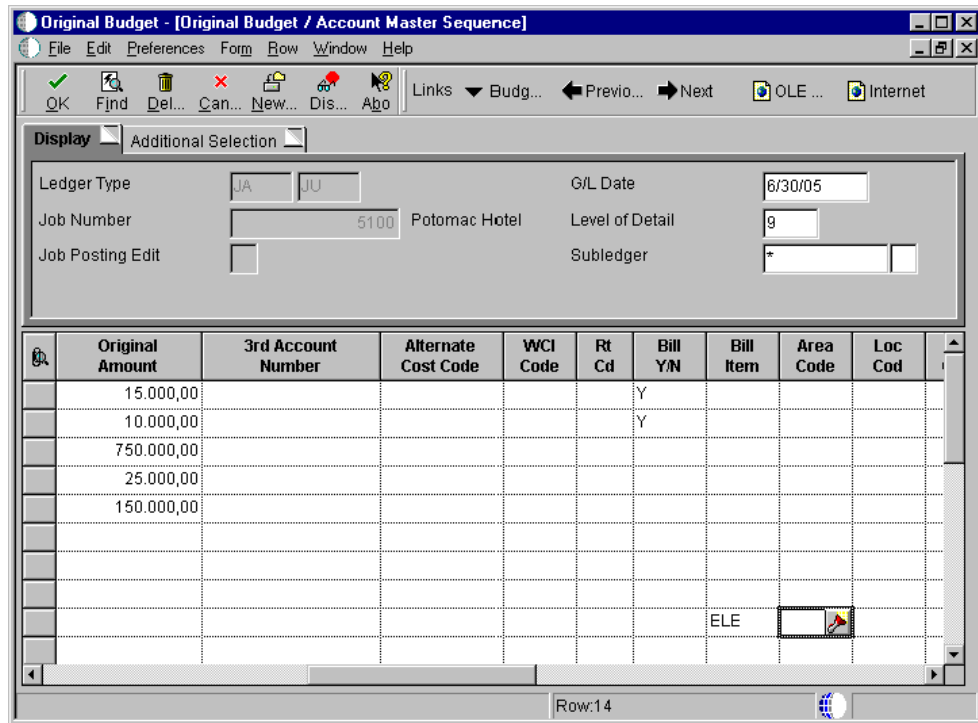
Before You Begin

- ❑ You must define the alternate sequence category codes. See *Setting Up An Extended Job*.

► To assign an alternate sequence manually

From Job and Budget Setup (G5111), choose Original Budget.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Number
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Job Budgets and then Budget Original.



4. On Original Budget/Account Master Sequence, complete the following fields to define the accounts you want to review:
 - G/L Date
 - Level of Detail
 - Subledger

5. To further define the accounts you want to review, click the Additional Selection tab and complete the following fields:
 - Skip From Cost Code:
 - Skip Thru Cost Code:
 - Skip From Cost Type:
 - Skip Thru Cost Type:

6. Click Find.

7. To assign alternate sequences for an account, choose the account, and complete one or more of the following fields:
 - Bill Item
 - Alternate Cost Code

- Loc Cod
- Area Code

8. To return to Work With Job Master, click Cancel.

Assigning an Alternate Sequence Automatically

You can automatically create an alternate sequence based on predefined category codes when you create the cost code structure for a job.

The category code 1, 2, and 3 values in the Extended Job Master specify the characters that the system selects from the cost code in order to create and update the category codes for an account. The system automatically creates the category codes when an account is added to the Account Master table (F0901). The category code values must be set up in the following UDC tables:

- 09/01
- 09/02
- 09/03

► To assign an alternate sequence automatically

From the Job and Budget Setup menu (G5111), choose Job Revisions by Company.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Number
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Job Master Info, then Extended Job.
4. On Extended Job Master, complete the following fields:
 - Category Code 1 Selection
 - Category Code 2 Selection
 - Category Code 3 Selection

Category code 1, 2, and 3 values must correspond with the values in the cost code.

Assigning an Alternate Sequence to the Cost Code Structure

After you create a cost code structure, you can automatically assign an alternate sequence to the cost code structure. The alternate sequence can be based on any of your alternate sequence category codes.

See Also

- ❑ *Updating All Job Cost Information* for information on how to direct the system to assign category codes to the entire cost code structure

Setting Up Cost Code Schedules

After you create your cost code structure, you can set up a cost code schedule for the tasks within each job. Use cost code schedules to establish a chronological order for the tasks. Some tasks might need to be scheduled sequentially, while other tasks might be scheduled concurrently.

Cost code schedule information includes planned start and finish dates for each task. As a job progresses, update your schedule information with the actual start and finish dates for each task.

You can enter or change certain account category code information. These category codes are associated with the General Accounting system and allow you to build summarization logic into your reports. Account category codes can be used with the accounts in a secondary chart of accounts.

The system stores Cost Code Schedule information in the Account Master table (F0901) and the Master Extended Details table (F51901).

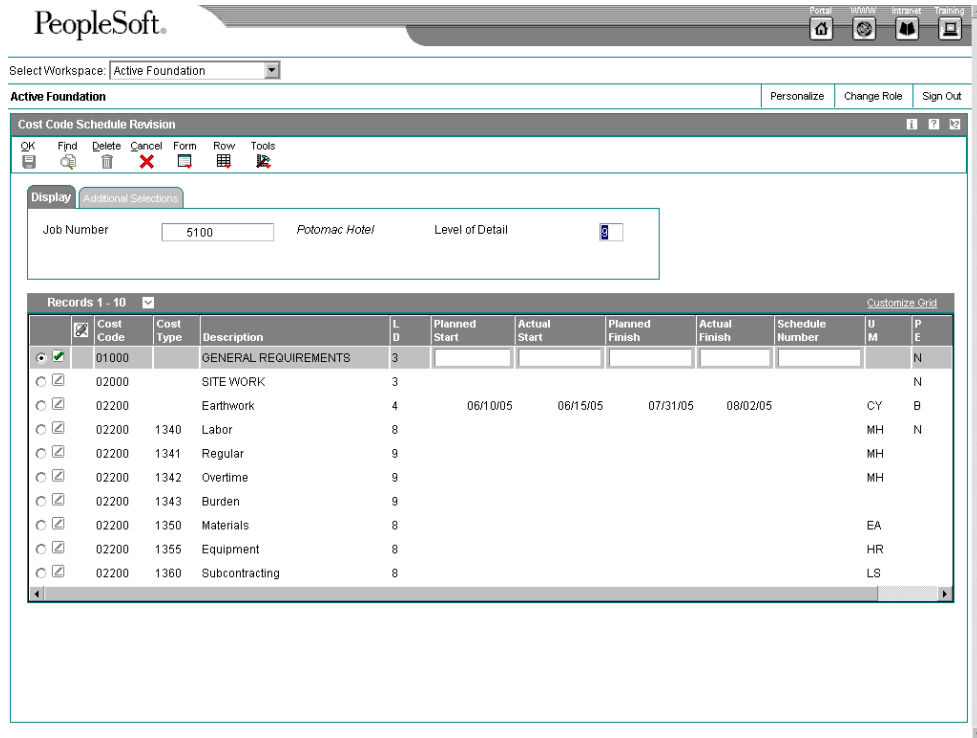
Before You Begin

- ❑ Set up Account Category Codes. See *Understanding User Defined Codes for Job Cost*.

► To set up cost code schedules

From the Job and Budget Setup menu (G5111), choose Cost Code Schedule.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Number
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Code Schedule.



4. On Cost Code Schedule Revision, complete the following field to define the accounts that you want to review:
 - Level of Detail
5. To further define the accounts that you want to review, click the Additional Selection tab and complete the following fields:
 - Skip From Cost Code:
 - Skip Thru Cost Code:
 - Skip From Cost Type:
 - Skip Thru Cost Type:
6. Click Find.
7. To enter planning information, complete the following fields for each account:
 - Planned Finish
 - Planned Start
8. To enter actual information, complete the following fields for each account when the information is available:
 - Actual Finish

- Actual Start
9. To cross-reference an account to a scheduled task outside of the Job Cost system, complete the following field, and click OK:
- Schedule Number

Processing Options for Cost Code Schedules (P51901)

Defaults

1. Enter the Cost Code and/or Cost Type ranges to display.

From Cost Code

Thru Cost Code

From Cost Type

Thru Cost Type

2. Enter the Skip to Level of Detail. Leave blank to default a '9'.

Level of Detail

Job Budgets

After you create the job master record and cost code structure, enter budget information for your job. Budget information includes the monetary amounts and the number of units, or quantities, related to each account.

Budgets are classified as one of the following:

- Original
- Revised

Original budget refers to the amounts and number of units, or quantities, set up at the beginning of a project or job. You can create an original budget by manually entering budget information for each account. If you created your cost code structure by copying from an existing job or job type, you could also have copied the existing budget information as original budget for your new job.

Original budgets are not date-sensitive. You can change them at any time during the project or job. If you copied your budget information when you copied your account structure, you might need to change some of the budget information for your new job. The system does not keep an audit trail of changes to original budget information.

When you enter a budget change order, you create a revised budget. The budget change order updates the budget for the job without changing the original budget information. When you revise a budget, you also create a journal entry if you turn on processing options and constants.

The following example illustrates the budget information that you might enter for a cost code structure. The account number and description make up the cost code structure. The budget information that you might enter includes the unit of measure (UM), budget units, and budget money.

Account Number	Description	UM	Budget Units	Budget Amounts (USD)
5001.02000	Site Work			
5001.02200	Clearing and Grading	CY	241	
5001.02200.1355	Equipment	HR	180	4,750.00
5001.02200.1360	Subcontracts	LS	1	215,000.00
5001.02600	Sewer Work			
5001.02600.1340	Labor	MH	610	15,000.00
5001.02600.1341	Regular			
5001.02600.1342	Premium			
5001.02600.1343	Burden			
5001.02600.1350	Materials	LF	6,900	313,950.00
5001.02600.1355	Equipment	HR	200	5,100.00
5001.02600.1360	Subcontracts	LS	1	165,000.00
5001.02800	Paving and Surfacing			
5001.02800.1340	Labor	MH	1,200	21,600.00
5001.02800.1341	Regular			
5001.02800.1342	Premium			
5001.02800.1343	Burden			
5001.02800.1350	Materials			15,000.00
5001.02800.1355	Equipment	HR	800	20,000.00
5001.02800.1360	Subcontracts			550,000.00

A unit is anything that can be measured incrementally. Units of measure are user defined codes that describe how the units are measured. When you enter a unit of measure value, the system validates your entry against the user defined codes that you have set up.

In the preceding example, the UM column represents the units of measure for the budgeted units. For the example, you would set up user defined codes as follows:

- CY for cubic yards
- HR for hours

- LS for lump sum
- MH for labor-hours
- LF for linear feet

In the example, the budget for the labor on the paving and surfacing task is 1,200 man-hours. If you know that each unit, or hour, of labor costs 18.00 USD, you can also enter a monetary budget amount of 21,600.00 USD for the account.

Before You Begin

- ❑ Set Up Units of Measure in the User Defined Codes. See *Understanding User Defined Codes for Job Cost*.

Setting Up an Original Budget

Original budget information consists of monetary amounts and the number of units, or quantities, related to each account in your job. If you copied your cost code structure from a chart type, you need to manually enter your original budget information. If you copied your cost code structure from a similar job or job type, you could have copied the existing budget information as original budget for your new job. You might need to change the original budget information for some of the accounts in your new job.

As long as there are no transactions against the account, you can delete original budget information for the account. You can lock original budget information to prevent it from being changed, and you can unlock a locked budget at any time.

Original budget information is stored in the BORG (Budget Original) field of the Account Balances table (F0902). When you change original budget information, the system updates the BORG field amounts and quantities. The system does not create an audit trail record of changes to the original budget.

The processing options for Budget Original (P510212) must be accessed through Interactive Versions (P983051). See [Working With Interactive Versions](#) in the *Foundation Guide* for more information.

Entering or Changing an Original Budget

The system considers any budget information to be original budget information until you enter a budget revision.

Use the Original Budget/Account Master Sequence form to enter or change original budget information. You can define additional ledger types for tracking and reporting purposes.

Set processing options to perform the following features:

- Restrict the cost code accounts and data entry fields that are displayed
- Validate certain entries
- Update a specific ledger type
- Control the job version to be run
- Calculate original budget amounts when you enter units and unit rates information

Before You Begin

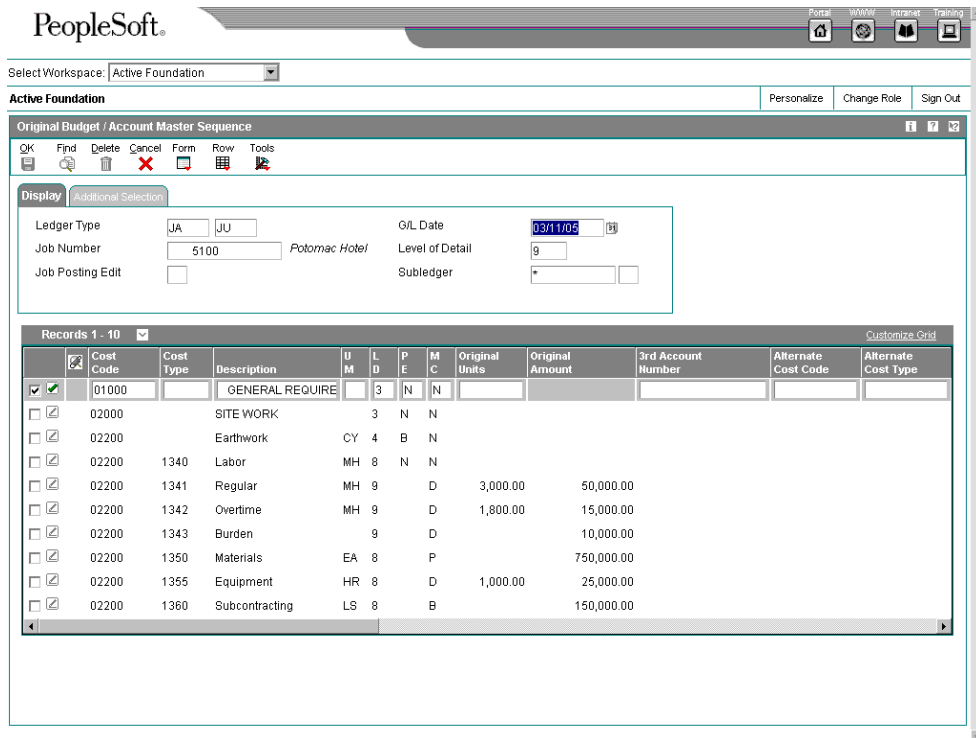
- ❑ Set up additional ledger types in the Ledger Type Master table (F0025). See *Working with Ledger Types for Job Cost*.

► **To enter or change an original budget**

From the Job and Budget Setup menu (G5111), choose Original Budget.

Use the Unit Rate Budget Entry menu option from the Job and Budget Setup menu (G5111) to enter unit cost information for your original budget.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Job Budgets and then Budget Original.



4. On Original Budget/Account Master Sequence, complete the following fields to define the accounts that you want to review.
 - G/L Date
 - Level of Detail
 - Subledger
5. To further define the accounts that you want to review, click the Additional Selection tab and complete the following fields:

- Skip From Cost Code:
 - Skip Thru Cost Code:
 - Skip From Cost Type:
 - Skip Thru Cost Type:
6. Click Find.
 7. To enter original budget information for an account, complete one or both of the following fields:
 - Original Units
 - Original Amount
 8. To calculate the total budget amount for a job, choose Total Job Budget from the Form menu.
 9. Change other account information, if necessary, and click OK.

Deleting a Budget

You can delete budget information if no transactions exist for the job. If the job has associated information in the Account Ledger table (F0911), you cannot delete the account or its associated budget information. You can inactivate the account so that the system will not use the account information.

► To delete a budget

From the Job Budget Setup menu (G5111), choose Original Budget.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose the job that has the budget that you want to delete.
3. From the Row menu, choose Job Budgets and then Budget Original.
4. On Original Budget/Account Master Sequence, choose the account that has the budget you want to delete.
5. From the Row menu, choose Delete Budget.

The system displays the Original Budget/Account Sequence master form with the selected budget information removed.
6. To delete the account, choose the account for which you deleted the budget, and click Delete.
7. Click OK on the Confirm Delete form.
8. On Original Budget/Account Master Sequence, click OK.

You must click OK after you delete the information for the application to update the records.

9. To ensure that the job is deleted, click Find.

The account you deleted should not appear in the detail area of the Original Budget/Account Master Sequence form.

10. To return to the Work With Job Master form, click Cancel.

Locking or Unlocking a Budget

You can lock original budget information to prevent accidental changes. Any authorized user can lock or unlock original budget information at any time.

► To lock or unlock a budget

From the Job and Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose a job, and click Select.
3. On Job Master Revisions, complete the following field to lock or unlock the budget:
 - Posting EditTo unlock the budget, make sure the Posting Edit field is empty.

Processing Options for Budget Original (P510121)

Display Tab

Use these processing options to control the display and security of cost codes and cost types in a range of accounts.

1. Default Cost Code Range

From Cost Code

Use this processing option to display the beginning cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

Thru Cost Code

Use this processing option to display the ending cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

2. Default Cost Type Range

From Cost Type

Use this processing option to display the beginning cost type (object) account in a range of accounts.

Thru Cost Type

Use this processing option to display the ending cost type (object) account in a range of accounts.

3. Restrict Account Range

Blank = Allow account ranges outside the cost code and cost type ranges

1 = Restrict account ranges to the cost code and cost type ranges

Use this processing option to restrict the changing of cost codes and cost types as a security mechanism. Valid values are:

Blank Allow account ranges outside the cost code and cost type ranges.

This is the default.

1 Restrict account ranges to the cost code and cost type ranges.

4. Display Inactive Accounts

Blank = Do not display inactive accounts

1 = Display inactive accounts

Use this processing option to determine whether inactive accounts are displayed.

Blank Do not display inactive accounts.

1 Display inactive accounts.

5. 1-5 Characters of Cost Type

Use this processing option to default 1 to 5 characters for the beginning of the Cost Type (6 Digit Object). The remaining characters will display. This eliminates duplication when the beginning characters are the same.

Edits Tab

Use these processing options to set up validation and security options for your account.

1. Account Master Changes

Blank = Allow update to all fields

1 = Do not allow changes to Account Master fields

2 = Do not allow changes to cost code and cost type

Use this processing option to control what changes can be made to the Account Master. Valid values are:

Blank Allow update to all fields.

1 Prevent changes to Account Master fields.

2 Prevent changes to Cost Code and Cost Type.

2. Workers Compensation Changes

Blank = Allow changes

1 = Do not allow changes

Use this processing option to control what changes can be made to the workers compensation insurance code field. Valid values are:

- Blank Allow changes to the workers compensation insurance code field.
- 1 Prevent changes to the workers compensation insurance code field.

3. Account Category Codes Edit

Blank = Edit the G/L category codes

1 = Do not edit the G/L category codes

Use this processing option to suppress the validation of the G/L category codes 1-3 against the User Defined Codes defined for each category code. Valid values are:

- Blank Validate the G/L category codes 1-3 against the User Defined Codes.
- 1 Do not validate the G/L category codes 1-3 against the User Defined Codes.

4. Validate Against Chart Type

Blank = Do not validate changes and additions against chart type

1 = Validate all changes and additions against chart type

Use this processing option to control changes and additions against a specific Chart Type. Use the Chart Type processing option to enter the chart type to validate against. Valid values are:

- Blank Do not validate all changes and additions against a specific Chart Type.
- 1 Validate all changes and additions against a specific Chart Type.

5. Chart Type

Use this processing option to enter the Chart Type to validate against. Use the Validate Against Chart Type processing option to specify if you want to control changes and additions against the chart type entered in this

processing option. The default is the blank Chart Type.

6. Chart Type Level of Detail

Use this processing option to enter the lowest level of detail to validate against the Chart Type. Use the Chart Type processing option to enter the chart type to validate against.

7. Cost Code Range

From Cost Code

Use this processing option to enter the beginning cost code (subsidiary) account in a range of accounts to validate against the Chart Type. Use the Chart Type processing option to enter the chart type to validate against.

Thru Cost Code

Use this processing option to enter the ending cost code (subsidiary) account in a range of accounts to validate against the Chart Type. Use the Chart Type processing option to enter the chart type to validate against.

8. Cost Type Range

From Cost Type

Use this processing option to enter the beginning cost type (object) account in a range of accounts to validate against the Chart Type. Use the Chart Type processing option to enter the chart type to validate against.

Thru Cost Type

Use this processing option to enter the ending cost type (object) account in a range of accounts to validate against the Chart Type. Use the Chart Type processing option to enter the chart type to validate against.

Process Tab

Use these processing options to specify the type of information to process when working with budgets.

1. Budget Amount Ledger Type

Blank = JA ledger

Use this processing option to enter the Budget Amount Ledger Type to update. Leave blank to update JA. This is the default. The Budget Unit Ledger Type is determined automatically as the Amount Ledger ending in U, therefore, the ledger type is JU.

2. Budget Entry Display

Blank = Display budget entry fields

1 = Do not display budget entry fields

Use this processing option to control the display of Budget Entry fields.

Valid values are:

Blank Display Budget Entry fields.

1 Do not display Budget Entry fields.

3. Budget Update

Blank = Update current and future years

1 = Update the current year only

2 = Update all years

Use this processing option to control update options of budgets. F0902 records must exist for options 2 and blank. Valid values are:

Blank Update current and future years.

1 Update the current year only.

2 Update all years.

4. Budget Unit Rate Format

Blank = Budget amount rate format

1 = Budget unit rate format

Use this processing option to choose to display the budget unit or amount rate. Valid values are:

Blank Display the Budget Amount Rate format.

1 Display the Budget Unit Rate format.

Versions Tab

Use these processing options to define the application versions to execute.

1. Budget Revisions Version (P510171)

Blank = ZJDE0001

Use this processing option to enter the version of Budget Revisions (P510171) to be used. If left blank, ZJDE0001 will be used.

2. Copy Job to Job Version (P51091)

Blank = ZJDE0001

Use this processing option to enter the version of Copy Job to Job (P51091) to be used. If left blank, ZJDE0001 will be used.

Entering a Budget Revision

You can change budget information by entering a budget revision. A budget revision updates the budget without changing the original budget information in the Account Balances table (F0902). Enter a budget revision for a monetary amount or a quantity.

Use the Job Budget Revisions form to create a budget revision. A budget change order is the same as a budget revision. For tracking and reporting purposes, you can specify a ledger type.

You can enter budget revisions incrementally () or cumulatively to amounts or units. You also can enter incremental () or cumulative unit cost changes, which are multiplied by the units to determine the budget amount. The amount represents units multiplied by unit cost. When you

enter units and unit cost, the system calculates the amount. When you enter amount and unit cost, the system calculates the units.

The processing options for this program must be accessed through Interactive Versions (P983051). See Working With Interactive Versions in the Foundation Guide for more information.

Set processing options to control the appearance of the Job Budget Revisions form, to specify the data entry fields, and to specify system processing. You can set the processing options to control the type of budget revisions that you view. For example, you can view the following information:

- Unit, unit cost, and amount
- Unit and amount
- Amount
- Unit and unit cost

Set a processing option to perform one of the following audit trail options:

- Create an audit trail record of each budget revision. Audit trail records are created for the period in which you enter them.
- Create a record of the total revised budget for each account by period.
- Do not create an audit trail record of your budget changes.

For example, assume that you enter five budget revisions in the amount of 1,000.00 USD in the same period for an account with an original budget of 15,000.00 USD.

If you create an audit trail record for each budget revision, the system will perform the following functions:

- Store a record of the original 15,000.00 USD budget in the Account Balances table
- Update the revised budget amount for the account to 20,000.00 USD
- Store an audit trail record of each 1,000.00 USD budget revision for the period in which the revision was entered

If you create an audit trail record by period, the system will perform the following functions:

- Store a record of the original 15,000.00 USD budget in the Account Balances table
- Update the revised budget amount of the account for the period in question to 20,000.00 USD in the Account Balances table (F0902)
- Store an audit trail record of the 5,000.00 USD budget revision for the period in which the revisions were entered as the total for all transactions

If you do not create an audit trail record, the system will perform the following functions:

- Store a record of the original 15,000.00 USD budget in the Original Budget field of the Account Balances table
- Update the revised budget amount for the account to 20,000.00 USD

If you do not create an audit trail, the system does not record any of the individual changes made to the account.

The system stores units and amounts in the Account Balances table (F0902) with the ledger that you chose in the processing option.

Caution

Do not run the Repost Account Ledger program if you do not create multiple Account Ledger table records. This can cause unpredictable results.

Before You Begin

- ❑ Set up additional ledger types in the Ledger Type Master table (F0025). See *Working with Ledger Types for Job Cost*. Define the additional ledger types in the user defined code table 09/LT. See *Understanding User Defined Codes for Job Cost*.

► To enter a budget revision

From the Job and Budget Setup menu (G5111), choose Job Budget Revisions.

Use the Quantities in Place or Other Management Information menu options from the Job and Budget Setup menu (G5111) to create budget revisions that are associated with different ledger types.

1. On Work with Job Master, complete any of the following fields, and click Find:
 - Job Name
 - Job Type
 - Company
2. Choose a job.
3. From the Row menu, choose Job Budgets and then Budget Revisions.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Job Budget Revisions

Display Additional Selections

Ledger Type JA JU Date/Period 3/31/2008

Job Number 5100 Potomac Hotel Level of Detail 9

Job Posting Edit Subledger *

Records 1 - 10

	Cost Code	Cost Type	Description	M	C	Current Units	Current Amount	+/- Units	+/- Amount	Cumulative Units	Cumulative Amount	L	D	P	E
<input checked="" type="checkbox"/>	5510		WIP Offset-Contract Bill	N											6
<input type="checkbox"/>	5520		Percent of Cost Adjustr	D											6
<input type="checkbox"/>	6335		WIP Offset-Material Co	N											8
<input type="checkbox"/>	6380		WIP Offset-Recognized	N											8
<input type="checkbox"/>	6998		WIP Offset-Job Loss Pr	N											8
<input type="checkbox"/>	8115		Regular Pay	D											7
<input type="checkbox"/>	8116		Overtime Pay	D											7
<input type="checkbox"/>	8118		Miscellaneous Pay	D											7
<input type="checkbox"/>	8135		FICA/Medicare	D											7
<input type="checkbox"/>	8136		401K Contribution	D											7

4. On Job Budget Revisions, complete the following fields to define the accounts you want to review:

- Date/Period
- Level of Detail
- Subledger
- Ledger Type

If you leave the Date/Period field blank, the system enters the current period and date of the company in which the job resides. If you enter the G/L period, the system enters the G/L date.

The current amount column shows the revised budget balance. This figure is the total of the original budget per line item plus or minus any budget revisions.

5. To further define the accounts you want to review, click the Additional Selection tab.

Cost Code	Cost Type	Description	M C	Current Units	Current Amount	+/- Units	+/- Amount	Cumu Uni
	5510	WIP Offset-Contraj	N					
	5520	Percent of Cost Ac	D					
	6335	WIP Offset-Materi	N					
	6380	WIP Offset-Recog	N					
	6998	WIP Offset-Job Lo	N					
	8115	Regular Pay	D					
	8116	Overtime Pay	D					
	8118	Miscellaneous Pay	D					

6. Complete the following optional fields:

- Skip From Cost Code:
- Skip Thru Cost Code:
- Skip From Cost Type:
- Skip Thru Cost Type:

7. Choose one of the following To Date options, and click Find:
 - Period
 - Inception
 - Cumulative

8. To enter budget revision information for an account, complete any of the following fields:
 - +/-Units
 - +/-Unit Cost
 - +/-Amount
 - Cumulative Units
 - Cumulative Amount

The fields on the Job Budget Revisions form are controlled by the processing options that you set.

9. Change the following other account information, if necessary.
 - Reference 2
 - Explanation

10. To calculate the total budget amount for a job, choose Total Job Budget from the Form menu.

11. To save the entries and to review the changes, click OK.

See Also

- *Reposting the Account Ledger* in the *General Accounting Guide* for information about reposting account ledgers

Processing Options for Job Budget Revisions (P510171)

Display

1. Enter the Cost Code range to display:

Cost Code From

Cost Code Thru

2. Enter the Cost Type range to display:

Cost Type From

Cost Type Thru

3. Enter a '1' to restrict entry to the account ranges specified above. Leave blank to allow changes to the account range.

Job Cost Restrict Ranges

Display 2

4. Enter the Method of Computation to display. Leave blank to display all.

Method of Computation

5. Enter the Level of Detail for accounts to display. Leave blank to default to Level of Detail "9".

Level of Detail

6. Enter "4" to display the Unit, Unit Cost and Amount columns. Enter "2" to display the Unit and Unit

Cost columns only. Enter "3" to display the Amount column only. Leave blank to display the Unit and Amount columns as the default.

Job Cost Budget Format

7. Enter "1" to display +/- change fields, enter "2" to display Cumulative change fields, leave blank to display all.

Budget Change as Incremental/Cumulative
Process

8. Enter the Budget Amount Ledger Type to update. Leave blank (default) to update 'JA'. The Budget Unit Ledger is determined automatically as the Amount Ledger ending in 'U'; therefore 'JU'.

Amount Ledger Type

9. Enter "1" to bypass G/L date editing.

Job Cost Bypass G/L Date Editing

Audit Trail

10. Enter the Document Type for the Journal Entries created. If left blank, will default to "JE".

Document Type

11. Enter "1" to create an audit trail for each change, "2" to not create audit trail records, leave blank to create audit trail records per period change.

Job Cost Budget Audit Trail Creation

12. Enter the Reference Number to be updated on audit trail records created:

Reference Number

13. Enter the override explanation to be updated on audit trail records created. If left blank "Job Cost JE" will be used.

Override Explanation

Job Schedules

After you create your cost code structures, you can set up a job schedule for the tasks within each job.

You use job schedules to establish a chronological order for tasks that cannot be completed concurrently. For example, assume you are contracted to build a large regional airport. The airport is your project, and each task within it - such as the construction of the main terminal building, the automated baggage system, the airport access road, and so on - is a separate job.

The main terminal building job can be divided into a number of work items, including:

- Site work
- Concrete
- Masonry
- Metals
- Thermal and moisture protection
- Electrical

You must schedule the main terminal building job so that work items are completed in the correct order. For example, you must schedule the site-work work item before the concrete work item because the site must be prepared before you can lay the foundation.

When you create a job schedule, you enter the planned start and finish dates for each task within the job. Then, as the job progresses, you can update the schedule information by entering the actual start and finish dates for each task.

Setting Up Job Schedules

After you create your cost code structures, you can set up a job schedule for the tasks within each job. You use job schedules to establish a chronological order for the tasks. Job schedules include planned start and finish dates for each task. As a job progresses, you can update your schedule information by entering the actual start and finish dates for each task.

► To set up job schedules

From the Job Budget setup menu (G5111), choose Cost Code Schedule.

1. On Work with Job Master, complete one or more of the following fields, and click Find:
 - Job Name
 - Job Type
 - Company
2. Choose a job.
3. From the Row menu, choose Code Schedule.

Cost Code	Cost Type	Description	L D	Planned Start	Actual Start	Planned Finish	Ac Fir
01000		GENERAL REQUIREMENTS	3				
02000		SITE WORK	3				
02200		Earthwork	4	6/10/05	6/15/05	7/31/05	
02200	1340	Labor	8				
02200	1341	Regular	9				
02200	1342	Overtime	9				
02200	1343	Burden	9				
02200	1350	Materials	8				
02200	1355	Equipment	8				

4. On Cost Code Schedule Revision, complete the following optional fields for each cost code:
 - Planned Start
 - Actual Start

- Planned Finish
 - Actual Finish
5. Complete the following field for each cost code:
 - Schedule Number
 6. Click OK.

Job Review

You can review all of the information that relates to a project or job at any time during the progress of the work. You might review job information for the following reasons:

- To determine where potential problems exist by focusing on projected budget and cost variances
- To monitor the progress of subcontracts and material commitments
- To identify financial errors, such as underestimated budget amounts
- To track and identify other problems within a project or job

When you discover problems, you can adjust the project or job information as necessary.

The Job Cost system lets you review information on each level of your cost code structure and change schedules and budgets as necessary. You also can review costs associated with accounts that you have subcontracted to another company. If you find that the actual costs are greater than the commitments, you can adjust the commitments to compensate for the extra costs.

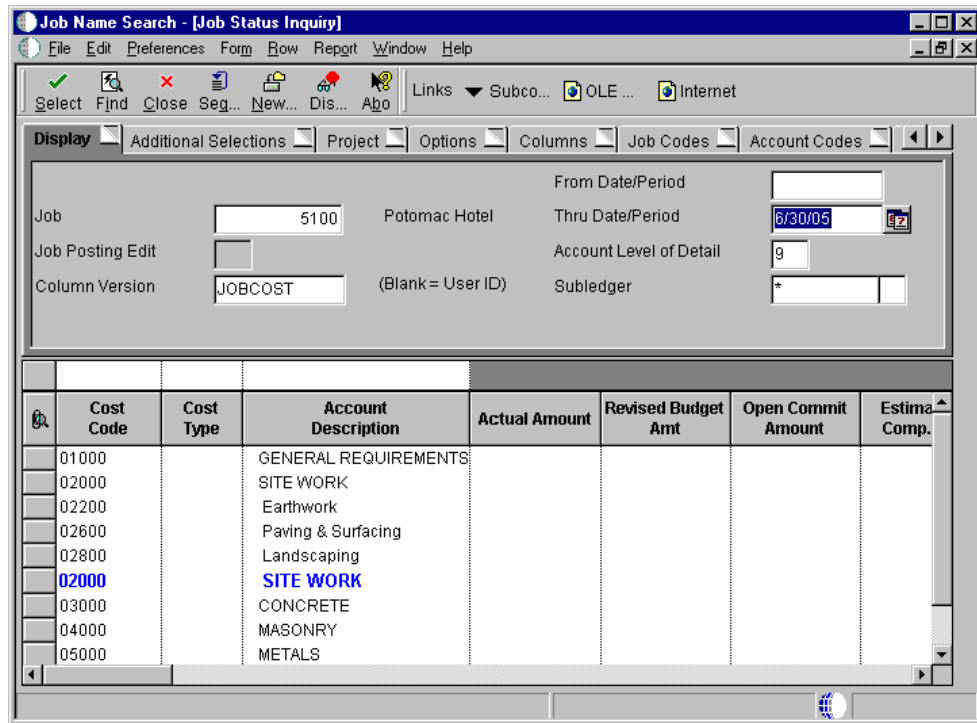
Locating a Project or Job

You must know the job number of a project or job to review it. Use the Work With Job Masters form to locate a project or job, and then access Job Status Inquiry to review the job status. You can search for a project or job by name, company, or job type.

► To locate a project or job

From the Job and Budget Setup menu (G5111), choose Job Name Search.

1. On Work With Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose a job.
3. To review the job status, choose Job Status Inquiry from the Row menu.
4. On Job Status Inquiry, click Find to review all accounts for the job.



5. To define the accounts you want to review, click each of the tabs on Job Status Inquiry, complete the appropriate fields, and click Find.
 See *Reviewing Job Information by User Defined Columns* for information about completing the fields that appear for each tab.
6. To review specific information about an account, choose the account, then choose one of the following options from the Row menu:
 - To review account ledger information, choose General Accounting and then Account Ledger.
 - To review account balance information, choose General Accounting and then Account Balances.
 - To review original budget information, choose Budgets and then Budget Original.
 - To review revised budget information, choose Budgets and then Budget Revisions.
 - To review progress entry for a single account, choose Progress Entry and then Account.
 - To review progress entry for a job, choose Progress Entry and then Job.
 - To review commitment information, choose Commitment Inquiry.
 - To review change request information for an account, choose Account Inquiry.
 - To review attachments, choose Attachments.
7. To return to Job Status Inquiry, click Close.
8. To review other job information, choose one of the following options from the Form menu:

- To review subcontract information, choose Subcontracts.
 - To review change request information, choose Change Management.
 - To review work order scheduling information, choose Work Order and then Work Order Schedule Workbench.
 - To review work order cost information, choose Work Order, then Work Order Cost by Job.
 - To review parent work order information, choose Work Order and then Parent Work Order Inquiry.
 - To enter employee labor costs related to a job, choose Payroll/HRM and then TE by Employee.
 - To review profit recognition information, choose Profit Recognition.
 - To save your columns with a new column version name, choose Save Columns.
9. To return to Job Status Inquiry, click Close.
 10. To return to Work With Job Masters, click Close.

See Also

- *Reviewing Job Information by User Defined Columns* for the Processing Options for *Job Status Inquiry - User Defined Columns*

Working with a Job

At any time during the progress of a job, you can review any of the information that relates to it. When you review information associated with a project, the information related to the project's subordinate jobs is also included.

The following list includes job-related information that you might want to review:

- Actual amounts and quantities
- Budget and commitment information
- Projected final amounts and quantities
- Percentage of completion information
- Budget to actual variances

You can review ledger and subledger information for individual accounts. You can review and enter progress information for a single account, or for multiple accounts within the same job.

Reviewing Job Information by User Defined Columns

If you have specific job-related information that you need to review, you can define and set up columns to display the required information. You can adjust your user defined columns to meet new business requirements. Use the Job Status Inquiry-User Defined Columns form to complete the following tasks:

- Set up user defined columns so that you can calculate account balance information that is specific to your business needs
- Select specific ranges of cost codes, cost types, and category codes to review
- Reorder cost code structures by cost code, category code, or alternate cost code

- Review lists of account information and balances for multiple jobs related to any of the following;
 - A single project
 - A single company
 - A single owner address
 - A single contract type
 - A single state
 - A single job type

Choose from six activity options to determine the type of information that you review. For example, you can choose to view only the information that relates to accounts with a level of detail of 5 that have projected over amounts.

If you are using levels of detail 3 through 8, you can use the processing options to choose to display or suppress header accounts with zero amounts. Suppressing header accounts with zero amounts takes less time to process and increases overall system performance.

Column Versions

The Job Status Inquiry-User Defined Columns form lets you set up and save columns that contain the information that is important for your company. The following list provides an overview of the options you can choose:

- Ability to filter data using from/thru date ranges
- Ability to see transactions within a number of days prior to the thru date
- Ability to view unposted transactions when completing either of the following combination of fields:
 - Days prior columns and a blank G/L posted code
 - Non-period end from/thru date and a blank G/L posted code
- Ability to filter projects using business category codes
- Ability to filter jobs using account category codes
- Ability to print what you see with a report exit calling your column versions

You can use any of the following options to create and edit column versions:

- To save a new column version, choose Save Column from the Form menu on Job Status Inquiry. You can use a new version name, or the system will name the new column version with your user ID. Blank is not valid. The column version is saved in the User Overrides table (F98950).
- To change columns on an existing version, change the columns on the Columns tab on Job Status Inquiry and then choose Save Column from the Form menu. You do not need to change the version name.
- To prevent changes to a column version, you can lock it through a processing option.
- To delete a column version, go to the Job Cost Setup menu (G5141) and choose Column Version - User Overrides. On Work With User Overrides, enter the application name in the Application field (for example, P512000), JC in the Type field, and click Find. Select the version you want to delete, and click Delete.

Note

Do not use the Copy function in the User Overrides program to copy a column version. The Job Status Inquiry program will not recognize any column versions that are copied from User Overrides.

See *Processing Options for Job Status Inquiry-User Defined Columns* for more information on Column Versions.

► **To create a column version**

From the Job Cost Inquiries menu (G5112), choose Job Status Inquiry-User Defined Columns.

1. On Job Status Inquiry, complete the following required field:

Note

Leave the Column Version field blank. If you complete the Column Version field, you will receive an error message. You will name your new version on a different form.

2. Complete the following optional fields:
3. To further define the accounts that will appear in the columns, click the Additional Selections tab.
4. Complete any of the following optional fields:
5. Choose one of the following options:
6. Choose one of the following options:
7. To further define the accounts, click the Project tab.
8. Complete the following optional fields:
9. To further define the accounts, click the Options tab.
10. Complete the following optional fields:
11. To define the columns for the version, click the Columns or the More Columns tab.
12. For each column that you want to define, place your cursor in the Column field and click the visual assist button.
13. On the Search & Select Job Status Inquiry Columns form, choose the column you want to add, and click Select.

Note

The column choices are set up in Define Inquiry Columns. See *Setting Up Job Status Inquiry* for information on setting up column choices.

14. To define category codes associated with the Business Unit Master table (F0006), click the Job Codes tab, and complete any of the Category Code fields.
15. To define category codes associated with the Account Master table (F0901), click the Account Codes tab.
16. For each account that you want to define, place your cursor in the Cat. Code field and click the visual assist button.

17. On the Select User Defined Code form, choose the account you want to add and click Select.
18. To save your column version, choose Save Columns from the Form menu.
19. On Save Column Version, enter a name for the version in the Job Status Inquiry Column Version field. You can use up to 8 characters.
20. Click OK.
21. On Job Status Inquiry, click Close.

► **To review job information by user-defined columns**

From the Job Cost Inquiries menu (G5112), choose Job Status Inquiry-User Defined Columns.

1. On Job Status Inquiry, complete the following fields, and click Find:
 - Job/Job Type
 - Column Version

The system displays the accounts and columns according to the specifications in the version you selected.
2. Review and revise your account information, as needed.
3. To review specific information about an account, choose the account and from the Row menu, choose one of the following options:
 - To review account ledger information, choose General Accounting and then Account Ledger.
 - To review account balance information, choose General Accounting and then Account Balances.
 - To review original budget information, choose Budgets and then Budget Original.
 - To review revised budget information, choose Budgets and then Budget Revisions.
 - To review progress entry for a single account, choose Progress Entry and then Account.
 - To review progress entry for a job, choose Progress Entry and then Job.
 - To review commitment information, choose Commitment Inquiry.
 - To review change request information for an account, choose Account Inquiry.
 - To review revised budgets by ledger type, choose Budget by LT.
 - To review attachments, choose Attachments.
4. To review other job information, choose one of the following options from the Form menu:
 - To review subcontract information, choose Subcontracts.
 - To review change request information, choose Change Management.
 - To review work order scheduling information, choose Work Orders and then Work Order Schedule Workbench.
 - To review work order cost information, choose Work Orders and then Work Order Cost by Job.

- To review parent work order information, choose Work Orders and then Parent Work Order Inquiry.
- To enter employee labor costs related to a job, choose Payroll/HRM and then TE by Employee.
- To review profit recognition, choose Profit Recognition.
- To save your columns with a new column version name, choose Save Columns. See *Setting Up Job Status Inquiry*.

Processing Options for Job Status Inquiry - User Defined Columns (P512000)

Display Tab

These processing options allow you to enter account sequences, define default cost code ranges, restrict entry to account ranges that you specify, and define and allow, or restrict, changes and additions to a Job Status Inquiry Column Version.

1. Account Sequence

Blank = Job, Cost Code, Cost Type

A = Alternate Cost Code, Cost Type

C = Cost Code, Cost Type, Job

O = Job, Cost Type, Cost Code

T = Cost Type, Cost Code, Job

1 = Account Category Code 1

2 = Account Category Code 2

3 = Account Category Code 3

Use this processing option to display an account sequence. You enter a sequence code to control the sequence of accounts that the system displays.

The account sequence code controls whether you can enter codes in the range related field for category codes, alternate cost codes, and project sequence.

Valid values are:

Blank Job, Cost Code, Cost Type. This is the default.

A Alternate Cost Code, Cost Type.

C Cost Code, Cost Type, Job.

-
- O Job, Cost Type, Cost Code.
 - T Cost Type Cost Code, Job.
 - 1 Account Category Code 1.
 - 2 Account Category Code 2.
 - 3 Account Category Code 3.

2. Default Cost Code Range

From Cost Code

Use this processing option to display the beginning cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

Thru Cost Code

Use this processing option to display the ending cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

3. Default Cost Type Range

From Cost Type

Use this processing option to display the beginning cost type (object) account in a range of accounts.

Thru Cost Type

Use this processing option to display the ending cost type (object) account in a range of accounts.

4. Default Company Number

Blank = No default company will be entered.

Use this processing option to specify the company that is to be used in this application

5. Restrict Account Range

Blank = Allow account ranges outside the cost code and cost type ranges.

1= Restrict account ranges to the cost code and cost type ranges.

Use this processing option to restrict the changing of cost codes and cost types as a security mechanism.

Valid values are:

Blank Allow account ranges outside the cost code and cost type ranges.

This is the default.

1 Restrict account ranges to the cost code and cost type ranges.

6. Column Version

Use this processing option to enter the Column Version. For a list of valid values, click the visual assist next to this field.

If you leave this field blank, the system saves the selected user columns and stores them under the specific user ID in the User Overrides (P98950) program.

The new user ID version can only be used by that user ID, and it will not display on the visual assist.

Do not use the Copy function in the User Overrides program to copy a column version. The Job Status Inquiry program will not recognize any column versions that are copied from User Overrides.

Note: In the User Overrides (P98950) program, inquire with Application equal to the Job Status Inquiry (P512000) program and enter JC in the Type field to find Job Status Inquiry Column Versions.

7. Restrict Column Version

Blank = Restrict changes and additions to Column Versions.

1 = Allow changes and additions to Column Versions.

Use this processing option to restrict changes and additions to Column Versions.

Valid values are:

Blank Restrict changes and additions to Column Versions. This is the default.

1 Allow changes and additions to Column Versions.

8. Header Accounts

Blank = Display header accounts (default)

1 = Do not display header accounts

Use this processing option to choose whether to display header accounts with zero amounts. This is applicable on levels of detail 3 through 8. Valid values are:

Blank Display header accounts.

1 Do not display header accounts. This is the default. Suppressing header accounts takes less time to process and increases overall system performance.

Version Exits Tab

These processing options allow you to enter version exits for Account Progress Entry, Job Progress Entry, Original Budget, Budget Revisions, Scheduling Workbench, and the Select button. The versions that you enter identify a specific set of data selection and processing options for the application. The versions must exist for each processing option. J.D. Edwards versions begin with XJDE or ZJDE.

1. HA Ledger Update Warning

Blank = Display HA Ledger Warning pop up message

1 = Do not display HA Ledger Warning pop up message

1. Account Progress Entry

Use this processing option to enter and identify the Account Progress Entry version for the related exit. The Job Status Inquiry - Progress Entry form (P510211) connects with this processing option. To access this application, you must choose a job, click a row, and choose Account from the Row menu. The default version is ZJDE0001.

2. Job Progress Entry

Use this processing option to enter and identify the Job Progress Entry version for the related exit. The Job Status Inquiry - Progress Entry by Job form (P510212) connects with this processing option. To access this application, you must choose a job, click a row, and choose Job from the Row menu. The default version is ZJDE0001.

3. Original Budget

Use this processing option to enter and identify the Original Budget version for the related exit. The Job Status Inquiry - Original Budget/Account Master Sequence form (P510121) connects with this processing option. To access this application, you must choose a job, click a row, and choose Budget Original from the Row menu. The default version is ZJDE0001.

4. Budget Revisions

Use this processing option to enter and identify the Budget Revisions version for the related exit. The Job Status Inquiry - Job Budget Revision form (P510171) connects with this processing option. To access this application, you must choose a job, click a row, and choose Budget Revisions from the Row menu. The default version is ZJDE0001.

5. Scheduling Workbench

Use this processing option to enter and identify the Work Order Scheduling Workbench version for the related exit. The Job Status Inquiry - Work With Work Orders form (P48201) connects with this processing option. To access this application, you must choose a job, click a row, and choose WO Sch Workbench from the Form menu. The default version is ZJDE0001.

6. Account Ledger Inquiry Version

Blank = Defaults to version ZJDE0001

Reviewing Basic Job Information

You can review a single job's actual costs, budgeted costs, committed costs and projected final costs. Use the Job Status Inquiry-Basic form to set up the account information that you want to review for a job. Set processing options to prohibit changes to the default range cost codes and cost types, and to override the default exits. You can set up processing options to display any combination of the following fields on the Work with Job Status Inquiry-Basic form:

- Cost Code and Cost Type
- Account Description
- Unit of Measure
- Level of Detail
- Method of Computation
- Revised Budget Amount (all amount ledgers that have been recorded as revised budgets in the Ledger Type Master Setup program)
- Revised Budget Units (all unit ledgers that have been recorded as revised budgets in the Ledger Type Master Setup program)
- Revised Budget Amount (JA Ledger)
- Revised Budget Units (JU Ledger)
- Actual Amounts (AA Ledger)
- Actual Units (AU Ledger)
- Original Budget Amount (JA Ledger-BORG field only)
- Original Budget Units (JU Ledger-BORG field only)
- Total Commitment Amount (PA Ledger + PU Ledger)
- Total Commitment Units (PU Ledger + AU Ledger)
- Open Commitment Amounts (PA Ledger)

- Open Commitment Units (PU Ledger)
- Projected Final Amounts (HA Ledger)
- Projected Final Units (HU Ledger)
- Original Budget Amount (all amount ledgers - BORG fields only - that have been recorded as revised budgets in the Ledger Type Master Setup program)
- Original Budget Units (all unit ledgers - BORG fields only - that have been recorded as revised budgets in the Ledger Type Master Setup program)
- Percent Complete (F% Ledger If not equal to zero, (AA Ledger / HA Ledger) or (AU Ledger / HU Ledger))
- Budget Variance Amount (JA Ledger - AA Ledger)
- Budget Variance Units (JU Ledger - AU Ledger)
- Projected Final Over/Under Amounts (HA Ledger - JA Ledger)
- Projected Final Over/Under Units (HU Ledger - JU Ledger)

The fewer fields that you specify to view on Job Status Inquiry-Basic, the faster your system can retrieve job information.

► **To review basic job information**

From the Job Cost Inquiries menu (G5112), choose Job Status Inquiry-Basic.

1. On Work with Job Status Inquiry-Basic, complete the following fields:
 - Job Number
 - Period/Date
 - Level of Detail
 - Subledger

The G/L Date must be the end of a period. If you enter a period, the system enters the G/L Date as a default.
2. To restrict the accounts that are displayed on Job Status Inquiry-Basic, click the Additional Selections tab.
3. Complete any of the following fields:
 - From Cost Code:
 - Thru Cost Code:
 - From Cost Type:
 - Thru Cost Type:
4. In the To Date field, choose one of the following options to specify how you want totals displayed:
 - Inception
 - Cumulative

- Period
5. Click Find.
 6. Review the account information.
 7. To review other account information, choose an account and then choose one of the following options from the Row menu:
 - To review account ledger information, choose General Accounting and then Account Ledger.
 - To review account balance information, choose Account Balance by S/L.
 - To review progress entry, choose Account Progress.
 - To review attachments, choose Attachments.
 8. To review other job information choose one of the following options from the Form menu.
 - To review job progress information, choose Job Progress Entry.
 - To review order information, choose Contracts/POs and then Subcontracts.
 - To review commitment information, choose Contracts/POs and then Commitment Inquiry.
 - To review change request information, choose Change Management.
 - To review work order scheduling information, choose Work Order and then Work Order Schedule Workbench.
 - To review work order cost information, choose Work Order and then Work Order Cost by Job.
 - To review parent work order information, choose Work Order and then Parent Work Order Inquiry.
 - To enter employee labor costs related to a job, choose Payroll/HRM and then TE by Employee.
 - To select a version for profit recognition, choose Profit Recognition.
 - To review original budget information, choose Job Budgets and then Budget Original.
 - To review revised budget information, choose Job Budgets and then Budget Revisions.

Processing Options for Job Status Inquiry – Basic (P512100)

Display 1

1. Enter the default Cost Code Range

From Cost Code

Thru Cost Code

2. Enter the default Cost Type Range

From Cost Type

Thru Cost Type

3. Enter a '1' to restrict entry to the account ranges specified above. Leave blank to allow changes in account ranges.

Job Cost Restrict Ranges

Display 2

1. AA Ledger

Enter '1' to display Actual Amount
2. AU Ledger
Enter '1' to display Actual Unit
3. JA Ledger-BORG
Enter '1' to display Original Budget Amounts
4. JA Ledger
Enter '1' to display Revised Budget Amounts
5. JU Ledger-BORG
Enter '1' to display Original Budget Units
6. JU Ledger
Enter '1' to display Revised Budget Units
Display 3
1. PA + AA Ledgers
Enter '1' to display Total Commitment Amounts
2. PA Ledger
Enter '1' to display Open Commitment Amounts
3. PU + AU Ledgers
Enter '1' to display Total Commitment Units
4. PU Ledger
Enter '1' to display Open Commitment Units
Display 4
1. HA Ledger
Enter '1' to display Projected Final Amounts
2. HU Ledger
Enter '1' to display Projected Final Units
3. Revised Budget Amount Ledgers-BORG
Enter '1' to display Original Budget Amounts
4. Revised Budget Amount Ledgers
Enter '1' to display Revised Budget Amounts
5. Revised Budget Unit Ledgers-BORG
Enter '1' to display Original Budget Units
6. Revised Budget Unit Ledgers
Enter '1' to display Revised Budget Units
Display 5
1. F% Ledger or, if zero, AA/HA Ledgers
Enter '1' to display Percent Complete
2. JA-AA Ledgers
Enter '1' to display Budget Variance Amounts
3. JU-AU Ledgers
Enter '1' to display Budget Variance Units
4. HA-JA Ledgers
Enter '1' to display Projected Final Over/Under Amounts
5. HU-JU Ledgers
Enter '1' to display Projected Final Over/Under Units
Version Exits
1. Enter the Progress Entry version for the related exit. The default is version 'ZJDE0001'.
Progress Entry Version
2. Enter the Budget Revisions version for the related exit. The default is version 'ZJDE0001'.
Budget Revisions Version
3. Enter the Job Progress Entry version for the related exit. The default is version 'ZJDE0001'.
Job Progress Entry Version
4. Enter the 'Select' Button exit of a '1' for Progress Entry (default) or a '2' for Account Ledger Inquiry.
Job Cost Select Button Choices

Reviewing Job Information Using Alternate Sequence

You can review budget information for a job by using any alternate sequences in the system. You can find alternate sequences in the Job and Budget setup menu (G5111).

► To review an alternate sequence

From Job and Budget Setup (G5111), choose Account Master Sequences.

1. On Work with Job Master, complete the following fields, and click find:
 - Job Name
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Account Sequence.
4. On Original Budget/Account Master Sequence, click the Display tab and complete the following fields to limit the accounts that are displayed:
 - G/L Date
 - Level of Detail
 - Subledger
5. To further define the accounts that are displayed, click the Additional Selections tab and complete the following fields:
 - Skip From Cost Code:
 - Skip Thru Cost Code:
 - Skip From Cost Type:
 - Skip Thru Cost Type:
6. Click Find.
7. Review your cost code structure.
8. To return to Work With Job Master, click Cancel.

Reviewing Accounts Payable Information

Use Accounts Payable Inquiry by Job to review the accounts payable transaction history. You can review accounts payable transaction history by job, supplier, or both job and supplier. You have the option of viewing the accounts payable transaction history information in summarized or detail format.

Accounts payable transaction history information is stored in the A/P Ledger table (F0411).

► **To review voucher information**

From the Job Cost Inquiries menu (G5112), choose A/P Inquiry by Job.

1. On Work With A/P Inquiry by Job, complete one or more of the the following fields:

- Business Unit
- Supplier
- Currency Code

2. To review summarized voucher information, click the following option:

- Summarize

If you do not click this option, you can review detailed voucher information.

3. Click Find.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With A/P Inquiry by Job

Select Find Close Row Tools

Business Unit 5100 Potomac Hotel

Supplier

Summarize Currency Code

Supplier Number	Supplier Name	Document Number	Doc Type	Doc Co	Invoice Date	GL Date	Due Date	Gross Amount	Open Amount	Foreign Amount	Foreign Open
3480	Digger Enterprises	3035	PV	00050	05/13/05	05/13/05	06/12/05	5,000.00			

4. On Work with A/P Inquiry by Job, review the voucher information for the job.

5. To review the payment history for a voucher, choose a voucher.

6. From the Row menu, choose Payment Inquiry.

7. Review the payment history.

8. To return to Work With A/P Inquiry by Job, click Close.

See Also

- ❑ *Revising Unposted Manual Payments* in the *Accounts Payable Guide* for more information about using the Work with Pay Item History form
- ❑ *Manual Payment Processing* in the *Accounts Payable Guide* for more information about voucher transactions

Periodic

Job Cost Reports

The Job Cost system offers you a variety of reports that help review and manage job cost information.

Use management summary reports to review the following types of information:

- Date-sensitive account balance information for a selected job. You can review the information by job or cost code, or break it down by units and labor.
- Financial details of the subcontracts associated with your jobs.
- Analysis of date-sensitive information related to specific accounts over a given period of time.

You can generate reports that show all of the jobs in your system or the chart types that you have set up. You can also generate a report that shows the accounts that relate to a specific job.

Printing Job Cost Summary Reports

Use job cost summary reports to review the following types of information:

- Date-sensitive account balance information for a selected job. The information can be viewed by job or cost code, or break it down by units.
- Analysis of date sensitive information related to specific accounts over a given period of time.

You can review the information by cost code, by job, or by detailed information such as units and labor.

Printing the Master Job Cost Report

From the Job Cost Reports menu (G5113), choose Master Job Cost Report.

The Master Job Cost report provides date-sensitive account balance information for a specific job. Use processing options to specify information that appears on the report. The Master Job Cost Report includes the following details:

- Revised budget
- Actual current
- Actual to date
- Percent spent
- Percent complete
- Projected final cost
- Remaining to complete
- Projected over/under
- Cost code

- Cost type
- Method of computation

See Also

- *R51412, Master Job Cost Report* in the *Reports Guide* for a report sample
- *R514122, Master Job Cost Report by Cost* in the *Reports Guide* for a report sample

Processing Options for Master Job Cost Report (R51412)**Edits Tab**

These processing options allow you to enter an as of date, limit reporting to a specific subledger, or designate a subledger type for your reports.

1. As of Date

Use this processing option to specify the date through which the report should be based upon. If this date is left blank, the report will be based on the current financial reporting date for the job's company.

2. Subledger

Use this processing option to limit reporting for a specific subledger. If you enter a subledger, you must also specify a subledger type. You can enter the wild card character * to specify all subledgers.

3. Subledger Type

Use this processing option to specify a specific subledger type for reporting. If you enter a subledger type, you must also specify a subledger. If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

4. Cost Code Range**From Cost Code**

Use this processing option to display the beginning cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

Thru Cost Code

Use this processing option to display the ending cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

5. Cost Type Range

From Cost Type

Use this processing option to display the beginning cost type (object) account in a range of accounts.

Thru Cost Type

Use this processing option to display the ending cost type (object) account in a range of accounts.

Print Tab

These processing options allow you to enter account level of detail, job address information, page breaks on different jobs, cost code and cost type print, zero amount print suppression, and unit print specifications for a job.

1. Account Level of Detail

Use this processing option to specify the value (3 through 9) of the lowest account level of detail that you want to print.

If you leave this processing option blank, the system uses a default value of 9.

2. Job Address Information

Blank = Do not print on the report

1 = Print on the report

Use this processing option to specify whether or not you want the address of the job and who's who information printed on the report headings. Valid values are:

Blank Job address and who's who information will not be printed on the report.

1 Job address and who's who information will be printed on the report.

3. Page Break on Different Job

Blank = Do not page break for each job

1 = Page break for each job

Use this processing option to specify whether or not you want the report to begin printing on a new page for each job encountered. Valid values are:

Blank Do not page break for each job.

1 Page break for each job.

4. Cost Code and Cost Type Print

Blank = Do not print on the report

1 = Print on the report

Use this processing option to specify whether or not you want to print the Cost Code and Cost Type. Valid values are:

Blank Do not print the Cost Code and Cost Type on the report.

1 Print the Cost Code and Cost Type on the report.

5. Zero Amount Print Suppression

Blank = Print accounts with zero amounts

1 = Do not print accounts with zero amounts

Use this processing option to specify whether or not you want to print detail accounts with zero amounts. Suppression is by level of detail. Valid values are:

Blank Accounts with zero amounts will be printed on the report.

1 Accounts with zero amounts will not be printed on the report.

6. Units Print

Blank = Do not print units on the report

1 = Print units on the report

Use this processing option to specify whether or not you want to print the revised budget units, actual units and committed units. Valid values are:

Blank Units will not be printed on the report.

1 Units will be printed on the report.

Versions Tab

These processing options allow you to enter Unit Cost Analysis Report Version and Cost Type Summary Report Version specifications.

1. Unit Cost Analysis Version (R514121)

Use this processing option to specify the version of the Unit Cost Analysis Report (R514121) to print. If you leave this option blank, the report will not be run.

2. Cost Type Summary Version (R514122)

Use this processing option to specify the version of the Cost Type Summary Report (R514122) to print. If you leave this option blank, the report will not be run.

Printing the Summary by Cost Type Report

From the Job Cost Reports menu (G5113), choose Summary by Cost Type.

The Cost Type Summary report provides date-sensitive account balance information for a specific job by cost type. The Cost Type Summary report includes the following details:

- Revised budget
- Actual current
- Actual to date
- Percent-spent/complete
- Projected final
- Remaining to complete
- Projected over/under
- Cost type

Processing Options for Cost Type Summary (R514122)

Edits

1. Enter the 'As Of' date on which to base the report. Leave blank (default) to use the current financial reporting date.

Date

2. Enter a specific subledger or enter an asterisk (" * ") for all subledgers in the Subledger Number field. Enter a subledger type in the Subledger Type field if a specific subledger number is entered.

Subledger Number

Subledger Type

Print

1. Enter a "1" to print the job address and who's who information on the headings. Leave blank to print no job address information.

Job Address Information

2. Enter a "1" to suppress the printing of accounts with zero amounts.

Zero Amount print suppression

Printing the Unit Cost Analysis Report

From the Job Cost Reports menu (G5113), choose Unit Cost Analysis.

The Unit Cost Analysis report provides date-sensitive account balance information for a specific job. The report includes the following details:

- Revised budget
- Actual current
- Actual to date
- UM
- Budget units
- Revised budget
- Budget amt/units
- Actual units
- Actual amounts
- Actual amt/units
- Unit amount variance
- Percent complete
- Projected final
- Projected over/under
- Method of computation
- Cost code
- Cost type

See Also

- R514121, *Unit Cost Analysis Report* in the *Reports Guide* for a report sample

Processing Options for Unit Cost Analysis (R514121)

Edits

1. Enter the as of date on which to base this report. Leave blank(default) to use the current financial reporting date.

As of Date

2. Enter a specific subledger, or enter an asterisk ("*") for all subledgers.

Subledger

3. Enter the subledger type if a specific subledger was entered above.

Subledger Type

4. Specify the lowest account level of detail to print (3 to 9). Leave blank to print level of detail 9.

Account Level of Detail

Print

1. Enter "1" to start a new page when a new job is encountered.

Page Skip with New Job

2. Select the report heading format: "1"-Print Job Address and who's who information. Blank-No Job Address information.

Report Heading Format

3. Enter "1" to not print the Cost Code and Cost Type. Leave blank to print the account description Cost Code and Cost Type.

Print Cost Code and Cost Type

4. Enter "1" to suppress the printing of accounts with zero amounts.

Suppress Account with Zero Amount

Process

1. Enter "1" to use the Cost Code Header units for unit cost calculations. Leave blank to use the Cost Type units.

Unit Cost Calculation

Versions

1. Enter the version of the Cost Type Summary(R514122) to execute. If left blank the Cost Type Summary Report will not Print.

Cost Type Summary Version

Printing Job Status Inquiry Information Report

From the Job Cost Reports menu (G5113), choose Job Status Inquiry Print.

Use this report to review your Job Status Inquiry-User Defined Columns information. To print this report, you must have set up column definitions and saved them as a Column Version. The report will consist of only the first eight columns of information from the Job Status Inquiry-User Defined Columns form. You can choose to print the report from the Job Cost Reports menu, or you can print directly from the Job Status Inquiry-User Defined Columns form.

If you print from the Job Status Inquiry-User Defined Columns form, the report will print the first eight columns from the form. If you generate the report from the menu, you will be prompted for a version number.

See Also

- ❑ *R512000P, Job Status Inquiry Print Report* in the *Reports Guide* for a report sample

Processing Options for Job Status Inquiry Print (R51200P)

Process

1. Job Status Inquiry Column Version

Note: The Column Version is mandatory, and the first eight column definitions are printed on the report.

2. Enter the date range:

From Period/Date

Thru Period/Date

Note: The From Period/Date is not required. The date pattern is validated against the first company date pattern from you data selection.

3. Enter the Account Level of Detail for sub-totals.

4. Enter the type of account balances.

1 : Inception to Date (Default)

2 : Cumulative Year to Date

3 : Period

5. Enter the Account Sequence Code to print.

Printing the Period Trend Analysis Report

From the Job Cost Reports menu (G5113), choose Period Trend Analysis.

You can review date-sensitive job cost information for selected accounts over a specified time interval on the Period Trend Analysis report.

You can specify an as of date and an interval on which to report. The default interval is seven days for weekly reporting. The program treats the as of date as the ending date of the reporting interval and uses the interval to calculate all prior dates.

You can use processing options to compute different ratios for comparing period information.

The Period Trend Analysis report includes the following details:

- Budget amounts and units
- Actual amounts and units for selected intervals
- Rolling averages for the interval
- Job-to-date amounts and units
- Percent spent and percent complete information
- Remaining amounts and units
- Projected final amounts and units
- Projected over/under amounts and units.

See Also

- *R51430, Period Trend Analysis Report* in the *Reports Guide* for a report sample

Processing Options for Period Trend Analysis (R51430)

Date

1. Enter the As of date on which to base the report. Leave blank to use the current financial reporting date.

Selection Value

2. Enter the number of days for each interval. Leave blank to use 7 days.

Days From

Detail

1. Enter a '1' to print the detail amount to header units ratio. (Detail Amount / Header Units)

Selection Value

2. Enter a '1' to print the detail units to header units ratio. (Detail Units / Header Units)

Selection Value

3. Enter a '1' to print the header units to detail units ratio. (Header Units / Detail Units)

Selection Value

4. Enter a '1' to print the period physical percent. ($(\text{Interval Actual Amount} / \text{Projected Final Amount}) * 100$)

Selection Value

5. Enter a '1' to print the job to date physical percent. ($(\text{Job to Date Amount for the Interval} / \text{Projected Final Amount}) * 100$)

Selection Value

6. Enter a '1' to print current period gain or loss. (The change in the projected final amount ('HA' ledger) within the interval range)

Selection Value

7. Enter a '1' to suppress ratio amounts on accounts with no amounts or units.

Selection Value

Printing Job and Account Setup Reports

You can generate reports showing all of the information for the following items:

- Jobs in your system
- Accounts related to a specific job
- Chart types you have set up

Printing the Job Master List Report

From the Job Cost Reports menu (G5113), choose Job Master List.

Use the Job Master List to review all of the jobs in your system. You can choose a summary or detailed version of this report. The system takes the information from the Business Unit Master table (F0006).

See Also

- *R51006P, Job Master List Report* in the *Reports Guide* for a report sample

Printing the Job Account Master List Report

From the Job Cost Reports menu (G5113), choose Job Account Master List.

Use the Job Account Master List to review all of the accounts that relate to a specific job. The five versions of this report are based on reordering of information from the Account Master table (F0901).

See Also

- *R510901, Job Account Master List Report* in the *Reports Guide* for a report sample

Printing the Chart Types Report

From the Job Cost Reports menu (G5113), choose Chart Type Report.

Use the Chart Types report to review all of the chart types that you have set up in your system.

Printing Detail Reports

Print detail reports to review the following information:

- Summary and detail financial information related to a specific job
- Detailed transaction information by account

Printing the Transaction Analysis Report

From the Job Cost Reports menu (G5113), choose Transaction Analysis.

Use the Transaction Analysis report to review detailed transaction information by account. The report includes the following account details:

- Job number
- Description
- Cost code
- Cost type
- G/L date
- Document number and type
- Vendor number
- Invoice number
- Purchase order number
- Amount and unit values

See Also

- *R51425B, Transaction Analysis* in the *Reports Guide* for a report sample

Processing Options for Transaction Analysis (R51425)

Display

1. Enter the specific ledger type to be included on the report. <blank> will print all ledger types.

Ledger Type

2. Enter the from date to include items on the report. <blank> uses the Thru date.

From Date

3. Enter the through date to include items on the report. <blank> uses the system date.

Thru Date

4. Enter the specific document type to be included on the report. <blank> will print all document types.

Document Type

5. Enter specific subledger or '*' for all subledgers. (See Option #6).

Subledger - G/L

6. Enter a subledger type if you selected a specific subledger. (See Option #5).

Subledger Type

Print Options

7. Enter a '1' to print subledger and subledger type. <blank> will not print these fields.

Subledger / Subledger Type

8. Enter a '1' to print posted transactions, '2' unposted transactions and <blank> prints all.

Transaction type

9. (FUTURE) Enter a '1' to print a balance forward for each account. <blank> will not print balance forward.

Balance Forward

10. Enter a '1' to print the Vendor name. <blank> in field will not print Vendor names.

Vendor

Printing the Detail by Job Report

From the Job Cost Reports menu (G5113), choose Detail by Job.

Use the Detail by Job report to review the main details of a job. The report includes the following details:

- Cost Code
- Cost Type
- Document Type
- Document Number
- G/L Date
- Budget Unit
- Budget Amount
- Year-to-Date Unit
- Year-to-Date Amount

See Also

- *R51420, Detail by Job* in the *Reports Guide* for a report sample

Processing Options for Detail by Job (R51420)

Defaults Tab

These processing options allow you to enter an as of date, limit reporting to a specific subledger, or designate a subledger type for your reports.

1. As Of Date

Use this processing option to specify the date for which you want to report job detail. You may leave this date blank to default each company's current financial reporting date. If this date is left blank, the as of date will be based on the current financial reporting date for the company.

2. Subledger

Use this processing option to limit reporting for a specific subledger. If you enter a subledger, you must also specify a subledger type. You can enter the wild card character * to specify all subledgers.

3. Subledger Type

Use this processing option to specify a specific subledger type for reporting. If you enter a subledger type, you must also specify a subledger. If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

Print Tab

These processing options enable you to set cost codes, cost types, subledger types, cost code and cost type summaries, amount and account details, commitments, and address information for a job.

1. Default Cost Code Range From Cost Code

Use this processing option to specify the beginning subsidiary account in a range of accounts for the report. The From Cost Code must be less than or equal to the Thru Cost Code. If you enter a From Cost Code, you must also enter a Thru Cost Code.

Thru Cost Code

Use this processing option to specify the ending subsidiary account in a range of accounts for the report. The Thru Cost Code must be greater than or equal to the From Cost Code. If you enter a Thru Cost Code, you must also enter a From Cost Code.

2. Default Cost Type Range From Cost Type

Use this processing option to specify the beginning object account in a range of accounts for the report. The From Cost Type must be less than or equal to the Thru Cost Type. If you enter a From Cost Type, you must also enter a Thru Cost Type.

Thru Cost Type

Use this processing option to specify the ending object account in a range of accounts for the report. The Thru Cost Type must be greater than or equal to the From Cost Type. If you enter a Thru Cost Type, you must also enter a From Cost Type.

3. Print Subledger and Subledger Type

Blank = Do not print subledger or subledger type

1 = Print subledger or subledger type

Use this processing option to show the subledger and subledger type columns on the report.

Blank Do not print the subledger and subledger type columns on the report. This is the default.

1 Print the subledger and subledger type columns on the report.

4. Print Cost Type and Cost Code Summaries

Blank = Do not print summaries

1 = Print summaries

Use this processing option to print summary totals for each job by cost type and by cost code. For each job, the Cost Type and Cost Code summary is printed on a separate page(s) before the detail.

Blank Do not print the Cost Type and Cost Code Summaries on the report. This is the default.

1 Print the Cost Type and Cost Code Summaries on the report.

5. Print Amount Detail

Blank = Year-to-date with no beginning balance

1 = Current period and beginning balance

2 = Inception-to-date

3 = Current period only

4 = Year-to-date and beginning balance

Use this processing option to specify the extent of the amounts and units that are printed on the report.

Blank Print year to date amounts and units with no beginning balance.

This is the default.

- 1 Print current period and beginning balance amounts and units.
- 2 Print inception to date amounts and units.
- 3 Print current period amounts and units only.
- 4 Print year to date and beginning balance amounts and units.

6. Print Account Detail

Blank = Print all accounts

1 = Print accounts that have budget amounts

2 = Print accounts with current period actual amounts

3 = Print accounts with current period, but no budget amounts

Use this processing option to specify the extent of the accounts that are printed on the report.

Blank Print all accounts. This is the default.

- 1 Print only accounts that do not have budget amounts or units.
- 2 Print only accounts that have current period actual amounts or units.
- 3 Print only accounts that have current period actual amounts or units, but do not have budget amounts or units.

7. Print Commitments and Contracts

Blank = Do not print commitments or contracts

1 = Print commitments/contracts

Use this processing option to print a column of commitments or contracts units and amounts on the report.

Blank Do not print the commitment/contract units and amounts columns.

This is the default.

1 Print the commitment/contract units and amounts columns.

8. Print Vendor Name on Commitment Lines

Blank = Do not print vendor name

1 = Print vendor name

Use this processing option to include the vendor name on change order commitment line details.

Blank Do not print the vendor name on the change order commitment lines.

This is the default.

1 Include the vendor name on the change order commitment lines.

9. Print Job Address and Who's Who Information

Blank = Do not print job address and who's who information

1 = Print job address and who's who information

Use this processing option to include the job address and who's who information in the heading for each job.

Blank Do not print the job address and who's who information. This is the default.

1 Include the job address and who's who information for each job on the report.

10. Include Unposted Transactions

Blank = Print only posted transactions

1 = Print both posted and unposted transactions

Use this processing option to include unposted transactions along with posted transactions for the report.

Blank Do not include unposted transactions on the report. This is the default.

1 Include unposted transactions along with posted transactions on the report.

11. Suppress Description and Reference Lines

Blank = Print description and reference lines

1 = Do not print description and reference lines

Use this processing option to suppress the printing of transaction description and reference lines on the report detail.

Blank Include the transaction and reference lines in the transaction detail. This is the default.

1 Do not include the transaction and reference lines in the transaction detail.

Printing the Job Detail by Subledger Report

From the Job Cost Reports menu (G5113), choose Job Detail by Subledger.

Use the Job Detail by Subledger report to review the details of a classified job using subledgers. The report includes the following details:

- Subledger
- Cost Code
- Cost Type
- Document Date
- Document Number
- Document Type
- Invoice Number
- Payment Number
- Contract Number
- Description
- Amount

See Also

- *R51530, Job Detail by Subledger* in the *Reports Guide* for a report sample

Processing Options for Job Detail by Subledger (R51530)

Process Tab

This processing option enables you to specify the date through which the report should be based.

1. As Of Date

Use this processing option to specify the date through which the report should be based upon. If this date is left blank, the financial reporting date of company 00000 will be used as the through date. If no financial reporting date has been entered for company 00000, the system date will be used as the through date.

Print Tab

This processing option enables you to specify the heading that you do not want to print.

1. Omit Headings Before Detail Lines

Blank = Print all headings

1 = Do not print total headings

Use this processing option to specify whether or not to print headings for the address number, subledger, and subledger type before the detail lines of this report. The report totals by subledger type, subledger, and address number as well as by job and company. Company and job titles appear at the top of each page of the report. Address number, subledger, and subledger type titles can be omitted to conserve space. Valid values are:

Blank Print all total headings before detail lines. This is the default.

1 Do not print all total headings before the detail lines.

Printing the Budget Revision Detail Report

From the Job Cost Reports menu (G5113), choose Budget Revision Detail.

Use the Budget Revision Detail report to review all additions and changes made to the budget of a job. The report includes the following details:

- Cost Code
- Cost Type
- Description
- Original Budget Estimate
- Budget Changes This Period
- Accumulated Changes to Estimate
- Revised Budget Estimate

See Also

- *R51540, Budget Revision Detail* in the *Reports Guide* for a report sample

Processing Options for Budget Revision Detail (R51540)

Process Tab

These processing options enable you to specify the date through which the report should be based, and whether you want an additional ledger type for cost reflected on your report.

1. As Of Date

Use this processing option to specify the date through which the report should be based upon. If this date is left blank, the Financial Reporting Date of company 00000 will be used as the through date. If no Financial Reporting Date has been entered for company 00000, the system date will be used as the through date.

2. Ledger Type

Use this processing option to enter the specific ledger type for this report. Leave blank to accumulate all budget ledger types.

Print Tab

This processing option enables you to specify the lowest level of detail that you want to print and the level of detail for print suppression.

1. Lowest Level of Detail To Print

Use this processing option to specify the value (3 through 9) for the lowest account level of detail (LOD) you wish to print. If this processing option is left blank (or a value outside the 3 through 9 range is used), the system uses a value of 9.

2. Level of Detail For Print Suppression

Use this processing option to specify the value (3 through 9) for the level of

detail (LOD) you wish to use for print suppression.

If this processing option is left blank, print suppression does not occur.

Printing Supplemental Data Reports

You can generate supplemental data reports to view the supplemental information associated with a specific job. You can also generate a report that displays supplemental information by data type.

Printing Supplemental Data by Job Report

From the Job Cost Reports menu (G5113), choose Supplemental Data by Job.

Use the Supplemental Data by Job report to review all of the supplemental information related to a specific job.

See Also

- *R00650, Supplemental Data by Job* in the *Reports Guide* for a report sample

Printing Supplemental Data by Data Type Report

From the Job Cost Reports menu (G5113), choose Supplemental Data by Data Type.

Use the Supplemental Data by Data Type report to review all of the supplemental information related to a data type.

Processing Options for Business Unit Supplemental Data Profile (R00640)

Generic Text

Enter '1' to bypass printing text information on the report. Default of blank will print the text.

Generic Text Option

SDB Code

Enter the Supplemental DataBase Code you wish to print records for. Default of blank will print records for the Business Unit SDB Code 'BU'.

Supplemental Database Code

Job Progress

After you create your job master record, establish a cost code structure, define a schedule, and set up a budget for each account, you can track the progress of a job. Based on information that you enter, the system calculates the overall percentage of completion and both the projected final cost and quantity values for a job.

You can use projected final values to find areas of a job where cost and budget variances occur so that you can adjust your job as needed. When you perform profit recognition for the job, you use the percentage of completion and projected final values.

The system calculates projected final values using a method of computation that you assign for each cost code account. If you do not enter a method of computation for an account, the system automatically uses Method of Computation D. The method of computation controls how the system calculates the percent complete and both the projected final cost and quantity for the account. The Job Cost system includes a number of different methods of computation from which you can choose. You can change the method of computation at any time during the job progress.

To track job progress, you can generate a worksheet that you can take to the job location to enter estimates of the percentage of completion information, and the relevant amounts and quantities for the jobs. Use this worksheet to enter information into your system to calculate your projected final values. You can view job progress information by account or by job. You can generate a report to review the job progress.

Note

If you need to include additional budget ledger types in the revised budget for your jobs, you can create user defined ledger types. You must set up additional ledger types in the Ledger Type Master file (F0025). See [Working with Ledger Types for Job Cost](#). You also must define additional ledger types in the user defined code table 09/LT. See [Understanding User Defined Codes for Job Cost](#).

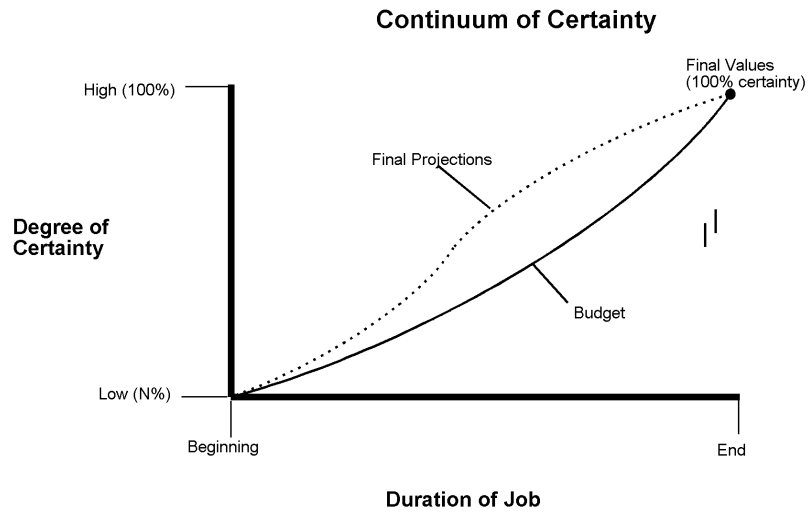
The system uses any budget ledgers that you include in these tables for projected final calculations.

See [Working with Ledger Types for Job Cost](#) for information on setting up the FA and F% ledgers needed for job progress.

Continuum of Certainty

When you start a job, you estimate the final costs, revenues, and so on that you expect at the completion of the job. You then budget accordingly. However, during the course of the job, your final projections are likely to change, and you should adjust your budget to accommodate those changes. The closer you are to the completion of the job, the more accurate your final projections become. At the end of the job, your final values are known with 100 percent certainty. Ideally, your final budget should match the final values.

The following illustration shows the relationship between the projected final values and the budget for a job.



The graph shows the certainty of the projected final values and budget relative to the actual final values and budget during the course of a job.

Your projected final values give you a point of reference from which to make changes to your job. The sooner you react to variances in your projected final and budgeted final values, the sooner you can identify problems and correct them. As your projected final values change, you can adjust your budget to compensate. At the end of the job, your projected values, actual final values, and final budget should all be the same.

Understanding Methods of Computation

Each method of computation provides several different means of calculating job progress information. When you assign a method of computation to a cost code account, you choose the method of computation that best suits your business needs. You can assign a different method of computation to each cost code account. At any time during the progress of the job, you can change the method of computation for an account.

Caution

The methods of computation are central to the Job Cost system. Do not change the user defined codes that are associated with the methods of computation.

Use the following table to determine which methods of computation are appropriate for each of your cost code accounts, and then select the best method to use based on your specific business needs:

Selection Table for Methods of Computation																	
	A	B	C	D	E	F	G	I	N	O	P	Q	R	S	T	U	V
What kind of account is it?																	
• Revenue Account					Y		Y										Y
• Header Account	Y												Y		Y		
• Detail Account		Y	Y					Y								Y	

• Header or Detail Account				Y	Y	Y	Y			Y	Y	Y	Y		Y			Y
How does the account affect detail budgets?																		
• Drives Header Percentage Change to Detail (Projected Final)													Y					
• Forces Budget Equal to Actual	Y																	
What is the best predictor available for Projected Final?																		
• Contracts/Purchase Orders		Y																
• Quantities – Unit Rate										Y				Y		Y		
• Estimate to Complete			Y							Y	Y			Y				
What does the detail take from the header for calculations?																		
• Percentage of Completion			Y															
• Units/Quantities Rate																	Y	
Progress Entry is not required				Y														Y
Allows the system to select the best method										Y				Y				
Sum total from detail														Y				
Account included in the summary								Y										
No projections are needed								Y	Y									

Different methods of computation update different ledger types. The following table lists the ledger types that you can use for each method of computation:

Acceptable Ledger Types for Methods of Computation																	
Ledger Types	A	B	C	D	E	F	G	I	N	O	P	Q	R	S	T	U	V
AU – Actual Units	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
F% -- Percent of Completion						Y	Y			Y	Y			Y			
FA – Amount Forced Over Budget						Y	Y			Y				Y			
FU – Quantity Forced Over Budget	Y					Y	Y			Y		Y	Y	Y	Y		
RA – Remaining Unit Rate																Y	
HU – Projected Final Units (BORG only)					Y												
HA – Projected Final Amount (BORG only)					Y												

Note

The system automatically updates the HA ledger (projected final amounts) and the HU ledger (projected final units). Input values depend on the method of computation.

Some of the methods of computation allow you to force projected values to be over or under the system-calculated projected values. You can manually override the amount that the job is over or under budget. For example, you might want to force a value to be over or under budget if you are considering a change order for a job and you know that the change order will affect the budget amount.

Method A (Account-Forced)

Use Method A for a header account with which subordinate accounts share a common cost code. The system forces the revised budget values to equal the actual values for the header and subordinate accounts. The system stores the budget adjustments in the IA/IU ledger. You can enter actual units, projected final units, and projected final over/under units with Method A. When you use this method of computation, the system applies the following calculations:

- The revised budget value of an account = the actual values of the same account for all of the accounts in the cost code range.
- For the header account, the system calculates the projected final units the same as it does with the forced method (Method F). Amounts are calculated the same way that they are for the default method (Method D).
- For detail accounts, the system determines the projected final values by its corresponding method of computation.

Method B (Buyout or Fixed Price Contracts)

Use Method B for a detail account that relates to contracts and non-inventory purchase orders. Use this method at the detail level only. You can enter actual units with Method B. When you use this method of computation, the following equations apply:

- Projected final values = actual values + values for open commitments.
- If total commitments (open commitments + actuals) equal zero, the revised budget equals the projected final values.

Method C (Percent Complete from Cost Code Header)

Use Method C for detail accounts. The system determines the percent complete amounts at the header account level. Method C eliminates the need to maintain percent complete information for each detail account. You can only use Method C at the detail level. You can enter actual units, percent complete, projected final values, or over/under projected amount and quantity with Method C. When you choose this method of computation, the system applies the following calculations:

- The header account must use method P (entered in F%) or Q (calculated from unit values).
- If the header percent complete is equal to 100%, then the projected final = actual.
- If the header percent complete is less than 100%, and:

- Percent complete is greater than zero and greater than the threshold percent complete, the projected final values = actual values / percent complete (amounts and/or units).
- Percent complete is less than the threshold percent complete or zero, then the projected final values are calculated the same way that they are for the default method (Method D).

Method D (Default)

You use Method D for both header and detail accounts. This is the default method if you do not choose a specific method per line item when you create the accounts. When you use Method D, you can enter actual units. When you choose this method of computation, projected final values (amounts and/or units) equal the greater of the following:

- Revised budget values
- Actual values + open commitment values

Method E (Estimate to Complete)

You use Method E for header or detail accounts when you can determine the estimated actual amount or quantity to complete the work. You can also use Method E for cost and revenue accounts. When you use this method of computation, the following calculations apply:

- Projected final values are equal to revised budget values, as with Method G, until you enter estimate-to-complete values.
- When you enter an estimate-to-complete value, the system adds that value to the actual value-to-date to calculate the projected final value. The new projected final values update the original budget (BORG) field in the Account Balances record for the HA and HU ledgers instead of updating the net posting fields. The projected final value remains the same until you enter a new estimate-to-complete value or estimate-at-completion value.

Note

In the Job Progress Entry programs (P510211 and P510212), the Estimate To Complete values are automatically calculated when you update jobs. When you use revised budget values as projected finals, the system calculates the value for the Estimate To Complete field. If you press the OK button without first clearing the Estimate To Complete fields, then the system uses the values in the Estimate To Complete fields as though they were manually entered; therefore, it does not calculate projected final values with revised budgets.

Method F (Forced)

You use Method F for both header and detail accounts for which you want to manually enter projected final values, or over/under projected amount and quantity values. You can enter percent complete, but you cannot use it to calculate projections. You can also enter actual units. When you use this method of computation, the following calculations apply:

- If you do not enter the over/under projected values or if you do not enter the projected final values, the system calculates projected final information the same way as it does for the default method (Method D).
- If you enter the over/under projected values or if you enter projected final values, the projected final values equal the over/under projected values plus the revised budget. If the actual values exceed the new projected final values, the projected final values equal the actual values.

The system stores over/under projected values in the FA/FU ledger. The projected final value remains the same until you enter a new over/under projected value.

Method G (Budget Default-Forced)

You use Method G for revenue accounts. Method G is similar to Method F, with the following exceptions:

- The projected final values can be less than zero.
- The projected final value can be less than the actual value.
- If you do not enter projected values by which the project is over or under budget, or projected final values, then the projected final values equal the revised budget values.

Method I (Include)

You use Method I for detail accounts that you want to summarize into a header or detail account at a higher level of detail. Detail accounts must be within the same cost code. The system does not calculate the projected final and percent complete amounts for such accounts, but you can enter actual units. In conjunction with this method, you must use Method S for the related header or detail account.

See *Method S (Summary)* for more information.

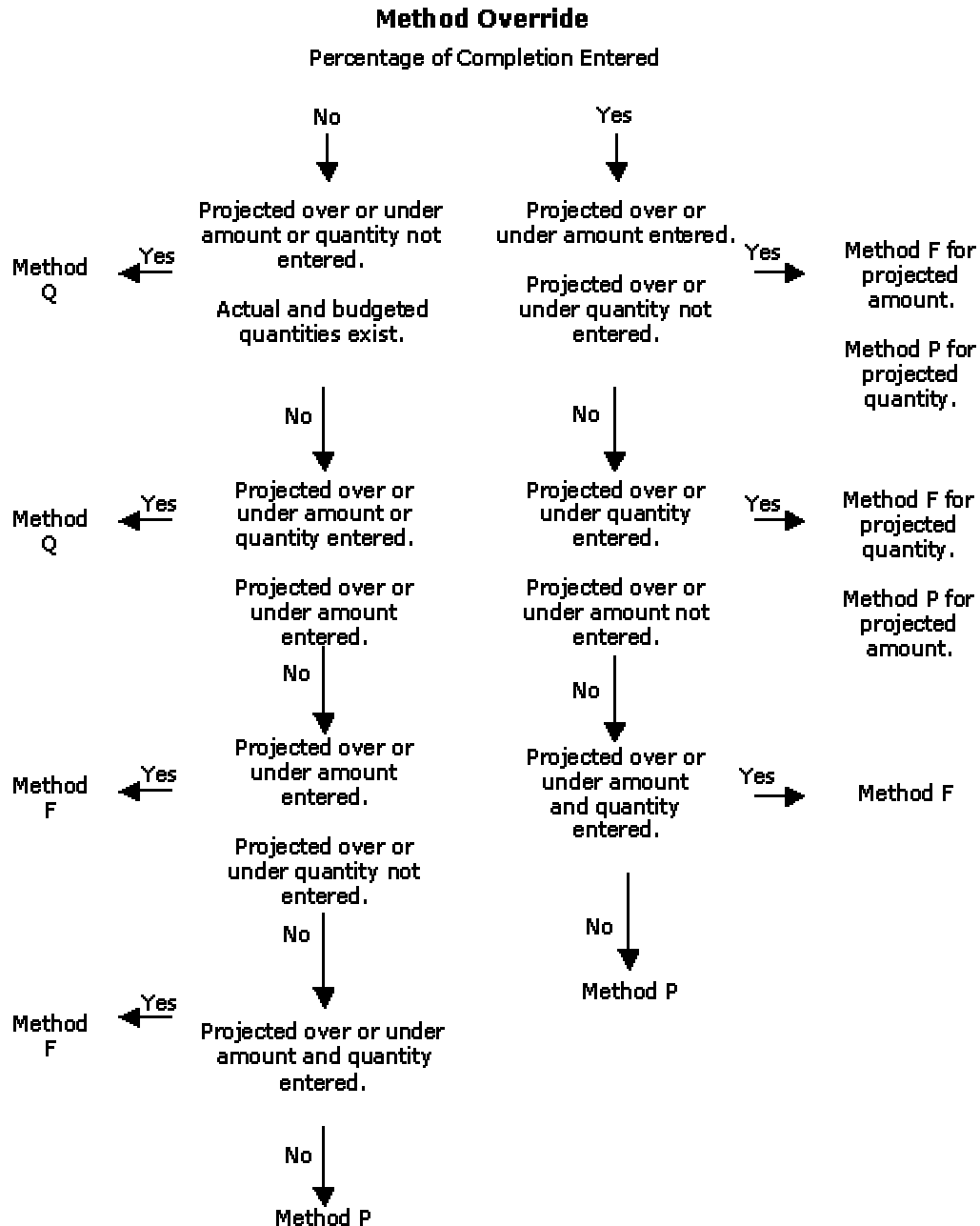
Method N (No Projection)

You use Method N for accounts which you do not want to calculate final projections. If you do not calculate final projections, this method eliminates the possibility of errors caused by duplicate projected final values created when budgeting is done at the header level. You can use Method N to enter actual units. You can also use Method N at the header or detail level.

Method O (Override)

You use Method O for both header and detail accounts for which you want to manually enter projected final values, over/under projected amount and quantity, or percent complete. You can also enter actual units. Depending on the information that you provide, Method O functions like Methods D, F, P, or Q.

The following graphic illustrates how the system determines which method to use:



Method P (Percent Complete)

You use Method P for both header and detail accounts for which you want to enter a percentage of completion to estimate the final projections. You can enter actual units and percent complete with Method P. When you choose this method of computation, the following results occur:

- If the percent complete is less than the threshold percent complete, or if you do not enter a percentage of completion, Method P functions like the default method (Method D).
- If the percent complete is greater than the threshold percent complete, then the actual values or percent complete = projected final values.

When you assign a Method P to an account, the system compares the percent complete value for the account (which you enter on the Progress Entry form) to the threshold percent complete value that you previously entered on the Job Master Revisions form.

For example, for an account with a method of computation of P, if you define the threshold percent complete for the job as 20 percent, the system calculates projected final values for the accounts that are greater than or equal to 20 percent complete, based on the actual values for each account. For accounts that are less than 20 percent complete, the system uses the revised budget values for each account.

Method Q (Quantities)

You use Method Q for both header and detail accounts in which progress is measured by unit quantity. You can enter projected final quantity, over or under projected quantity, and actual quantity. The following conditions apply when you choose this method of computation:

- Projected final units are calculated the same as they are when you use the forced method (Method F).
- Projected final amounts depend on percent complete. The system calculates the percent complete as follows:
 - $(\text{actual quantity} / \text{projected final quantity}) \times 100$

This calculation is not stored in the F% ledger.

After the system determines whether the percent complete is 100, it applies the following calculations as appropriate:

Percent Complete is 100

- If percent complete is 100 and the actual amount is *not* zero, the projected final amount is the actual amount.
- If percent complete is 100 and the actual amount *is* zero, the projected final amount is equal to the revised budget.

Percent Complete is Less Than 100

- If percent complete is less than 100, but greater than the threshold percent complete, and actual amount and percent complete are not zero, then projected final amount = actual amount/percent complete.
- If percent complete is less than 100 and if the revised budget values and actual amounts are not zero, then projected final amount = projected final units x revised budget unit rate.
- If percent complete is less than 100 but the actual values are not zero, then the projected final amount = projected final units x actual unit rate.
- If percent complete is less than 100 and none of the previous conditions apply, the system calculates the projected final amounts the same as it does for default method (Method D.)

Method R (Revenue-Unit Price Contract)

You use Method R for header accounts and when a contractor is paid based on the quantity in place. When you change projected final units at the header level, the percent change is calculated and applied to the budget values of detail accounts. The system stores the budget adjustments in the IA/IU ledger. You can enter actual units, projected final units, and projected final over/under units with Method R. When you use this method of computation, the system applies the following calculations:

- The system calculates the ratio of change in the projected final quantity at the header level and automatically applies the percent change to the budget values (amounts or units, or both) for the related detail accounts.
- For the header account, the system calculates the projected final units like it does for the forced method (Method F). Amounts are calculated like they are for the default method (Method D).
- For detail accounts, the system determines the projected final values by its corresponding method of computation.

Note

When projected final units change for the header account, the system ensures that the percent change is positive. If it is not, the projected final units for the header account remain the same, resulting in a zero percent change.

If you need to include additional budget ledger types in the revised budget for your jobs, you can create user defined ledger types. Additional ledger types must be set up in the Ledger Type Master File table (F0025). On the Job Cost Ledger Type Rules form, you must choose the Revise Budget Ledger option. See *Working with Ledger Types for Job Cost* in the *Job Cost Guide*. You must also define additional ledger types in the user defined code table (09/LT). See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide*.

The system includes any budget ledgers from the Ledger Type Master File table and the UDC 09/LT in projected final calculations.

Method S (Summary)

Use Method S to summarize amounts at a lower level of detail in conjunction with Method I. The system summarizes only the actual, committed, and budgeted *amounts*. The system does not summarize quantities or any other information. This method is valid for an account that meets the following criteria:

- The account can be either a header or a detail account.
- The account must have a higher level of detail than the related accounts associated with Method I that you want to group and summarize.
- The account must be within the same cost code as the accounts to be summarized into it.

The system calculates projected final values for summarized accounts (Method S) using the override method (Method O).

The following example illustrates how Method S and Method I relate to each other. The accounts with a level of detail 9 and Method I are summarized into their related account with a level of detail 8 and Method S:

Account Number	Level of Detail	Method
50 (company)	1	
501 (job)	2	
501.02000	3	D
501.02200	4	D
501.02200.1340	8	S
501.02200.1341	9	I
501.02200.1342	9	I
501.02200.1343	9	I
501.02600	4	D
501.02600.1340	8	S
501.02600.1341	9	I
501.02600.1342	9	I
501.02600.1343	9	I

Note

PeopleSoft recommends that you limit the use of Method S in conjunction with Method I. The process of summarizing accounts requires a large amount of system resources and should be limited only to situations in which it is necessary. Setting up an entire chart of accounts using these methods in conjunction would significantly slow the system performance.

For example, suppose that your company has 15 Method I accounts that are summarized into one Method S account. The system must access the Account Balances table (F0902) records for each of the 15 accounts every time that one of these accounts changes. If one of these accounts posts costs, the F0902 Job Cost Projections business function (X51013) retrieves balances for the AA, PA, HA, FA, F%, and all revised budget ledgers from the summary account. Next, the F0902 Job Cost Projections retrieves balances from the AA, PA, and all revised budget ledgers from each of the 15 accounts that use Method I. This example is summarized with the following equation:

$$(6 \text{ ledgers} + (3 \text{ ledgers} \times 15 \text{ accounts})) = 51 \text{ retrievals from the F0902}$$

Method T (Total)

You use Method T for header accounts only. For Method T, you can enter projected final units, over or under projected final units, and actual units. When you use this method of computation, the following rules apply:

- If over or under projected final units are zero, projected final units are calculated the same as they are for the default method (Method D).
- If over or under projected final units are not zero:
 - Projected final units = revised budget + over or under projected final units
 - Projected final amounts = revised budget amount

When level of detail subtotals appear on reports and inquiries, you assign Method T as the method of computation for the subtotal line.

Method U (Remaining Unit Rate)

You use Method U for detail accounts when the progress entry needs to calculate the remaining amount required to complete. To do this, the system uses the remaining quantity and unit rate from its related header account. You can enter the remaining unit rate and actual units. Method U calculates the following values:

Projected final amounts are calculated as follows:

- Projected final = remaining amount + actual amount.
 - If remaining unit rate is not zero, then the remaining amount = remaining quantity * remaining unit rate.
 - If remaining unit rate is zero, use the greater of budget or actual unit rate.
 - Remaining amount = remaining quantity x budget or actual unit rate
 - If remaining amounts with budget or actual rates are zero, use the default method (Method D).
- If actual amount + commitment amount is greater than projected final amount, total commitments becomes the projected final value.

Projected final units are calculated as follows:

- If actual units are not zero, and actual unit rate is *not* zero, then projected final units = projected final amount / actual unit rate.
- If actual units are not zero, and actual unit rate *is* zero, the projected final units is zero.
- If actual units are zero, the projected final units are calculated using the default method (Method D).

Method V (Absolute Value)

You use Method V for header and detail accounts with credit balances, such as revenue accounts. With this method, the final projections can be less than zero. You can also enter actual units. When you use this method of computation, the projected final values (amounts or units, or both) equal the real (positive or negative) values of which ever is the greater of:

- The absolute value of the revised budget
- The absolute value of the actual plus the open commitments
- The absolute value of the actual

Working with Job Progress

Based on information that you provide, the system calculates the overall percentage of completion and projected final values for a job. The projected final value information helps you locate cost and budget variances in the job so that you can adjust your job as needed. When you perform profit recognition for a job, you use percentage of completion and projected final values information.

To help you update your job progress information, you can generate a worksheet that you can take to the job site. You can write down estimates of the percentage of completion information, relevant amounts, and relevant quantities for your jobs on this worksheet. You can then enter the information into your system and calculate your projected final values.

The Job Cost system provides two options for entering job progress information. You can enter job progress information for a single account or for multiple accounts within the same job. If your job progress information does not suit your business needs, you can update the methods of computation you selected and recalculate the job progress information.

Generating the Field Progress Report

From the Progress Entry Reporting menu (G5121), choose Field Progress Report.

To calculate projected final information, you must first estimate the progress information for each task in the job.

The Field Progress report shows projected final amounts and quantities or projected amounts and quantities the project is over or under. It also shows the budgeted and actual amounts and quantities for the tasks in your job.

If you want to use the Field Progress report as a worksheet, you can set a processing option to show the data entry fields. You can take the worksheet to the job site, complete the entry fields, and then enter them into the Job Cost system.

Processing Options for Field Progress Report (R51432)

Display

1. "As of" date selection to base the report on. "Blank" uses the current financial reporting date.

As of date

2. Enter a specific subledger to report on. "*" prints all subledgers.

Subledger - G/L

3. Enter a specific subledger type to match subledger entered above. "Blank" prints all subledger types if Option 2 is "*".

Subledger Type

4. Specify lowest account level of detail (3-9).

Account Level of Detail

5. '1' prints underlines for entry fields based on the method of computation. "Blank" prints underlines for all fields.

Underlines

Entering Job Progress Information

To enter or modify job progress information for an individual cost code account, use the Account Progress Entry form. The data entry fields that appear on the Progress Entry form depend of the method of computation that you assigned to the account. Use the Account Progress Entry form to change the method of computation for the account. The method of computation not only changes the entry fields on the Progress Entry form, but also controls how the system calculates the percent complete and the projected final cost and quantity for the account.

You use the Job Progress Entry form to enter job progress information for multiple accounts within the same job.

For the Account Progress Entry and the Job Progress Entry forms, you can use processing options to display the type of budget entry fields, to prevent changes to the method of computation, to create an audit trail, and to control which version of Original Budget or Job Budget Revisions to execute.

In addition, you can use the JC01-99 AAls to prevent overwriting the Actual Units fields when the values associated with a line item are affected by other systems, such as Accounts Payable and Payroll.

Before you calculate the percentage of completion and projected final values, you should review the progress entry information. You can use the Work with Job Status Inquiry form to review job progress information.

The processing options for these programs must be accessed through Interactive Versions (P983051). See [Working With Interactive Versions](#) in the *Foundation Guide* for more information.

See Also

- ❑ *Working with a Job*
- ❑ *Understanding Methods of Computation*
- ❑ *Recalculating Job Cost Projections* for information on how to recalculate projections for a job if you must use a different method of computation or if you suspect your projected final information is incorrect
- ❑ *Entering a Budget Revision* to change budgets for which a budget ledger is defined in the processing options
- ❑ *Defining Automatic Accounting Instructions*

► **To enter job progress information for an account**

From the Progress Entry Reporting menu (G5121), choose Account Progress Entry.

1. On Job Status Inquiry, define the accounts you want to review.
 - See [Reviewing Job Information by User Defined Columns](#) for information on defining the accounts.
2. Choose an account.
3. From the Row menu, choose Progress Entry and then Account.

The screenshot shows a software window titled "Account Progress Entry - [Progress Entry]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Can...", "Dis...", "Ago", "Links", "Accou...", "Previo...", "Next", "OLE ...", and "Internet". The main area of the window contains several input fields and labels:

- Job Number: 5100
- Potomac Hotel
- G/L Date: 6/30/05
- 02000
- SITE WORK
- Subledger
- Ref No
- Job PE
- Account PE: N MC N
- Description: Field Progress Entry

At the bottom of the window, there is a table with the following structure:

	Projected Final	+/- Actual	Total Actual
Units			
Amount			

4. On Progress Entry, complete the following optional fields:

- Ref No
- Description

5. If you want to change the method of computation for an account, complete the following field, and click OK:

- MC

When you change the method of computation, the data entry fields might change.

6. Complete the following progress entry fields:

- % Complete
- Force +/-
- Force Total
- Total Actual
- Projected Final
- +/- Actual

The progress entry fields available for data entry depend on the method of computation for the account.

7. To save the progress entry information, click OK.
8. To return to Job Status Inquiry, click Cancel.

You can review the progress entry information for all of the accounts for a job from the Job Status Inquiry form.

Processing Options for Job Cost Progress Entry (P510211)

Display

1. Enter "1" to display +/- (incremental), enter "2" to display total (cumulative), leave blank to display all entry fields.

Budget Change as Incremental/Cumulative

Process

2. Enter "1" to bypass G/L date editing.

G/L Offset - Tax Area 1

Job Cost Bypass G/L Date Editing

3. Enter "1" to prevent changes to the Method of Computation field.

Prevent Changes to MOC

Audit Trail

4. Enter "1" to create an audit trail record for each change, enter "2" to not create audit trail records, leave blank to create audit trail records per period change.

Job Cost Budget Audit Trail Creation

5. Enter the Reference Number to be updated on audit trail records created.

Reference Number

6. Enter the override description to be updated on audit trail records created. If left blank "Field Progress Entry" will be used.

Audit Trail Description

Version

7. Enter the version of Original Budget Entry to execute. If left blank version ZJDE0001 will be used.

Original Budget Entry Version

8. Enter the version of Job Budget Revisions to execute. If left blank version ZJDE0001 will be used.

Job Budget Revisions Version

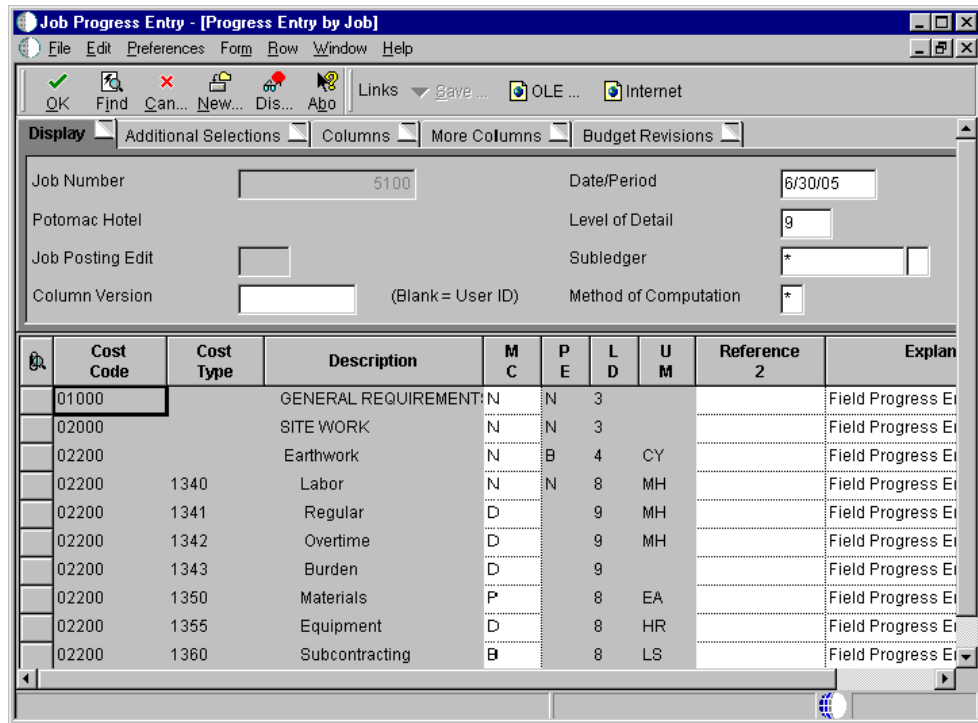
► To enter job progress information for a job

From the Progress Entry Reporting menu (G5121), choose Job Progress Entry.

1. On Job Status Inquiry, define the accounts you want to review.

See [Reviewing Job Information by User Defined Columns](#) for information about defining the accounts.

2. Choose an account.
3. From the Row menu, choose Progress Entry and then Job.



4. On Progress Entry by Job, click the Display tab and complete the following fields to define the accounts:

- Column Version
- Date/Period
- Level of Detail
- Subledger
- Method of Computation

See [Column Versions](#) for more information on Column Versions.

5. To further define the accounts, click the Additional Selections tab and complete the following fields:

- Cost Type
- Cost Code

6. To further define the accounts, click the Columns tab.

7. Click any of the following options:

- Projected Final Unit Rate
- Projected Final Units

- Projected Final Amount
 - Actual Amount
 - Actual +/- Units
 - Actual Units
 - Open Commitment Units
 - Open Commitment Amount
 - Revised Budget Units
 - Revised Budget Amount
8. To further define the accounts, click the More Columns tab.
9. Click any of the following options:
- Remaining Unit Rate
 - Estimate at Completion Unit Rate
 - Estimate to Complete Unit Rate
 - Force Total Unit Rate
 - Force +/- Unit Rate
 - Percent Complete
 - Estimate at Completion Units
 - Estimate to Complete Units
 - Force Total Units
 - Force +/- Units
 - Estimate at Completion Amount
 - Estimate to Complete Amount
10. To further define the accounts, click the Budget Revisions tab.
11. Click any of the following options:
- Budget Rev Amount Entry
 - Budget Rev Units Entry
 - Budget Rev +/- Amount Entry
 - Budget Rev +/- Units Entry
12. Click Find.

13. In the detail area, choose an account, and complete any of the following fields:

- Explanation
- Reference 2
- Method of Computation

14. To save your entries, click OK.

15. To return to Job Status Inquiry, click Cancel.

Processing Options for Progress Entry by Job (P510212)

Display

1. Enter the Cost Code range to display:

Cost Code From

Cost Code Thru

2. Enter the Cost Type range to display:

Cost Type From

Cost Type Thru

3. Enter a '1' to restrict entry to the account ranges specified above. Leave blank to allow changes to the account range.

Job Cost Restrict Ranges

4. Enter a '1' to prevent changes to the Method of Computation field.

Prevent MOC Changes

5. Enter the Job Progress Entry Column Version to display.

Job Progress Entry Column Version

Note: The columns version are saved in the User Overrides (F98950).

6. Enter a '1' to allow changes or additions of Job Progress Entry Column Versions.

Job Progress Entry Column Version Add/Change

Process

1. Enter the Amount Ledger Type for Budget Revisions. Leave blank (default) to update 'JA'. The Budget Unit Ledger is determined automatically as the Amount Ledger ending in 'U'; therefore 'JU'.

Ledger Type

2. Enter '1' to by pass G/L date editing.

Job Cost Bypass G/L Date Editing

3. Enter '1' to create an audit trail record for each change. '2' to not create audit trail records, leave blank to create audit trail records per period change.

Job Cost Budget Audit Trail Creation

4. Enter the Reference Number to be updated on audit trail records created.

Reference 2

5. Enter the override explanation to be updated on audit trail records. If left blank "Field Progress Entry" will be used.

Override Explanation

Versions

1. Enter the version of Budget Original to execute. If left blank version ZJDE0001 will be used.

Budget Original Version

2. Enter the version of Budget Revisions to execute. If left blank version ZJDE0001 will be used.

Budget Revisions Version

Profit Recognition

At any time before completion of a job, you can perform profit recognition to estimate the profit for the job. The system calculates job profit by creating journal entries to adjust the actual costs and revenue for the job to what they should be, based on the percentage of completion of the job. The profit estimates can reflect either a net profit or a net loss. In short, performing profit recognition is moving balances from the balance sheet to the income statement.

When you perform profit recognition, you can create journal entries to recognize your estimated profit for financial reporting purposes. You do this to adjust actual profit to what it should be, based on the percentage of completion of the job. You can also move costs from work-in-progress to your income statement.

Profit recognition is independent of the billing status of the job. For example, you can recognize profit for a job even if you have not billed the customer for the completed work.

You can use profit recognition to perform the following functions:

- Record job-to-date revenue and expenses on your income statement
- Relieve the work-in-progress amounts from your balance sheet
- Record overbilling and underbilling amounts
- Enter single or group job adjustments for stored materials and accrued costs
- Record provision for projected loss

Estimating Job Profit

To estimate the profit for a job, you run the Profit Recognition Build program. If the profit estimation is incorrect, you can remove the profit recognition version, make necessary changes to the job information, and rerun the Profit Recognition Build program.

The system calculates estimated profit based on the following criteria:

- The percent complete is based on either the current cost or the current revenue (AA ledger) for the job divided by the projected finals (HA ledger).
- Earned amounts are calculated as the projected final amounts multiplied by the percent complete.
- The percent complete for a job cannot be greater than 100 percent. If the percent complete for a job is calculated to be greater than 100 percent, the system uses 100 percent to calculate the profit recognition.
- Over/under amounts are calculated as the actual amounts minus the earned amounts.

You can set up your system so that it does not calculate the profit for a job until the percentage of completion is greater than or equal to a certain amount. This amount is called a profit recognition threshold. The system recognizes profit for accounts with a profit recognition threshold in the following ways:

- If the percentage of completion is less than the threshold amount, the earned job-to-date profit is recorded as zero.

- If the percentage of completion is based on cost, the system forces the earned revenue to equal the earned cost. If it is based on revenue, the system forces the earned cost to equal the earned revenue.
- After the threshold is reached, the deferred profit can be recognized immediately or amortized over the remaining life of the job.

Entering the Percentage of Completion

You can enter the percentage of completion for a job before you estimate its profit information. The percentage of completion for the job can be entered manually, or you can direct the system to calculate a percentage of completion using the actual and projected final amounts by not overriding in the F% ledger.

When you created your job master record, the system created the following account in the Account Master table (F0901) to store percentage of completion information in the F% ledger:

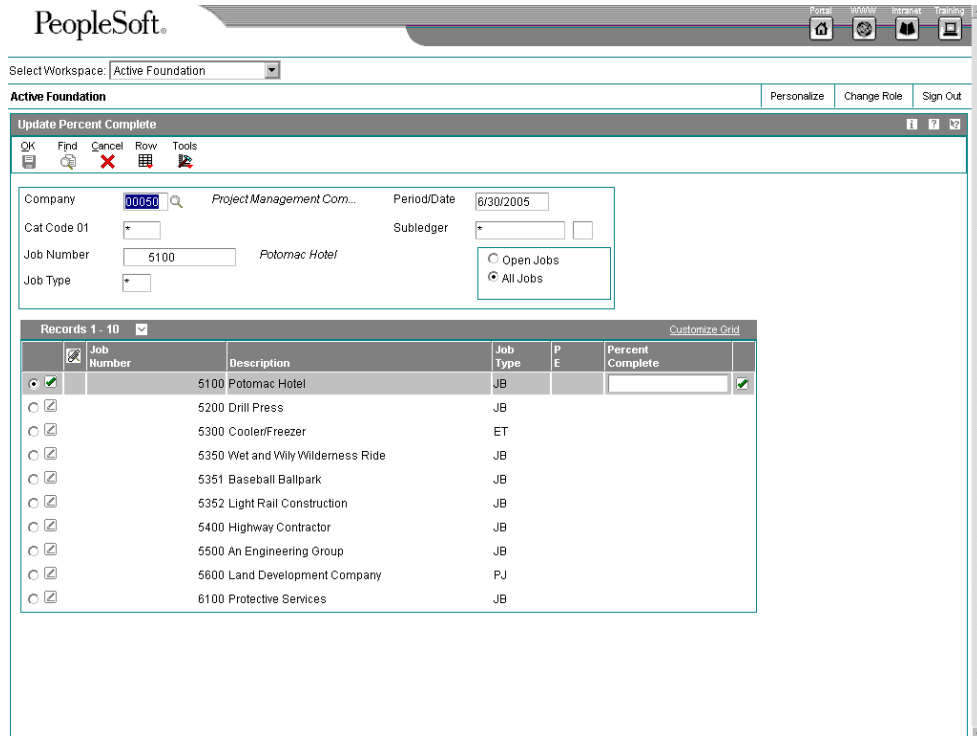
- Job Number.Blank Cost Code.Blank Cost Type

If you are generating profit recognition by subledger, you must enter a percent complete for each subledger for the job to enable the system to calculate projected final values. The subledger does not store the projected final amounts in the HA ledger.

► To enter the percentage of completion

From the Profit Recognition menu (G5122), choose Update Percent Complete.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Update % Complete.



4. On Update Percent Complete, complete the following field for the job:
 - Percent Complete

See Also

- *Working with Job Progress* for more information about how the system calculates percentage of completion for a job

Building Profit Recognition Data

From the Profit Recognition menu (G5122), choose Profit Recognition Build.

After you enter the percentage of completion for a job, you can run the Build Recognition Data program to estimate profit information for the job. The system estimates profit information by multiplying the percentage of completion by the projected final costs and revenue in the HA ledger.

When you estimate profit information, the system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. You can calculate estimated profit information by period, by quarter-to-date, by year-to-date, and by job-to-date to meet your financial reporting needs.

Profit recognition is independent of the billing status of the job. For example, you can recognize profit for a job even if you have not billed the customer for all complete work.

The system calculates projected final information in one of the following ways:

- Directly from the percentage of completion you enter for the job.

- Based on the projected amounts you create when you calculate job progress. This is the AA ledger amount divided by the HA ledger amount.

The projected final cost amount can be calculated using the balance in the HA ledger or by calculating the actual amount divided by the percent complete number that you enter. Projected final revenue always comes from the HA ledger.

Profit can be recognized at the project, job, or subledger level. In addition, you can regenerate profit information for a closed period when adjustments are needed.

The Profit Recognition Build program calculates the following figures:

- Percentage of completion
- Earned cost and revenue
- Over/under amounts

Processing Options for Build Profit Recognition Data (R51800)

Process Tab

Use these processing options to specify the type of information to process when working with profit recognition.

1. Process Mode

Blank = Preliminary mode

1 = Final mode

Use this processing option to specify the mode in which to run this program.

Valid values are:

- Blank Run the program in preliminary mode. This is the default. You should run the program in preliminary mode before running it in final mode. This program will produce a report, which will help you ensure that the profit recognition information is correct. Running the program in preliminary mode does not update profit recognition information.
- 1 Run the program in final mode. This option will update and commit profit recognition information.

2. Period End Date

Use this processing option to specify the period end date through which profit will be recognized. You must enter a valid date.

3. Prior Quarter End Date

Use this processing option to specify the prior quarter end date. This date should have an existing profit recognition history record. If you do not enter a valid prior quarter ending date, the Earned Current Quarter amounts will be set to the Earned Job to Date amounts.

4. Company

Use this processing option to designate the company number for which Profit Recognition will be performed. The company must already exist in the Company Constants table (F0010) and have a complete Balance Sheet.

5. Summarization Level

1 = Project level

2 = Job level

3 = Subledger level

Use this processing option to specify the summarization level to store financial data. Valid values are:

- 1 Project level
- 2 Job level. This is the default.
- 3 Subledger level

6. Threshold

Use this processing option to specify the profit recognition threshold

percent. For example, enter 10% as 10.

7. Defer preference

1 = Recognize deferred profit all at once

2 = Defer recognition over the life

Use this processing option to enter the deferred project recognizing method.

Valid values are:

- 1 Recognize deferred profit all at once. This is the default.
- 2 Defer recognition over the life of the Job/Project.

8. Projected Final Cost

Blank = HA ledger

1 = F% ledger

Use this processing option to determine from which ledger the projected final cost is calculated. Valid values are:

Blank Accumulate projected final cost stored in the HA ledger. This is the default.

- 1 Derive projected final cost using the percent completion from the F% ledger with a blank Cost Code and Cost Type.

9. Recognition Method

1 = Percent of cost

2 = Percent of revenue

3 = Percent of cost or revenue

Use this processing option to determine the Profit Recognition Method to load into each project, job, or subledger processed. Valid values are:

- 1 Percent of Cost. This is the default.
 - 2 Percent of Revenue.
 - 3 Percent of Cost or Revenue, whichever gives lower profit.
-

Version Tab

Use this processing options to specify which version of the report to run.

1. Executive Summary Version (R51443)

Use this processing option to enter the version of the Executive Summary Report (R51443) to be used. Leave blank if you do not want to print this report.

Removing a Recognition Version

If the system generates incorrect profit recognition that was generated during the Building Profit Recognition Data process, you can remove the recognition information and regenerate the profit recognition as long as the regeneration is within the same accounting period. If you have created journal entries for a recognition version or if a recognition version has been updated to the journal and is now history, you cannot remove the recognition version.

The information you remove is deleted from the Profit Recognition table (F5144).

► To remove a recognition version

From the Profit Recognition menu (G5122), choose Remove a Recognition Version.

When you choose Remove a Recognition Version, a processing option form appears. Enter the Recognition version batch number and click OK. The system prompts you to display the results online or to send the results to a printer.

Processing Options for Remove a Recognition Version (R51810)

Process
Enter the Profit Recognition (R51800) version and/or job to remove.
Version
Job

Revising Estimated Profit Information

When you estimate profit information, the system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. You might need to revise profit information to reflect your business needs. You also use estimated profit information for financial reporting purposes.

If the estimated profit information does not meet your business needs, change any of the following items:

- Profit recognition method
- Accrued or deferred costs
- Projected final values
- Percent complete threshold

Do not rerun the Profit Recognition Build program after single or group job adjustments.

When you are satisfied with the estimated profit, you lock the estimated profit information to prevent unauthorized changes. To make changes to locked information, you must unlock the information. Locked jobs can be unlocked only by the person who locked the job.

To delete the incorrect estimated profit information, run the Removing a Recognition Version program.

Note

You cannot revise profit recognition information that is history. To determine whether the profit recognition information is history, use the Work with Profit Recognition Versions form. If the Version field for the job is blank, journal entries have been created, and the profit recognition information is history.

Revising Estimated Profit Information for a Single Job

If you want to revise the projected final revenue, cost, or profit, you can do so in group-job or single-job adjustments. If you want to revise other factors that are related to estimating job profit, such as budgets, actuals, or commitments, you must do so in the system of origin. You should delete the profit recognition version and rerun the Profit Recognition Build program if you perform any revisions.

► To revise estimated profit information for a single job

From the Profit Recognition menu (G5122), choose Single Job Adjustments.

1. On Work with Profit Recognition Versions, complete the following fields, and click Find:
 - Version
 - Effective Date
 - Job Number
2. Choose a job that has information in the Version field.

3. To revise information for a single job, choose Single Job from the Row menu and any of the following options:

- To change one or more methods that the system uses for recognizing job profit, complete any of the following fields on Single Job Adjustments:

- Profit %
- Accrual(/Deferral)
- Recog Method
- Deferred Method

- To change projected final values, complete any of the following Projected Final Amount fields in the detail area:

- Revenue
- Cost
- Profit

You can change either or both projected final revenue and projected final cost, and the system recalculates projected final profit.

If you enter a value for projected final profit, either projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

- To change the percent complete information for a job, choose the Percent Complete Entry option and complete any of the following Percent Complete fields in the detail area:

- Revenue
- Cost
- Profit

When you choose the Percent Complete Entry option, the Projected Final Amount field in the detail area changes to Percent Complete. When you turn off the Percent Complete Entry option, the Percent Complete field in the detail area changes back to Projected Final Amount.

You can change the percentage for either or both revenue and cost, and the system recalculates projected final profit.

If you enter a percentage for projected final profit, either projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

- To lock or unlock the estimated profit information, choose Lock/Unlock from the Form menu.

When estimated profit information is locked, you cannot enter information in any field. Only the person who locked the information can unlock the information.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Single Job Adjustments

OK Cancel Form Tools

Version: [] Effective Date: 05/31/05

Job Number: 5100 Potomac Hotel Subledger: []

Profit %: [] Percent Complete Entry Accrual/(Deferral): []

Recog Method: 1 Percent of cost (Cost to Cost) Deferred Method: 1 Recognize all profit in 1st PP

	Revenue	Cost	Profit	%
Projected Final Amount	4,570,000.00	4,259,500.00	310,500.00	6.79
Actual To Date	[]	5,000.00	5,000.00-	[]
Percent Complete	[]	0.12	[]	[]
Remaining	4,570,000.00	4,254,500.00	315,500.00	6.90
Revised Budget	4,570,000.00	4,259,500.00	310,500.00	6.79
Earned Current Period	5,364.48	5,000.00	364.48	6.79
Earned Year to Date	5,364.48	5,000.00	364.48	6.79
Earned Job to Date	5,364.48	5,000.00	364.48	6.79
Unearned Backlog	4,564,635.52	4,254,500.00	310,135.52	6.79
Under Billing	[]	5,364.48	[]	[]

- To review budget information for the job, choose Budget Information from the Form menu.
 - To review account information for the job, choose Job Status Inquiry from the Form menu.
 - To review quarter-to-date information, choose Quarter to Date from the Form menu.
 - To review attachments for the job, choose Attachments from the Form menu.
4. To return to Work With Profit Recognition Versions, click Cancel or Close until the Work With Profit Recognition Versions form appears.

Processing Options for Profit Recognition Master (R5144)

Version

1. Enter the version of Job Status Inquiry to execute. If left blank version ZJDE0001 will be used.

Job Status Inquiry Version

2. Enter the 'Select' button exit of a '1' for Group Job Adjustments (default) or '2' for Single Job Adjustments.

'Select' Button Exits

Revising Estimated Profit Information for Multiple Jobs

If you want to revise the projected final revenue, cost, or profit, you can do so in group-job or single-job adjustments. If you want to revise other factors that are related to estimating job profit, such as budgets, actuals, or commitments, you must do so in the system of origin. You should delete the profit recognition version and rerun the Profit Recognition Build program if you perform any revisions.

► **To revise estimated profit information for multiple jobs**

From the Profit Recognition menu (G5122), choose Group Job Adjustments.

1. On Work With Profit Recognition Versions, from the Form menu, choose Group Job.

Job Number	Job Name	Version	Effective Date	Threshold %	Def Mth	Recog Method	Projected Final Revenue	Projected Final Cost
5100	Potomac Hotel		05/31/05		1	1	4,570,000.00	4,259,500.00
5200	Drill Press		05/31/05		1	1		3,825.00
1620	Birmingham Steel - Memp	XJDE0001	06/30/05		1	1	12,300,000.00	11,025,200.00
29001	Heavy Highway Constructi	XJDE0001	06/30/05		1	1	640,000.00	410,169.00

2. On Group Job Adjustments, click and drag any one of the following columns in the detail area to reorder the detail information:

- Version, Effective Date
- Earned Job to Date
- Earned Year to Date
- Earned Current Quarter
- Earned Current Period

3. To revise estimated profit information for multiple jobs, choose any of the following options:

To change the estimated profit by changing method information, choose a job that has information in the Version field and complete any of the following fields:

- Recog Method
- Threshold %
- Def Mth
- Accrual/ (Deferral)

To change the estimated profit by final amount information, choose a job that has information in the Version field and complete any of the following fields:

- Projected Final Profit
- Projected Final Revenue
- Projected Final Cost

You can change either or both projected final revenue and projected final cost, and the system recalculates projected final profit.

If you enter a value for projected final profit, projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

- To change Percent Complete information, choose the Percent Complete Entry option. Then choose a job that has information in the Version field and complete any of the following fields:

- Proj Final Revenue %
- Proj Final Cost %
- Proj Final Profit %

When you choose the Percent Complete Entry option, the Projected Final Amount field in the detail area changes to Percent Complete. When you turn off the Percent Complete Entry option, the Percent Complete field in the detail area changes back to Projected Final Amount.

You can change the percentage for revenue, cost, or revenue and cost, and the system recalculates projected final profit.

If you enter a percentage for projected final profit, either projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

- To lock or unlock profit information, complete the following field:

- User Lock

When estimated profit information is locked, you cannot enter information in any field. Only the person who locked the information can unlock the information.

- To review estimated profit information for a single job, choose a job and then choose Single Job from the Row menu.
 - To review budget information for a single job, choose a job and then choose Single Job from the Row menu.
 - To review account information for a job, choose a job and then choose Job Status Inquiry from the Row menu.
 - To review attachments for a job, choose a job and then choose Attachments from the Row menu.
4. To return to Work With Profit Recognition Versions, click Cancel or Close until the Work With Profit Recognition Versions form appears.

Processing Options for Profit Recognition Master (P5144)

Version

1. Enter the version of Job Status Inquiry to execute. If left blank version ZJDE0001 will be used.

Job Status Inquiry Version

2. Enter the 'Select' button exit of a '1' for Group Job Adjustments (default) or '2' for Single Job Adjustments.

'Select' Button Exits

Understanding Profit Recognition Journal Entries

The last step in the profit recognition process is to create journal entries for your profit information. The Create Journal Entries program creates journal entries for each profit recognition record you process.

The system creates journal entries for the Account Ledger table (F0911). This process results in a batch of documents with document type JE (journal entry).

One type of journal entry contains the entries for cost and revenue to be recognized on the income statement from work-in-progress on the balance sheet. The system does not reverse this information in the next period.

Another type of journal entry contains the entries for over/under billings or costs, deferred costs, accrued payables, and recognition of estimated projected final loss. The system reverses this information in the next period.

After you create journal entries, the system moves profit recognition record to history and changes the version to blank. After the system moves a profit recognition record to history, the record cannot be revised. To change a journal entry, you must post it to the Account Balances table (F0902) and regenerate the profit recognition record using the Profit Recognition Build program for the same period. Journal entries that you create in this way include only the incremental change to the original information.

Each journal entry contains descriptions of account number elements (for example, business unit.object.subsidiary) and the sequence that the system uses to find valid values for each element. The account elements and the sequence information is presented in a two-column format. The left column identifies the element that makes up the account number. The right column identifies the sequence that the system uses to find a valid value for that specific account element.

Recognized Revenue and Cost - Income Statement

The system uses Income Statement (IS) and Balance Sheet (BS) AAls to move work-in-progress (WIP) amounts from WIP on the balance sheet to cost of sales and revenue accounts on the income statement.

The following two-column table shows the elements of the account number in the left-hand column. The sequence for finding a valid value for the account element is provided in the right-hand column.

Business Unit	1. Processing option in the Create Journal Entries program 2. IS series (AAI) 3. Current version in the Profit Recognition History table (F5144)
Object	IS series (AAI)

Subsidiary	IS series (AAI)
Subledger	1. Processing option 2. IS series (AAI)
Subledger Type	1. Processing option 2. IS series (AAI)

The system uses a user defined code (51/IS) to find the AAI to use, instead of IS, to recognize revenue and cost amounts according to different business unit types. If the specified AAI cannot be found, the system uses the ISxxxx AAI.

To record specific costs or revenues to different accounts, you define ISxxxx and BSxxxx, where xxxx is the first four digits of the object account from WIP. If ISxxxx is not set up, the system uses the object account from the IS item. If BSxxxx is not set up, the system uses the object account from the BS item.

You must set up the IS and BS AAIs only if the object cost type of the original entry is within the account range identified by the GLG2 and GLG5 AAIs. The General Accounting system defines these data items.

Recognized Revenue and Cost - WIP on Balance Sheet

Business Unit	Current version in the Profit Recognition History table (F5144)
Object	BS series (AAI)
Subsidiary	BS series (AAI)
Subledger	Current version in the Profit Recognition History table (F5144)
Subledger Type	Current version in the Profit Recognition History table (F5144)

This account will not be reversed in the following month.

Overbilling

You overbill when your actual revenue is more than your earned-to-date revenue on a job. The system creates a journal entry for a revenue account such as Overbilled Revenue. It also creates an offsetting credit for an unearned revenue liability account.

Calculate overbilling amounts if you use the percent of cost method. The system adjusts costs if you use the percent of revenue method.

Debit Entry

Business Unit	1. Processing option 2. JCCOUA (AAI) 3. Current version in the Profit Recognition History table (F5144)
Object	JCCOUA (AAI)
Subsidiary	JCCOUA (AAI)

- Subledger**
1. Processing option
 2. Current version in the Profit Recognition History table (F5144)

- Subledger Type**
1. Processing option
 2. Current version in the Profit Recognition History table (F5144)

If you use the percent of revenue method, the debit entry AAI is JCBOUA.

Credit Entry

- Business Unit**
1. JCBE (AAI)
 2. Current version in the Profit Recognition History table (F5144)

Object JCBE (AAI)

Subsidiary JCBE (AAI)

Subledger Blank

Subledger Type Blank

Underbilling

You underbill when your actual revenue is less than your earned-to-date revenue on a job. The system creates a journal entry for a revenue account, such as Unbilled Revenue. It also creates an offsetting debit for an accrued revenue asset account.

Calculate underbilling amounts if you use the percent of cost method. The system adjusts costs if you use the percent of revenue method.

Debit Entry

- Business Unit**
1. JCCE (AAI)
 2. Current version in the Profit Recognition History table (F5144)

Object JCCE (AAI)

Subsidiary JCCE (AAI)

Subledger Blank

Subledger Type Blank

Credit Entry

- Business Unit**
1. Processing option
 2. JCCOUA (AAI)
 3. Current version in the Profit Recognition History table (F5144)

- Object** JCCOUA (AAI)
- Subsidiary** JCCOUA (AAI)
- Subledger**
 - 1. Processing option
 - 2. Current version in the Profit Recognition History table (F5144)
- Subledger Type**
 - 1. Processing option
 - 2. Current version in the Profit Recognition History table (F5144)

If you use the percent of revenue method, the credit entry AAI is JCBOUA.

Provision for Loss

When the projected final amounts result in a projected loss, the system records the loss amount in the period when the loss occurs. The system adjusts cost and revenue amounts, depending on the profit recognition method you use. The offset for the provision for loss is recorded to the BSLOSS AAI. If you do not define the BSLOSS AAI, the system uses the JCBE AAI.

Debit Entry

- Business Unit**
 - 1. Processing option
 - 2. JCLOSS (AAI)
 - 3. Current version in the Profit Recognition History table (F5144)
- Object** JCLOSS (AAI)
- Subsidiary** JCLOSS (AAI)
- Subledger**
 - 1. Processing option
 - 2. Current version in the Profit Recognition History table (F5144)
- Subledger Type**
 - 1. Processing option
 - 2. Current version in the Profit Recognition History table (F5144)

Credit Entry

- Business Unit**
 - 1. BSLOSS (AAI)
 - 2. JCBE (AAI)
 - 3. Current version in the Profit Recognition History table (F5144)
- Object**
 - 1. BSLOSS (AAI)
 - 2. JCBE (AAI)
- Subsidiary**
 - 1. BSLOSS (AAI)
 - 2. JCBE (AAI)

Subledger Blank

Subledger Type Blank

Accrued Cost

If the number in the Accrual/Deferral field on the Group Job Adjustments and Single Job Adjustments forms is negative, it represents an additional cost. The system uses the JCAPO (offset) and JCAPC (accrual) AAIs to record the accrued cost.

Debit Entry

Business Unit 1. JCAPC (AAI)
2. Current version in the Profit Recognition History table (F5144)

Object JCAPC (AAI)

Subsidiary JCAPC (AAI)

Subledger Current version in the Profit Recognition History table (F5144)

Subledger Type Current version in the Profit Recognition History table (F5144)

The system uses the IS series and BS series AAIs to recognize the accrued cost on the income statement and relief from the balance sheet. The system automatically reverses these journal entries out in the following month.

If the account number defined in the JCAPC AAI is on the balance sheet, the system creates an entry to the IS and BS AAI journal entries.

Credit Entry

Business Unit 1. JCAPO (AAI)
2. Current version in the Profit Recognition History table (F5144)

Object JCAPO (AAI)

Subsidiary JCAPO (AAI)

Subledger Blank

Subledger Type Blank

Deferred Cost

If the number in the Accrual/Deferral field on the Group Job Adjustments and Single Job Adjustments forms is positive, it represents a deferred cost or stored material. The system uses the JCSMI and JCSMJ AAls to record the deferred cost.

Debit Entry

Business Unit	1. JCSMI (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCSMI (AAI)
Subsidiary	JCSMI (AAI)
Subledger	Blank
Subledger Type	Blank

If the account number defined in the JCSMI AAI is on the balance sheet, the system creates an entry to the IS and BS AAI journal entries.

Credit Entry

Business Unit	1. JCSMJ (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCSMJ (AAI)
Subsidiary	JCSMJ (AAI)
Subledger	Current version in the Profit Recognition History table (F5144)
Subledger Type	Current version in the Profit Recognition History table (F5144)

Record User Changes to Projected Final Costs

The method of computation should be F (Forced) or G (Budget Default-Forced) for all of the accounts that you define for projected final costs.

Business Unit	Current version in the Profit Recognition History table (F5144)
Object	JCPFC (AAI)
Subsidiary	JCPFC (AAI)
Subledger	Current version in the Profit Recognition History table (F5144)
Subledger Type	Current version in the Profit Recognition History table (F5144)

Changes to Projected Final Revenue

The system uses the same sources for changes to the projected final revenue as it does for the projected final cost. However, it uses JCPFR as the AAI.

The method of computation should be F (Forced) or G (Budget Default-Forced) for all of the accounts that you define for revenue.

Changes to Projected Final Profit

The system uses the same sources for changes to the projected final profit as it does for projected final cost. However, it uses JCPFP as the AAI.

The method of computation should be F (Forced) or G (Budget Default-Forced) for all of the accounts that you define for projected final profit.

Note

These entries do not have an offset because they are one-sided entries made to the FA ledger.

Working with Profit Recognition Journal Entries

The system creates profit recognition records when you run the Profit Recognition Build program. Profit recognition records include overbilling and underbilling information, revenue and cost information, projected amounts, and so on. The Create Journal Entries program creates journal entries for each profit recognition record you process. After you generate and revise your profit recognition information, you can create profit recognition journal entries and post them to the Account Balances table (F0902).

See Also

- *Working with Basic Journal Entries* in the *General Accounting Guide*

Creating Profit Recognition Journal Entries

From the Profit Recognition menu (G5122), choose Create Journal Entries.

After you generate and revise your profit recognition information, you create profit recognition journal entries and post them to the Account Balances table (F0902). Use profit recognition journal entries to create a batch of unposted Account Balances journal entries for the profit recognition information that the Build Recognition Data program calculates.

Note

After you create journal entries, the system moves the profit recognition record to history, and the version is changed to blank. After a profit recognition record is moved to history, the record cannot be revised. To change the estimated profit, you must post it to the Account Balances table (F0902) and regenerate the profit recognition record using the Profit Recognition Build program for the same period and making any necessary changes. You must then create new journal entries. Journal entries that you create in this way include only the incremental change to the original information.

Processing Options for Create Journal Entries Profit Recognition (R51444)

Process

1. Enter "1" to create journal entries for changes to Projected Final Cost, Revenue and Profit. Leave blank (default) to not create these entries.

Projected Final Change Entries

2. If creating entries for changes to Projected Finals, enter the Ledger Type to use. Leave blank (default) to use Ledger Type 'FA'

Ledger Type

NOTE: If using Ledger Type 'FA' the Method of Computation should be 'F' or 'G' in order for Projected Final Amounts to be calculated correctly.

3. To override the account when creating entries for cost, revenue, over/ under billing on the Income Statement, enter the following:

Job (Business Unit)

Subledger

Subledger Type

Note: The Job Number, Subledger and Subledger Type entered will override the corresponding values provided by AAI's: ISXXXX, JCCOUA, JCBOUA and JCLOSS.

Reviewing Journal Entries

After you enter journal entries, verify their accuracy before posting them to the Account Balances table (F0902).

When you review journal entries for posting, you can display a list of batches based on the batch type, number, date, or status on your user ID. For example, you might want to review all batches with a posting status of pending.

Note

If the batch review security feature is activated, the system might not list all batches that have been entered. Instead, the system lists only the batches that you are authorized to review and approve.

After you review a list of batches, you can access transaction detail within a specific batch of journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review.

You can change the associated explanations and the G/L distributions of an unposted journal entry. You cannot change the following fields:

- Document Type
- Document Number
- Document Company
- G/L Date
- Currency Code
- Ledger Type

The review program displays and updates information in the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)

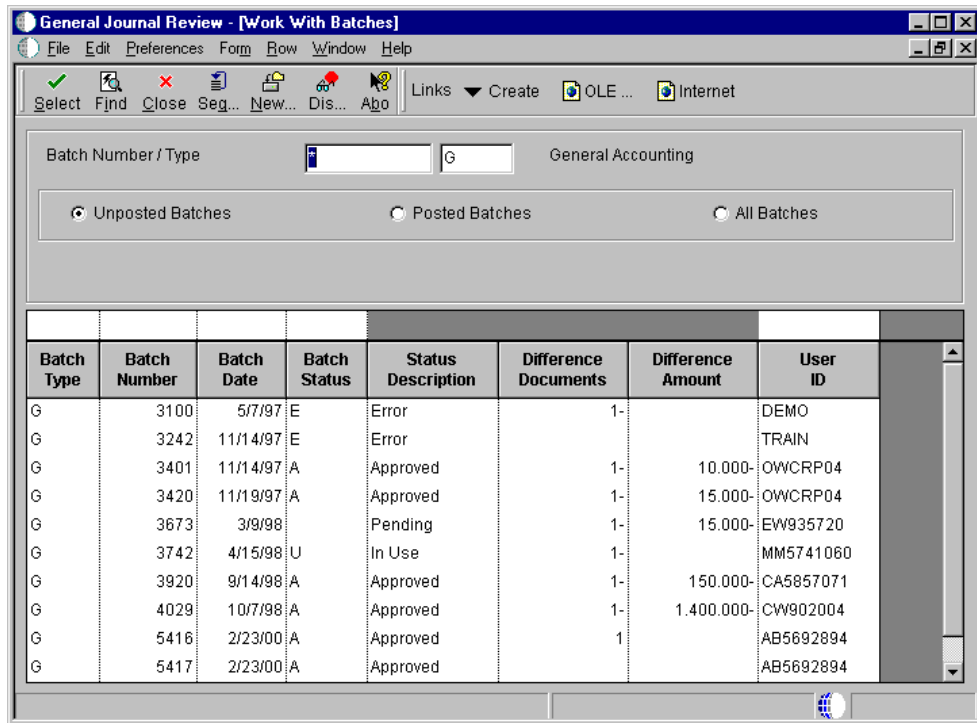
If you use batch control, the system shows the differences between what you expected to enter and what you actually entered. The system shows these differences for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

► **To review a list of journal entry batches**

From the Profit Recognition menu (G5122), choose General Journal Review.

1. On Work With Batches, to display all batches for all users, click Find. To limit the search, complete the following field:

- Batch Number / Type



► **To review and revise journal entry detail**

From the Profit Recognition menu (G5122), choose General Journal Review.

1. On Work With Batches, to display all batches for all users, click Find. To limit the search, complete the following field:
 - Batch Number / Type
2. To define the batch information you want to review, choose one of the following options:
 - All Batches
 - Posted Batches
 - Unposted Batches
3. Click Find.
4. To revise journal entry detail, choose any of the following options:
 - To approve a batch for posting, choose the batch, and then choose Batch Approve from the Row menu.
 - To create or revise a batch header information, choose the batch, and then choose Revise from the Row menu.
 - To review a batch by a journal entry type choose the batch, then choose Batch Reviews, then one of the following options from the Row menu:
 - JE Review
 - Voucher Review
 - Payment Review
 - Invoice Review
 - Receipts Review
 - Draft Receipts
 - Automatic Receipts
 - To generate a general ledger post report, choose the batch, then choose G/L Post by Batch.
 - To review G/L Post by Subsystem, choose the batch, then choose Subsystem G/L Post.
 - To create new batch header information, choose Create from the Form menu.
 - To create a list of posts by version number, choose Post by Version from the Form menu.
 - To review transaction information, choose Transaction Apps, then choose one of the following ledger types from the Form menu:
 - Journal Entry
 - Voucher Entry
 - Receipts Entry

- Invoice Entry
 - To review organization and setup information, choose Organization, then choose one of the following options from the Form menu:
 - Companies
 - Business Units
 - Accounts
 - Date Patterns
 - Ledger Types
 - AAls
 - UDCs
 - To review constants information, choose Organization, then choose System Setup, then choose one of the following options from the Form menu:
 - G/A Constants
 - A/P Constants
 - A/R Constants
 - A/B Constants
5. To return to the Work With Batches form, click Close or Cancel until the Work With Batches form appears.

Processing Options for Batch Type (P0011)

Batch Type
 Enter the Batch Type to be displayed.
 Batch Type

See Also

- *Reviewing Journal Entries in the General Accounting Guide*

Posting Journal Entries

From the Profit Recognition menu (G5122), choose General Ledger Post Report.

After you create and review your profit recognition journal entries, run the General Ledger Post Report program to post your profit recognition journal entries to the Account Balances table (F0902).

Processing Options for General Ledger Post Report (R09801)

Print

1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; ' ' = Default Account Format.

Account Format

Versions

1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement Version

2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version

3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version

Edits

1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction

Taxes

1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; '' = no update to Tax File (Default).

Update Tax File

2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for discounts taken)

3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for receipt adjustments and write offs)

Process

1) Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Explode parent item time.

Cash Basis

1) Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch types G, K, M, W, RB only.)

Obsolete

2) Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)

Units Ledger Type

3) Enter a version of "Create Cash Basis Entries" (R11C850) to execute. (Default of blank will use version ZJDE0001.)

Obsolete

See Also

- *Posting Journal Entries in the General Accounting Guide*

Generating the Executive Summary Report

From the Profit Recognition menu (G5122), choose Executive Summary Report.

Generate an Executive Summary Report to review and manage the profit information related to projects, jobs, or subledgers within jobs. The Executive Summary Report is available in one of two formats, depending on the processing options you use:

- Report
- Worksheet

You can manually write in numbers on the worksheet and then enter them in your system.

Processing Options for Executive Summary Report (R51443)

Process

Enter a '1' to Total by Effective Date and Grand Totals. '2' to Total by Version Number and Grand Totals. '3' to Total by Effective Date, Version Number and Grand Total. Default is '3'

Report Totalling

Enter a '1' to print the "worksheet" report format

Worksheet Format

Enter a '1' to print Earned Quarter Amounts. Default of blank will print Earned Current Period Amounts Quarter or Period Amounts

Opening or Closing a Job

You should close a job after it is complete and all of the transaction information associated with it is posted.

► To open or close a job

From the Profit Recognition menu (G5122), choose Open/Close a Job.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Job Master Info, and then Job Revisions.
4. On Job Master Revisions, change the following field to blank or K to open a job or change the field to N to close a job:
 - Posting Edit
5. To save the entry, click OK.

Supplemental Data

You can enter a variety of supplemental information for a job. Supplemental information can include anything from ground conditions to legal considerations that can affect the progress of a job. You can use supplemental information to track, review, and report on the progress of a project or job. You set up and maintain supplemental information by defining supplemental data types and entering information appropriate for each supplemental data type. You can define as many supplemental data types as you need. Consider the following examples:

- Assume that you review the details of the site-work work item and find that the clearing and grading work is one month behind schedule and 10 percent over budget. You review the supplemental information related to the job and find information describing the adverse weather conditions that have delayed the work. You can then adjust the site-work work item and any other affected work.

- Assume that you review the overall details of all of the jobs in a project and find that concrete is 10 percent under budget. The supplemental information explains that the price of rebar is lower than expected. You can adjust the budget accordingly.

See Also

- *Understanding Supplemental Data* in the *Address Book Guide* for more information on supplemental data

Working With Data Types for Job Cost

Add data types when you need to categorize your data using user defined codes and when none of the existing user defined code types are appropriate. For example, if you need to identify all jobs in the Job Cost system that have ground conditions, you can add a search type GR to UDC (55/ST).

After you have set up the appropriate user defined codes and user defined code types, you can add specific data types for the Job Cost system that better fit your supplemental data requirements.

Before You Begin

- See *Customizing User Defined Code Types* and *Customizing User Defined Codes* in the *Foundation* guide for information on adding and setting up user defined codes and code types.

When adding or changing user defined codes for Job Cost, use product codes 55-59, which are reserved for client use.

- You need to define the supplemental database code for the system you are adding data types to. For example, the supplemental database code for the Job Cost system is JC.

To define this supplemental database code, from the Job Cost Setup menu (G5141), right-click on Supplemental Data and choose Prompt for Values. In the first processing option field, enter the supplemental database code and click OK.

► To add data types for Job Cost

From the Job Cost Setup menu (G5141), choose Supplemental Database Setup.

1. On Work With Supplemental Data Setup, enter JC in the following field, and click Find.
 - SDB Code
2. Select the row, and choose Work With Data Types from the Row menu.
3. On Work With Data Types, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Data Type Revisions

OK Cancel Form Tools

SDB Code Display Mode Display Sequence

Type Data Data Class Search Type

Description

UDC Headings/Validation

UDC Product Code Record Type

Remark Headings/Validation

Remark 1 System Code Record Type

Remark 2 System Code Record Type

Column Headings

Amount 1

Amount 2

Quantity

Effective From

Effective Thru

User Date

User Days

User Address

User Document

4. On Data Type Revisions, to add data types for Job Cost, do one of the following:
To add a narrative data type, enter N in the following field:

- Display Mode
- Complete the following fields, and click OK:
 - Type Data
 - Description

To add a code data type, enter C in the following field:

- Display Mode
- Complete the following fields, and click OK:
 - Type Data
 - Description
 - UDC
 - Product Code
 - Record Type
 - Remark 1

- Display Sequence
- Search Type
- Data Class
- Amount 1
- Quantity
- Effective From
- Effective Thru
- User Date
- User Days
- User Address
- User Document

To add a program data type, enter P in the following field:

- Display Mode
- Complete the following fields:
 - Type Data
 - Description
 - Application Name
 - Form Name

For a list of valid values for Form Name and Application Name, click the visual assist. Alternatively, go to the application you wish to enter and click About OneWorld.

- Complete the following optional fields, and click OK:
 - Version
 - Display Sequence
 - Search Type
 - Data Class

Draw Processing

Loans for construction projects are often funded over the course of the project as costs are incurred. This partial funding of the loan is known as a draw. You perform draw processing if your company has a construction loan or line of credit with a financial institution. You use draw processing for situations when you receive disbursements of your loan money based on the eligible costs you incurred during a given period.

An eligible cost is a cost stipulated in the loan agreement. You receive disbursements for eligible costs after you incur them, up to the total amount of the loan. You generate a draw report to show the eligible costs that you incur during a given period.

For example, assume you have set up a job for which you have identified a number of work items, such as site work, concrete, and masonry. Each work item is further divided into various tasks. The following events might include tasks related to the site-work work item:

- Clearing and grading
- Sewer work
- Paving and surfacing

You receive a construction loan of 25 million USD for the job, with 3 million USD designated for the site-work work item. One million USD in eligible costs exist for each of the site-work tasks.

At the end of a reporting period, you perform draw processing on the eligible costs for the site-work work item. The system generates a draw report that shows the following eligible costs for the period:

- 250,000.00 USD against the clearing and grading task
- 95,000.00 USD against the sewer work task
- 55,000.00 USD against the paving and surfacing task

You submit the report to your lending institution and draw 400,000.00 USD against the loan for the period.

After you generate your draw report, you can revise the draw information before you submit a detail draw report to your lending institution.

Before You Begin

- Set up the automatic accounting instructions to identify the eligible accounts for draw processing. See *Defining Automatic Accounting Instructions*.

Generating Draw Information

Generate draw information to identify costs you have incurred for a job over a period of time. You submit draw information to your credit institution to request a disbursement of your loan money.

To review your job costs, generate a preliminary draw report. The preliminary report shows what information will be used to generate the draw information. If the information does not meet your needs, you can change the DW AAls, change the data selection, or reverse general ledger entries and rerun the preliminary report. After you approve the preliminary

draw information, you can generate a final draw report that you can revise before you submit the draw information to your lending institution.

You can direct the system to generate a draw report in one of the following two ways:

- Automatically assign a draw number independently by job. For example, if you have three jobs, each job can have the same draw number, as follows:
 - Job 5001, draw 1
 - Job 5002, draw 1
 - Job 5003, draw 1
- Automatically assign a draw number using the System 51 next number feature. For example, if you have three jobs, each job has a unique draw number, as follows:
 - Job 5001, draw 1
 - Job 5002, draw 2
 - Job 5003, draw 3

In addition to identifying the job costs, the draw reports can also indicate:

- Account transactions over a specified period of time
- Ad hoc transactions
- Multiple ledger types

Note

If you change the company or account number for an account with existing draw transactions, you must run the Update Business Unit/Object/Subsidiary F0901>F51911 program. This enables the system to assign the draw information to the correct account number.

Before You Begin

- If you want to assign a job to a draw number, associate the job with the draw number. See *Setting Up Draw Next Numbers* for more information about the System 51 Next Numbers program.

Generating a Preliminary Draw Report

From the Job Draws and Reporting menu, (G5123), choose Draw Generation.

You generate draw information to submit to your credit institution to prove expenses so that you can receive a monetary reimbursement. The Draw Generation program creates a draw report by using the following information:

- Records that are stored in the Draw Master table (F51911) that have not been included in previous draws.
- Records from the Account Ledger table (F0911) that are within the DW range of AAI's. The AAI draw account ranges are DW01-DW02 through DW48-DW50.
- The General Ledger date.

The draw report can include any ledgers, paid general ledger transactions, and specific dates of transactions. Depending on the processing options you set, the Draw Generation program creates a report in preliminary or final mode. J.D. Edwards recommends that you generate

the draw report in preliminary mode so that you can ensure that the system includes the correct information. When you choose preliminary mode, the Draw Record Generation program creates a report showing all eligible transactions from the Account Ledger table (F0911) and from the Draw Master table (F51911). If the preliminary report does not contain the correct information, you can change your DW AAls, your data selection, or reverse the general ledger entries to obtain the correct information.

Setting processing options and entering data selection information are very important for generating a draw report. The following list includes notable processing features for generating a preliminary draw report:

- The preliminary draw report does not show a draw number.
- The Draw Generation program uses eligible records from the Draw Master table (F51911) and Account Ledger table (F0911). Eligible records from the Draw Master table have a blank draw date, a blank draw status, and a blank draw number. Eligible records from the Account Ledger table are in the DW01-DW-2 through DW48-DW50 AAI range.
- The Draw Generation program uses a date range you enter to identify which records to process. If the Thru Date is less than the From Date, you will get an error message. The Draw Generation program does not use BORG records from the Account Ledger table (F0911).
- There is no default ledger type. You can define up to five ledger types. Ledger types that you define are edited against the Ledger Type Master table (F0025) and the User Defined Code 09/LT.
- You can direct the Draw Generation program to generate a draw report for paid transactions only or for both paid and unpaid transactions. If you choose to report on only paid transactions, the program uses transactions from the Account Ledger table (F0911) that have a batch type of V, M, W, or K.
- All eligible records from the Account Ledger table (F0911) and Draw Master table (F51911) are subtotaled by job on the preliminary draw report.

Generating a Final Draw Report

From the Job Draws and Reporting menu, (G5123), choose Draw Generation.

After you approve the preliminary draw report, run the Draw Generation program in final mode to generate a final draw report. After generating the final draw report, you can manually change the draw amounts, add new draw amounts, or revise the draw status before you generate a detail report to submit to your lending institution.

Notable processing features for generating a final draw report include the following:

- The final draw report shows a draw number. You set a processing option directing the program to use a draw next number or a System 51 next number.
 - If you direct the Draw Generation program to use a draw next number and a job is defined, the system uses the draw next number that is associated with the job for the report. The system increments the draw next number stored in the Draw Next Number table (F51002) by one.
 - If you direct the Draw Generation program to use a draw next number and no job is defined, the system creates a draw record with a draw number of 1. The system adds this newly created record to the Draw Next Number table (F51002).

- If you direct the Draw Record Generation program to use a System 51 line 3 next number, the System 51, line 3 next number is used for the report. The system increments the System 51 next number line 3 by one.
- For records that were obtained from the Account Ledger table (F0911), the Draw Generation program creates records for the Draw Master table (F51911).
- The Draw Generation program updates any Draw Master table (F51911) records that you changed as a result of reviewing the preliminary draw report.

Before You Begin

- ❑ Generate a preliminary draw report. Make necessary changes to the draw information before running the report in final mode.

See Also

- ❑ *Working with Draws* for information about changing the draw report information
- ❑ *R51500, Draw Generation Report* in the *Reports Guide* for a report sample

Processing Options for Draw Record Generation (R51500)

Process

1. Enter '1' for Final mode. Leave blank for Preliminary mode

Processing Mode

2. Enter the date range to process draw records:

a: From Date

b: Thru Date

3. Enter the ledger types to include in the draw:

Ledger Type 1

Ledger Type 2

Ledger Type 3

Ledger Type 4

Ledger Type 5

4. Enter '1' to retrieve the draw number from Next Numbers System 51, line 3. Leave blank (default) to use Job Cost Draw Next Number. If using Job Cost Draw Next Numbers, and a record does not exist, a record will be inserted for the Job.

Draw Next Numbers

5. In addition to other batch types, for payable batch types of V, W, M or K, enter '1' to include transactions that have been fully paid in the draw. Leave blank to include all transactions in the draw.

Paid Transactions

Note: The draw amount will be the original transaction amount and not the payment amount.

Working with Draws

After you generate the final draw report, use the Work With Draws form to review and revise the draw information before you create the detail draw report to submit to your lending institution. You can manually change the status and other detail information for a detail row, split a detail row, or direct the system to automatically change the status for the entire draw.

Before You Begin

- ❑ Generate a final draw report. See *Generating a Final Draw Report*.

Changing the Draw Detail Information

Before you submit the final draw report to your lender, you can change the detail information. Changes that you can make to the detail information include the following:

- Changing the draw amount
- Changing the status of the detail line
- Add a new draw detail line
- Add descriptive information to a draw

You can change the status of individual draw rows to indicate the row is final and will be included in the report, to remove a row from the draw, to place the row in a hold status, or to exclude the row from being in any draw.

You can change the draw amount and still see the original amount. The system stores changes to draw detail information in the Draw Explanation table (F51911EX). If you changed the draw amount, the original amount is still available in the Account Ledger Table (F0911). The system reflects the new amount in the Draw Master table (F51911), and the system stores the changed description in the Draw Explanation table (F51911EX).

► To change the draw detail information

From the Job Draws and Reporting menu (G5123), choose Draw Revisions.

1. On Work With Draws, complete the following field, and click Find:

- Job Number

Job Number	Description	Draw Number	Amount	Draw Date
5100	Potomac Hotel	1	164,936,60	12/31/05

2. Choose a detail row.

3. From the Row menu, choose Draw Revisions.
4. On Draw Revisions, complete the following fields to review the detail information for a draw:
 - Job Number
 - Draw Number
5. To limit the detail information, complete the following optional fields:
 - Draw Status Code
 - Cost Code/Type
 - Subledger/Type

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Draw Revisions

OK Find Delete Cancel Row Tools

Job Number Draw Status Code *

Draw Number Cost Code/Type * *

Potomac Hotel Subledger/Type * *

Records: 1 - 10

	Job Number	Draw Number	Draw Date	Draw Status	Description	G/L Date	Draw Amount	Original Amount	Cost Code	Cost Type	Sub-ledger
<input checked="" type="checkbox"/>	5100	1	12/31/05	1	Manual audit adjustment	07/01/05	750.00	750.00	02200	1341	
<input type="checkbox"/>	5100	1	12/31/05	1	Manual audit adjustment	07/01/05	8,125.00	8,125.00	02600	1341	
<input type="checkbox"/>	5100	1	12/31/05	1	Manual audit adjustment	07/01/05	237.10	237.10	02200	1343	
<input type="checkbox"/>	5100	1	12/31/05	1	Manual audit adjustment	07/01/05	1,125.00	1,125.00	02600	1355	
<input type="checkbox"/>	5100	1	12/31/05	1	Manual audit adjustment	07/01/05	547.00	547.00	02200	1360	
<input type="checkbox"/>	5100	1	12/31/05	1	Labor for Potomac Hotel	06/30/05	5,362.50	5,362.50	02200	1341	
<input type="checkbox"/>	5100	1	12/31/05	1	Labor for Potomac Hotel	06/30/05	1,650.00	1,650.00	02200	1342	
<input type="checkbox"/>	5100	1	12/31/05	1	Labor for Potomac Hotel	06/30/05	9,000.00	9,000.00	02600	1341	
<input type="checkbox"/>	5100	1	12/31/05	1	Labor for Potomac Hotel	06/30/05	600.00	600.00	02600	1342	
<input type="checkbox"/>	5100	1	12/31/05	1	Labor for Potomac Hotel	06/30/05	14,025.00	14,025.00	02800	1341	

6. On Draw Revisions, click Find.
7. To change the detail information for an existing draw, choose the detail row and complete the following fields:
 - Draw Number
 - G/L Date
 - Draw Status
 - Description

- Original Amount

If you change the Draw Status field to blank, a warning message appears, indicating that the Draw Number and Draw Date will automatically be changed to blank.

If you change the Draw Status from blank, an error message appears, indicating that you must enter the Draw Number and the Draw Date.

8. To add a new detail line, complete the following fields:

- Job Number
- Draw Number
- Draw Status
- Draw Date
- Description
- G/L Date
- Original Amount
- Cost Code
- Cost Type

When you add a detail line, you cannot have a blank status. The default Draw Status is 1.

9. To remove a detail line, select the detail line, and click Delete.

10. To add descriptive text to a draw detail row, choose Attachments from the Row menu.

11. On Media Objects, from the File menu, choose Add, and then one of the following:

- Text
- Image

12. Attach the text or image.

13. From the File menu, choose Save & Exit.

14. To return to Work With Draws, click OK, and then Cancel.

Splitting Draw Information

You can split the detail lines of a draw. When you split the draw detail information, the original detail line (row) retains the same document type as it was before the split. New split lines acquire a document type of DR. The system copies all key information except the JE line number from the original line. The only information you can change is the amount and description.

The following example illustrates a split draw:

Original detail row to be split	Split	JE 123	5000 USD	JE line = 6
New detail rows after split	Change	JE 123	3000 USD	JE line = 6
	New	DR 123	1000 USD	JE line = 1
	New	DR 123	1000 USD	JE line = 2

For the system to accept a split draw, the total amount for the splits must equal the original total before the split.

The system stores amount information in the Draw Master table (F51911). It stores description information in the Draw Explanation table (F51911EX).

► To split draw information

From the Job Draws and Reporting menu (G5123), choose Draw Revisions.

1. On Work with Draws, complete the following field, and click Find:
 - Job Number
2. Choose a detail row.
3. From the Row menu, choose Draw Revisions.
4. On Draw Revisions, complete the following fields to review the detail information for a draw:
 - Job Number
 - Draw Number
5. To limit the detail information, complete the following optional fields:
 - Draw Status Code
 - Cost Code/Type
 - Subledger/Type
6. Click Find.
7. Choose the detail row to be split.
8. From the Row menu, choose Draw Split.
9. In the detail area on Split Draw Entry, complete the following fields for each piece of the split:

- Description
- Original Amount

The total amount for the splits must equal the original total before the split.

10. To save the entry and return to Draw Revisions, click OK.

11. To return to Work With Draws, click Cancel.

Changing the Draw Status

In addition to manually changing the status of individual detail rows for inclusion or exclusion from the detail draw report, you can change the status of the draw. When you change the status of the draw, all of the detail rows for that draw will be updated with the same Draw Status value. Use the Draw Status Update form to change the status of the draw.

You can change the draw to any of the following statuses:

- Draw Status field is empty** Do not include any information from this draw in the detail report.
- Draw Status field is 1** Include all of the detail information from this draw in the detail report.
- Draw Status field is H** Place all of the detail information from this draw in a hold status.
- Draw Status field is X** Exclude all of the detail information from this draw from the detail report.

When you remove the information in the Draw Status Code field, you direct the system to update all the detail rows to have a blank Draw Status. The system automatically removes

the information from the Draw Number and Draw Date fields so that they are also empty. The system provides a warning stating that the Draw Number and Draw Date fields will be updated to be empty fields.

If you change a draw status from an empty field to 1, H, or X, you must also include a new draw number and a draw date. If you change a draw status so that the draw is included in a draw number that already exists, the draw is updated to that draw number and draw date.

The system stores draw status information in the Draw Master table (F51911).

► **To change the draw status**

From the Job Draws and Reporting menu (G5123), choose Draw Status Update.

1. On Work with Draws, complete the following field, and click Find:
 - Job Number
2. Choose a detail row.
3. From the Row menu, choose Draw Status Update.
4. On Draw Status Update, complete the following field:
 - Draw Status Code
5. Click the Update option.
6. To save the status change and to return to Work With Draws, click OK.

If you changed the status to blank, a warning message appears. Acknowledge the warning message by clicking OK to return to Work With Draws.

If you changed the status from blank, a message requesting a New Draw Number and a New Draw Date appears. Complete this information and click OK to return to Work With Draws.

See Also

- *Changing the Draw Detail Information* to change the Status Update field for an individual account within the Draw

Printing Draw Reports

You print draw reports to submit to your financial institution so that you can be reimbursed for eligible costs that you have incurred.

An eligible cost is a cost stipulated in the loan agreement. You receive disbursements for eligible costs after you incur them, up to the total amount of the loan.

Draw reports also can indicate the following:

- Account transactions over a specified period of time
- Ad hoc transactions
- Multiple ledger types

The draw reports that you generate for submitting to your credit institution are different formats of the detail draw report.

Choose one of the following formats for your report:

Draw detail	Use this format to view transaction information per account over a selected period of time.
Cost of construction - detail	Use this format to view cost details per account over a selected period of time.
Cost of construction - summary	Use this format to view summarized cost information per account over a selected period of time.

Note

The Draw Status field designates whether your draw detail row is final (Draw Status field is 1), is not in the current draw (Draw Status field is empty), is on hold (Draw Status field is H), or is excluded from the draw (Draw Status field is X).

Printing the Draw Detail Report

From the Job Draws and Reporting menu (G5123), choose Draw Detail Report.

Print the Draw Detail report to view transaction information per account over a selected period of time.

See Also

- ❑ *R51510, Draw Detail Report* in the *Reports Guide* for a report sample

Processing Options for Draw Detail Report (R51510)

Process

1. Enter the Draw Number to print.

Draw Number

2. Enter "1" to print both actual detail amounts (F0911) and draw detail amounts (F51911), or leave blank (default) to only print draw detail amounts (F51911).

Amount(s) to print

Printing the Cost of Construction - Detail Report

From the Job Draws and Reporting menu (G5123), choose Cost of Construction - Detail.

Print the Cost of Construction - Detail Report to view cost details per account over a selected period of time.

See Also

- ❑ *R51520, Cost of Construction - Detail Report* in the *Reports Guide* for a report sample

Processing Options for Cost of Construction Report – Detail (R51520)

Print

1. Enter the date range to process as the current period for the report. The draw date is compared to this date range in order to determine the cost for this period.

a. From Date

b. Thru Date

2. Enter "1" or "Y" to single space after printing total lines. Leave blank to double space.

Space after total lines

3. Enter "1" or "Y" to print Cost Type headings before detail. Leave blank to print no Cost Type headings.
Cost Type headings

Printing the Cost of Construction - Summary Report

From the Job Draws and Reporting menu (G5123), choose Cost of Construction - Summary.

Print the Cost of Construction - Summary Report to view summarized cost information over a selected period of time.

See Also

- *R51525, Cost of Construction - Summary Report* in the *Reports Guide* for a report sample

Processing Options for Cost of Construction Report – Summary (R51525)

Print

1. Enter the date range to process as the current period for the report.

a. From Date

b. Thru Date

2. Specify the lowest account level of detail (LOD) to print.

Lowest LOD to print (3 to 9) :

3. Enter the level of detail (LOD) for account print suppression. All accounts with this LOD and greater will not print if all amounts equal zero.

LOD for print suppression (3 to 9) :

Setup

System Setup

Before you use the Job Cost system, you should define certain information to customize the system to your business needs. The system uses the information you define to work with your jobs. You should set up the following information:

- System constants** Job Cost system constants determine whether your system:
- Calculates projected final costs and unit quantities
 - Maintains an audit trail of changes to projected final cost and unit quantities
 - Maintains an audit trail of changes to budget information that relates to methods of computation A and R
 - Automatically relieves open commitments when you post A/P vouchers to the Account Ledger table (F0911) using the Procurement or Subcontract systems
- Automatic accounting instructions** Automatic accounting instructions (AAIs) define the integration between the Job Cost and General Accounting systems.
- Next numbers** Use next numbers to assign numbers to items that must have unique numbers, such as draw reports. The Next Numbers program determines how these numbers are assigned.
- Draw next numbers** Use draw next numbers to associate jobs with a draw next number. You specify the draw number for these jobs.
- User defined codes** User defined codes customize your system to your specific business needs. You can set up many user defined codes, including codes for the following:
- Job categories
 - Ledger types
 - Account categories
 - Units of measure
 - Projected final business unit types
 - Contract types
 - Cost code master chart types
 - Chart type edit fields
 - Inquiry ledger types
 - Profit recognition entries
- Ledger type master** Job cost ledgers cause ledger amounts to move forward when you perform the annual close. You can also set up your revised budget ledger types and the ledger types that you want to summarize and purge.
- Chart types** Chart types and model jobs create standard cost code structure information that you can copy into your jobs and then modify for each job.

Understanding User Defined Codes for Job Cost

You can customize many of the fields in your Job Cost system by setting up user defined codes to meet the needs of your business environment. You identify user defined codes by the system code and the user defined code list. For example, 51/TC represents System 51 (Job Cost) and user-defined code list TC (chart type).

The system stores user defined codes in tables related to a specific system and code type. These tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, an error appears. For example, you can only enter codes in the Business Unit Type field that exist in the table for System 00 and code type MC. The system stores the tables for all of your user defined codes in the User Defined Codes table (F0005).

See Also

- ❑ See *User Defined Codes* in the *Foundation Guide* for overview information on user defined codes

Business Unit Type (Job Type) (00/MC)

Use business unit type to combine similar business unit type codes. In the Job Cost system, business unit type is also called job type. The Job Cost system uses both terms interchangeably. In the Job Cost system, you use job type codes to perform projected finals. If you want to project finals, the business unit type (job type code) must be the same code that you assign to the projected final business unit type (51/PF).

Business Unit Category Codes (00/01-00/30)

Use business unit category codes to identify different groups of jobs for reporting purposes.

You can define up to 30 different category code types, including the 10 menu selections for job category codes. For code types 01-20, the codes are three characters long. For code types 21-30, the codes are 10 characters.

You can assign job category codes to a job from either Job Category Code Revisions or Job Revisions by Company. The system stores these codes in the Business Unit Master table (F0006). All the J.D. Edwards systems that use this table share the same business unit category codes.

If you use the Service and Contract Billing system, reserve codes 11 and 12 for cost-plus billing.

Account Category Codes (09/01-09/23)

Use account category codes to identify different groups of accounts for reporting purposes. You also use account category codes to affect the sequence of the accounts on forms and reports.

You can define up to 23 different code types, including the four menu selections for account category codes. For code types 01-20, the codes are three characters. For code types 21-23, the codes are 10 characters.

Use the following methods to assign the category codes to an account:

- Assign codes 01-08 from account-related forms, such as Chart Type Setup, Original Budget, and so on.
- Assign codes 01-20 from the Account Category Codes form, which you access from the Revise Single Account form in the General Accounting system.

- Assign codes 21-23 from the Cost Code Schedule form. These codes can be used with the accounts in a secondary chart of accounts.
- Assign codes 01-03 to accounts for alternate sequences.

The system stores these codes in the Account Master table (F0901). All the J.D. Edwards systems that use this table share the same account category codes.

Units of Measure (00/UM)

Use units of measure user defined codes to identify the different types of units related to your accounts. The codes are two characters. For example, you can define CF for cubic feet, CY for cubic yards, SF for square feet, and so on. The system assigns unit of measure to an account from account-related forms, such as Chart Type Setup, Original Budget, and so on.

Contract Type (51/CT)

Use contract type user defined codes to identify the type of contract to which a job is related. You only define contract type codes if you use the Service Billing system. The codes are four characters, and are for information and reporting purposes only.

You assign the contract type to a job from the Job Master Revisions form.

Code FF relates to fixed-fee or fixed-price contracts.

Commitment Document Type (40/CT)

Use commitment document type user defined codes to identify document types for purchasing (for example, OP and OS). You should use commitment document types if you want to update or track commitments in the PA and PU ledgers, which are stored in the Account Balances table (F0902). This is commonly used for analysis purposes within the Job Cost system.

Projected Final Business Unit Type (51/PF)

Use projected final business unit type user defined codes to identify the jobs for which you want to project final amounts (ledger type HA) and unit quantities (ledger type HU). The code is the same as the business unit type that you assign to a job from Job Master Revisions or Job Revisions by Company.

If you do not define a business unit type for projected final values, the system cannot create project final values for the business units to which the type has been assigned.

For the code to be valid, you must also define it in the primary table for business unit type category codes (00/MC).

The Job Cost Projections (Y/N) field on Job Cost Constants must be set to allow projected final amounts and unit quantities for jobs within a company.

Cost Code Master Chart Type (51/TC)

Use cost code master chart type user defined codes to identify a model chart of accounts for a type of job or a standard range of cost codes within a job.

The codes are three characters. For example, you can define RAB for roads and bridges, RET for retail stores, and so on. A blank chart type usually relates to the most commonly used model.

You set up the model related to the chart type on Chart Type Setup. A model chart of accounts is optional. You can have one model job for each job type. J.D. Edwards recommends the job name be the same as the job type. Consider the following example:

- Job Name = JB
- Model Job = M
- Job Type = JB

See Also

- *Setting Up Job Cost Code Structures*

Chart Type Edit Field (51/ED)

Use chart type edit field user defined codes to identify the fields for the accounts in a job that you want the system to verify against a model cost code structure. The codes help maintain uniformity within jobs related to a given chart type.

If a job and chart type share a common account (cost code and cost type), this table ensures that the values agree for the specified fields.

The code can be up to six characters. Use the data item name for the field in the Cost Code Master table (F5109). For example, use GJERC for the equipment rate code, GJPEC for the posting edit code, GJUM for the unit of measure, and so on.

The system verifies that the level of detail for the cost code is the same as the level of detail for the job. You must define data item GJLDA (level of detail) in the user defined code table.

The processing options for Original Budget control whether the system verifies the fields and allow you to specify the chart type for comparison.

Formula Descriptions (51/FM)

Use formula descriptions user defined codes to identify valid code descriptions for the Job Status Inquiry-User Defined Columns form formulas. Each description relates to a ledger type or group of ledgers from which the system retrieves amounts or unit quantities to display on the Job Status Inquiry-User Defined Columns form.

The code numbers and information for this code type are hard-coded and cannot be changed. However, the descriptions for this code type can be changed.

This user defined code identifies the following sources:

- Actual values from the AA or AU ledger.
- Original budget values from the JA or JU ledger.
- Revised budget values from the JA or JU ledger.
- Total value of the original budgets from all the ledgers defined for budget amounts and budget units (Ledger Type Master table (F0025)). A revised budget equals the original budget plus any change orders. See [Working with Ledger Types for Job Cost](#).
- Total value of the revised budgets from all the ledgers defined for budget amounts and budget units (Ledger Type Master table (F0025)). See [Working with Ledger Types for Job Cost](#).
- Open commitment values from the PA or PU ledger.
- Total contract values from the PA or PU ledger.
- Projected final values from the HA or HU ledger.
- Projected over/under values from the FA or FU ledger.

- Actual values from the AA or AU ledger for the number of days prior to the thru date. These values are affected by the Thru Date/Period field and the Days field on the Job Status Inquiry-User Defined Columns form.
- Percent complete based on the method of computation for each account.

The formula descriptions relate to the following codes:

- For amounts, the valid codes are 1 through 10 and 61.
- For unit quantities at the detail level, the valid codes are 21 through 30.
- For unit quantities at the header account level, the valid codes are 41 through 50.

See Also

- *Setting Up Job Status Inquiry* for information on how this user defined code is used in the Job Status Inquiry program

Profit Recognition IS Entry (51/IS)

Use profit recognition IS entry user defined codes to identify the automatic accounting instructions (AAIs) for income statement entries based on different job types. This allows you to recognize the revenue and cost amounts according to the different job types. The Code field contains the job type, or a combination of a job type and an object account (cost type). The Description-2 field contains the related AAI that identifies the account which you want to use in place of the ISXXXX AAI.

When you run the Create Journal Entries program in the profit recognition process, the system determines the account for the income statement entry by performing the following functions:

- Checking the table for a combination of the job type and cost type. If the system does not find the correct combination, it performs the next step.
- Checking the table for the job type. If the system does not find the correct job type, it performs the next step.
- Referring to the IS series of AAIs, which is the standard AAI for income statement entries.

You do not have to set up this table if your IS AAIs are specific enough for the entries on your income statement.

Setting Up System Constants

You set up Job Cost system constants to determine whether your system performs the following functions:

- Calculates projected final costs and unit quantities
- Maintains an audit trail of changes to projected final cost and unit quantities
- Maintains an audit trail of changes to budget information related to methods of computation A and R
- Automatically relieves open commitments when you post A/P vouchers to the Account Ledger table (F0911) using the Procurement or Subcontract systems

Projected final costs and unit quantities are an estimate of the total cost and unit quantities required for the completion of a job. If you set up the system to create projected final information, it estimates the final costs and unit quantities for each account based on the following information:

- The percentage of completion of the account
- The field progress values related to the account
- The actual costs against the account
- The budgeted and committed values
- The method of computation that you select when you calculate job progress

You can use the projection audit trail to track changes to projected costs and unit quantities. You use budget audit trails to track changes to budgeted costs and unit quantities in the IA and IU ledgers.

You can set up the system to automatically reduce open commitments by the amount of payments posted against their accounts.

You can view commitment information as total commitment amounts or as open commitment amounts. Total commitment amounts are the sum of all open commitment amounts and all actual commitment amounts. Open commitment amounts are the sum of committed costs only.

The Job Cost system shares its system constants with the Subcontract Management system and the Procurement system. You should work with the system administrators of both of these systems to ensure that your constants are set up the same way. You define Job Cost constants and Subcontract Management constants on the same form, which updates the Job Cost Company Constants table (F0026).

You must set up your system constants for company 00000. This provides default constants for companies that do not have specific constants defined for them. To save time, you should set up your default company constants as the constants most commonly used by companies on your system. This enables you to make changes only when you must define the constants that are specific to a company.

Note

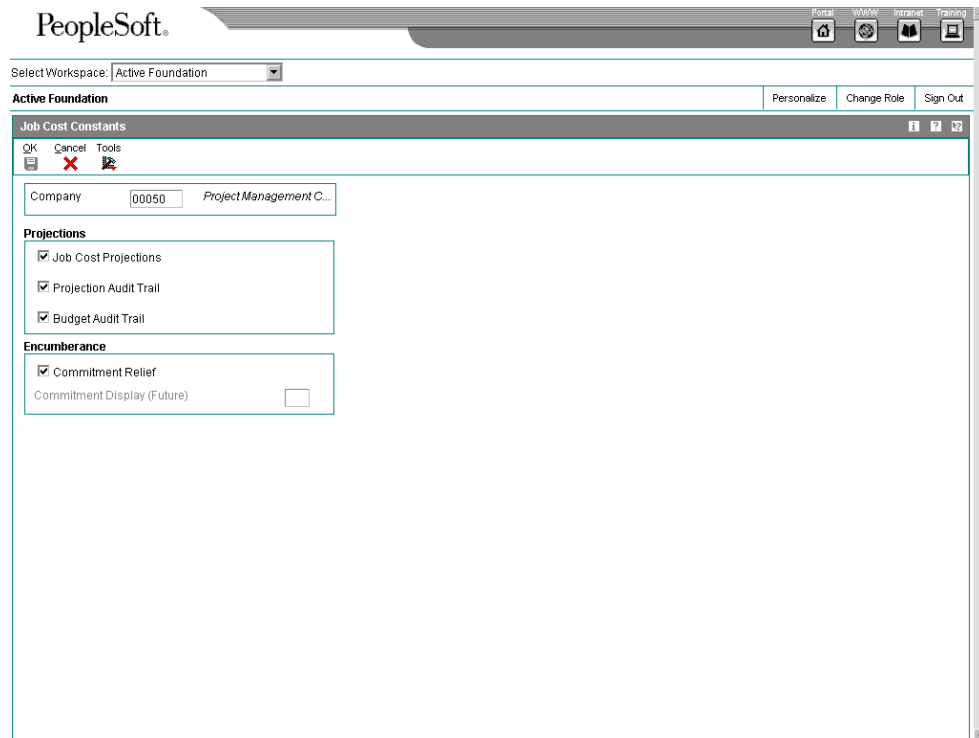
To create projected final amounts and unit quantities for the jobs in a company, you must activate the Job Cost Projections (Y/N) field and define the types of business units (UDC 51/PF) for which you calculate projections.

► To set up system constants

From the Job Cost Setup menu (G5141), choose Job Cost Constants.

1. On Work with Job Cost Constants, to view existing Job Cost Constants, click Find.
2. To add a new Job Cost Constants, click Add.
3. On Job Cost Constants, complete the following field, and click OK:
 - Company
4. Choose any of the following options:
 - Job Cost Projections
 - Projection Audit Trail
 - Budget Audit Trail

- Commitment Relief



5. To save your entry, click OK.
6. To return to Work With Job Cost Constants, click Cancel.

See Also

- *Understanding User Defined Codes for Job Cost*

Setting Up Job Cost Code Structures

You can create chart types from which you can copy standard cost code structure details into your jobs.

A chart type is a model cost code structure. You can copy all of the accounts or selected ranges of the accounts in a chart type into a job. You can set up chart types for any type of job in which your cost code structure is based on a standard model.

For example, assume that you are contracted to construct a 10-story office building. In this case, the office building is your project, and each floor is a separate job. In addition, assume that each floor will be based on one of three different floor plans. You can set up a chart type for each floor plan. Then, when you create the job master record for each floor, you can copy the cost code structure from the appropriate floor plan into each job.

Note

You should define the blank chart type for the cost code structure information that you most often use.

After you define the codes you use to identify your chart types, you enter the model cost code structure information for each chart type.

Before You Begin

- Set up the code in the Cost Code Master Chart Type user defined table (51/TC). See *Understanding User Defined Codes for Job Cost*.

Defining Chart Type Codes

You define chart types in the user defined codes (51/TC) for cost code master chart types. For example, you can define chart type PLB for plumbing jobs, ELE for electrical jobs, and so on. You must set up a unique code for each chart type you use.

► To define chart type codes

From the Job Cost Setup menu (G5141), choose Job Cost Code Structures.

1. On Work With Cost Code Structures, to view the current chart types, click Find.
2. To add a chart type code, click Add.
3. The Work with User Defined Codes form appears. See [Changing a User Defined Code](#) in the *Foundations Guide* for information about adding or revising user defined codes.

Setting Up Multiple Cost Code Structures

You can set up multiple cost code structures at one time if your company requires you to create a large number of similar jobs. For example, suppose that your company creates 800 new jobs each month. Each job has many cost code structures that need to be copied from several different model chart types. You can use the Job Cost Multiple Cost Code Setup program (P51092) to simplify the process.

The Multiple Cost Code Setup program allows you to save chart setup instructions as versions. Versions include information such as the chart type and chart cost code from which you want to copy, and the job number, job cost code, and description to which you want to copy to. All accounts with the specified cost code will be copied to the new job cost code.

Versions are stored in the Multiple Cost Code Setup table (F51092). After you set up multiple cost code structures in the Job Cost Multiple Cost Code Setup program, you run the Multiple Cost Code Job Creation program (R51092), which uses a batch process to copy or modify the data from the F51092 and store the records to the new job.

Multiple cost codes can only be copied from existing chart types.

After you set up a version, you can copy it into a new version. You can then edit and change the new version to meet your needs.

Prerequisite

- ❑ Set up the chart types to which and from which you want to copy. You must use chart types that already exist in the system. See *Setting Up Job Cost Code Structures* in the *Job Cost Guide* for more information.
- ❑ Set up codes to represent the versions that you want to use in UDC 51/VS. These codes will be used by the Multiple Cost Code Version program as the version name and can be up to 10 characters alpha-numeric. See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide* for information about setting up user defined codes.

See Also

- ❑ *Cost Code Structures and Schedules* in the *Job Cost Guide*

► To set up multiple cost code structures

From the Job Budget & Setup menu (G5111), choose Multiple Cost Code Setup.

1. On Work with Multiple Cost Code Setup Versions, complete the following field and click Find:
 - Version NameTo set up a new version, choose UDC from the Form menu.
2. Choose the version that you want to use and click Select.
3. On Multiple Cost Code Setup Version Detail, complete the following fields:
 - Chart Type
 - Chart Cost Code
 - Job Number
 - Job Cost Code
 - DescriptionComplete these fields for as many cost codes you want to copy.
4. Click OK.

Technical Considerations

The following table further defines the fields you complete on the Multiple Cost Code Setup Version Detail form:

Field Name	Explanation
Chart Type	The chart type to copy from. This field may be left blank to copy from the blank chart type.
Chart Cost Code	The cost code to copy from the chart type you selected in the first column. All accounts related to this cost code are copied to the new job.
Job Number	The job number to which the selected cost codes are copied.
Job Cost Code	Use this field to change the cost code account when copying to a new job. The new accounts are created using this number. If this field is left blank, the Cost Code

	number will stay the same for the new job. For example, if you copy 02200 and want the new accounts to be 04100, enter 04100 in this field. All accounts that are part of this code structure will be copied to the new Job with 04100. Otherwise, if you wish to continue to use 02200 for the Cost Code, leave this field blank.
Description	The description on the header account for the Cost Code you are copying. If this field is left blank, the header description will be copied from the model chart to the new job.

► **To copy a cost code setup version**

From the Job & Budget Setup menu (G5111), choose Multiple Cost Code Setup.

1. On Work with Multiple Cost Code Setup Versions, click Find.
2. Choose the version you wish to copy, and then choose Copy Version from the Row menu.
3. On Copy Multiple Cost Code Setup Versions, complete the following field:

- Version Name

You must copy to an existing version.

4. Click OK.

If the version you are copying to already contains detail records, the Replace Version Confirmation form appears. If you click OK, the existing detail records will be overwritten with the new version detail records.

Entering Model Cost Code Structures

After you define the codes that you use to identify your chart types, you enter the model cost code structure information for each chart type.

► **To enter model cost code structures**

From the Job Cost Setup menu (G5141), choose Job Cost Code Structures.

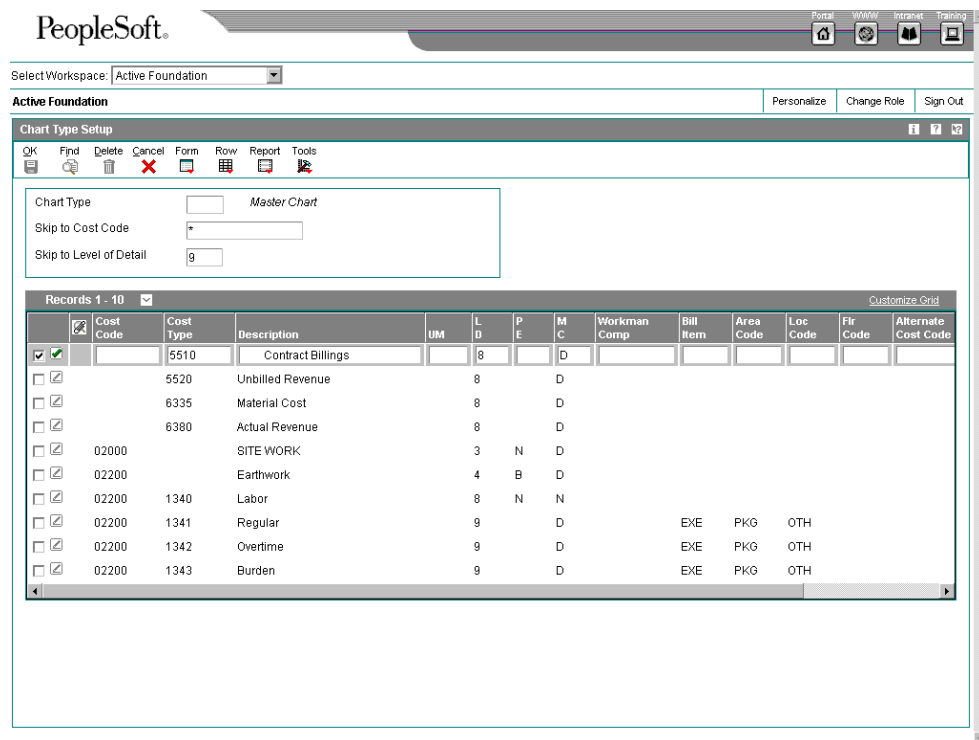
1. On Work With Cost Code Structures, click Find.
2. Choose a chart type.
3. From the Row menu, choose Chart Type Setup.
4. On Chart Type Setup, complete the following fields, and click Find:

- Skip to Cost Code
- Skip to Level of Detail

5. Complete the following fields:

- Cost Code
- Cost Type
- Description
- UM

- L D
- P E
- M C
- Bill Item
- Area Code
- Loc Code
- Rt Cd
- Bill Y/N



6. To save the entry, click OK.
7. To return to Work with Cost Code Structures, click Cancel.

► **To duplicate cost codes within the same chart type**

From the Job Cost Setup menu (G5141), choose Job Cost Code Structures.

1. On Work with Cost Code Structures, click Find.
2. Choose a chart type.
3. From the Row menu, choose Copy Chart to Chart.
4. In the Copy From area, complete the following field on Copy Cost Codes:

- Chart Type

5. In the Copy To area, complete the following field:

- Chart Type

To duplicate cost codes within the same chart type, the Chart Type field will have the same information.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Copy Cost Codes

OK Cancel Tools

Copy From

Chart Type AE

Copy To

Chart Type ETO

Cost Code Ranges

Cost Code From Cost Type From

Cost Code Thru Cost Type Thru

Level of Detail 9

6. Complete any of the following optional fields, and click OK:

- Cost Type From
- Cost Type Thru
- Cost Code From
- Cost Code Thru
- Level of Detail

To duplicate a cost code or cost type within the same chart, you must enter the same information in the Chart Type From and Chart Type to fields.

7. On the confirmation form, click OK.

8. To return to Work with Cost Code Structures, click Cancel.

► **To copy chart types**

From the Job Cost Setup menu (G5141), choose Job Cost Code Structures.

1. On Work with Cost Code Structures, click Find.
2. Choose a chart type.
3. From the Row menu, choose Copy Chart to Chart or Copy Chart to Job.
4. In the Copy From area, complete the following field on Copy Cost Codes:

- Chart Type

5. In the Copy To area, complete the following field:

- Chart Type

The field in the Copy To area will be Job if you chose Copy Chart to Job. See [Copying Information from a Chart Type](#) for more information on copying cost code structures from a chart type to a job.

6. Complete any of the following optional fields, and click OK:

- Cost Type From
- Cost Type Thru
- Cost Code From
- Cost Code Thru
- Level of Detail

7. On the confirmation form, click OK.
8. To return to Work with Cost Code Structures, click Cancel.

Processing Options for Job Cost Code Structures (P51091)

Display

1. Enter 1-5 Characters for the beginning of every Cost Type (6 Digit Object). Remaining characters will be displayed on the screen.

Cost Type Characters to Mask

Process

1. Enter the Budget Amount Ledger Type to update. Leave blank (default) to update 'JA'. The Budget Unit Ledger is determined automatically as the amount ledger ending in 'U', therefore 'JU'.

Budget Amount Ledger Type

Versions

1. Enter the 'Select' Button exit of a '1' for Copy Selected Master Codes (default) or a '2' for Chart Type Setup.

Job Cost Select Button Choices

2. Multiple Cost Code Setup Versions (P51092)

Blank = ZJDE0001

Defining Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the link between the Job Cost, Subcontract Management, and General Accounting systems.

Before defining new AAIs, you should first review the AAIs in your system to ensure that the AAIs you want to include are not already defined. You can then define your new AAIs.

The sequence numbers for AAIs related to the Job Cost system begin with 51.

The following categories of AAIs are relevant to the Job Cost system:

Profit recognition AAIs	Use these AAIs to specify the accounts that the system uses to create journal entries for profit recognition.
Field progress protection AAIs	Use these AAIs to protect the actual unit amounts in certain accounts from being updated as a result of job progress calculations.
Draw reporting selection AAIs	Use these AAIs to specify the accounts that are eligible for construction costs related to draw reporting.
Budget balance ledger AAIs	Use these AAIs to force general ledger entries to always be in balance.
Job summarization AAIs	Use these AAIs to direct the system to summarize the detail information for existing accounts into a single summary account.

See Also

- *Working With AAIs* in the *General Accounting Guide* for information on reviewing and revising automatic accounting instructions

Profit Recognition AAIs

Profit recognition AAIs specify the accounts that the system uses when it creates journal entries for profit recognition. The following table defines profit recognition AAIs:

BS	<p>The offset (contra) account when work-in-progress (WIP) needs to be transferred to the income statement. The system posts offset amounts to this contra asset account.</p> <p>You can summarize the amounts into a single account (BS) or show detail for each account (BS1344 for cost type 1344, BS1380 for cost type 1380, and so on). The system automatically uses BS when you do not specify a cost type in the item number.</p> <p>The system does not require this AAI if you set up jobs on the income statement. However, for jobs on the balance sheet, the BS AAI must at least be defined for the default company 00000.</p>
IS	<p>The account for revenue and cost of sales reported on the income statement. The system creates entries for costs and billings when it relieves WIP amounts, then uses this AAI to transfer those entries from the balance sheet to the income statement.</p>

You can summarize the amounts into a single account (IS) or show detail for each account (IS1344 for cost type 1344, IS1380 for cost type 1380, and so on). The system automatically uses IS when you do not specify a cost type in the item number. The system does not require this AAI if you set up jobs on the income statement.

- JCBE** The account for overbillings. Overbillings are billings in excess of costs and estimated earnings. You can also use it for the credit offset to JCLOSS, if BSLOSS is not set up.
This account is generally a liability account. The system reverses the amounts monthly.
- JCCE** The account for underbillings. Underbillings are costs and estimated earnings in excess of billings.
This account is generally an asset account. The system reverses the amounts monthly.
- JCBOUA** The account for adjustments to the income statement related to the cost of sales. The system posts over and under entries to this account when you base the percentage of completion on billings.
The account is the offset for entries posted to the accounts related to JCBE and JCCE. The system reverses the amount monthly.
- JCCOUA** The account for adjustments to the income statement related to revenue. The system posts profit and loss entries to this account when you base the percentage of completion on cost.
The account is the offset for entries posted to the accounts related to JCBE and JCCE. The system reverses the amount monthly.
- JCLOSS** The account for entries related to a provision for loss. The system creates such an entry when a job has a projected final loss. The system reverses the amount monthly.
- BSLOSS** The offset (contra) account for the provision for loss. It is the offset for entries posted to the account related to JCLOSS. The system reverses the amount monthly.
This AAI is optional. If it is not set up, the system uses JCCE.
- JCAPC** The account for accrued cost on the job account. The system automatically reverses the amounts in the next month.
- JCSMJ** The account for deferred cost on the job account. You typically use this AAI for stored materials. Any amounts are automatically reversed in the next month.
- JCAPO** The offset (contra) account for accrued costs. It is the offset for entries posted to the account related to JCAPC.
- JCSMI** The offset (contra) account for deferred costs. It is the offset for entries posted to the account related to JCSMJ.
- JCPFC** The account for adjustments to the projected final cost. This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.
- JCPFP** The account for adjustments to the projected final profit. You typically set up this AAI only if your company posts profit to an account and maintains balanced budgetary ledger types.
This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.
- JCPFR** The account for adjustments to the projected final revenue. This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

JCCAx - JCCAx+1 The beginning and ending object accounts for a range of revenue accounts. Profit recognition can include up to 49 ranges from JCCA01 - JCCA02 to JCCA97 - JCCA98.

JCSTx - JCSTx+1 The beginning and ending object accounts for a range of cost accounts. Profit recognition can include up to 49 ranges from JCST01 - JCST02 to JCST97 - JCST98.

Field Progress Protection AAls

Field progress protection AAls protect the actual units in specific accounts from updates in related job progress entry programs. These AAls prevent entering quantities when the actual quantities come from other J.D. Edwards systems.

JCxx - JCxx+1 The beginning and ending object accounts for the range of labor accounts. Field progress protection can include the five ranges from JC01 - JC02 to JC09 - JC10.
This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

Note

You should set up an AAI range of cost types for any actual quantities that are automatically posted from another J.D. Edwards system.

Draw Reporting Selection AAls

Draw reporting selection AAls specify the eligible construction cost accounts for draw reporting. The system does not process any other accounts for draw reporting.

DWxx - DWxx+1 The beginning and ending object accounts for two ranges of eligible accounts. Draw reporting selection can include any ranges from DW01 - DW02 to DW49 - DW50.
This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

Budget Balance Ledger AAls

Budget balance ledger AAls force the system to keep balanced ledger entries for accounts on the Combined Progress Entry form.

FPBAL The offset account used for maintaining balanced entries to ledgers defined on user defined codes table (09/LP).

Job Summarization AAls

Job summarization AAls direct the system to summarize the detail information from many existing accounts into one summary account. An asterisk (*) in either the Object Account or Subsidiary field specifies that the system keeps the account balances.

SM01 This AAI summarizes all object accounts within their respective subsidiaries. It also specifies an object account that the system creates to keep the summarized information.
The business unit, object account, and subsidiary are all optional for this AAI.

Setting Up an Extended Job

You use an extended job master to control the creation of projected final balances by fiscal year and new account master file records with their associated category code values.

OneWorld automatically creates an extended job master for you when you add a job through the Job Cost system.

► To set up an extended job

From the Job Cost Setup menu (G5141), choose Extended Job Master Revisions.

1. On Work with Job Master, complete the following fields, and click Find:
 - Job Name
 - Company
 - Job Type
2. Choose a job.
3. From the Row menu, choose Job Master Info, and then Extended Job.
4. On Extended Job Master, complete the following fields, and click OK:
 - Budget Start Century/Fiscal Year
 - Budget Thru Century/Fiscal Year
 - Category Code 1 Selection
 - Category Code 2 Selection
 - Category Code 3 Selection

Working with Ledger Types for Job Cost

The Job Cost system has different types of ledgers that you can use to track units, to maintain budgets, and so on. You must set up financial rules for each of your ledgers.

Understanding Ledger Types for Job Cost

You set up job cost ledgers so ledger amounts move forward with the annual close. You can also set up your revised budget ledger types and the ledger types that you want to summarize and purge from the system.

Technical Considerations

Ledger Type Master File Table (F0025) For accurate calculations for profit recognition and projected finals, the currency cost for all Job Cost ledgers must match the currency of the company to which the job belongs.

Ledger type naming conventions If you set up an amount ledger type that will be corresponding to a unit ledger type, both ledger types must have the same first character. Additionally, the second character in the unit ledger type must be U. For example, SA (amount ledger type) and SU (unit ledger type).

Ledger Type (09/LT)

Use ledger type user defined codes to keep detailed information in more than one ledger within the Account Ledger table (F0911). The detail supports the information in the Account Balances table and provides an audit trail for the G/L transactions.

You must set up ledger type codes in this table. The Ledger Type Master Setup program validates ledger types against 09/LT.

Budget Amount Ledger Type (51/RB)

Use budget amount ledger type user defined codes to identify the budget ledgers for amounts to include in the revised budget and to calculate projected final values. For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

The ledgers exist in the Account Ledger table (F0911) and support the information in the Account Balances table (F0902).

Budget Unit Ledger Type (51/RU)

Use budget unit ledger type user defined codes to identify the budget ledgers for units to include in the revised budget and to calculate projected final values. For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

The ledgers exist within the Account Ledger table (F0911) and support the information in the Account Balances table (F0902).

Annual Close Budget Ledger Type (00/LT)

Use annual close budget ledger type user defined codes to identify the ledgers that the system uses in job closing.

The Job Cost system does not spread budget amounts and usually moves the original budget into the next fiscal year. The ledger types have R (roll budget) as the first character in the Description 2 field.

For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

Budget ledger types that you do not include in your revised budget must be defined in this ledger type.

Summarize Ledger Type (51/LT)

Use summarize ledger type user defined codes to identify the ledgers that the system uses in the job summary process. For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

See Also

- ❑ *Creating Summarized Records* in *General Accounting Guide* for more information about summarizing records

Inquiry Ledger Type (51/IL)

This code type table allows you to identify any additional ledgers from which the system can retrieve amounts or unit quantities for the Job Status Inquiry-User Defined Columns form. The Define Inquiry Columns form can display up to 10 additional descriptions and automatically assigns the following codes to them:

- For amounts, the valid codes are 11 through 20.
- For unit quantities, the valid codes are 31 through 40.
- For unit quantities at the header account level, the valid codes are 51 through 60.

The first two characters of the Description 2 field must specify the amount ledger type. The third and fourth characters of the field must specify the corresponding unit ledger type, if one exists.

The ledger types must be in uppercase.

The Special Handling Code field must contain 1 if the ledger type relates to a budget ledger.

See Also

- ❑ *Setting Up Job Status Inquiry* for information on how this ledger type is used in the Job Status Inquiry program

Job Cost Ledger Types

The data used by the Job Cost system is stored in the Account Balances table (F0902) by ledger type. The ledgers in the Account Ledger table (F0911) can contain both amounts and quantities that support the information in the Account Balances table, including the following:

- Budget information
- Commitment information
- Actual information
- Field progress information
- Forecasts and estimates
- Projected final information

The Job Cost system uses the following user defined ledger types (09/LT):

- AA and AU** Actual amounts (AA) and actual units (AU).
- JA and JU** Job budgeted amounts (JA) and job budgeted units (JU).
- PA and PU** Committed amounts (PA) and committed units (PU). These relate to purchase orders and subcontracts.
- HA and HU** Projected final amounts (HA) and projected final units (HU).

FA and FU	Field progress amounts (FA) and field progress units (FU). These relate to the difference between the job cost budget and the projected final values.
F%	This is used in the job G/L account to manually update the percent complete of a job.
IA and IU	Budget change amounts (IA) and budget change units (IU). These relate to methods of computation R (Revenue-Unit Price Contract) and A (Account Budget-Forced), and are maintained by the system.
RA	Remaining unit rate. This relates to method of computation U (Remaining Unit Rate).
RB and RU	Budget amount (RB) and budget unit (RU). These are used for budget revisions and calculating projected final amounts/units. See Working with Ledger Types for Job Cost for more information.

Setting Up Ledger Types for Job Cost

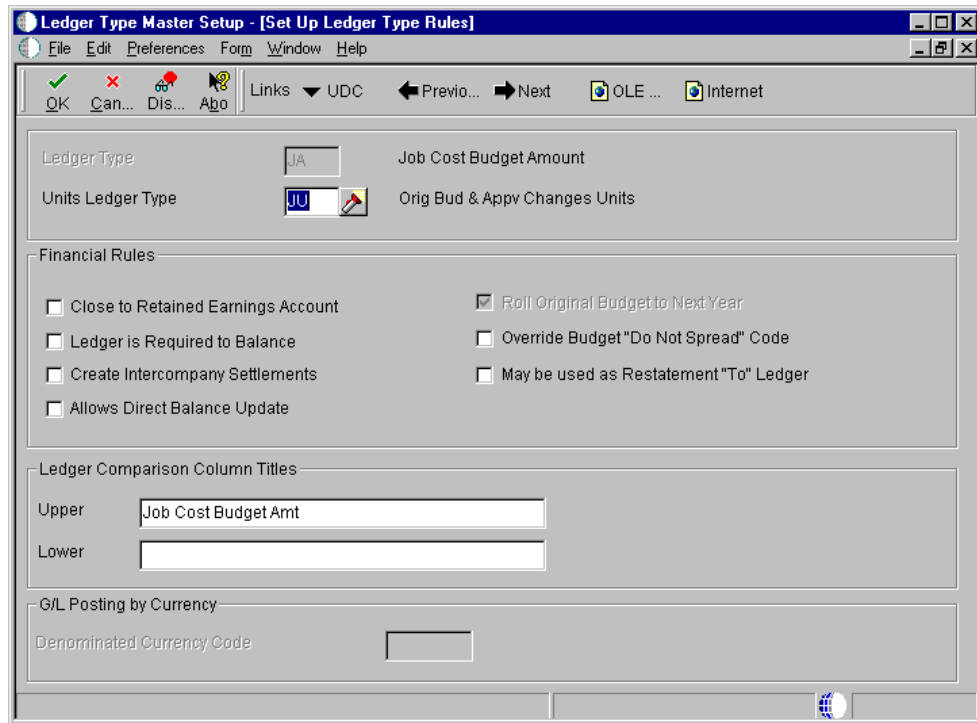
Before you revise the ledger types for the Job Cost system, you should review what ledger types are currently defined on your system. You can then revise your ledger types as necessary.

You must set up all Job Cost budget ledgers to roll the original budget to the next year.

► To set up ledger types

From the Job Cost Setup menu (G5141), choose Ledger Type Master Setup.

1. On Work with Ledger Types, choose the ledger for which you want to set up job cost rules.
2. From the row menu, choose Revise Ledger Type.
3. On Set Up Ledger Type Rules, assign a corresponding unit ledger by completing the following field:
 - Units Ledger Type
4. Choose the following option:
 - Roll Original Budget to Next Year



5. To save the records and return to Work with Ledger Types, click OK.
6. On Work with Ledger Types, choose the ledger that you want to revise.
7. From the Row menu, choose Job Cost Rules.
8. On Job Cost Ledger Type Rules, choose the following options, and click OK:
 - Revise Budget Ledger
Choose this option to include ledger type amounts in the revised budget.
 - Summarize Ledger Types

Note

If you need to include additional budget ledger types in the revised budget for your jobs, you can create user defined ledger types. You must then set up these ledger types. You must also define additional ledger types in the user defined code table 09/LT.

The system uses any budget ledgers that you include in these tables in projected final calculations.

Setting Up Draw Next Numbers

When you use the Draw Next Number program, you can manually associate a job or multiple jobs to a draw number. By setting a processing option when you generate your draw information, you direct the system to use a draw next number or to automatically generate a next number using the System 51 Next Number feature. If you direct the system to use a

draw next number, but you have not added the job on the next numbers table, the Draw Generation program automatically adds the job with a Draw Number 1.

Draw numbers that are associated with a job are stored in the Draw Next Numbers table (F51002).

See Also

- ❑ *Setting Up Next Numbers*
- ❑ *Working with Draws*

► To set up a draw number

From the Job Cost Setup menu (G5141), choose Job Cost Draw Next Numbers.

1. On Job Cost Draw Next Numbers, to view the existing next numbers for a job, complete the following field, and click Find:
 - Skip to Job
2. To associate a job with a draw next number, complete the following fields:
 - Job
 - Next Number Range 1
3. Click OK.

Setting Up Next Numbers

You use next numbers to assign numbers to items that must have unique numbers, such as system-generated draw reports, batch numbers, and document numbers. The Next Numbers program determines how the system assigns these numbers.

The system stores next numbers for the Job Cost system in System 51. The Job Cost system uses next numbers for the following purposes:

- To link profit recognition tables
- To automatically create draw numbers

For the Job Cost system, you can assign next numbers by company or by company and fiscal year for selected documents.

Note

Next numbers are central to J.D. Edwards systems. You must be thoroughly familiar with next numbers before you change them.

You have the option of using the System 51 Next Number feature or the Draw Next Number feature when you generate draw information. You set a processing option on the Draw Generation program to direct the system to use the System 51 Next Numbers feature. If you do not set the processing option, the system automatically assigns a draw next number.

See Also

- ❑ *Setting Up Next Numbers* in the *General Accounting Guide* for information about setting up next number by company, and by company and fiscal year
- ❑ *Setting Up Draw Next Numbers*

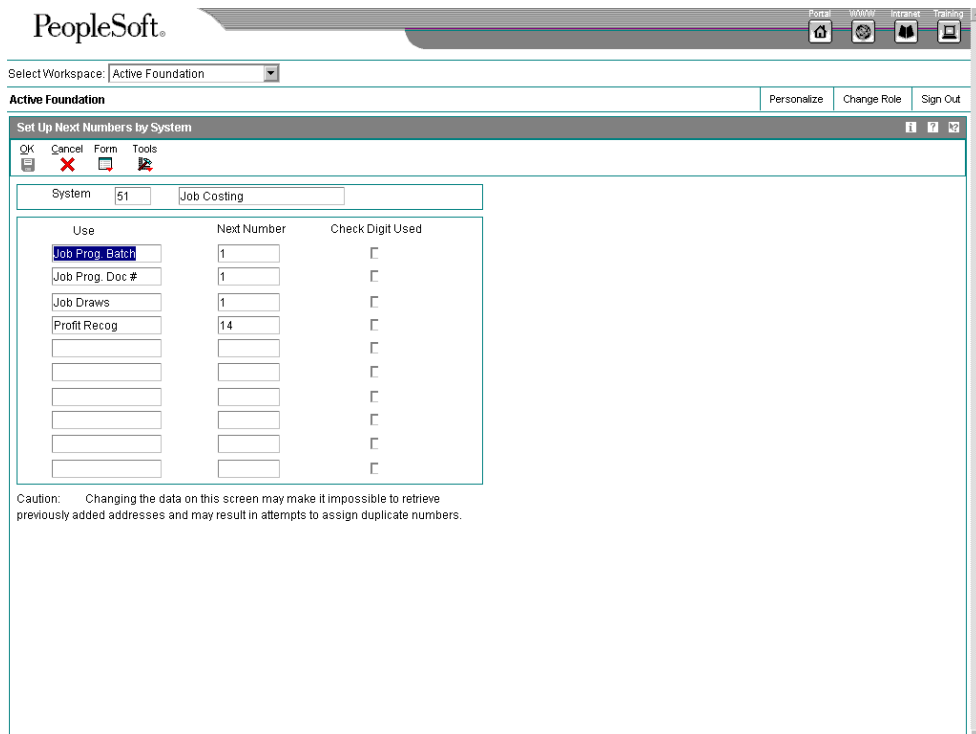
► To set up System 51 next numbers

From the *Job Cost Setup* menu (G5141), choose *Job Cost Next Numbers*.

1. On *Work With Next Numbers*, to view the existing next numbers for System 51, choose System 51 in the detail area.
2. From the Row menu, choose *Setup Next Numbers*.

The first two rows are reserved rows. The third row contains the next number for profit recognition activities. The fourth row contains the next number for draw reporting.

3. In the empty row, complete the following fields:
 - Use
 - Next Number Range 1
 - Chk Dgt



Use	Next Number	Check Digit Used
Job Prog. Batch	1	<input type="checkbox"/>
Job Prog. Doc #	1	<input type="checkbox"/>
Job Draws	1	<input type="checkbox"/>
Profit Recog	14	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Caution: Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

4. To save your entries, click OK.
5. To return to *Work With Next Numbers*, click Cancel.

Setting Up Job Status Inquiry

You set up the columns and column versions to display job status information on the Job Status Inquiry form. The system requires column definitions, but column versions are optional.

Columns determine how your information is displayed. You can define columns by setting up specific formulas by which the system calculates the value that it displays.

You can save up to 30 columns as a version. When you choose the Job Status Inquiry-User Defined Columns form, you enter your user defined version in the Column Version field to direct the system to display the job cost information in the format you established.

The system also uses inquiry columns on the Account and Job Progress Entry forms.

The system stores user defined column information in the Inquiry Columns table (F5192).

Defining Inquiry Columns

You must define the columns you use on Job Status Inquiry to display your information. When you define a column, you can specify the following information:

- Column name
- Column heading
- The formula by which the system calculates the information displayed in the column

You do not need to define ledger types or formulas before you define inquiry columns.

See Also

- ❑ *Working with Ledger Types for Job Cost* for more information on ledger type (51/IL)
- ❑ *Understanding User Defined Codes for Job Cost* for more information on user defined code (51/FM)

Mathematical Functions for Calculations

The calculation can include the four basic mathematical functions along with parentheses for nesting values. The following are valid symbols for mathematical functions:

- + Addition
- Subtraction
- * Multiplication
- () Left and right parentheses

Examples of Mathematical Functions

The following list provides examples of different ways you can combine the codes and mathematical functions to create calculations:

- Actual amount: 1
- Actual unit rate: 1/21
- Total commitments: 1+6

- Unit rate variance: (1/21) - (5/25)

If the column relates to the specific value contained in a ledger, the calculation consists of only one code.

► **To define inquiry columns**

From the Job Cost Setup menu (G5141), choose Define Inquiry Columns.

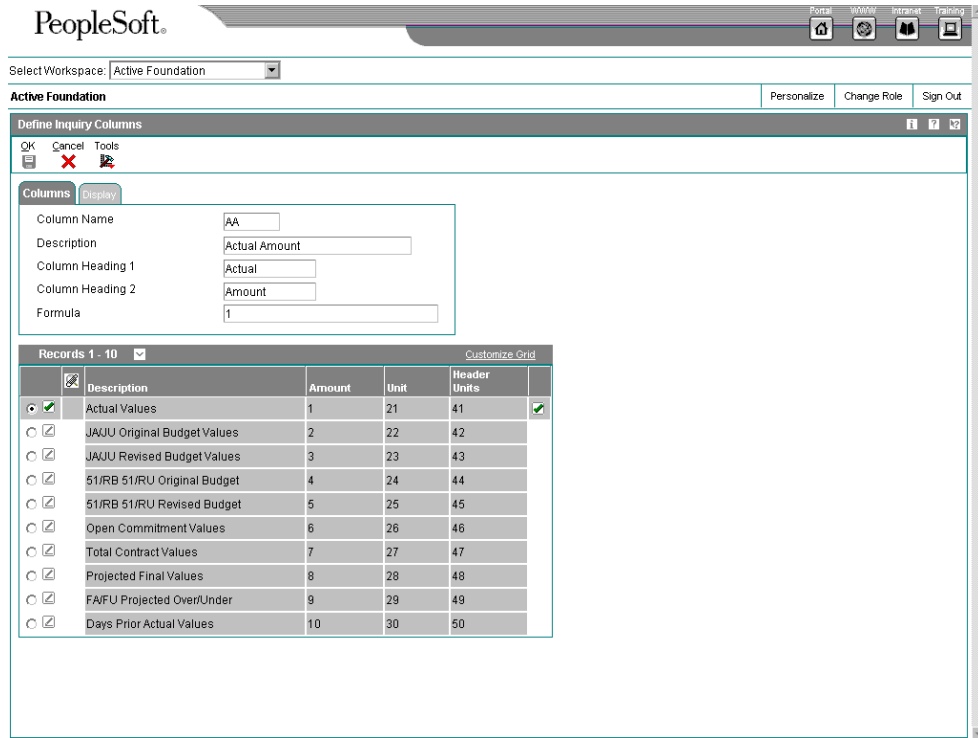
1. On Work With Job Status Inquiry Columns, click Find to review the current user defined columns.

The screenshot shows a window titled "Define Inquiry Columns - [Work with Job Status Inquiry Columns]". The window contains a table with the following columns: Column Name, Description, Column Heading 1, Column Heading 2, and Formula. The table lists various columns such as AA (Actual Amount), AU (Actual Units), CHGO (Change Order Amount), etc.

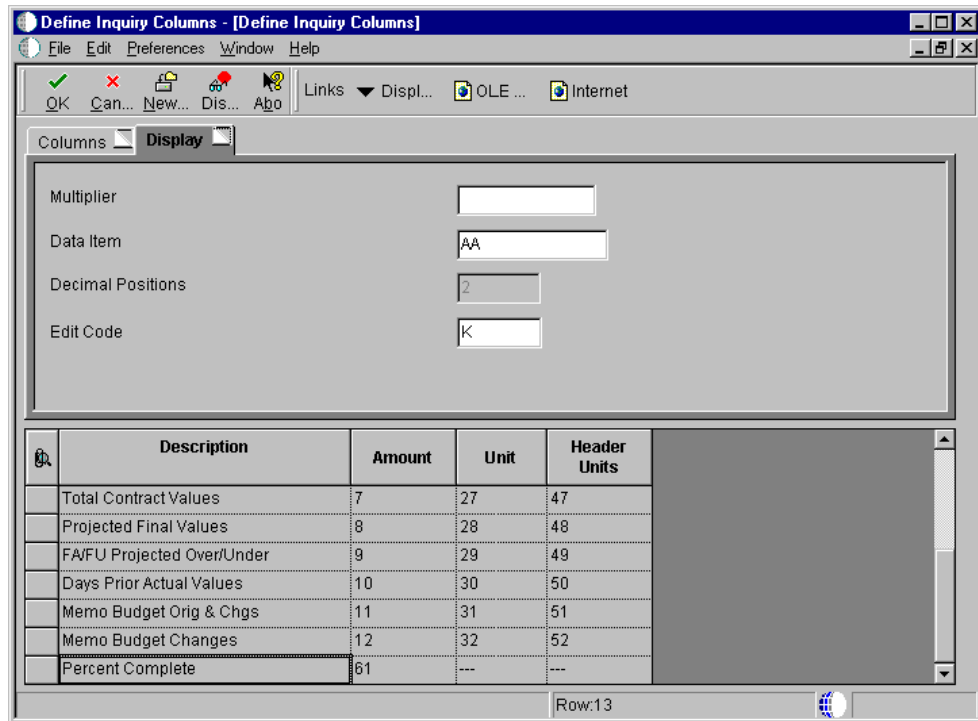
Column Name	Description	Column Heading 1	Column Heading 2	Formula
AA	Actual Amount	Actual	Amount	1
AU	Actual Units	Actual	Units	21
CHGO	Change Order Amount	Change	Order Amt	5-4
CHGU	Change Order Units	Change	Order Unit	25-24
EAC	Estimate at Completion Amount	Estimate At	Comp. Amt	8
EACU	Estimate at Completion Units	Estimate At	Comp. Unit	28
OBA	Original Budget Amount	Original	Budget Amt	2
OBU	Original Budget Units	Original	Budget Unit	24
OCA	Open Commitment Amount	Open Commit	Amount	6
OCU	Open Commitment Units	Open Commit	Unit	26
PC	Percent Complete	Percent	Complete	61
RBA	Revised Budget Amount	Revised	Budget Amt	5
RBU	Revised Budget Units	Revised	Budget Unit	25
VARA	Budget Variance Amount	Budget Var	Amount	5-1
VARU	Budget Variance Unit	Budget Var	Units	25-21

2. To define a new column, choose Add.
3. On Define Inquiry Columns, click the Columns tab and complete the following fields:
 - Column Name
 - Description
 - Column Heading 1
 - Column Heading 2
 - Formula

After you complete the Column Name field and tab to the next field, the detail area of the form populates so that you can use values in the Amount field to enter your formula. If you use a value other than what is available in the Amount field, the system will display an error message.



- If your company uses large numbers, and you want to minimize data entry, click the Display tab.



5. Complete the following field:

- Multiplier

When you review your job information on the Job Status Inquiry-User Defined Columns, the amounts will be expanded to the full number.

6. To save your entry, click OK.

7. To return to the Work With Job Status Inquiry Columns form, click Cancel.

Accessing Job Cost User Defined Columns

Use the Work With User Overrides form to delete versions of the Job Status Inquiry User Defined Columns that you no longer need. To delete a version, you must use the object name of P512000 and type of JC.

► To delete a Job Status Inquiry User Defined Columns version

From the Job Cost Setup menu (G5141), choose Column Versions-User Overrides.

1. On Work with User Overrides, to display the version that you want to delete, in the QBE Version field, enter the version number in the QBE row, and click Find.
2. Choose the version that you want to delete.
3. Type P512000 in the following field:
 - Application
4. In the QBE for the Type field, enter the following:
 - JC
5. From the menu bar, choose Delete.
6. To ensure that the version is deleted, click Find. The version that you deleted should not appear.

Advanced & Technical

Updating Job Cost Information

If your company has recently expanded or undergone a change in management, it might be necessary to change the way your company tracks and reports on the information associated with a job.

Updating All Job Cost Information

From the Technical Operations menu (G5131), choose Global Update Category Codes.

After you create the cost code structure, it might be necessary to create specialized reports or maintain category codes. You can direct your system to automatically assign an entire cost code structure to the first three account master category codes. To do so, run the Global Update Category Codes program. The alternate sequence can be based on any of your three category codes.

Note

Check your processing options for errors. The values entered in the processing options must be 1 through 8, and they must be contiguous. The character + can be used to indicate embedded blanks. The category code definitions must be three characters long. The alternate cost code definition must be eight characters long. If mapping is not needed, leave the processing option blank.

Before You Begin

- ❑ Define the alternate sequence category codes. See *Understanding Alternate Sequences*.

Processing Options for Global Update Category Codes (R51807)

Process

1. Global Update G/L Category Code 1: This will copy the selected digits of the Cost Code to G/L Category Code 1.

Category Code 1 Mapping

2. Global Update G/L Category Code 2: This will copy the selected digits of the Cost Code to G/L Category Code 2.

Category Code 2 Mapping

3. Global Update G/L Category Code 3: This will copy the selected digits of the Cost Code to G/L Category Code 3.

Category Code 3 Mapping

4. Global Update Alternate Cost Code: This will copy the selected digits of the Cost Code to G/L Alternate Cost Code.

Alternate Cost Code Mapping

EXAMPLE: Up to 3 digits may be selected for Category Codes 1,2,and 3. Up to 8 digits may be selected for the Alternate Cost Code. Enter a '+' to identify blank spaces. Selected digits must be in numerical sequence. For example, '234' would copy the 2nd, 3rd and 4th digits of the cost code. '2+4' would copy the 2nd and 4th digits of the cost code with a blank embedded in the middle. '243' would not be a valid numerical sequence.

Posting Committed Costs to Jobs

From the Technical Operations menu (G5131), choose Post Committed Costs to Jobs.

Run the Post Committed Costs to Jobs program to track your job costs. When you run this program, the system recalculates the amounts in the Account Balances table (F0902) for the purchase amount (PA) and purchase unit (PU) ledgers. The system also recalculates monthly amounts in the Account Balances table based on information in the Purchasing Ledger table (F43199).

Processing Options for Repost Committed Costs (R00932)

Process

Enter the from fiscal year. This option is required.

Fiscal Year From

Enter the thru fiscal year. Leave blank (default) to use the from fiscal year.

Employee (History and Turnover)

Fiscal Year Thru

Updating Business Unit/Object/Subsidiary F0901>F51911

From the Technical Operations menu (G5131), choose Business Unit/Object/Subsidiary F0901>F51911.

The Business Unit/Object/Subsidiary F0901>F51911 program automatically updates the business unit (job number), object (cost type), subsidiary (cost code), and company from the Account Master table (F0901) to the Draw Master table (F51911). Run this program whenever the company or account number has been changed for an account with existing draw transactions. After the Business Unit/Object/Subsidiary F0901>F51911 program has been run, the system correctly assigns draw information to the new account number.

Updating Methods of Computation

From the Technical Operations menu (G5131), choose Method of Computation Update.

Run the Method of Computation Update program to automatically update the method of computation for each account you specify in the Account Master table (F0901). You can use the Method of Computation Update program to globally update the method or to quickly assign the method to the accounts in a new job. The Method of Computation Update program updates the balances for projected final amounts in the Account Balances file (F0902) based on the new method of computation.

You specify the accounts that are to be updated by the system through data selection criteria. You specify the new method of computation in the processing options.

You can run this program in preliminary mode. After you check the results, you can run it in final mode.

Note

With this program, there are no special edits to prevent unwanted updates.

Processing Options for Method of Computation Conversion (R519901)

Process

1) Enter the new Method of Computation for update to the Account Master.

NOTE: Be sure to limit the records selected for update through Data Selection.

Recalculating Job Cost Projections

From Technical Operations (G5131), choose Recalculate Projections.

If there is a change within your company that requires you to use a different method of computation or you suspect that your projected final information is incorrect, you will need to recalculate projected final information for your projects. You can update the methods of computation and run the Recalculate Projected Final program to direct the system to recalculate your projected final information. You should run this program on an exception basis only.

Processing Options for Recalculate Projections (R51803)

Process

1. Enter the Period Number - Beginning

2. Enter the Fiscal Year - Beginning

3. Enter the Period Number - Ending

4. Enter the Fiscal Year - Ending

Note: Leave the date information blank or zero to default the company's account current date. Enter four digit years. (ex. 2001)

Print

1. Enter a '1' suppress printing of a report.

Deleting Projected Final Information

From the Cross Application Development Tools menu (GH902), choose Object Librarian. Alternatively, from the Report Writer menu (GH9111), choose Batch Versions.

Run the Delete Projected Final Balance program to remove selected job cost projection and audit trail information from the Account Balances table (F0902) and the Account Ledger table (F0911). The data selection is by company. The Delete Projected Final Balance program updates ledger types HA and HU.

Processing Options for Delete Job Cost Projections (R51997)

Process

1. Enter a '1' to retain the F0902 HA/HU balances. Leave blank (default) to delete the F0902 HA/HU balances. The F0911 HA/HU transactions will automatically be deleted.

Retain Balances

Summarizing Job Transactions

The job summarization procedure allows for the summarization of records in the Account Master (F0901), Account Balance (F0902), and Account Ledger Detail (F0911) tables. The system maintains the general ledger integrity of the job that you summarize. When you summarize the number of records that a particular job processes, the performance capability and disk capacity of the system increases. After you summarize job transactions, you can choose to remove the job from the system.

You run the Summarize Job Transactions program to direct the system to combine a range of detail information into one summary account. You do this to group prior year transactions.

The Automatic Accounting Instruction (AAI) for Summarize Job Transactions is SM01. This AAI controls the level of job summarization. You determine the level of the job that you summarize. You specify detail information for your summary by assigning an asterisk (*) in either the Object Account or Subsidiary fields. By assigning the asterisk to the Summarize Job Transaction Automatic Accounting Instruction (SM01), you specify that account balances are kept at either of those account levels.

Caution

J.D. Edwards strongly recommends that you summarize all job transactions before you purge their journal entries. If you do not summarize all job transactions before purging, the purge will erase all job information and you will lose all records of your job transactions.

Processing Options for Summarize Transactions (R09811)

No. of Periods

Enter the number of periods to retain in detail.

NOTE: '01' retains only the current period.

Periods to Retain

What You Should Know About Processing Options

Periods to Retain The numeric value that you enter in this field pertains to one period. The system uses the 14 period net posting amounts from the Account Balances table (F0902) when calculating which periods to retain. If you have a 12 period fiscal year, you might want to add 2 to the number of periods to retain. This allows you to retain information from a prior year. For example, to summarize an entire year, you would enter 14.

If you only want to retain information for the current fiscal year, you do not need to increase the number of periods by 2.

Purging Prior Year Job Journal Entries

After you have summarized your job transactions for the prior fiscal year, you might choose to purge the journal entries associated with these jobs. The Purge Prior Year Job JEs program allows you to purge and save Job Cost information associated with a job. The system stores the job in the Business Unit Master File (F0006), Account Master File (F0901), Account Balances File (F0902), and the Draw Reporting Master File (F51911).

In order to purge a job, you must first access Job Cost Master Revisions. Change the posting edit code (PE in the grid) for that job to a P. This specifies that the job is eligible for purging.

Note

J.D. Edwards strongly recommends that you run a set of Job Cost and financial reports before you purge and delete a job. In addition, you should back up your Business Unit Master File (F0006), Account Master File (F0901), Account Balances File (F0902), and Draw Reporting Master File (F51911). Make certain that you post all outstanding transactions against a job before you purge the job.

Processing Options for Purge Prior Year JEs (R09911)

Delete Options

1. Enter a '1' to purge and delete questionable 1099 transactions that are more than three fiscal years old (current and previous two fiscal years). Leave blank (default) to purge but not delete any questionable 1099 transactions.
2. Enter a '1' to delete and purge billable transactions that have any valid 'Bill Code' attached to them. If left blank (the default) any Bill code other than an 'X' or a 'Y' will be purged but not deleted, however, all 'X' and 'Y' Billable transactions are going to be purged and deleted.

Note: This option is intended for those clients who are using Service Billing and are NOT using JD Edwards' Energy software.

Purging a Job

From the Advanced & Technical Operations menu (G5131), choose Job Cost Purge.

Run the Job Cost Purge program (R51840) to purge a job from your system. This program purges the job information from the following tables:

- F0902 (Account Balances)
 - F0911 (Account Ledger)
-

Note

The Job Cost Purge program purges all F0902 and F0911 records related to a job. These records are not purged unless the job has a posting edit code of P. If you choose to summarize F0911 records using the Summarize Transactions program (R09811) prior to performing the purge, do not use this program to purge your F0911 records because it will purge the summarized records. Use the Purge Prior Year JEs program (R09911) to purge summarized F0911 transaction records. However, the R09911 does not edit the Posting Edit code on the Job Master record.

If you choose to delete your Account Master (F0901) records after purging your job using the Job Cost Purge Program (R51840), you must use the Delete Account Master Records program (R09814). This program removes the selected Account Master records from the system and prevents the restoration of job information from the Purge – Account Balances (F0902P) and Purge – Account Ledger (F0911P) tables.

