WORLDSOFTWARE™

Job Cost

JDEdwards®

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Where Do I Look?

Online Help
- Program
- Form
- Field

**CD–ROM
Guides**

Guides

**Technical
Foundation**

**System Administration
and Environment
Fundamentals**

- Understanding Your
Environment
- Creating and Maintaining
Environments
- Setting Up Security
- Upgrading Your System

**Common
Foundation**

**Prerequisite
J.D. Edwards
Software Fundamentals**

- Using Menus
- Getting Help
- Customizing Data
- Reporting

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for the current release of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.

Section

Chapter

- Overview
- Tasks

- What You Should Know About
- Field Descriptions
- Processing Options
- Test Yourself

When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.

- *Table* generally means "file."

We assume an "implied completion" at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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Job Cost 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:

- 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 a variety of 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 under a loan agreement

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

- 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:

- Setting up unique cost code structures for different jobs
- Customizing your system to display industry-specific terminology on forms and reports
- Selecting among a variety of methods of computation when calculating projected final values

System Integration

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

Accounts Payable	The Accounts Payable system updates the appropriate accounts payable (A/P) records when you enter progress payments, record vouchers, or make payments against a job.
Accounts Receivable	The Accounts Receivable system updates the appropriate accounts receivable (A/R) records when you record contract billings against the work on your jobs.
Address Book	The Job Cost system accesses the Address Book system for the addresses of suppliers, subcontractors, and business owners. You can use this information to print payments, reports, and so on.
Change Management	The Change Management system integrates budget change orders in the Job Cost, Subcontract Management, and Contract Billing systems.
Contract Billing	The Contract Billing system uses the account information in the Job Cost system to generate billings for contracted work.
Subcontract Management	The Subcontract Management 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.
Equipment/Plant Management	The Equipment/Plant Management system allows you to charge equipment time and costs to specified accounts within a job.

FASTR	The FASTR system allows you to design custom reports on account balance information in the Job Cost system.
Fixed Assets	The Fixed Assets system records the development costs for self-constructed assets, such as buildings.
General Accounting	The General Accounting system updates accounts in the Job Cost system to reflect updates to general accounting balances.
Inventory Management	The Inventory Management system credits inventory accounts and debits cost accounts in the Job Cost system as inventory is issued.
Payroll	The Payroll system manages the labor and equipment costs that relate to jobs.
Property Management	The Job Cost system can track the development and finish work costs associated with the Property Management system.
Purchase Order Management	The Purchase Order Management and Job Cost system share a common database. This enables you to view the purchase orders and committed amounts related to a job.
Service Billing	The Service Billing system can manage billing for the costs associated with progress against a job.
Work Order	You can limit line item commitments to a work order in the Work Order system. You charge costs from the line item against the work order in the Job Cost, Subcontract Management, and General Accounting systems.

System Features

The Job Cost system provides the following features to assist you in managing your projects and jobs and monitoring the costs and revenues associated with them:

- Final projections
- Profit recognition
- Job status inquiry
- Audit trail management

- Job budget change management

- Cost analysis

- Loan draw tracking

- Report generation

- Job scheduling

Final Projections

You can use the Job Cost system to calculate 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 can include:

- Projected final costs

- Projected final revenues

- Projected final profit

- Projected over/under values

Profit Recognition

The Job Cost system can assist you in creating profit recognition journal entries for revenue and cost based on the percentage of completion of a job at any time during the progress of the job. 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 online inquiry for viewing all of the information related to your projects or jobs. For example, you can view the following:

- 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 can maintain a detailed audit trail of all transactions against a job. Audit trails can include details that relate to projected final values, budget changes, commitments, and so on.

Job Budget Change Management

You can use the Job Cost system to enter and lock original budget information for a job. After a budget is locked, you must enter a change order to revise it. You can use change orders to create audit trails of the changes to a job's budget. This allows you to compare original budget information with revised budget information at the completion of the job.

Budget changes can occur as a result of the following:

- Committed cost control using subcontracts and purchase orders
- 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

Cost Analysis

You can use the Job Cost system to analyze the unit costs that are associated with your jobs. For example, you can analyze:

- Labor hourly rates
- Cost per unit
- Manhours per unit

Loan Draw Tracking

You can track the costs associated with the accounts eligible for reimbursement based on the terms of a construction loan or line of credit. You can then generate a draw report of the eligible costs and submit it to your lending institution.

Report Generation

The Job Cost system provides you with a variety of reports that you can use to manage and review your job cost information. You can generate the following types of reports:

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

Job Scheduling

The Job Cost system allows you to interface with a PC scheduling tool, Primavera Project Planner, to create schedules for your jobs.

Job Cost Menu Overview

Menu Overview – Job Cost

Job Cost G51

Daily Processes

- Job and Budget Setup G5111
- Job Cost Inguiries G5112
- Job Cost Reports G5113

Periodic Processes

- Progress Entry and Reporting G5121
- Profit Recognition and Job Closing G5122
- Draw Entry and Reporting G5123
- Job Cost PC Interfaces G5124
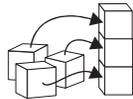
Setup Processes

- Job Cost System Setup G5141
- Job Cost User Defined Codes G5142

Advanced and Technical Processes

- Technical Operations G5131

Daily

Job Identification

Objectives

- To create a job master record for each of your jobs and projects

About Job Identification

A job can be defined as any activity for which you will 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 job into a series of smaller jobs based on subprojects within it. In this case, you should consider the overall job as your project, and each of the subprojects as a separate job. 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.

- 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.

- 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.

To use the Job Cost system, you must create a job master record for each of your projects and jobs. A job master record includes identifying information, such as the job number, the job description, and the project, if any, with which the job is associated. The Job Cost system, along with the General Accounting system, uses the job master record to track and manage costs and other information associated with each job.

Complete the following task to identify your jobs and projects:

❏ Create a job master record

Create a Job Master Record

Creating a Job Master Record

You must create a job master record for each of your projects and jobs. The job master record provides a link between the Job Cost system and the General Accounting system. The link allows the system 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 enables you to consolidate financial information, such as budgets, costs, projections, and so on, for related accounts in each job. You can then review and analyze the information to determine the overall status of your project.

For example, 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 assign job number 5000 to the airport project. To create the link between the project and its related jobs, you assign job number 5001 to the main terminal building job, 5002 to the automated baggage system job, 5003 to the airport access road job, and so on. You can then consolidate account information from each of the jobs up to the level of the project.

Job master records include such information as:

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

After you enter your job master information, you can enter additional details for each record. You can use additional information to report and track any other information that is important to your project or job. For example, you can enter:

- Job site information
- Owner information
- Equipment information

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

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

- The system creates a related record in the Extended Job Master table (F5108).

- The system creates a G/L header account for the job. This enables 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 Master table (F0006). You can direct the system to automatically add a specified business unit type, such as JB, to the record.

- The system creates the payroll business unit constant.

Complete the following tasks to create your job master records:

❑ Enter job master information

❑ Enter additional information

Before You Begin

❑ Set up the company in the General Accounting system

What You Should Know About

Deleting a job

If you create a job master record incorrectly, you can delete the job using the Job Master Revisions program. However, you cannot delete a job if either of the following is true:

- The job has records in the Account Master table (F0901).
- The job has transactions entered against it.

To delete a job for which either of the above is true, you must follow these steps:

- Delete the original budget information in the Account Balances table (F0902) for the job.
- Delete the account master information related to the job.
- Delete the job.

See Also

- *About Organization Setup* and *About Account Setup* in the *General Accounting I Guide*

Entering Job Master Information

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

After you enter the job master record for a project, you can enter the job master records for each job associated with the project. This establishes the project hierarchy.

Complete the following tasks to enter job master records for your projects and jobs:

- Enter a single job master record

- Enter multiple job master records

When you enter the job master information for a project and its subordinate jobs, you must enter the job master information for the project first.

Entering a Single Job Master Record
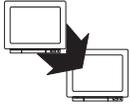
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Spread Budget

You can enter individual job master records.

▶ **To enter a single job master record**

On Job Master Revisions

1. Complete the following fields:
   - Job Number
   - Name (line 1 of the description area)
   - Company

2. Complete the following optional field to assign the job to a project:
   - Project

3. Complete the following fields:
   - Business Unit Type
   - Posting Edit
   - Threshold % Complete

You can add information for a new job over an existing job. If you enter information over an existing job, the system retains the existing job and creates a master record for the new job with the values from the existing job.

A processing option determines the default business unit type.

Field	Explanation
Job Number	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
Project	A business unit within a company that groups jobs into a particular project (heirarchy) for reporting purposes. A separate job master record must be created for a project. It can also have accounts to track overhead costs related to the group. The number works in conjunction with the level of detail for business units. The business units must be numbered sequentially in order for the Financial Analysis Spreadsheet Tool and Report Writer (FASTR) facility to summarize information.
Type Business Unit	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).

Field	Explanation
Posting Edit – Business Unit	Controls whether you can post transactions to the general ledger for the job (business unit). Valid codes are: Blank Yes, you can post transactions. K Yes, you can post transactions. However, the original budget is locked and change orders are required for changes to the budget. N No, you cannot post transactions. Use this code for a job that is not started or is closed. The job closing program automatically assigns this code to all closed jobs. P No, you cannot post transactions, and the job can be purged.

Processing Options for Job Master Revisions

```
DEFAULT PROCESSING:
1. Enter the default Business Unit Type.        _____
   Leave blank (default) to display " "
   (blank) Business Unit Type.

2. Enter a '1' to default a posting edit        _____
   code of 'N' to the Job G/L account
   when adding a new Job.  Leave blank
   to default a blank (' ') posting edit
   code (this account is used for Job
   Percent Complete).

DW VERSION SELECTIONS:
3. Enter the Budget Setup (P510121)             _____
   DREAM Writer version for the related
   function key exit.  The default is
   version 'ZJDE0001'.

4. Enter the Job Status Inquiry                 _____
   (P512000) DREAM Writer version
   for the related function key exit.
   The default is version 'ZJDE0001'.

PAYROLL FIELD DISPLAY SELECTION:
5. Enter a '1' to suppress all payroll          _____
   fields from appearing on the screen.
   Default of blank will display these
   fields.

EDIT OPTION:
6. Enter a '1' to issue a WARNING when          _____
   a Job's Company is changed if the
   Job has accounts attached to it.
   Enter a '2' to issue an ERROR.
   Leave blank (default) for no edit.
```

Entering Multiple Job Master Records

From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Job Revisions by Company

You can enter multiple job master records for a single company or for multiple companies.

You can add information for a new job on a blank line or over an existing job. If you enter information over an existing job, the system retains the existing job and creates a master record for the new job with the values from the existing job.

▶ **To enter multiple job master records**

On Job Revisions by Company

1. Complete the following fields:

   - Job Number
   - Description
   - Company

2. Access the detail area.
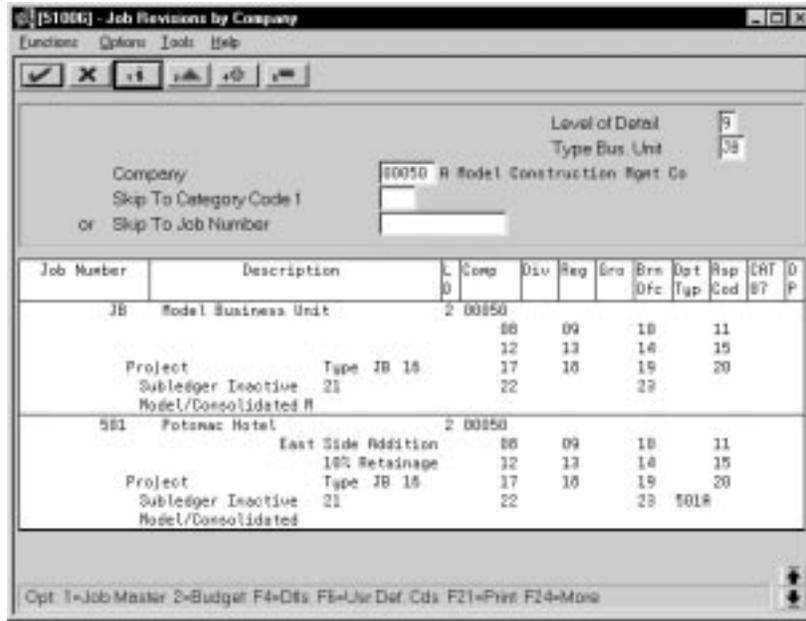
3. Complete the following optional fields for each job:

- Project

- Type (Business Unit Type)

Processing Options for Job Revisions by Company

```
DEFAULT OPTIONS:
1. Enter a default Business Unit          _____
   ("B.U.") Type, or enter an asterisk
   ("*") to display all B.U. Types.
   Leave blank (default) to display
   B.U. Type ' ' (blank).

2. Enter a '1' to default a posting edit  _____
   code of 'N' to the Job G/L account
   when adding a new Job.  Leave blank
   to default a ' ' (blank) posting edit
   code (this account is used for Job
   Percent Complete).

DW VERSION SELECTION:
3. Enter the Budget Setup (P510121)       _____
   DREAM Writer version for the related
   option selection exit.  The default
   is version 'ZJDE0001'.

EDIT OPTION:
4. Enter a '1' to issue a WARNING when     _____
   a Job's Company is changed if the
   Job has accounts attached to it.
   Enter a '2' to issue an ERROR.
   Leave blank (default) for no edit.
```

Entering Additional Information

From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Job Revisions by Company

After you enter your job master information, you can enter additional details for each record. You can use additional information to report and track any other information that is important to your project or job. For example, you can enter:

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

▶   **To enter additional information**

On Job Revisions by Company

1. Complete the following field:
   - Company
2. Choose Job Master for a specific job.
3. On Job Master Revisions, complete the following optional fields to enter job site and owner information:
   - Job Site Address Number
   - Owner Address Number
   - State
4. Complete the following optional field to enter equipment information:
   - Equipment Rate Code
5. Complete the following optional fields to enter tax information:
   - Tax Entity-Property Tax
   - Tax Explanation
   - Tax Rate/Area
6. Complete the following optional fields to enter payroll information:

- Labor Load Method
- Flat Burden Factor
- Certified Job
- EEO Job Report (Y/N)
- Tax Area - Payroll

7. Complete the following optional fields to enter job dates:

- Planned Start Date
- Actual Start Date
- Planned Completion Date
- Actual Completion Date
- Other Date 5
- Other Date 6

The user defined dates listed above share a common field definition. See the field definition for Date — Other 5 in this guide.

8. Choose Category Codes.

9. On Job Category Code Revisions, complete the category code fields that apply to the job.

You can use category code values to group similar types of jobs for reporting purposes.

Field	Explanation
Owner Address Number	The address book number that identifies the company or individual for which you are performing the job. Typically, this is the owner's address book number in the contract billing system or the service billing system.
Equipment Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
	If you leave this field blank, the system searches for a valid billing rate in the following sequence:
	1. Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.
	2. Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.
	3. Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
	. . . . *Form-specific information* . . . .
	This is the second of three defaults used by Equipment Time Entry to determine the correct rate to charge the cost of equipment to the job. You can use this field to enter the rate code for the default on the job. If you do not enter the rate code here, you must key it manually in the Equipment Time Entry Program.
Tax Entity	The address number of the tax authority to which property taxes are paid. The system uses this field at year-end to automatically update the tax address related to equipment and property.
Tax Expl Code 1	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.
	Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).
	Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.
	The system uses this code to properly calculate the tax amount.
Labor Load Method	Controls whether the labor costs include a flat burden for payroll taxes and benefits. Valid codes are: 0 The flat burden factor is always 1.0000, so the resulting amount for the flat burden is zero. 1 The flat burden factor will always be greater than or equal to 1.0000, so the labor costs include a flat burden.
Flat Burden Factor	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.
Certified Job	A Yes/No field that specifies whether to include information about this job in certified payroll reports used for governmental reporting. Y Include job information on certified payroll reports N Do not include job information. This is the default code.
EEO Job Report (Y/N)	Specifies whether an equal employment opportunity (EEO) minority report is required for a business unit. It is only informational. Valid codes are: Y Yes, an EEO report is required. N No, an EEO report is not required.
	NOTE: The information for an EEO report is kept in the Employee Master file (F06011).
Tax Area	A geographic area with common tax rules for rate and distribution. A tax area must include a tax authority such as a state, county, city, and so on. This field is used for payroll tax accounting.
Other Date 5	A date that relates to a business unit such as the start, completion, bid, contract, and so on. It is for information and reporting purposes.

See Also

- *Understanding User Defined Codes for Job Cost (P00051)* for more information on category codes

Exercises

See the exercises for this chapter.

Test Yourself: Entering Additional Information

1.   Why should you set up your jobs in Job Cost instead of General Accounting?

_____

_____

_____

2.   How can you set up multiple job master records at the same time?

_____

_____

3.   Why would you use job master category codes?

_____

_____

The answers are in *Appendix B*.

Cost Code Structures

Objectives

- To understand cost code structures
- To create cost code structures for your jobs
- To create cost code structures from model chart types
- To copy cost code structure information into a new job from existing jobs and model jobs

About Cost Code Structures

After you create your job master records, you can set up cost code structures for your jobs. The cost code structure is a breakdown of the accounts related to the job. You use cost code structures to track, manage, and report on the costs associated with a job.

After you create your cost code structures, you can revise them. In addition, you can assign alternate sequences to your cost code structures to arrange and view your accounts based on your specific reporting needs.

Complete the following tasks:

❏ Understand cost code structures

❏ Create a cost code structure

❏ Revise a cost code structure

❏ Assign alternate sequences

Understand Cost Code Structures

About Cost Code Structures

You use cost code structures to 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 build in any meaning you choose. You can then view and report on your jobs based on the built-in meaning.

Planning Your Cost Code Structure

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

- 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 primarily with the work being done at each phase of the job

- Accountants who are concerned primarily with the costs incurred by each account in the job

- Managers who are concerned with both the work being done and with the costs incurred by each account

An effective cost code structure accommodates the needs of each of the groups that uses it.

When you create your cost codes, you can imbed codes within them for whatever structuring and reporting purposes you need. For example, you can imbed codes defining 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 embedded codes you will use, 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 you plan out the design of your cost code structure, the more meaningful 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 based on these different needs.

In addition, you should set up your cost code structure to reflect your overall business needs. For example, your cost code structure should establish a link between your projects, jobs, and tasks in such a way that you can easily recognize their relationships. To accomplish this, you could 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 that you can use to organize your cost code structure to accommodate different people, reporting purposes, and business needs. You can 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 your 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 code 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 then be used to define other relevant details.

You can define category codes for the specific character sequences you use in your cost code structures. You can then generate reports, forecast costs, and so on, based on any of the category codes you specify.

Cost type

The cost type is used to further define 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/General Accounting Relationship

The Job Cost cost code structure resides within the General Accounting system. The systems are linked 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 account structures for the Job Cost and the General Accounting systems are shown below.

Job Cost account structure	Job Number . Cost Code . Cost Type
General Accounting account structure	Business Unit . Object Account . Subsidiary

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.

Header and Detail Accounts

You can view Job Cost information summarized down to varying levels of detail by creating header accounts and detail accounts within your cost code structure. A header account is an account into which corresponding detail accounts can be summarized.

A Job Cost account that has only a job number and a cost code without a cost type is a cost code header. An account that is defined down to a specific cost type is a detail account. 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

You assign a level of detail to each account in the Job Cost system. This establishes a hierarchy of accounts related to the cost code structure you set up for your jobs. You can use the following levels of detail.

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 3 through 7   Reserved for cost code headers in the Job Cost system and object accounts and subsidiaries in the General Accounting system.

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.

If you cannot reserve levels of detail 8 and 9 for the Job Cost system, you should try to reserve level 9 for job cost detail. However, if you must use through level of detail 9 in your General Accounting system, you should not do any financial reporting at a level of detail with job costs coded to it.

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

General Accounting	Level of Detail	Job Cost
Company		Company
Business Unit	2	Business Unit
Object Accounts and Subsidiaries	3 – 7	Cost Code Headers
Not Used	8	Job Cost Detail
Not Used	9	Job Cost Detail
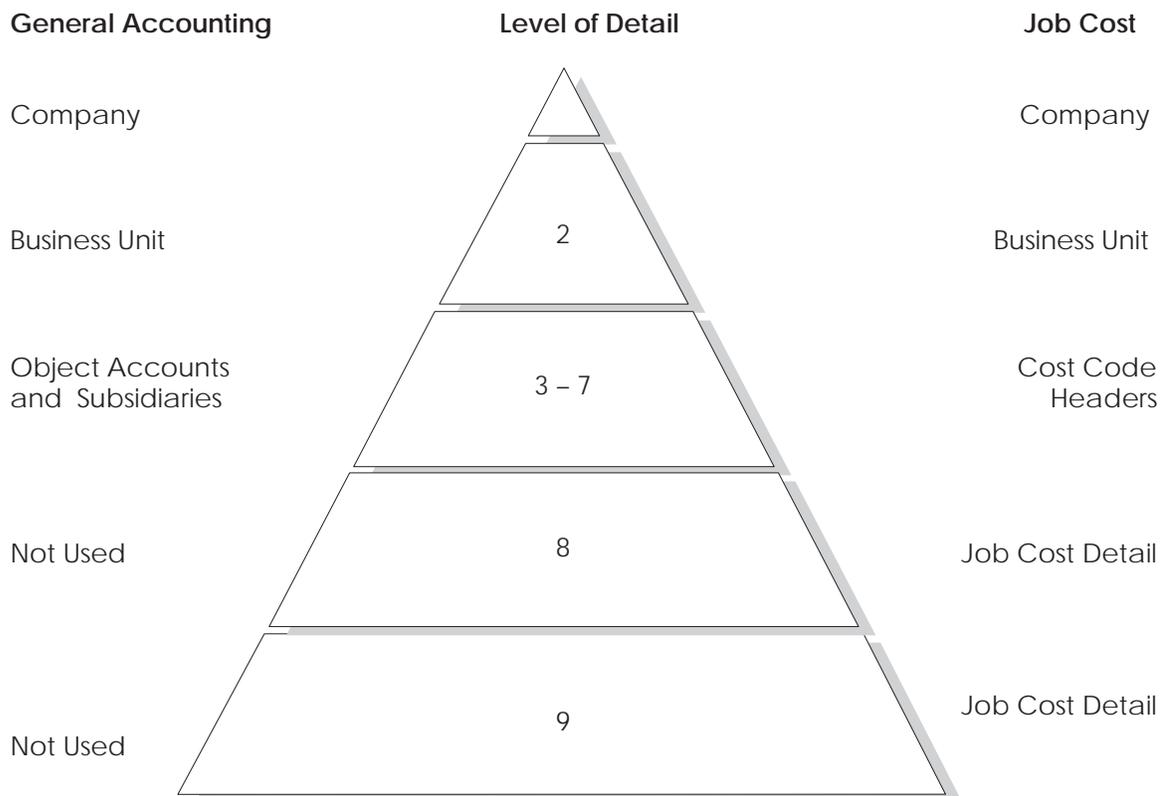
Example: Cost Code Structure

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 displays the work related to the site-work work item.

```
                              Clearing and ──── Equipment
                              Grading     ──── Subcontracts

                                                      ──── Regular
                                          Labor ──── Premium
                                                      ──── Burden
Site Work ──── Sewer Work     ──── Materials
                              ──── Equipment
                              ──── Subcontracts

                                                      ──── Regular
                                          Labor ──── Premium
                                                      ──── Burden
              Paving and      ──── Materials
              Surfacing       ──── Equipment
                              ──── Subcontracts
```
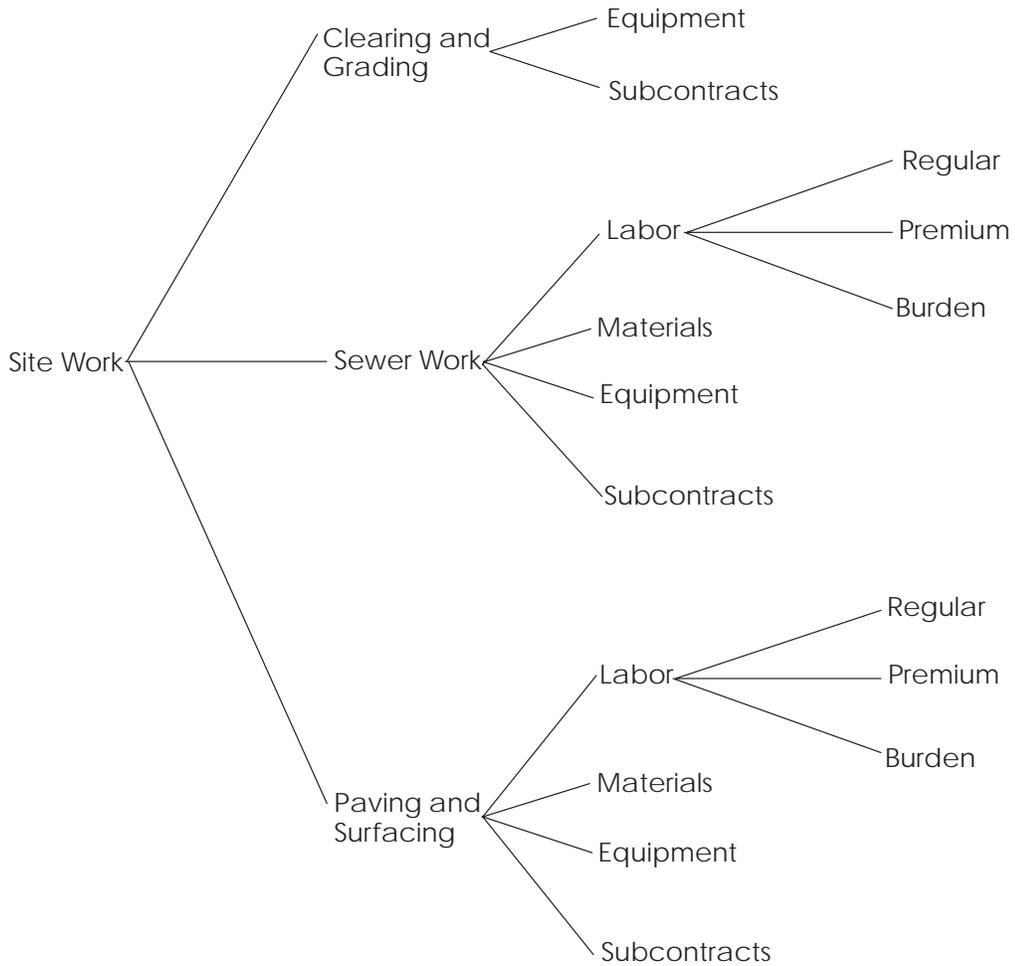
You determine the imbedded structure you will use for your cost codes, then assign your job number, cost codes, and cost types.

The following tables illustrate the numbers you assign.

Job Number

Job	Job Number
Main Terminal Building	5001

Cost Codes

Work Item and Tasks	Cost Code	Level of Detail
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
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	2
5001.02000	Site Work	3
5001.02200	Clearing and Grading	4
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

In the cost code structure above, the indents in the account descriptions display the relative subordination resulting from the level of detail for each account.

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:

- 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 (system 09, type 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 are related 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 are related to the difference between the job cost budget and the projected final values.
F%	Percent of job complete.
IA and IU	Budget change amounts (IA) and budget change units (IU). These are related to methods of computation R and A and are maintained by the system.
RA	Remaining unit rate. This is related to method of computation U.

Cost Code Structure Database Tables

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

Job 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 detail audit trail of transactions

Test Yourself: Understanding Cost Code Structures

1. Which levels of detail should be reserved for the Job Cost System?

   _____

   _____

2. What is a cost code header and how is it used?

   _____

   _____

3. How does the account representation differ between the Job Cost and General Accounting systems?

   _____

   _____

The answers are in *Appendix B*.

Create a Cost Code Structure

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. It represents the structure by which you manage the information that relate to the job.

You can create the cost code structure for a job in any of the following ways:

- Create a new cost code structure.
- Copy from a model chart type into a job. A model chart type is a hierarchy of cost codes and cost types organized for a particular type of job.
- Select specific accounts from a chart type and copy them into the new job.
- Copy the cost code structure from a model job into the new job.
- Select specific accounts from a model job and copy them into the new job.
- Copy the entire cost code structure from an existing job into the new job.
- Select specific accounts from an existing job and copy them into the new job.

Complete one or more of the following tasks:

❑ Copy from a chart type

❑ Copy from an existing job

❑ Create a new cost code structure

Before You Begin

❑ Create a master record for the job

See Also

- *Understanding Cost Code Structures*

- *Creating a Job Master Record (P510063)*

Copying from a Chart Type

From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Copy Selected Master Codes

You can copy from a chart type into a job. A chart type is a hierarchy of cost codes and cost types organized for a particular type of job. The chart type, combined with the job, creates a cost code structure. You can copy all of the accounts, selected accounts, or a range of accounts from a chart type into a job.

Complete the following tasks:

- Copy an entire chart type
- Copy selected accounts
- Copy a range of accounts

You can also use this task to copy cost code structure information into your new job from an existing job.

Before You Begin

❏ Create chart types

See Also

- *Setting Up a Chart Type for Job Cost (P00051 and P51091)*
- *Setting Up a Model Job (P51063 and P510121)*
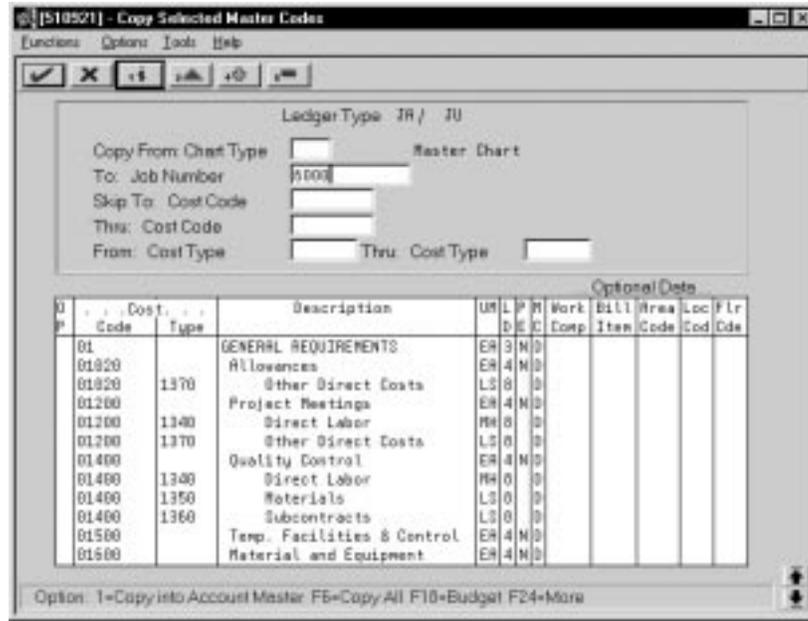
▶ **To copy an entire chart type**

You can copy an entire chart type into a job to create the cost code structure.

On Copy Selected Master Codes

1. Complete the following field:

   • Copy From: Chart Type (Type of Cost Code Master List)

   The system automatically loads the blank chart type when you access
   Copy Selected Master Codes.

2. Complete the following field to select the job to which you want to copy
   the chart type:

   • To: Job Number

3. Choose Copy All.

Field	Explanation
Type of Cost Code Master List	Identifies a model chart of accounts. It is a user defined code (system 51, type TC), and you can set up a different model for each type of job or standard section of a job. A blank chart type can be used to identify the the most commonly used model.

Copying budget information   To copy the budget information associated with a chart type, you must copy it at the same time you copy the accounts into your new job.

Verifying cost code information   To verify cost code information you copied, enter the new job number in the To: Job Number field.

Processing Options for Copy Selected Master Codes

```
DISPLAY DEFAULT OPTION:
1. Enter 1 to 5 characters for the          _____
   beginning of every Cost Type (6 digit
   Object).  Remaining characters will
   be displayed on the screen.
   For example, if 1 character is
   entered, 5 are displayed; if 2 are
   entered, 4 are displayed, and so on.
   This eliminates duplication where the
   beginning characters are the same.

EDIT OPTIONS:
2. Enter a '1' to prevent changes to        _____
   records copied from the Cost Code
   Master.  Leave blank to allow changes
   before copying.

3. Enter a '1' to prevent changes to        _____
   the Workers Compensation field.

FORMAT CONTROL:
4. Enter a '1' to move budget units and     _____
   amounts to the main subfile line.
   Leave blank to display Category
   Codes on the main line and budgets
   in the fold.

UPDATE OPTIONS:
5. Enter the budget amount ledger type      _____
   to update.  Leave blank (default) to
   update Ledger Type "JA".

6. Enter the budget unit ledger type        _____
   to update.  Leave blank (default) to
   update Ledger Type "JU".

DW VERSION SELECTION:
7. Enter the Budget Entry (P510121)         _____
   DREAM Writer version for the related
   function key.  The default is
   version "ZJDE0001".
```

▶ **To copy selected accounts**

You can copy selected accounts into a job from a model chart type to create the cost code structure.

On Copy Selected Master Codes

1. Complete the following field:

    - Copy From: Chart Type (Type of Cost Code Master List)

The system automatically loads the blank chart type when you access Copy Selected Master Codes.

2. Complete the following field to select the job to which you want to copy the chart type:

    - To: Job Number

3. Choose Copy into Account Master for each account you want to copy.

▶ **To copy a range of accounts**

You can copy a range of accounts into a job from a model chart type in order to create the cost code structure.

On Copy Selected Master Codes

1. Complete the following fields:

    - Copy From: Chart Type

    - Skip To: Cost Code

    - Thru: Cost Code

    - From: Cost Type

    - Thru: Cost Type

2. Complete the following field to select the job to which you want to copy the chart type:

    - To: Job Number

3. Choose Copy into Account Master for the range of accounts you want to copy.

Exercises

See the exercises for this chapter.

Copying from an Existing Job

From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Copy Similar Job

You can copy all or parts of the cost code structure from an existing job into a new job.

Complete the following tasks:

- Copy an entire existing job
- Copy selected accounts

What You Should Know About

Copying using Original Budget Entry	You can also use the Original Budget Entry program to copy cost code structure information from an existing job. You must locate the job, roll down to the end of the cost codes you want to copy, then add the new job number.
Copying budget information	To copy the budget information associated with an existing job, you must copy it at the same time you copy the accounts into your new job.

▶ **To copy an entire existing job**

You can copy the entire cost code structure from an existing job into a new job.
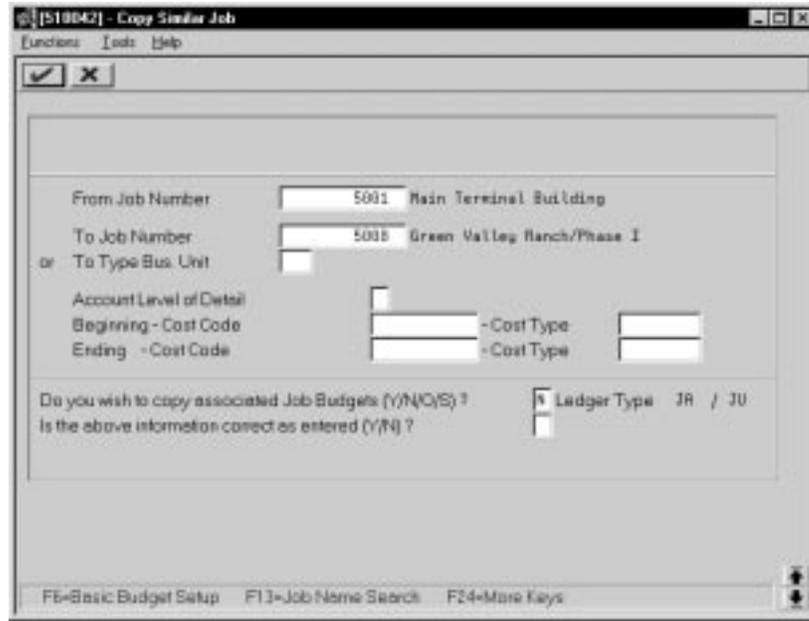
On Copy Similar Job

1. Complete the following field for the job from which you want to copy the cost code structure:

   - From Job Number

2. Complete one of the following fields for the job to which you want to copy the cost code structure:

   - To Job Number (BU for Account Duplication)

   - To Type Business Unit (Business Unit Type)

   The system prompts you for additional information.

3. Complete the additional information.

Field	Explanation
BU for Account Duplication	The "to" business unit to which you want to copy accounts. Use this field to copy accounts to a specific business unit.
Business Unit Type	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC). . . . . *Form-specific information* . . . . This field lets you copy from one job to all the jobs with the same business unit type.

Field	Explanation
Budgets (Y/N/O/S) ?	Specifies whether you want to copy the budget information along with the related accounts. Valid codes are:

	N	No, do not copy the budget. This is the default code.
	O	Yes, copy the original budget.
	S	Yes, copy the original budget and a summary of the revised budget. This option adds together the original budget, period balances, and the balance forward amount. The result becomes the original budget for the new account.
	Y	Yes, copy the revised budget. The original budget, period balances and balance forward for the new account will be exact duplicates of the old account.

Processing Options for Copy Similar Job

```
DW VERSION SELECTIONS:
1. Enter the Budget Entry (P510121)        _____
   DREAM Writer version for the related
   function key.  The default is version
   "ZJDE0001".

2. Enter the Job Search (P51200) DREAM     _____
   Writer for the related function key.
   The default is version "ZJDE0001".

UPDATE OPTIONS:
3. Enter the budget amount ledger type     _____
   to update.  Leave blank (default) to
   update Ledger Type "JA".

4. Enter the budget unit ledger type       _____
   to update.  Leave blank (default) to
   update Ledger Type "JU".
```

▶ **To copy selected accounts**

You can copy selected accounts from the cost code structure of an existing job into a new job.

On Copy Similar Job

1. Complete the following field for the job from which you want to copy the cost code structure:

   - From Job Number

2. Complete one of the following fields for the job to which you want to copy the cost code structure:

   - To Job Number (BU for Account Duplication)

- To Type Business Unit (Business Unit Type)

3. Complete one or more of the following optional fields:

- Account Level of Detail
- Beginning - Cost Code
- Ending - Cost Code
- Beginning - Cost Type
- Ending - Cost Type

The system prompts you for additional information.

4. Complete the additional information.

Exercises

See the exercises for this chapter.

Creating a New Cost Code Structure
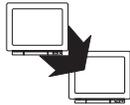
From Job Cost (G51), choose Job & Budget Setup
From Job & Budget Setup (G5111), choose Original Budget Entry

You can create a new cost code structure that is specific to a job.

▶ **To create a new cost code structure**

On Original Budget Entry

1. Complete the following field:

    • Job Number

2. Complete the following fields related to each account to create your cost code structure:

    • G/L Date (Optional)

    • Cost Code

    • Cost Type

    • Description

    • Unit of Measure

    • Level of Detail

    • Posting Edit

    • Method of Computation

The system provides the current date as the default.

3. Access the fold area.

4. Complete the following optional fields:

- 3rd Acct. Number
- Category Codes 1 thru 10
- Equip Rate
- BL (Billable Y/N)

Field	Explanation
G/L Date	A number that identifies either the period number or date upon which you want to inquire. If you leave this field blank, the system uses the ending date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14. NOTE: You must enter the appropriate date/period and update the screen prior to entering values.

Field	Explanation
Code	The part of the account number that identifies a step, phase, or type of activity within a job, such as site work, earthwork, paving, landscaping, and so on. It is the subsidiary in a G/L account.
	NOTE: A subsidiary is optional for a G/L account. However. the cost code is required for each job cost account.
Cost Type	The part of the account number that identifies a cost category within a cost code, such as labor, materials, equipment, and subcontracts. It can further divide a cost category into subcategories, such as regular time, premium time, and burden for labor. The cost type is the object account in a G/L account.
	NOTE: It is required for cost type accounts, but you do not use it for cost code headers.
Description	A user defined name or remark.
Unit of Measure	A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can represent a barrel, box, cubic yard, gallon, an hour, and so on.
Level of Detail	The level of detail identifies the summary and detail accounts in the general ledger and controls the totaling on screens and reports. The following are true about levels of detail:

- The valid codes are the numbers 1-9 from least detailed (1) to most detailed (9).
- Level 1 is reserved for the company and level 2 is for the job (business unit).
- In the Job Cost system, a cost code header, which does not have a cost type, can be a level from 3-7. Such an account has no relationship to a G/L account with the same level of detail.
  - o A cost type account, which has both a cost code and cost type, can be a level 8 or 9. Such an account has a direct relationship to the G/L account at the same level.
  - NOTE: Ideally, you reserve levels 8 and 9 in the general ledger for only job cost detail. However, if this is not possible, attempt to leave at least level 9.
  - o A level of detail is a summary level for the related accounts at the levels below it. For example, an account with a level 3 can be a summary level for accounts that are level 4.
  - o You do not need to use every level of detail. You can skip levels as long as you are consistent.

Field	Explanation
Posting Edit	A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are:
	blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.
	B Only allows posting to budget ledger types starting with B or J.
	I Inactive account. No posting allowed.
	L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code.
	M Machine–generated transactions only (post program creates offsets).
	N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.
	S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs.
	U Unit quantities are required for all transactions.
	X Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account.
Method of Computation	The method the system uses to calculate the percent complete and the projected final cost and unit quantity for an account. It is a user defined code (system 51, type MC).
3rd Acct Number	The third account number. This is a number in free-form format that you might use to:
	• Facilitate the conversion from your old chart of accounts
	• Facilitate account recoding during the year
	• Provide an account structure required for regulatory reporting
	The third account number must be unique system-wide, not just within a business unit. The format of this number has no correlation to the business unit/object/sub account number format in the JDE system.

Field	Explanation
Category Code – G/L 001	Category code 1 associated with the Account Master file (F0901). This is a user defined code (system 09, type 01) for use in flex account mapping and in printing selected information on reports.
Equipment Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
	If you leave this field blank, the system searches for a valid billing rate in the following sequence:
	1. Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.
	2. Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.
	3. Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Billable (Y/N)	Specifies whether a general ledger account should be billed. Valid codes are:
	Y Yes, the account should be billed.
	N No, it should not be billed.
	1 It is eligible only for invoicing.
	2 It is eligible only for revenue recognition.
	4 It is eligible only for cost.
	NOTE: Codes 1, 2, and 4 relate only to the Service Billing system.

What You Should Know About

Copying budget information	To copy the budget information that is associated with an existing job, you must copy it at the same time you copy the accounts into your new job.

Exercises

See the exercises for this chapter.

Test Yourself: Creating a Cost Code Structure

1. What are the three ways you can copy cost code structure information from a chart type?

    _____

    _____

    _____

2. Can you copy budget information along with cost code structure information? If so, how?

    _____

    _____

3. What programs can you use to copy cost code structure details from an existing job?

    _____

    _____

    _____

The answers are in *Appendix B*.

Revise a Cost Code Structure

Revising a Cost Code Structure
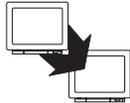
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Original Budget Entry

After you create a cost code structure, but before you apply any costs or quantities to the accounts in it, you can revise it. You can add a new account or delete an existing account. You can also change any account information in an existing cost code structure and delete original budget information related to an account.

If you revise a cost code structure that has costs applied to it, you must run the following global updates to maintain system integrity:

- Update BU.Obj.Sub to Acct Bal (P83092)
- Update BU.Obj.Sub to Jrnl Ent (P09806)

▶ **To revise a cost code structure**

On Original Budget Entry

1. Complete the following field:

   • Job Number

2. To add an account, complete the following fields on any line:

   • Cost Code

   • Cost Type

   • Description

   • LD

   • PE

   • UM

   • MC

3. Access the fold area.
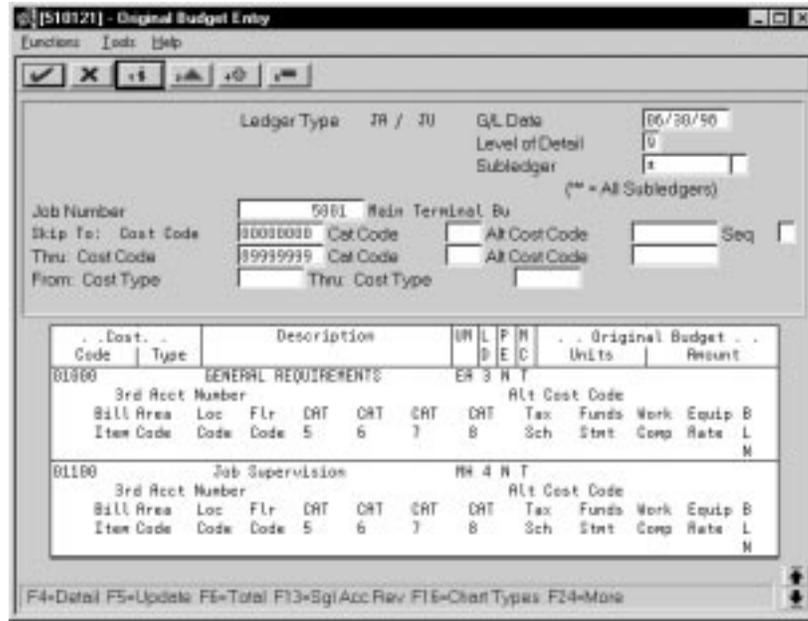
4. Complete the following optional fields:

    - 3rd Acct. Number

    - Category Codes 1 thru 10

    - Equip Rate

    - BL (Billable Y/N)

5. To change an account, enter new information over the fields you want to change.

What You Should Know About

Adding an account	You can add an account by entering new information on a blank line or over an existing record. The system retains the old information and adds the new information.
Deleting account information	You can delete any account that does not have transactions entered against it. To delete an account with only original budget transactions against it:

- Delete the transaction and enter an asterisk (*) in the first position of the cost code field. Then update the form.
- Delete the account by removing the values from all of the fields. Then update the form.

You cannot delete an account that has transactions entered against it for prior year budgets, field progress, or actuals.

Exercises

See the exercises for this chapter.

Test Yourself: Revising a Cost Code Structure

1. Can you delete an account that has costs or quantities applied to it?

   _____

   _____

2. What should you do if you change a cost code structure that has costs or quantities applied to it? Why?

   _____

   _____

3. What steps are required to delete an account with original budget information applied to it?

   _____

   _____

The answers are in *Appendix B*.

Assign Alternate Sequences

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 you choose. You can assign alternate sequences for a number of reasons, including:

- 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 direct the system to 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 enable your system to recognize alternate sequences for your cost code structures:

- You can assign alternate sequence category codes and/or alternate sequence cost code numbers manually to each line of a cost code structure after you create it.
- You can direct your system to assign alternate sequence category codes automatically when you create a new cost code structure.
- You can use a global update program to automatically assign alternate sequence category codes or alternate cost code numbers to an entire cost code structure after you create it.

Complete the following tasks to assign alternate sequences to a cost code structure:

❏ Assign a sequence manually

❏ Assign category codes automatically

❏ Assign category codes with global updates

See Also

- *Creating a Cost Code Structure (P510121)*

Understanding Alternate Sequences

When you assign your cost codes, you can imbed codes within them that provide meaning for whatever structuring and reporting purposes you require. For example, you can imbed codes within your cost codes that define the who, what, when, where, and so on, for each aspect of a job. You can then sequence your cost code structure on the basis of any of your imbedded codes. You can also sequence your cost code structure by manually assigning an alternate cost code number to each line item.

Example: Alternate Sequences

Assume 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 then define category codes that allow you to sequence your cost code structure on the basis of any of these imbedded elements. You can use the first three account level category codes to define alternate sequences.

The following graphic illustrates this structure.

5001 . X X X X X X X X . 1340

Category Code 1 ——————

Category Code 2 ——————
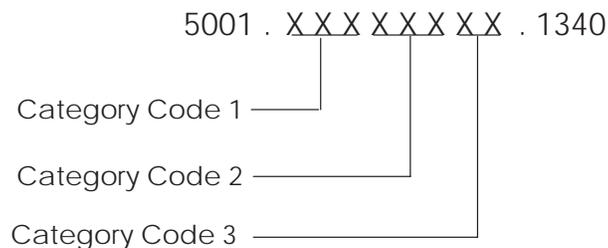
Category Code 3 ——————

The category codes define specific positions in your cost code. You can assign them so that they correspond to your imbedded codes. You can then arrange and view your 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 imbedded meaning 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 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 you specify for the alternate sequence category codes must be in the order of their position 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.

Consider the following accounts, sequenced alphanumerically.

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

Assume 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 you choose for your alternate cost code numbers.

You can then sequence 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

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 a Sequence Manually

From Job Cost (G51), choose Job & Budget Setup

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

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

Before You Begin

❑ You must define the alternate sequence category codes.

▶ **To assign a sequence manually**

On Account Master Sequences

4. Locate the job by completing the following field:

   - Job Number

5. Complete the following field:

   - Sequence

6. Complete one of the following optional fields for each line item:

   - Alternate Cost Code

   - Category Code 1 (Billing Code)

   - Category Code 2 (Area Code)

   - Category Code 3 (Location Code)

Field	Explanation
Subsidiary – Alternate	An alternate subsidiary account that allows you to comply with a regulatory chart of accounts, parent company requirements, or third party coding scheme.

Field	Explanation
Sequence Code	Controls the sequence of the accounts that are displayed.
	Valid codes are:
	Blank Cost code and cost type
	1 Category code 01
	2 Category code 02
	3 Category code 03
	A Alternate cost code

Processing Options for Account Master Sequences

```
DISPLAY DEFAULT OPTIONS:
1. Select the account sequence to          _____
   display:
   "1"   = Account Category Code 1
   "2"   = Account Category Code 2
   "3"   = Account Category Code 3
   "A"   = Alternate Cost Code
   Blank = Cost Code sequence

2. Enter the Cost Code range to display
   a. From Cost Code:                       _____
   b. Thru Cost Code:                       _____

3. Enter the Cost Type range to display:
   a. From Cost Type:                       _____
   b. Thru Cost Type:                       _____

FORMAT OPTION:
4. Enter a "1" to display detailed         _____
   heading entry and selection.
   Leave blank for simple heading.

EDIT OPTION:
5. Enter a "1" to suppress the edit of     _____
   G/L Category Codes against User
   Defined Codes.
```

Assigning Category Codes Automatically

From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Extended Job Master Revisions Sequences

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

Before You Begin

❏ You must define the alternate sequence category codes.

▶ **To assign category codes automatically**

On Extended Job Master Revisions

1. Locate the job by completing the following field:
   - Job Number

2. Complete the following optional fields:
   - Category Code 1 Selection
   - Category Code 2 Selection
   - Category Code 3 Selection

Field	Explanation
Category Code 1 Selection	Specifies the characters that the system selects from the cost code of an account to create category code 01 for that account. The system does this automatically when the account is added to the Account Master file (F0901). Since a cost code can be up to eight characters, the valid characters are 1-8. You use a plus sign (+) to specify an imbedded blank in a category code.
	For example, suppose you add accounts with the cost codes 03100, 05120, and 12100.
	• If you specify 123 in this field, the system selects positions one, two, and three from the cost codes. It creates the codes 031, 051, and 121 and assigns them to the respective accounts as category code 01.
	• If you specify 2+4, the system selects positions two and four from the cost codes and separates them with a blank. It creates the codes 3 0, 5 2, and 2 0 and assigns them to the respective accounts.
	• If you specfiy 678, the system selects positions six, seven, and eight from the cost codes. Since those positions do not exist for the cost codes that were added, category code 01 is blank for those accounts.
	If you do not want to use the automatic selection feature for any category code 01, leave this field blank.
	NOTE: This feature is also available in the processing options for Global Update – Alternate Sequence.
	. . . . *Form-specific information* . . . .
	The Category Code 2 Selection and the Category Code 3 Selection fields are used to specify the characters that the system selects from the cost code of an account to create category codes 02 and 03, respectively, for that account.

Assigning Category Codes with Global Updates

From Job Cost (G51), enter 27

From Technical Operations (G5131), choose Global Update Alternate Sequence

Run the Global Update - Alternate Sequence program.

To direct your system to automatically assign an alternate sequence to an entire cost code structure, after you create the cost code structure. The alternate sequence can be based on any of your alternate sequence category codes.

Before You Begin

❑ You must define the alternate sequence category codes.

Processing Options for Global Update–Alternate Sequence

```
UPDATE OPTIONS:
   Notes and examples are provided on
   the last screen.

1. Global Update G/L Category Code 1:          _____
   This will copy the selected digits
   of the Cost Code to G/L Category
   Code 1.  This is used by Job Cost
   Inquiry in Category Code 1 sequence.

2. Global Update G/L Category Code 2:          _____
   This will copy the selected digits
   of the Cost Code to G/L Category
   Code 2.  This is used by Job Cost
   Inquiry in Category Code 2 sequence.
3. Global Update G/L Category Code 3:          _____
   This will copy the selected digits
   of the Cost Code to G/L Category
   Code 3.  This is used by Job Cost
   Inquiry in Category Code 3 sequence.

4. Global Update Alternate Cost Code           _____
   This will copy the selected digits
   of the Cost Code to G/L Alternate
   Cost Code.  This is used by Job Cost
   Inquiry in Alternate Cost Code
   sequence.

NOTES & EXAMPLES:
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.
```

Processing Options

You can use the following processing options when you perform the tasks listed below:

- *Creating a New Cost Code Structure (P510121)*

- *Revising a Cost Code Structure (P510121)*

Processing Options for Original Budget Entry

```
DISPLAY DEFAULT OPTIONS:
1. Enter 1 to 5 characters for the          _____
   beginning of every Cost Type (6 digit
   Object).  The remaining characters
   will be displayed on the screen.
   For example, if 1 character is
   entered, 5 are displayed; if 2 are
   entered, 4 are displayed, and so on.
   This eliminates duplication where the
   beginning characters are the same.

2. Enter the Cost Code range to display:
   a. From Cost Code:                       _____
   b. Thru Cost Code:                       _____

3. Enter the Cost Type range to display:
   a. From Cost Type:                       _____
   b. Thru Cost Type:                       _____

4. Enter the account sequence to           _____
   display:
   "1"   = Account Category Code 1
   "2"   = Account Category Code 2
   "3"   = Account Category Code 3
   "A"   = Alternate Cost Code
   Blank = Cost Code sequence

CHART TYPE EDIT OPTIONS:
5. Enter a "1" to validate all changes      _____
   and additions against a specific
   Cost Code Master Chart Type.
   NOTE:  This will validate the fields
   in the Cost Code Master based on Data
   Item names stored in the User Defined
   Codes, system '51'/code 'ED'.

6. Enter the Cost Code Master Chart         _____
   Type to validate against.  The
   default is the "blank" Chart Type.
   (Valid only when using Option 5.)

7. Enter the lowest Level of Detail to      _____
```

edit against the Cost Code Master.
(Valid only when using Option 5.)

8. Enter the Cost Code range to check:
   (Valid only when using Option 5.)
   a. From Cost Code: _____
   b. Thru Cost Code: _____

9. Enter the Cost Type range to check:
   (Valid only when using Option 5.)
   a. From Cost Type: _____
   b. Thru Cost Type: _____

UNIT DISPLAY OPTION:
10. Enter a "1" to display units with   _____
    decimals. Leave blank to display
    units with no decimals.

CATEGORY CODE EDIT OPTION:
11. Enter a "1" to suppress the edit of   _____
    G/L Category Codes against the User
    Defined Codes.

FORMAT OPTIONS:
12. Enter a "1" to display the Speed   _____
    Budget Setup format. Leave blank
    for the Original Budget Entry
    format.
13. Enter a "1" to display detailed   _____
    heading entry and selection. Leave
    blank to display simple heading.

14. Enter a "1" to display the Budget   _____
    Unit Rate format. Leave blank for
    the Budget Amount screen format.

15. Enter a "1" to prevent changes to   _____
    the Workers Compensation field.

16. Enter a "1" to include inactive   _____
    accounts on the screen. Leave blank
    to exclude inactive accounts.

BUDGET UPDATE SELECTION:
17. Select how to update the budget: _____
    "1"   = Update current year only
    "2"   = Update all years
    Blank = Update selected year and
            future years
    NOTE: This option is valid only
    when F0902 balance records exist.

FIELD PROTECTION OPTION:
18. Select field protection: _____
    "1"   = To prevent Account Master
            fields from being changed.
    "2"   = To prevent changes to the
            Cost Code & Cost Type only.
    Blank = To allow updates to all
            fields.

BUDGET LEDGER TYPE SELECTION:
19. Enter the budget amount ledger type   _____
    to update. Leave blank (default) to
    update Ledger Type "JA".

20. Enter the budget unit ledger type
    to update. Leave blank (default) to
    update Ledger Type "JU".   _____

AMOUNT DISPLAY OPTION:
21. Enter a "1" to display amounts with   _____
    no decimals. Leave blank to display
    amounts with decimals.

Job Budgets

Objectives

- To create an original budget for a job or project
- To revise budget information
- To lock a budget

About Job Budgets

After you create the job master record and cost code structure for each of your projects and jobs, you can enter your budget information. Budget information includes the dollar amounts and/or units related to each line item account of a cost code structure.

For example, assume you are contracted to build a large regional airport. The airport is your project, and each subproject within it, such as the main terminal building, the automated baggage system, the airport access road, and so on, is a separate job. You set up a cost code structure and enter budget information for the accounts related to each job.

Each job can be divided into a number of work items, each of which can be broken down further into various tasks. For example, the work items related to the main terminal building job might include site work, concrete, masonry, and so on.

You enter the following budget information for the site-work work item.

Account Number	Description	UM	Budget Units	Budget Dollars
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

You can enter budget information for any of the accounts you track with your cost code structure. In addition, you can enter both unit and dollar amount budget information for any line item. For example, you can budget 1200 man-hours for labor on the paving and surfacing task. Each hour, or unit, of labor costs 18.00, so you can also enter a dollar amount budget of 21,600.00 for the line item.

In the above table, the UM column represents the units of measure for the budgeted units. They are:

- CY for cubic yards
- HR for hours
- LS for lump sum
- MH for man-hours
- LF for linear feet

Units of measure are user defined codes that can represent any units you choose.

You can enter budget amounts for any units you choose. A unit is anything that can be measured incrementally.

Budgets are classified as one of the following:

- Original
- Revised

Original budgets refer primarily to the amounts and quantities set up at the beginning of a project or job. However, original budgets are not date sensitive and can be changed at any time during the project or job. When you change original budget information, the system updates the amounts and quantities in the BORG (Budget Original) field of the Accounts Balances table. The system does not keep an audit trail record of changes to original budget information.

You can lock original budget information to prevent it from being changed. You must enter a change order to revise a locked budget. A budget that is changed in this way is a revised budget. You can use change orders to create an audit trail record of the individual changes to your original budget information.

In addition, when you lock a budget, the system keeps a record of the original amounts and quantities in the BORG field of the Account Balances table. This allows you to compare the revised budget with the original budget.

For example, assume you increase the original budget for subcontracts in the clearing and grading task of the site-work work item by 100,000.00. The system:

- Displays a new budget amount of 315,000.00 for the line item
- Changes the original budget in the BORG field from 215,000.00 to 315,00.00
- Does not create an audit trail record of the change

After you change the line item, you lock the budget.

Later in the job you make another change to the same line item. You can either unlock the budget and change the BORG amount, or you can create a change order to enter a budget revision. Assume you enter a budget revision for −65,000.00. The system:

- Displays a revised budget amount of 250,000.00 for the line item

- Retains a record of the original 315,000.00 budget in the BORG field of the Account Balances table

- Can create an audit trail record of the −65,000.00 change to the line item

Complete the following tasks:

❑ Work with an original budget

❑ Change an original budget

❑ Lock a budget

❑ Enter a budget revision

Work with an Original Budget

Working with an Original Budget

After you create the job master record and cost code structure for a job, you can enter original budget information. Budget information includes the dollar amounts and/or units related to each line item account of a cost code structure. You can enter budget information for any of the accounts you track with your cost code structure.

You can enter original budget information for a job by entering a new budget specific to the job. You can also copy the cost code structure and budget information from an existing job into a new job and then revise the cost code structure and budget information, as necessary. In addition, you can use a PC to enter your budget information and then copy the information into the Job Cost system.

Complete the following tasks:

❏ Enter an original budget

❏ Copy an existing budget

❏ Copy budget details from a PC

Before You Begin

❏ Set up your jobs

❏ Set up the cost code structures for your job or project

What You Should Know About

Budget ledgers   Original budget information is stored in the BORG (Budget Original) field of the Account Balances table.

You must define the budget ledgers you use for revised budgets in user defined codes 51/RB and 51/RU.

If you use additional ledger types for your budget information, you must also define them in the user defined code table 00/LT.

Note that any budget ledgers you include in table 00/LT are used in projected final calculations.

See *Understanding User Defined Codes for Job Cost (P00051)*.

See Also

- *Creating a Job Master Record (P510063)*
- *Creating a Cost Code Structure (P510121)*

Entering an Original Budget

From Job Cost (G51), choose Job & Budget Setup
From Job & Budget Setup (G5111), choose Speed Original Budget Entry

After you create the job master record and cost code structure for a job, you can enter original budget information. Budget information includes the dollar amounts and/or units related to each line item account of a cost code structure. You can enter original budget information for any of the accounts you track with your cost code structure.

► **To enter an original budget**

On Speed Original Budget Entry
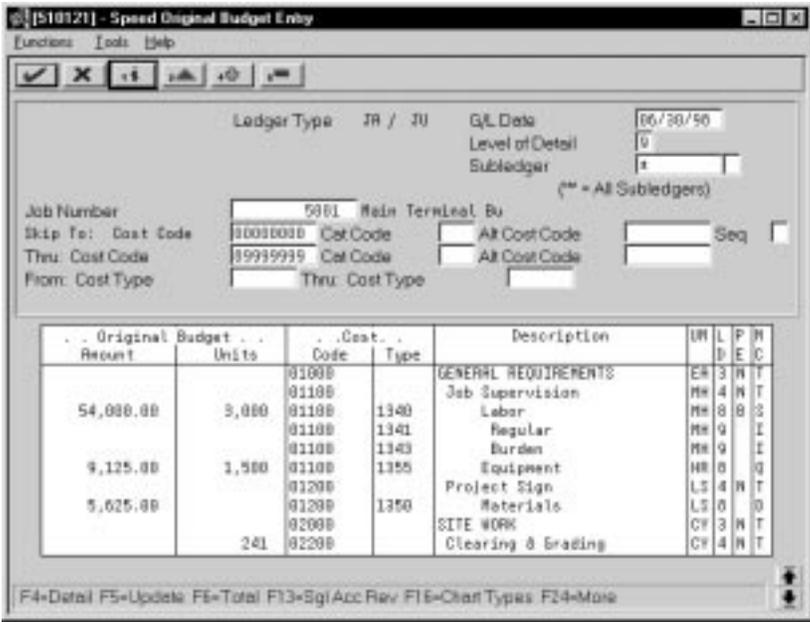
3. Complete the following field:

    •   Job Number

4. Complete the appropriate field for each line item:

    •   Original Budget Amount

    •   Original Budget Units

You can also enter original budget information using the Original Budget Entry program.

Field	Explanation
Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Amount – Original/Beginning Budget	The BORG data item maintains the original budget amounts and unit quantities for any ledger in the Account Balances file (F0902) that relates to budgeting.

What You Should Know About

Calculating budget amounts   A processing option in the Original Budget Entry and Speed Original Budget Entry programs allows you to calculate the original budget amounts by entering unit and unit rates.

Processing Options for Speed Original Budget Entry

```
DISPLAY DEFAULT OPTIONS:
1. Enter 1 to 5 characters for the            _____
   beginning of every Cost Type (6 digit
   Object).  The remaining characters
   will be displayed on the screen.
   For example, if 1 character is
   entered, 5 are displayed; if 2 are
   entered, 4 are displayed, and so on.
   This eliminates duplication where the
   beginning characters are the same.

2. Enter the Cost Code range to display:
   a. From Cost Code:                         _____
   b. Thru Cost Code:                         _____

3. Enter the Cost Type range to display:
   a. From Cost Type:                         _____
   b. Thru Cost Type:                         _____

4. Enter the account sequence to            _____
   display:
   "1"   = Account Category Code 1
   "2"   = Account Category Code 2
   "3"   = Account Category Code 3
   "A"   = Alternate Cost Code
   Blank = Cost Code sequence

CHART TYPE EDIT OPTIONS:
5. Enter a "1" to validate all changes       _____
   and additions against a specific
   Cost Code Master Chart Type.
   NOTE:  This will validate the fields
   in the Cost Code Master based on Data
   Item names stored in the User Defined
   Codes, system '51'/code 'ED'.

6. Enter the Cost Code Master Chart          _____
   Type to validate against.  The
   default is the "blank" Chart Type.
   (Valid only when using Option 5.)

7. Enter the lowest Level of Detail to       _____
   edit against the Cost Code Master.
   (Valid only when using Option 5.)

8. Enter the Cost Code range to check:
   (Valid only when using Option 5.)
   a. From Cost Code:                         _____
   b. Thru Cost Code:                         _____
```

9. Enter the Cost Type range to check:
   (Valid only when using Option 5.)
   a. From Cost Type: _____
   b. Thru Cost Type: _____

UNIT DISPLAY OPTION:
10. Enter a "1" to display units with   _____
    decimals. Leave blank to display
    units with no decimals.

CATEGORY CODE EDIT OPTION:
11. Enter a "1" to suppress the edit of   _____
    G/L Category Codes against the User
    Defined Codes.

FORMAT OPTIONS:
12. Enter a "1" to display the Speed   _____
    Budget Setup format. Leave blank
    for the Original Budget Entry
    format.
13. Enter a "1" to display detailed   _____
    heading entry and selection. Leave
    blank to display simple heading.

14. Enter a "1" to display the Budget   _____
    Unit Rate format. Leave blank for
    the Budget Amount screen format.

15. Enter a "1" to prevent changes to   _____
    the Workers Compensation field.

16. Enter a "1" to include inactive   _____
    accounts on the screen. Leave blank
    to exclude inactive accounts.

BUDGET UPDATE SELECTION:
17. Select how to update the budget: _____
    "1"   = Update current year only
    "2"   = Update all years
    Blank = Update selected year and
            future years
    NOTE: This option is valid only
    when F0902 balance records exist.

FIELD PROTECTION OPTION:
18. Select field protection: _____
    "1"   = To prevent Account Master
            fields from being changed.
    "2"   = To prevent changes to the
            Cost Code & Cost Type only.
    Blank = To allow updates to all
            fields.

BUDGET LEDGER TYPE SELECTION:
19. Enter the budget amount ledger type   _____
    to update. Leave blank (default) to
    update Ledger Type "JA".

20. Enter the budget unit ledger type   _____
    to update. Leave blank (default) to
    update Ledger Type "JU".

AMOUNT DISPLAY OPTION:
21. Enter a "1" to display amounts with   _____
    no decimals. Leave blank to display

amounts with decimals.

Copying an Existing Budget
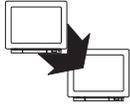
From Job Cost (G51), choose Job & Budget Setup
From Job & Budget Setup (G5111), choose Copy Similar Job

After you create the job master record for a job, you can copy an existing cost code structure and budget into the job. You can copy all of the accounts and budget information in an existing job or a specified range of accounts and their related budget information. You can then revise the cost code structure and budget information, as necessary.

▶ **To copy an existing budget**

On Copy Similar Job

1. Complete the following field for the job from which you want to copy information:

   • From Job Number

2. Complete one of the following fields for the job to which you want to copy information:

   • To Job Number (BU for Account Duplication)

   • To Type Business Unit

The system prompts you for additional information.

3. Complete the additional information.

   After the copy is complete, the system indicates the accounts that were created.

Field	Explanation
To Job Number	The "to" business unit to which you want to copy accounts. Use this field to copy accounts to a specific business unit.
Create Budgets (Y/N/O/S)	Specifies whether you want to copy the budget information along with the related accounts. Valid codes are: N No, do not copy the budget. This is the default code. O Yes, copy the original budget. S Yes, copy the original budget and a summary of the revised budget. This option adds together the original budget, period balances, and the balance forward amount. The result becomes the original budget for the new account. Y Yes, copy the revised budget. The original budget, period balances and balance forward for the new account will be exact duplicates of the old account.

What You Should Know About

Copying budget information
To copy budget information from an existing job, you must copy it at the same time you copy the related cost code structure information.

Copying Budget Details from a PC

From Job Cost (G51), choose Job Cost PC Interfaces

From Job Cost PC Interfaces (G5124), choose an option under PC Budget Upload

You can copy budget information from a PC into the Job Cost system after you create the job master record and cost code structure for the job.

▶ **To copy budget details from a PC**

1. Upload the budget file from the PC to the AS/400.

2. Configure the appropriate version of PC Budget Upload.

3. Run PC Budget Upload.

See Also

- *Transferring a Budget from PC to AS/400* in the *General Accounting I Guide*

Test Yourself: Copying Budget Details from a PC

1. What is the difference between a revised budget and an original budget?

   _____

   _____

2. Where are revised budgets and original budgets stored?

   _____

   _____

3. How do you require users to enter change orders in order to make budget revisions?

   _____

   _____

The answers are in *Appendix B*.

Change an Original Budget

Changing an Original Budget
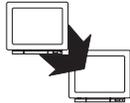
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Original Budget Entry

You can revise original budget information for an unlocked budget at any time. The system does not create an audit trail record of the changes.

Before You Begin

❑ Before you can make any changes to a locked original budget, you must unlock it. Verify the locked information in the Posting Edit field on the Job Master Revisions form for the job.

See Also

- *Locking a Budget (P510063)*

▶ **To change an original budget**

On Original Budget Entry

4. Complete the following field:

    • Job Number

5. Complete one or both of the following fields for each line item you want to change:

    • Original Budget Units

    • Original Budget Amount

You can also change original budget information using the Speed Original Budget Entry program.

Field	Explanation
Unit of Measure	A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can represent a barrel, box, cubic yard, gallon, an hour, and so on.

Field	Explanation
Level of Detail	The level of detail identifies the summary and detail accounts in the general ledger and controls the totaling on screens and reports. The following are true about levels of detail: • The valid codes are the numbers 1-9 from least detailed (1) to most detailed (9). • Level 1 is reserved for the company and level 2 is for the job (business unit). • In the Job Cost system, a cost code header, which does not have a cost type, can be a level from 3-7. Such an account has no relationship to a G/L account with the same level of detail. o A cost type account, which has both a cost code and cost type, can be a level 8 or 9. Such an account has a direct relationship to the G/L account at the same level. NOTE: Ideally, you reserve levels 8 and 9 in the general ledger for only job cost detail. However, if this is not possible, attempt to leave at least level 9. o A level of detail is a summary level for the related accounts at the levels below it. For example, an account with a level 3 can be a summary level for accounts that are level 4. o You do not need to use every level of detail. You can skip levels as long as you are consistent.
Method of Computation	The method the system uses to calculate the percent complete and the projected final cost and unit quantity for an account. It is a user defined code (system 51, type MC).

Field	Explanation
Posting Edit	A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are:

<table>
<tr><td>blank</td><td>Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.</td></tr>
<tr><td>B</td><td>Only allows posting to budget ledger types starting with B or J.</td></tr>
<tr><td>I</td><td>Inactive account. No posting allowed.</td></tr>
<tr><td>L</td><td>Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code.</td></tr>
<tr><td>M</td><td>Machine–generated transactions only (post program creates offsets).</td></tr>
<tr><td>N</td><td>Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.</td></tr>
<tr><td>S</td><td>Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table.
This code is not valid for budget entry programs.</td></tr>
<tr><td>U</td><td>Unit quantities are required for all transactions.</td></tr>
<tr><td>X</td><td>Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account.</td></tr>
</table>

See Also

- *Entering a Budget Revision (P510171)* to change a revised budget

Lock a Budget

Locking a Budget
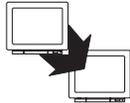
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Job Master Revisions

You can lock original budget information to prevent it from being changed. You must enter a budget revision to revise a locked budget. A budget that is changed in this way is a revised budget. You can create an audit trail of budget revisions.

In addition, when you lock a budget, the system keeps a record of the original amounts and quantities in the Original Budget field of the Account Balances table. This allows you to differentiate and compare the revised budget with the original budget.

▶ **To lock a budget**

On Job Master Revisions

6. Complete the following field:

   - Job Number

7. Complete the following field to lock or unlock the budget:

   - Posting Edit

Field	Explanation
Posting Edit – Business Unit	Controls whether you can post transactions to the general ledger for the job (business unit). Valid codes are: Blank Yes, you can post transactions. K Yes, you can post transactions. However, the original budget is locked and change orders are required for changes to the budget. N No, you cannot post transactions. Use this code for a job that is not started or is closed. The job closing program automatically assigns this code to all closed jobs. P No, you cannot post transactions, and the job can be purged.

Enter a Budget Revision

Entering a Budget Revision
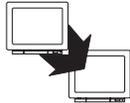
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Job Budget Revisions

You can revise budget information by entering a budget revision change order. This updates the budget without changing the original budget information in the Account Balances table. You can enter a change order for a dollar amount or a quantity.

You can enter budget revisions incrementally (+/−) or cumulatively to amounts or units. You can also enter incremental (+/−) or cumulative unit cost changes which are multiplied by the units to determine the budget amount.

There are three options to choose from for an audit trail. You can set a processing option to:

- Create an audit trail record of each revision to a budget. Audit trail records are recorded in the period in which you enter them.

- Choose not to create an audit trail record of your budget changes.

- Create a record of the total revised budget for each account by period.

For example, assume you enter five 1,000.00 budget revisions in the same period for an account with an original budget of 15,000.00. If you create an audit trail record in the Account Ledger table (F0911), the system:

- Stores a record of the original 15,000.00 budget in the Account Balances table

- Updates the revised budget amount for the account to 20,000.00

- Stores an audit trail record of each 1,000.00 budget revision for the period in which it was entered

If you do not create an audit trail record, the system:

- Stores a record of the original 15,000.00 budget in the Original Budget field of the Account Balances table

- Updates the revised budget amount for the account to 20,000.00

- Does not record any of the individual changes made to the account

Do not run the Repost Account Ledger program if you do not create an audit trail record. This can cause unpredictable results.

▶ **To enter a budget revision**

On Job Budget Revisions

The current balance column displays the revised budget balance. This is the sum of the original budget per line item plus or minus any budget revisions.

1. Complete the following fields:

- Job Number

- Thru Date/Period

2. Update the form.

3. To limit your selection, complete the following optional fields:

   - Skip To: Cost Code

   - Thru: Cost Code

   - Skip To: Cat Code

   - Thru: Cat Code

   - Skip To: Alt Cost Code

   - Thru: Alt Cost Code

   - From: Cost Type

   - Thru: Cost Type

   - Seq

4. To change budgeted amounts or units, complete one of the following fields for each line item:

   - This Change +/−

   - This Change Cumulative

5. To change a unit budget or to add specific reference or explanation information to audit trail record for a dollar or unit budget revision, access the detail area.
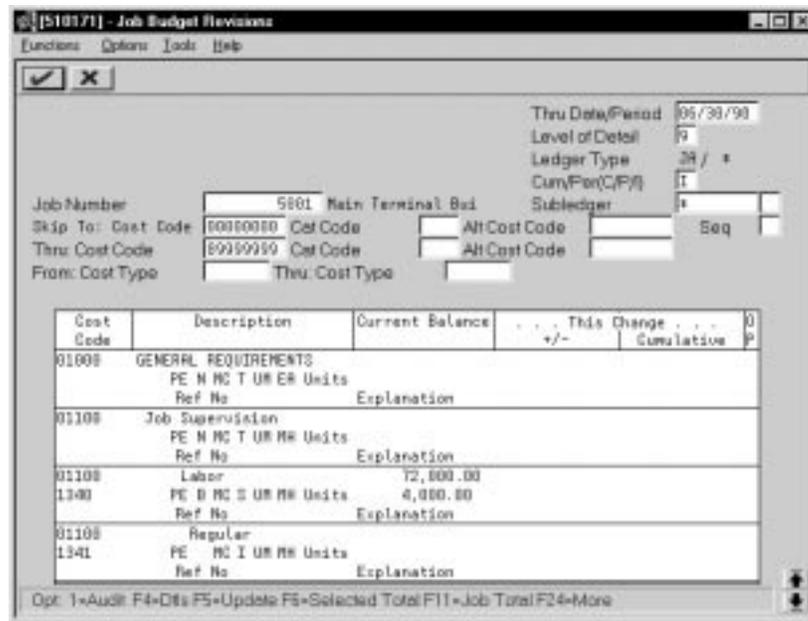
6. Complete one of the following fields for each line item amount or unit your want to change:

   - This Change +/−

   - This Change Cumulative

7. Compete the following fields for each line item to which you want to add reference or explanation information:

- Reference Number
- Explanation

Field	Explanation
Thru Date/Period	A number that identifies either the period number or date upon which you want to inquire. If you leave this field blank, the system uses the ending date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.
	NOTE: You must enter the appropriate date/period and update the screen prior to entering values.
Thru: Cost Type:	The cost type of the last account in the range of accounts you want displayed.
From: Cost Type:	The cost type of the first account in the range of accounts you want displayed.
Alt Cost Code:	The alternate cost code of the last account you want displayed.
Thru Reporting Code	The category code of the last account you want displayed.
Thru: Cost Code:	The cost code of the last account in the range of accounts you want displayed.
Sequence Code	Controls the sequence of the accounts that are displayed.
	Valid codes are: Blank Cost code and cost type 1 Category code 01 2 Category code 02 3 Category code 03 A Alternate cost code
Alt Cost Code:	The alternate cost code of the first account you want displayed.
Cat Code:	The category code of the first account you want displayed.
Alt Cost Code:	The cost code of the first account in the range of accounts you want displayed.
This Change	Positive or negative amount of current change order.
Amount – Cumulative Actual	The cumulative budget amount for this account for the specified thru date/period.

What You Should Know About

Combined Progress Entry   You can also enter a budget revision using the Combined Progress Entry program.

See *Entering Job Progress Information (P510211)* for more information about the Combined Progress Entry program.

See Also

See *Reposting the Account Ledger (P099102)* in the *General Accounting II Guide*.

Processing Options for Job Budget Revisions

```
DISPLAY DEFAULT OPTIONS:
1. Enter the account sequence to                    _____
   display:
   "1"   = Account Category Code 1
   "2"   = Account Category Code 2
   "3"   = Account Category Code 3
   "A"   = Alternate Cost Code
   Blank = Cost Code sequence (default).

2. Enter the Cost Code range to display:
   a. From Cost Code:                               _____
   b. Thru Cost Code:                               _____

DISPLAY DEFAULT OPTIONS:
3. Enter the Cost Type range to display:
   a. From Cost Type:                               _____
   b. Thru Cost Type:                               _____

FORMAT OPTIONS:
4. Enter a "1" to display detailed                  _____
   heading entry and selection.
   Leave blank for simple heading.

5. Enter a '1' to display the Selection             _____
   Exit field on the right side of the
   screen.  Leave blank to display it
   on the left.

DISPLAY OPTIONS:
6. Enter the primary Ledger Type to be              _____
   displayed.  (The fold area also
   displays the related units Ledger
   Type ending in a "U", unless the
   primary Ledger Type ends in a "U".)

7. Enter a "1" to display the Amount                _____
   ledger type in the fold when
   displaying the Units Ledger Type as
   the primary.  Default is no amount
   Ledger Type in the fold when the
   primary is units.

 8. To limit the account display to one             _____
```

      Method of Computation, enter that
      method here. Enter an asterisk
      ("*") to display all methods.

 9. Enter the Level of Detail for   _____
      accounts displayed. Leave blank for
      default Level of Detail "9".

DOCUMENT TYPE SELECTION:
10. Enter the Document Type to use for   _____
    the journal entries created. Leave
    blank to use type "JE".

AUDIT TRAIL SELECTION:
11. Select one of the following: _____
    "1"   = Create multiple Account
        Ledger records (F0911s).
    "2"   = Do not create F0911s.
    Blank = Create F0911s per period
        change.

EDIT OPTIONS:
12. Enter a "1" to bypass G/L date   _____
    editing. Leave blank to perform
    all G/L date edits.

Exercises

See the exercises for this chapter.

Test Yourself: Entering a Budget Revision

1. In what ways can you enter budget change amounts?

    _____

    _____

2. Where can you enter specific reference and explanation information?

    _____

    _____

The answers are in *Appendix B*.

Spread Budgets

Spreading Budgets
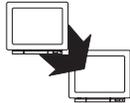
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Spread Job Budget to Periods

The work on some projects and jobs can continue for several years. You might need to spread the budget amounts for a project over more than one fiscal year. The Spread Budget program spreads the budget amount or units among accounting periods over the duration of the project.

You can:

- Use ledger types to represent different types of budgets

- Perform cost analysis between actual costs and budgeted amounts

- Perform cash flow forecasting by allowing amount or units to reflect the actual production time

- Rerun this program as many times as you need

When you spread units, the system changes the second character of the budget amount ledger type to a U. You cannot set up the source and destination ledger types to be the same ledger type.

The program spreads:

- Amounts or amounts and units

- Original budget amount (BORG), final budget amount and all changes (BORG + AN01 through AN14) or only changes (AN01 through AN14)

- Budgets over multiple fiscal years based on start date and finish date in the cost code schedule at the account or cost code header level or the job master level in the Account Master Extended Details table (F51901).

- A specific ledger type or all ledger types that you define in the user defined code Revised Budget (51/RB)

This program is a DREAM Writer. You can run this program in proof or final mode. It uses information from the following tables:

- Company Constant (F0010)

- Account Master (F0901)

- Account Balances (F0902)

- Fiscal Date Pattern (F0008)

- Account Master Extended Detail (F51901)

- User Defined Codes (F0005)

- Business Unit Master (F0006)

Before You Begin

❏ Set up fiscal date patterns

❏ Set up the destination ledger type in user defined code list 09/LT and 00/LT

❏ Set up start and end dates the Account Master Extended Detail or Business Unit Master (F0006) tables

Processing Options for Spread Job Budget to Periods

```
PROCESSING MDOE:
1. Enter 'P' for Preliminary or 'F' for      _____
   Final.  (DEFAULT is Preliminary.)
   WARNING - All account balances in the
   destination Ledger Types will be
   cleared and replaced when run in
   Final Mode.

LEDGER TYPE SELECTION:
2. Enter the source Ledger Type from         _____
   which to spread or leave blank to use
   Revised Budget Ledger Types (51/RB).

3. Enter the destination amount Ledger       _____
   Type to use for the spread budget.
   (Required Entry.)

4. Enter '1' if spreading budget units.      _____

SPREAD INSTRUCTIONS:
5. Enter one of the following as a           _____
   spread rule:
   1 - Spread Original Budgets and any
       changes to the budget.
   2 - Spread ONLY changes to the budget
   Leave blank to spread ONLY Original
   Budget.

FISCAL YEAR SELECTION:
6. Enter the century and year of the         _____
   balances to spread, or leave blank to     _____
   use the current fiscal century and
   year of the companies.
```

Job Schedules

Objectives

- To create a schedule for the tasks within your jobs
- To download schedule information from the Job Cost system to a PC scheduling tool

About 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 with the actual start and finish dates for each task.

If you schedule your jobs on a PC, you can download your Job Cost information to a PC using a PC scheduling tool, such as the Primavera Project Planner.

Complete the appropriate task:

❑ Set up job schedules

❑ Download job cost information

Set Up Job Schedules

Setting Up Job Schedules
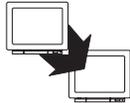
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Cost Code Schedule

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 with the actual start and finish dates for each task.

See Also

- *Downloading Job Cost Information (P5150)*

▶ **To set up job schedules**

On Cost Code Schedule

1. Complete the following field:

    • Job Number

2. Complete the following optional fields for each cost code:

    • Planned Start

    • Actual Start

    • Planned Finish

    • Actual Finish

3. Access the fold area.
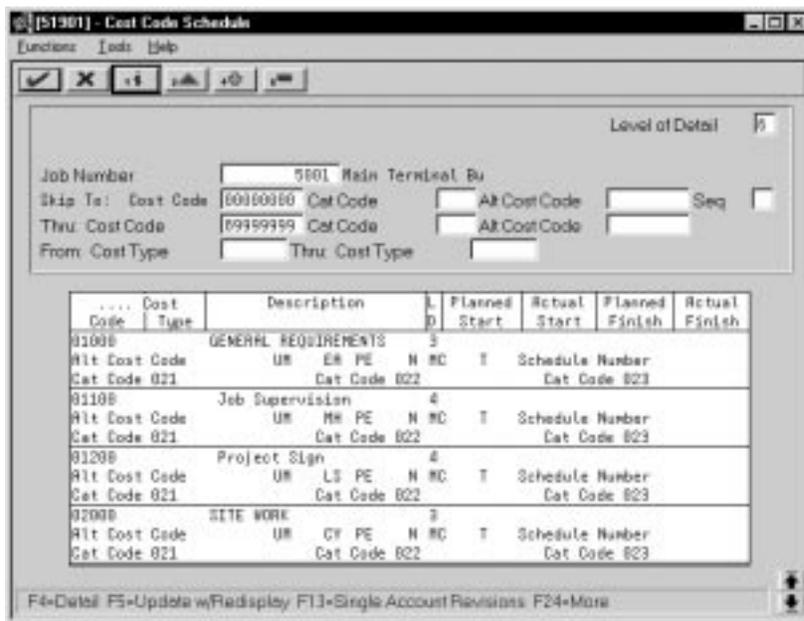
4. Complete the following field for each cost code:

    • Schedule number

5. Complete the following fields to establish the link to the PC:

    • Category Code 21

    • Category Code 22

    • Category Code 23

Processing Options for Cost Code Schedules

```
DISPLAY DEFAULT OPTIONS:
1. Enter 1 to 5 characters for the          _____
   beginning of every Cost Type (6 digit
   Object).  The remaining characters
   will be displayed on the screen.
   For example, if 1 character is
   entered, 5 are displayed; if 2 are
   entered, 4 are displayed, and so on.

2. Enter the Cost Code range to display:
   a. From Cost Code:                       _____
   b. Thru Cost Code                        _____

3. Enter the Cost Type range to display:
   a. From Cost Type:                       _____
   b. Thru Cost Type:                       _____

4. Select the account sequence to          _____
   display:
   "1"    = Account Code Category 1
   "2"    = Account Code Category 2
   "3"    = Account Code Category 3
   "A"    = Alternate Cost Code
    Blank = Cost Code sequence (default)

DISPLAY OPTIONS:
5. Enter a "1" to display detailed         _____
   heading entry and selection.
   Leave blank for simple heading.

6. Enter a "1" to display the "speed"      _____
   format (dates and cost code/type will
   be displayed on the left side).

DEFAULT OPTION:
7. Enter the override Level of Detail.      _____
   Leave blank to default the value from
   the data dictionary ('9').
```

Download Job Cost Information

Downloading Job Cost Information

After you create your cost code structures, you can create a chronological job schedule for the tasks within each job. You can set up your job schedules on your system, or you can download your cost code structure to a PC and use a PC scheduling tool, such as the Primavera Project Planner, to set up your job schedule. To do so, you must first link your system to the PC scheduling tool.

Complete the following tasks:

❑ Link to Primavera

❑ Download schedule information

Linking to Primavera

If you schedule your jobs on a PC using the Primavera Project Planner, you must set up the link between your cost code structure and the Primavera Project Planner.

The link between the Job Cost system and the Primavera Project Planner is described below.

Job Cost	Primavera
Business unit category codes 21, 22, or 23	Project
Schedule number or cost code	Activity
Cost type	Cost account
Account category codes 21, 22, or 23	Resource and resource designator

The information in the following table describes how to set up the link.

Project	You should designate business unit category code 21, 22, or 23 for the link. In the Category Code field on Category Code Revisions or Job Revisions by Company, enter the project IDs for the corresponding business units.

Activity	Use one of the following methods to set up the activity link:
	• Enter the activity ID in the first eight positions of the Schedule Number field for the corresponding cost code on the Cost Code Schedule form.
	• Set up the activity ID so that it is the same as the corresponding cost code. For example, cost code 02200 would correspond to activity ID 02200.
Cost account	If you use Primavera cost accounts, you must set up the cost account so that it is the same as the corresponding cost type. For example, cost type 1340 would correspond to cost account 1340.
Resource and resource designator	You should designate account master category code 21, 22, or 23 for the link. In the Schedule field on Cost Code Schedule, enter the information. The first eight positions of the field are for the resource ID and the remaining positions are for the resource designator.

Before You Begin

❏ Specify the category codes to use for your links in the processing options for the JDE to Primavera Download program

See Also

• The *Primavera Project Planner User's Guide*

Downloading Schedule Information
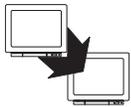
From Job Cost (G51), choose Job Cost PC Interfaces

From Job Cost PC Interfaces (G5124), choose JDE to Primavera Download

You can use a PC to set up your job schedules. After you set up the link between the Job Cost system and the Primavera Project Planner, you can download your cost code structure information to a PC. To do so, run the JDE to Primavera Download program.

When you run the JDE to Primavera Download program, the system creates a table that can be downloaded to a PC and imported into Primavera. The table contains the following through the date that the table was created:

• Project

- Activity

- Resource

- Resource designator

- Cost account

- Actual amounts and units

After you run the program, the Job Cost system can print a report that indicates what information has been downloaded. The system can also print a report showing accounts that could not be downloaded. You can use this information to identify and correct problems. You specify the report format in the processing options for the JDE to Primavera Download program.

See Also

- The *Primavera Project Planner User's Guide*

Processing Options for JDE to Primavera Download Module

```
FISCAL PERIOD SELECTION:
1. Enter the period ending date of the          _____
   fiscal period that you wish to
   download actuals for. Leave blank
   (default) to use the current fiscal
   period.

REPORT OPTION:
2. Enter a '1' to print an exception          _____
   listing showing all accounts for the
   job which are in error and will not
   be downloaded. Leave blank (default)
   to not produce the exception listing.

MAPPING INSTRUCTIONS:
3. Enter the Job category code that          _____
   contains the P3 Project ID (valid
   category codes are 21, 22, or 23).
   This information is required.

4. Enter the Account Master category          _____
   code that contains both the P3
   Resource ID and Resource Designator
   (valid category codes are 21, 22, or
   23).  This information is required.

5. Enter a '1' to use the Schedule          _____
   Number from the F51901 file as the P3
   Activity ID.  Leave blank (default)
   to use the JDE Cost Code.

6. Enter a '1' to use the JDE Cost Type          _____
   as the P3 Cost Account.  Leave blank
   (default) to not use the Cost
   Account.
```

Job Review

Objectives

- To locate a specific project or job
- To review the financial information associated with a project or job
- To track and identify problems within a project or job

About Job Review

You can review all of the information related to a project or job at any time during the progress of the work. You review jobs to:

- Determine where potential problems exist by focusing on projected budget and cost variances
- Monitor the progress of subcontracts and material commitments
- Identify financial errors, such as underestimating budget amounts
- Track and identify other problems within a project or job

You can then adjust your project or job, as necessary.

For example, assume you are contracted to build a large regional airport. The airport is your project, and each subproject within it, such as the main terminal building, the automated baggage system, the airport access road, and so on, is a separate job.

Each job can be divided into a number of work items. For example, the main terminal building job can be divided into work items including:

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

In addition, each work item can be further divided into a series of tasks. For example, the site-work work item can be divided into:

- Clearing and grading

- Sewer work

- Paving and surfacing

You can review the information related to each level of your cost code structure and then make schedule and budget changes, as necessary.

You also review the costs associated with the plumbing subcontractor working on the sewer-work work item and find that the actual costs are greater than the commitments. You can adjust the commitments to compensate for the extra costs.

You must first create a specific project or job in your system. You can then review the cost code structure information.

Complete the following tasks:

❏ Locate a project or job

❏ Work with a project or job

Locate a Project or Job

Locating a Project or Job

You must know the job number of a project or job in order to review it. If you do not know the job number, you can find it by locating the job by name or by the company to which it belongs.

Complete the following tasks:

- Locate a project or job by name
- Locate a project or job by company

Locating a Project or Job by Name

From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Job Name Search

If you do not know the job number, you can find it by locating the job by name.

▶ **To locate a project or job by name**

On Job Name Search
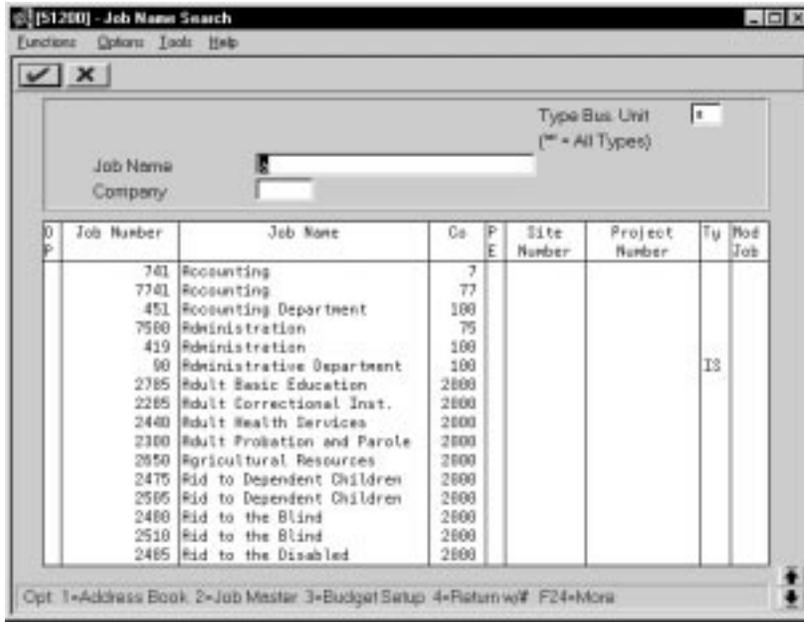
Complete the following field with the project or job name:

- Job Name

Field	Explanation
Description – Compressed	You can enter a compressed description for a job name search. The compressed description contains the alpha name without spaces, slashes, dashes, commas, and other special characters. You can do a name search using one or more characters in a name starting with the left-most character. The more characters you use the more specific the name search.

Processing Options for Job Name Search

```
COST CENTER TYPE SELECTION:
1. Enter a specific Cost Center Type          _____
   or '*' to display all Cost Center
   Types. The default type is blank.

DW VERSION FOR P510121:
2. Enter the Budget Setup DREAM Writer        _____
   Version number for the related
   Option  Key.  The default is
   "ZJDE0001".
```

Locating a Project or Job by Company

From Job Cost (G51), choose Job & Budget Setup
From Job & Budget Setup (G5111), choose Job Revisions by Company

If you do not know the job number, you can find it by locating the job by company.

▶ **To locate a project or job by company**

On Job Revisions by Company
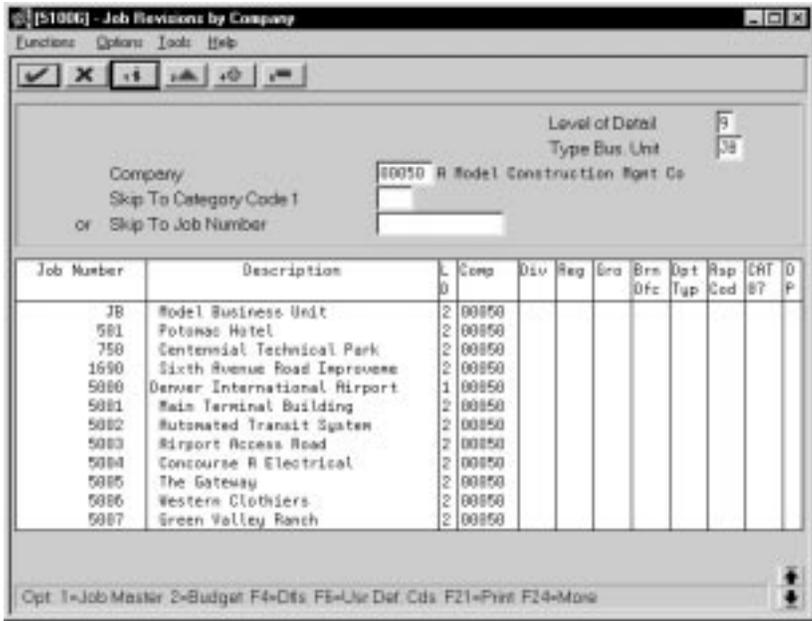
1. Complete the following field:

    • Company

2. Complete the following optional fields:

    • Level of Detail

    • Type Bus. Unit

    • Skip to Category Code 1

    • Skip to Job Number

Processing Options for Job Revisions by Company

```
DEFAULT OPTIONS:
1. Enter a default Business Unit                        _____
   ("B.U.") Type, or enter an asterisk
   ("*") to display all B.U. Types.
   Leave blank (default) to display
   B.U. Type ' ' (blank).

2. Enter a '1' to default a posting edit                _____
   code of 'N' to the Job G/L account
   when adding a new Job.  Leave blank
   to default a ' ' (blank) posting edit
   code (this account is used for Job
   Percent Complete).

DW VERSION SELECTION:
3. Enter the Budget Setup (P510121)                     _____
   DREAM Writer version for the related
   option selection exit.  The default
   is version 'ZJDE0001'.

EDIT OPTION:
4. Enter a '1' to issue a WARNING when                  _____
   a Job's Company is changed if the
   Job has accounts attached to it.
   Enter a '2' to issue an ERROR.
   Leave blank (default) for no edit.
```

Work with a Project or Job

Working with a Project or Job

You can review all of the information related to a project or job at any time during the progress of the work. When you review the information associated with a project, the information related to its subordinate jobs is included within it. You review projects and jobs to:

- Determine where potential problems exist by focusing on projected budget and cost variances

- Monitor the progress of subcontracts and material commitments

- Identify financial errors, such as underestimating budget amounts

- Track and identify other problems within a project or job

You can then adjust your projects or jobs as needed. In addition, you can review all of the supplemental information associated with your projects and jobs.

You can review such information as:

- Actual amounts and quantities

- Budget and commitment information

- Projected final amounts and quantities

- Percentage of completion information

- User defined budget ledger amounts and quantities

Actual amounts and quantities are date-sensitive values. Projected final amounts, quantities, and commitments are period-sensitive.

You can also review additional information for each line item, such as detailed account and transaction information, for your projects and jobs.

In addition, if you find financial information that is applied to an incorrect account, you can transfer it to the correct account.

Complete the following tasks:

- ❑ Review a project or job

❑ Review additional information

❑ Transfer account information

What You Should Know About

Sources of job cost information

The financial and statistical information related to your jobs can come from the following sources:

- Accounts Payable vouchers
- Contract Management progress payments
- Accounts Receivable invoices
- Equipment time billing and location billing
- General ledger journal entries and cost allocations
- Payroll time entry
- Inventory issues to jobs
- Purchase order receipts

Reviewing a Project or Job

From Job Cost (G51), choose Job Cost Inquiries

From Job Cost Inquiries (G5112), choose Job Status Inquiry

You can review all of the information related to a project or job at any time during the progress of the work using the Job Status Inquiry program. The Job Status Inquiry program provides:

- User defined columns that you can set up to calculate account balance information specific to your business needs.

- The ability to select specific ranges of cost codes, cost types, and category codes to review.

- The ability to sequence cost code structures by cost code, category code, or alternate cost code.

- Summarized account information per project or job.

- Formats that you can set up to group your user defined columns to suit your business needs.

- Paths that you can define to sequentially move through different formats

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

Before You Begin

❏ Set up the user defined columns, formats, and paths you use on Job Status Inquiry.

See Also

- *Defining Inquiry Columns (P51921)*
- *Defining Inquiry Formats (P5193)*
- *Defining Inquiry Paths (P51941)*

▶ **To review a project or job**

On Job Status Inquiry

3. Complete the following field to review a job:
   - Job Number

4. Complete the following fields to review a project:
   - Job Number
   - Project

5. Complete the following optional fields to select a cost code range:
   - Display From: Cost Code
   - Display Thru: Cost Code

6. Complete the following optional fields to select a cost type range:

   - Display From: Type

   - Display Thru: Type

7. Complete the following optional fields to select a category code range:

   - Display From: Cat Code

   - Display Thru: Cat Code

8. Complete the following optional fields to select an alternate cost code range:

   - Display From: Alt Cost

   - Display Thru: Alt Cost

9. Complete the following optional fields:

   - Level of Detail

   - Sequence

   - Activity

   - P/C/I

   - Days

   - Subledger

   - Subledger Type

10. Complete the inquiry column fields to select specific user defined columns.

11. Choose Formats to select a viewing format.

12. Choose Next Format on Inquiry Path to view the next format.

13. Choose Project Inquiry Details to review summarized account information per job in a project.

14. On Project Inquiry Details, review the account information.

Field	Explanation
Level of Detail	The level of detail identifies the summary and detail accounts in the general ledger and controls the totaling on screens and reports. The following are true about levels of detail:
	• The valid codes are the numbers 1-9 from least detailed (1) to most detailed (9).
	• Level 1 is reserved for the company and level 2 is for the job (business unit).
	• In the Job Cost system, a cost code header, which does not have a cost type, can be a level from 3-7. Such an account has no relationship to a G/L account with the same level of detail.
	o A cost type account, which has both a cost code and cost type, can be a level 8 or 9. Such an account has a direct relationship to the G/L account at the same level.
	NOTE: Ideally, you reserve levels 8 and 9 in the general ledger for only job cost detail. However, if this is not possible, attempt to leave at least level 9.
	o A level of detail is a summary level for the related accounts at the levels below it. For example, an account with a level 3 can be a summary level for accounts that are level 4.
	o You do not need to use every level of detail. You can skip levels as long as you are consistent.

Field	Explanation
Sequence Code	Controls the sequence of the accounts that are displayed.
	Valid codes are: Blank Cost code and cost type 1 Category code 01 2 Category code 02 3 Category code 03 A Alternate cost code
Activity Option	Limits the display of accounts to a specific condition. This field includes or excludes information from the Account Master and Account Balances tables (F0901 and F0902, respectively) based on prior and current activity. The description of the condition is displayed on the left side of the form above the account information.
	NOTE: The form displays header accounts related to the detail accounts that meet the condition in the Act field. This is true even if a header account does not seem to meet the same condition.
Cumulative, Period, or Inception	Specifies the type of totals that are displayed. Valid codes are: C Cumulative (year-to-date). I Inception-to-date (job-to-date). With this code, projected costs include all budgets, commitments, and actual costs. P Period (financial period-to-date)
Project Level Inquiry	Use this field to indicate whether you are inquiring on a single job or on a project that includes multiple jobs. 1 Indicates that you are inquiring on a project number. The information displayed is a consolidation of all of the jobs for the project number. 0 Indicates that you are inquiring on a single job. The information displayed is only for the job number you enter. blank Same as entering 0.
Days Prior to Date	The number of days prior to the date contained in the Thru Date/Period field. You can use this field to display information for an irregular period of time such as a five day workweek that occurs in the middle of a financial period. It relates only to actual amounts and unit quantities (ledger types AA and AU).
	NOTE: The Days field affects only columns with formulas that include code 10, 30, or 50. It has no effect on any other columns.

Field	Explanation
Amount – Inquiry Column 1	The first column of information on the Job Status Inquiry screen (P512000).
	NOTE: This is a generic description. However, you can assign a glossary item to the definition of a column from the Define Inquiry Columns screen (P51921). If such a definition is selected for the first column, this generic description is replaced with the glossary description.

What You Should Know About

Accessing additional information

You can select options in the Job Status Inquiry program to access other programs, including:

- The Account Ledger Inquiry program to display audit trail information for displayed totals
- The Cost Account Details program to display more details about a specific account
- The Contract Search program to search for contracts in the Contract Management system
- The Project Inquiry Details program to determine which jobs make up the balance being displayed
- The Account Ledger Inquiry — JE program to transfer or reclassify a journal entry
- The Account Balance by Subledger program
- The Revised Budget Account Balance program
- The Work Order Scheduling Workbench program

You can also use functions to access different programs from the Job Status Inquiry program, including:

- The Inquiry Formats Window to select a different inquiry format
- The Inquiry Paths Window to select a different inquiry path
- The Single Job Adjustments program for profit recognition purposes
- The Contract Search program in the Contract Management system
- The Change Request Search program in the Change Management system
- The Parent Work Order Inquiry program
- The Contract Search program in the Contract Billing system

Additional inquiry programs

In addition to the Job Status Inquiry program, you can use the following inquiry programs on the Job Cost Inquiry and Reports menu to review your project and job information:

- Cost Type Summary Inquiry — Use this program to review the budget and actuals for project or job by cost type.
- Original Budget Inquiry — Use this program to review the original budget information for a project or job.
- Daily or Weekly Comparisons — Use this program to compare transaction information in any two ledger types over a period of one to seven days.

Processing Options for Job Status Inquiry

```
DEFAULT DISPLAY OPTIONS:
1. Enter the account sequence to                    _____
   display:
   "1"   = Account Category Code 1
   "2"   = Account Category Code 2
   "3"   = Account Category Code 3
   "A"   = Alternate Cost Code
   Blank = Cost Code Sequence (default)

2. Enter the Cost Code range to display:
   a. From Cost Code:                               _____
   b. Thru Cost Code:                               _____

DEFAULT DISPLAY OPTIONS (Cont'd):
3. Enter the Cost Type Range to display:
   a. From Cost Type:                               _____
   b. Thru Cost Type:                               _____
   NOTE: Leave ranges blank to include
         all Cost Codes and Cost Types.

4. Enter a "1" to restrict inquiry to              _____
   the account ranges specified above.
   Leave blank to allow inquiry on
   all accounts.

DEFAULT DISPLAY OPTIONS (Cont'd):
5. To designate a default inquiry format
   or path, enter ONE of the following:
   a. The default inquiry FORMAT:                  _____
      -OR-
   b. The default inquiry PATH:                    _____

6. Enter "1" to display the account               _____
   number and Unit of Measure in the
   Description column.  Leave blank to
   display the account description.

DEFAULT DISPLAY (Cont'd):
7. Enter "1" to display the Level of              _____
   Detail in the last column.  Leave
   blank to display the Method of
```

```
      Computation.

DW VERSION SELECTION:
8. Enter the Scheduling Workbench
   (P48201) DREAM Writer version for
   the related option selection.
   Default is version "ZJDE0001".
```

Reviewing Additional Information for Job Cost
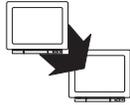
From Job Cost (G51), choose Job Cost Inquiries

From Job Cost Inquiries (G5112), choose Job Status Inquiry

You can review additional details per line item, such as detailed account information and the original source of the information per transaction. You can also review the status of line item commitments, subcontracts, and purchase orders.

▶ **To review additional information for job cost**

On Job Status Inquiry

1. Complete the following required field:

   • Job Number

2. Choose More Detail for a line item to review the account details.

3. On Cost Account Details, review the information per account.

4. Return to Job Status Inquiry.

5. On Job Status Inquiry, choose Audit for a line item to review the sources of the account information.
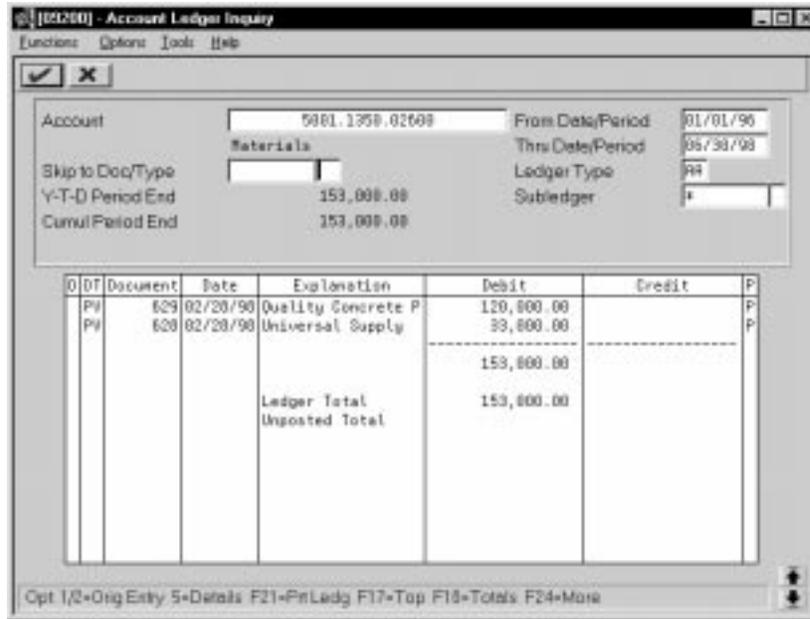
6. On Account Ledger Inquiry – JE, review the information for specific ledger types and time frames.

Transferring Account Information for Job Cost
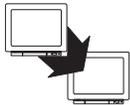
From Job Cost (G51), choose Job Cost Inquiries

From Job Cost Inquiries (G5112), choose Job Status Inquiry

If you find financial information that is applied to the incorrect account, you can transfer it to the correct account.

▶ To transfer account information for job cost

On Job Status Inquiry

1. Complete the following required field:

    *   Job Number

2. Choose Transfer for a line item.
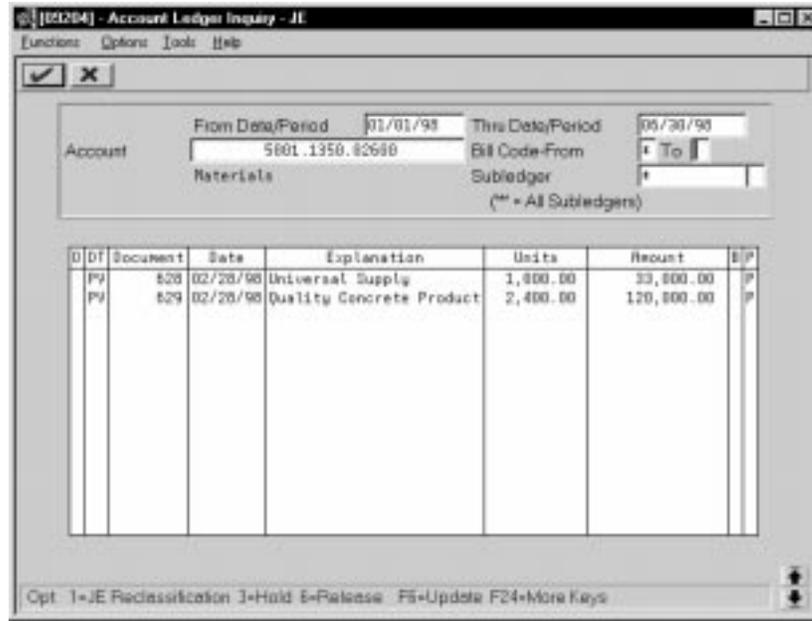
3. On Account Ledger Inquiry – JE, revise any necessary information.

4. Choose JE Reclassification for a line item.
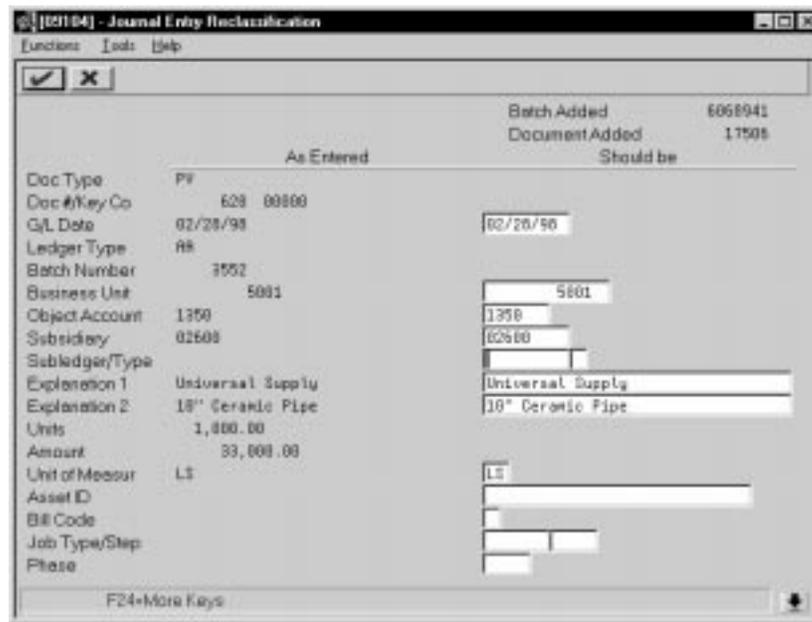
5. On Journal Entry Reclassification, revise any necessary information.

Exercises

See the exercises for this chapter.

Test Yourself: Reviewing a Project or Job

1. How could you display only those accounts related to payroll?

    _____

    _____

2. How do you display the total costs for all of the jobs within a project?

    _____

    _____

3. How can you review the details of a balance?

    _____

    _____

4. How can you view only the current year balances for a job or project?

    _____

    _____

5. How can you view last week's costs?

    _____

    _____

The answers are in *Appendix B*.

Periodic

Job Cost Reports

Objectives

- To assist in reviewing and managing Job Cost information

About Job Cost Reports

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

You can generate management summary reports to view the following types of information:

- Date-sensitive account balance information for a selected job. You can view the information by job or cost code or broken 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 detail reports to view the following types of information:

- Summary and detail financial information related to a specific job
- Detailed transaction information by account
- Detailed information regarding budget revisions for a specific job
- Detailed information related to subledgers associated with a specific job

You can use the FASTR Report Writer to create custom reports on job cost information.

Complete the following tasks:

- ❏ Print management summary reports
- ❏ Print job and account setup reports
- ❏ Print detail reports

See Also

- The *FASTR Guide* for more information on generating custom reports

Print Management Summary Reports

Printing Management Summary Reports

You can generate management summary reports to view 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 broken 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.

Complete the following tasks:

❏ Print Summary by Cost Code

❏ Print Job Cost Analysis

❏ Print Unit Cost Analysis

❏ Print Labor Cost Analysis

❏ Print Contract Analysis for Job Cost

❏ Print Period Trend Analysis

❏ Print Job Status

What You Should Know About

Additional report columns   You can include additional columns of information in many of these reports. Select the appropriate processing option for the Maximum Form Width field of 198 columns.

Printing Summary by Cost Code
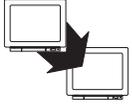
From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Summary by Cost Code

You can review date-sensitive account balance information for a specific job by cost code or cost type on the Summary by Cost Code report. The report includes the following details:

- Actual amounts
- Actual units
- Budget amounts
- Budget units
- Committed amounts
- Committed units
- Projected final amounts
- Projected final units
- Remaining to complete values
- Percentage of completion information

The following are examples of the Summary by Cost Code report.

J.D. Edwards & Company
Master Job Cost Report
As of - 06/30/98

5001 Main Terminal Building
    Bid Package #1
    Prime Contractor

Main Terminal Building
7699 N. Airport Blvd.
Denver

CO 80202

	Revised Budget	. . . Actual . . . Current	Todate	Remaining To Complete	. . % . . Spent	Comp	. . Projected . . Final	Over/Under	M C	Code
GENERAL REQUIREMENTS	89,625	3,171	12,134	77,491	13.5	13.5	89,625		T	01000
SITE WORK	1,361,875	7,638	322,896	1,043,879	23.7	23.6	1,366,776	4,901	T	02000
CONCRETE	626,850	2,679	8,211	618,639	1.3	1.3	626,849	1	1-T	03000
MASONRY	750,000	180,000	180,000	570,000	24.0	24.0	750,000		T	04000
METALS	360,000	100,000	100,000	260,000	27.8	27.8	360,000		T	05000
WOODS & PLASTICS	510,000	50,000	50,000	460,000	9.8	9.8	510,000		T	06000
THERMAL & MOISTURE PROTECTION	220,000	180,000	180,000	40,000	81.8	81.8	220,000		T	07000
DOORS & WINDOWS	855,000	600,000	600,000	255,000	70.2	70.2	855,000		T	08000
FINISHES	750,000	400,000	400,000	350,000	53.3	53.3	750,000		T	09000
SPECIALITIES	900,000			900,000			900,000		T	10000
EQUIPMENT	393,000	300,000	300,000	93,000	76.3	76.3	393,000		T	11000
FURNISHINGS	687,000	500,000	500,000	187,000	72.8	72.8	687,000		T	12000
SPECIAL CONSTRUCTION	1,000,000			1,000,000			1,000,000		T	13000
CONVEYING SYSTEMS	1,452,000	700,000	700,000	752,000	48.2	48.2	1,452,000		T	14000
MECHANICAL	1,237,000	500,000	500,000	737,000	40.4	40.4	1,237,000		T	15000
ELECTRICAL	1,297,000			1,297,000			1,297,000		T	16000
5001 Main Terminal Bu	12,489,350	3,523,488	3,853,241	8,641,009	30.9	30.8	12,494,250	4,900		

51412

J.D. Edwards & Company
Master Job Cost Report
As of - 06/30/98

5001 Main Terminal Building

Cost Type Summary

	Revised Budget	Actual Current	Actual Todate	Remaining To Complete	% Spent	Comp	Projected Final	Over/Under	M C	Code
Labor	136,500		136,500			42.5	136,500			1340
Regular		7,061	20,275	20,275-						1341
Premium		114	289	289-						1342
Burden		2,332	7,333	7,333-						1343
Materials	365,975	155,697	210,278	40,128	20.9		365,975			1350
Equipment	50,875	3,981	10,647				50,775	100-		1355
Subcontracts	11,936,000	3,510,000	3,659,000	8,282,000	30.7		11,941,000	5,000		1360
Cost Type Grand Totals	12,489,350	3,523,488	3,853,241	8,641,009	30.9		12,494,250	4,900		

Processing Options for Summary by Cost Code

```
DATE SELECTION:
1. Enter the As Of date on which to base          _____
   this report.  Leave blank (default)
   to use the current financial
   reporting date.

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

3. Enter a subledger type if you entered          _____
   a specific subledger above.

PRINT OPTIONS:
4. Specify the lowest account level of            _____
   detail to print (3 thru 9).

5. Enter "1" to print Cost Type Summary           _____
   (summary will be inception-to-date).

6. Enter "1" to print headings on every           _____
   page.

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

 8. Enter "1" to begin printing on a              _____
    new page for each job encountered.

 9. Enter "L" or "1" to print the long            _____
    form on 198 column paper.  Leave
    blank to print on 132 column paper.

10. Enter "1" to print the Cost Code and          _____
    a short description.  Leave blank
    to print the full description.

11. Enter "1" to print the Cost Code              _____
    title instead of the account title
    (used in Labor Cost Analysis).
12. Enter "1" to suppress the printing            _____
    of detail accounts with zero amounts
    (suppression is by level of detail).

CALCULATION SELECTION:
13. Select the unit cost calculation:             _____
    "1"  = Cost Type unit cost.
    "2"  = Cost Code header unit cost.
    "3"  = Cost Code units without
           unit cost.
    Blank = No units or unit cost.

14. Enter the Cost Type range for unit
    cost calculations:
    a. From Cost Type:                            _____
    b. Thru Cost Type:                            _____
```

Printing Job Cost Analysis

From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Job Cost Analysis

You can review date-sensitive account balance information for a specific job on the Job Cost Analysis report. The report includes the following details:

- Actual amounts
- Actual units
- Budget amounts
- Budget units
- Committed amounts
- Committed units
- Projected final amounts
- Projected final units
- Remaining to complete values
- Percentage of completion information
- Percentage of completion information

51412

J.D. Edwards & Company
Master Job Cost Report
As of - 06/30/98

5001 Main Terminal Building
   Bid Package #1
   Prime Contractor

Main Terminal Building
7699 N. Airport Blvd.
Denver

CO 80202

Planned Start Date 01/01/96
Actual Start Date 01/15/96
Planned Comp Date 12/19/98
Actual Comp Date
Other Date 5
Other Date 6

| | . . . . . Budget . . . . . | | | . PO/Contracts . . | | . . Actual . . . | | Remaining | . . % . . | | . . Projected . . | | M | |
	Original	Chg Orders	Revised	Total	Open	Current	Todate	To Complete	Spent	Comp	Final	Over/Under	C	Code
GENERAL REQUIREMENTS													T	01000
Job Supervision													T	01100
Labor	54,000	18,000	72,000					72,000			72,000		S	1340
Regular						2,024	5,888	5,888-					I	1341
Burden						641	2,077	2,077-					I	1343
Labor	54,000	18,000	72,000			2,665	7,965	64,035	11.1	11.1	72,000		T	1340
Equipment	9,125	2,875	12,000			506	1,472	10,528	12.3	12.8	12,000		Q	1355
Job Supervision	63,125	20,875	84,000			3,171	9,437	74,563	11.2	11.2	84,000		T	01100
Project Sign													T	01200
Materials	5,625		5,625				2,697	2,928	47.9	47.9	5,625		D	1350
Project Sign	5,625		5,625				2,697	2,928	47.9	47.9	5,625		T	01200
GENERAL REQUIREMENTS	68,750	20,875	89,625			3,171	12,134	77,491	13.5	13.5	89,625		T	01000
SITE WORK													T	02000
Clearing & Grading													T	02200
Equipment	4,750	525	5,275					5,275			5,275		Q	1355
Subcontracts	215,000		215,000	220,000	139,000		81,000	139,000	37.7	36.8	220,000	5,000	B	1360
Clearing & Grading	219,750	525	220,275	220,000	139,000		81,000	144,275	36.8	36.0	225,275	5,000	T	02200

Processing Options for Job Cost Analysis

DATE SELECTION:
1. Enter the As Of date on which to base   _____
   this report. Leave blank (default)
   to use the current financial
   reporting date.

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

3. Enter a subledger type if you entered   _____
   a specific subledger above.

PRINT OPTIONS:
4. Specify the lowest account level of   _____
   detail to print (3 thru 9).

5. Enter "1" to print Cost Type Summary   _____
   (summary will be inception-to-date).

6. Enter "1" to print headings on every   _____
   page.

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

 8. Enter "1" to begin printing on a   _____
    new page for each job encountered.

 9. Enter "L" or "1" to print the long   _____
    form on 198 column paper. Leave
    blank to print on 132 column paper.

10. Enter "1" to print the Cost Code and   _____
    a short description. Leave blank
    to print the full description.

11. Enter "1" to print the Cost Code   _____
    title instead of the account title
    (used in Labor Cost Analysis).
12. Enter "1" to suppress the printing   _____
    of detail accounts with zero amounts
    (suppression is by level of detail).

CALCULATION SELECTION:
13. Select the unit cost calculation: _____
    "1"   = Cost Type unit cost.
    "2"   = Cost Code header unit cost.
    "3"   = Cost Code units without
            unit cost.
    Blank = No units or unit cost.

14. Enter the Cost Type range for unit
    cost calculations:
    a. From Cost Type: _____
    b. Thru Cost Type: _____

Printing Unit Cost Analysis

From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Unit Cost Analysis

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

- Actual amounts
- Actual units
- Budget amounts
- Budget units
- Percentage of completion information
- Projected final amounts and units
- Projected over/under amounts and units

Job Cost

```
   514121                              J.D. Edwards & Company                    Page -             3
                                        Unit Cost Analysis                       Date -      10/26/98
                                        As of - 06/30/98


        5001 Main Terminal Building
             Bid Package #1
             Prime Contractor

        Main Terminal Building
        7699 N. Airport Blvd
        Denver
               CO  80202
```

	UM	Budget Units	Budget Amount	$/Unit	Actual Units	Actual Amount	$/Unit	Unit $ Var	% Comp	Projected Final	Projected Over/Under	M C
GENERAL REQUIREMENTS	EA											T
Job Supervision	MH											T
Labor	MH	4,000	72,000	18.00				18.00-		72,000		S
Regular	MH				256	5,888	23.00	23.00				I
Burden	MH					2,077						I
Labor	MH	4,000	72,000	18.00		7,965		18.00-	11.1	72,000		T
Equipment	HR	2,000	12,000	6.00	256	1,472	5.75	0.25-	12.8	12,000		Q
Job Supervision	MH		84,000			9,437			11.2	84,000		T
Project Sign	LS											T
Materials	LS		5,625			2,697			47.9	5,625		D
Project Sign	LS		5,625			2,697			47.9	5,625		T
GENERAL REQUIREMENTS	EA		89,625			12,134			13.5	89,625		T
SITE WORK	CY											T
Clearing & Grading	CY	241										T
Equipment	HR	200	5,275	26.38				26.38-		5,275		Q
Subcontracts	LS	1	1,215,000	000.00		81,000		000.00-	36.8	220,000	995,000-	B
Clearing & Grading	CY	241	1,220,275	063.38		81,000		063.38-	36.0	225,275	995,000-	T
Sewer Work	LF											T
Labor	MH	810	16,650	20.56				20.56-		16,650		S
Regular	MH				274	4,996	18.23	18.23				I
Premium	MH					93						I
Burden	MH					1,835						I
Labor	MH	810	16,650	20.56		6,925		20.56-	41.6	16,650		T
Materials	LF	7,590	345,350	45.50	3,400	153,000	45.00	0.50-	44.8	345,350		F
Equipment	HR	220	5,600	25.46	91	2,275	25.00	0.46-	41.4	5,501	100-	Q
Subcontracts	LS	1	1,165,000	000.00		68,000		000.00-	41.2	165,000	1,000,000-	B
Sewer Work	LF		1,532,600			230,200			43.2	532,501	1,000,100-	T

Processing Options for Unit Cost Analysis

```
DATE SELECTION:
1. Enter the As Of date on which to base          _____
   this report.  Leave blank (default)
   to use the current financial
   reporting date.

SUBLEDGER SELECTION:
2. Enter specific subledger, or enter an          _____
   asterisk ("*") for all subledgers.

3. Enter a subledger type if you entered          _____
   a specific subledger above.

PRINT OPTIONS:
4. Specify the lowest account level of            _____
   detail to print (3 thru 9).

5. Enter "1" to print Cost Type Summary.          _____
   This summary is inception-to-date.

6. Enter "1" to page skip and to print            _____
   headings on every page.

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

 8. Select the report heading format:             _____
    "1"  = Job address and who's who
           information.
    Blank = No job address information
            on the report heading.

 9. Enter "1" to print the Cost Code and          _____
    short description.  Leave blank to
    print the description only.

10. Enter "1" to use Cost Code Header             _____
    units for unit cost calculations.

11. Enter "L" or "1" to print the long            _____
    form on 198 column paper.  Leave
    blank to print on 132 column paper.

12. Enter "1" to suppress printing of             _____
    accounts with zero amounts.
    (Suppression is by level of detail).
```

Printing Labor Cost Analysis

From Job Cost (G51), choose Job Cost Reports
From Job Cost Reports (G5113), choose Labor Cost Analysis

You can review date-sensitive account balance information for labor accounts related to a specific job on the Labor Cost Analysis report. The report includes the following details:

You can review date-sensitive account balance information for labor accounts related to a specific job on this version of the report. The report includes the following details:

- Actual amounts
- Actual units
- Budget amounts
- Budget units
- Committed amounts
- Committed units
- Projected final amounts
- Projected final units
- Remaining to complete values
- Percentage of completion information

51412

J.D. Edwards & Company
Master Job Cost Report
As of – 06/30/98

5001 Main Terminal Building
Bid Package #1
Prime Contractor

Main Terminal Building
7699 N. Airport Blvd.
Denver CO 80202

	UM		Revised Budget	Actual Current	Actual Todate	Remaining To Complete	% Spent	% Comp	Projected Final	Over/Under	M C	Code
Labor	MH	Amount	72,000			72,000			72,000		S	01100 1340
		Units	4,000			4,000			4,000			
		Unit Cost	18.000			18.000			18.000			
Regular	MH	Amount		2,024	5,888	5,888-					I	1341
		Units		88	256	256-						
		Unit Cost		23.000	23.000	23.000						
Burden		Amount		641	2,077	2,077-					I	1343
Labor	MH	Amount	72,000	2,665	7,965	64,035	11.1	11.1	72,000		T	01100 1340
		Units	4,000			4,000			4,000			
		Unit Cost	18.000			16.009			18.000			
Labor	MH	Amount	16,650			16,650			16,650		S	02600 1340
		Units	810			810			810			
		Unit Cost	20.556			20.556			20.556			
Regular	MH	Amount		1,749	4,996	4,996-					I	1341
		Units		96	274	274-						
		Unit Cost		18.217	18.233	18.233						
Premium		Amount		93	93	93-					I	1342
Burden		Amount		576	1,835	1,835-					I	1343
Labor	MH	Amount	16,650	2,325	6,925	9,726	41.6	41.6	16,650		T	02600 1340
		Units	810			810			810			
		Unit Cost	20.556			12.007			20.556			

7–15

Processing Options for Labor Cost Analysis

```
DATE SELECTION:
1. Enter the As Of date on which to base          _____
   this report.  Leave blank (default)
   to use the current financial
   reporting date.

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

3. Enter a subledger type if you entered          _____
   a specific subledger above.

PRINT OPTIONS:
4. Specify the lowest account level of            _____
   detail to print (3 thru 9).

5. Enter "1" to print Cost Type Summary           _____
   (summary will be inception-to-date).

6. Enter "1" to print headings on every           _____
   page.

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

 8. Enter "1" to begin printing on a              _____
    new page for each job encountered.

 9. Enter "L" or "1" to print the long            _____
    form on 198 column paper.  Leave
    blank to print on 132 column paper.

10. Enter "1" to print the Cost Code and          _____
    a short description.  Leave blank
    to print the full description.

11. Enter "1" to print the Cost Code              _____
    title instead of the account title
    (used in Labor Cost Analysis).
12. Enter "1" to suppress the printing            _____
    of detail accounts with zero amounts
    (suppression is by level of detail).

CALCULATION SELECTION:
13. Select the unit cost calculation:             _____
    "1"   = Cost Type unit cost.
    "2"   = Cost Code header unit cost.
    "3"   = Cost Code units without
            unit cost.
    Blank = No units or unit cost.

14. Enter the Cost Type range for unit
    cost calculations:
    a. From Cost Type:                            _____
    b. Thru Cost Type:                            _____
```

Printing Contract Analysis for Job Cost

From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Contract Analysis

You can review financial information related to the subcontracts associated with your jobs on the Contract Analysis report. The report includes the following details:

- Budget amount

- Associated contract extended amount

- Invoiced amount

- Paid amount

- Retained amount

- Percent invoiced

- Percent retained

You can use a processing option to direct the system to include the supplier's full name and address on each page of the report.

```
434201                                    J.D. Edwards & Company                      Page      -        2
                                         Contract Summary - Job 5001                    Date      - 10/26/93
                                                                                        As of     - 06/30/98

         5001 Main Terminal Building
              7699 N. Airport Blvd.
              Denver
                            CO  80202

Vendor   ....Cost....   Sub    T
Number    Code   Type   Ledger Y    Vendor Name        Budget   PO/Contract     Invoiced    %      Paid        Retained      %
-------- ------- ------ ------- -   -----------------  -------- -----------  -------------- --- ------------- -------------- ---
   2250 12000    1360              Office Warehouse,   687,000.00   687,000.00   500,000.00  73                  50,000.00   10

   3480 02200    1360              Digger, Inc.      1,215,000.00   220,000.00    81,000.00  37   72,900.00       8,100.00   10

   4008 05000    1360              Allied Steel        360,000.00   360,000.00   100,000.00  28                  10,000.00   10

   4344 02600    1350              Venus Universal S   345,350.00    66,000.00

   5231 02800    1360              Bestway Paving      550,000.00   550,000.00

   6314 16000    1360              Great Southwest U 1,297,000.00 1,297,000.00

   6331 02600    1360              Atlantis Water an 1,165,000.00   165,000.00    68,000.00  41   61,200.00       6,800.00   10

   6349 03000    1360              Canadian Concrete   595,000.00   595,000.00

   6488 04000    1360              Stone Brothers      750,000.00   750,000.00   180,000.00  24                  18,000.00   10

   6496 06000    1360              Modern Millwork     510,000.00   107,000.00    50,000.00  47                   5,000.00   10

   6509 07000    1360              Eagle Insulation    220,000.00   220,000.00   180,000.00  82                  18,000.00   10

   6517 08000    1360              Northern Glazing    855,000.00   855,000.00   600,000.00  70                  60,000.00   10

   6525 09000    1360              Preferred Paintin   750,000.00   625,000.00   400,000.00  64                  40,000.00   10
```

Processing Options for Contract Analysis

```
PRINT OPTIONS:
1. Enter '1' to print the Job address.        _____
   Leave blank to omit it.

2. Enter '1' to suppress the printing of      _____
   budget information.

3. Enter '1' to suppress the totaling of      _____
   budget information.

4. Enter '1' to print the subledger          _____
   and subledger type.  Leave blank
   to omit them.

DATE SELECTION:
4. Enter the As Of date on which to base      _____
   the report.  Leave blank (default) to
   use the Financial Reporting date of
   Company "00000".  If no Financial
   Reporting date has been set up then
   today's System date will be used.
```

Printing Period Trend Analysis
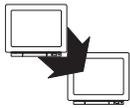
From Job Cost (G51), choose Job Cost Reports
From Job Cost Reports (G5113), choose Period Trend Analysis

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

- Budget amounts and units

- Actual amounts and units for selected intervals

- Rolling totals for the interval

- 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

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.

In addition, you can use processing options to compute different ratios for comparing period information.

51430   Page -   5
Date - 11/17/98
As of - 06/30/98

J.D. Edwards & Company
Period Trend Analysis Report

Cost Code	Cost Type	Description	Amount/ Units	Budget & Changes	06/02/98	06/09/98	06/16/98	06/23/98	06/30/98	Rolling Total	Rolling Average	Job To Date	% Spnt Cmpl / % Cmpl	Remaining	Projected Final	Over/Under
Cost Code. . .	02600															
02600			Amount										36.81			
02600	1340		Amount	16,650.00										16,650.00	16,650.00	
			Man Hour	810.00										810.00	810.00	
			Amt /MH	20.5555										20.5555	20.5555	
			Gain/Loss								330.00					
02600	1341		Amount		437.20		437.20	437.20	437.20	1,748.80	349.76	4,995.90-		4,995.90-		
			Man Hour		24.00		24.00	24.00	24.00	96.00	19.20	274.00		274.00-		
			Amt /MH		18.2166		18.2166	18.2166	18.2166	18.2166	18.2166	18.2332		18.2332		
02600	1342		Amount									93.36		93.36-		
02600	1343		Amount		149.32		143.82	143.83	139.07	576.04	115.20	1,835.19		1,835.19-		
02600	1350		Amount	345,350.00								153,000.00	44.30	192,350.00	345,350.00	
			Linear Fe	7,590.00								3,400.00	44.79	4,190.00	7,590.00	
			Amt /LF	45.5006								45.0000		45.9069	45.5006	
			JTD Phy %		44.3000	44.3000	44.3000	44.3000	44.3000	29,350.00	5,870.00					
			Gain/Loss						29,350.00							
02600	1355		Amount	5,600.00	200.00		200.00	200.00	200.00	800.00	160.00	2,275.48	41.36	3,225.48	5,500.48	99.52-
			Hour	220.00	8.00		8.00	8.00	8.00	32.00	6.40	91.00	41.36	129.00	220.00	
			Amt /HR	25.4545	25.0000		25.0000	25.0000	25.0000	25.0000	25.0000	25.0000		25.0037	25.0021	
			Per Phy %		3.6300		3.6300	3.6300	3.6300	14.5400	2.9000					
			JTD Phy %	30.4500	30.4500	30.4500	34.0800	37.7200	41.3600							
			Gain/Loss	100.00-					500.48	400.48	80.09	99.52-				
02600	1360		Amount	165,000.00								68,000.00	41.21	97,000.00	165,000.00	
			Lump Sum	1.00										1.00	1.00	
			Amt /LS	5,000.0000										7,000.0000	5,000.0000	
			JTD Phy %	41.2100	41.2100	41.2100	41.2100	41.2100	41.2100							
02600		02600	Amount	532,600.00	786.52		781.02	781.03	776.27	3,124.84	624.96	230,199.45	43.22	302,301.03	532,500.48	99.52-
			Square F	7,590.00								3,400.00	44.79	4,190.00	7,590.00	
			Amt /SF	70.1712								67.7057		72.1482	70.1581	

7–20

Processing Options for Period Trend Analysis

```
DATE SELECTION:
1. Enter the As Of date on which to base          _____
   the report.  Leave blank (default) to
   use the current financial reporting
   date.

2. Enter the number of days for each              _____
   interval.  Leave blank (default) to
   use 7 days (weekly report).

DETAIL PRINT SELECTIONS:
3. Enter a '1' to print unit rate based           _____
   on header units.  Leave blank to
   omit.

4. Enter a '1' to print detail units to           _____
   header units ratio.  Leave blank to
   omit.

5. Enter a '1' to print header units to           _____
   detail units ratio.  Leave blank to
   omit.

6. Enter a '1' to print period physical           _____
   percent which is a ratio of actual
   amount for the interval to projected
   final.  Leave blank to omit.

7. Enter a '1' to print Job To Date               _____
   physical percent which is a ratio of
   Actual Job To Date Amount for the
   interval to projected final.  Leave
   blank to omit.

8. Enter a '1' to print current period            _____
   gain or loss which is computed as a
   change in projected final amount
   within the interval range.  Leave
   blank to omit.

9. Enter a '1' to suppress ratio amounts          _____
   on accounts with no amounts/units.
   Leave blank to print all information.

PRINT OPTIONS:
10. Enter "1" to print the report on 198          _____
    column paper.  Leave blank to print
    on 132 column paper.
```

Printing Job Status

From Job Cost (G51), choose Job Cost Reports
From Job Cost Reports (G5113), choose Job Status Report

You can review date-sensitive account balance information for a job on the Job Status Report. You can use the processing option to determine how many

decimal places print on the report. This is the scaling factor. If you want to include ledgers on the report, you must set them up as columns on Job Status Inquiry. You can also sequence the report by subsidiary or object.

The report can include:

- Actual amounts
- Budget amounts
- Projects final amounts
- Ledgers
- Purchase order detail
- Acutal Detail
- Level of detail

There are two versions of this report. Use the processing options to select a predefined format to display various columns on the report.

512006
KIMMILLING

JDEdwards
Job Status Report
Engineer's Report

202P5000B Extend Chicken Process

Code / Order Number	Description	Supplier	Commitment Value	Order Final Cost	Anticipated Cost	Actual Cost	Budget w/o Budget	Remaining Budget	Contingency Remaining	Contingency
1	CIVILS		50,000			16,000			3,000	3,000
104	Ground Work			8,000	8,000		5,000	3,000-		3,000-
105	Floor			14,000	14,100		13,000	1,000-		1,000-
106	Walls			10,500	10,500		12,000	1,500		1,500
150	Specific Work			7,200	7,200		5,500	1,700-		1,700-
1	CIVILS		50,000	39,700	39,800	16,000	35,500	4,200-	3,000	1,200-
2	MECHANICAL		70,000						7,000	7,000
202	Heating and Ventilation			5,000	5,000		4,500	500-		500-
203	Pipe Serves			3,800	3,800		3,500	300-		300-
250	Cooking Equipment			42,300	42,300		40,000	2,300-		2,300-
251	Packing Equipment			18,700	18,700		20,000	1,300		1,300
2	MECHANICAL		70,000	69,800	69,800	16,000	68,000	1,800-	7,000	5,200
202P5000B	Extend Chicken Process		120,000	109,500	109,600	16,000	103,500	6,000-	10,000	4,000
202P5000B	Extend Chicken Process		120,000	109,500	109,600	16,000	103,500	6,000-	10,000	4,000
202P5000B	Extend Chicken Process		120,000	109,500	109,600	16,000	103,500	6,000-	10,000	4,000

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See Also

- *Setting Up Job Status Inquiry* for more information on setting up ledgers in inquiry formats

Processing Options for Job Status Report

```
DATE SELECTION:
1.  Enter the 'As of Date' on which to          _____
    base this report.  This is the
    'through' date for including data.

2.  Enter '1' to adjust the 'As of Date'        _____
    to period end. Leave blank (default)
    to use the actual 'As of Date'.

3.  Enter the Period Range to determine         _____
    the 'from' date:
    'I' = Inception to date
    'P' = Current Period
    'C' = Current Year Cumulative

LEDGER TYPE (F0911 COLUMN):
4.  Enter currency Ledger Type to use           _____
    for fixed format for F0911 column.
    Leave blank (default) to use "AA"
    (domestic).

PURCHASE ORDER DETAIL(F4311 COLUMN):
5.  Enter '1' to print Order Detail on          _____
    the report.  If left blank (default)
    Order Detail will not be printed.

6.  Enter '1' to include cancelled              _____
    purchase orders on the report.
    If left blank, cancelled orders
    will not be included.

PURCHASE ORDER DETAIL(F4311 COLUMN):
7.  Enter the minimum last status at            _____
    which a purchase order line must be
    for it to be included on the report.
    Leave blank (default) to include
    all purchase orders.
    NOTE:  This option can be used to
    exclude orders which are not yet
    approved.

JOB COST SEQUENCE:
8.  Enter '1' to print the report in            _____
    Job Cost Sequence (cost code
    displays).  If left blank (default)
    print the report in account
    sequence (cost type displays).

LEVEL OF DETAIL:
9.  Enter the Minimum Level of Detail           _____
    to print.  Enter '3' through '9' for
    detail.  Enter '1' for summary.
    Leave blank to default to 9.

COLUMN FORMAT SELECTION:
```

10. Enter the Format Name to use for
    the 4 variable columns (required).   _____

11. Enter the scaling factor for the   _____
    columns. For example, for '100' to
    print as '10', enter '.1'. This
    works like the multiplier in column
    definitions. Leave blank to use no
    scaling factor.

What You Should Know About Processing Options

Processing Option 10   Format name refers to the format that you setup on Job
                             Status Inquiry.

                             The report includes eight balance columns. You can use
                             this processing option to display columns 2, 4, 6, and 8.

Processing Option 11   When you enter a format name, the Purchase Order
                             Details, Actual Amount Details, and two variance columns
                             columns display.

                             The report includes eight balance columns. You can use
                             this processing option to display columns 1, 3, 5, and 7.

Print Job and Account Setup Reports

Printing Job and Account Setup Reports

You can generate a report displaying all of the jobs in your system. You can also generate a report displaying the accounts related to a specific job.

These are DREAM Writer reports.

Complete the following tasks:

❑ Print the Job Master List

❑ Print the Job Account Master List

Printing the Job Master List

From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Job Master List

You can review all of the jobs in your system on the Job Master List report. The information is taken from the Job Master table.

```
51006P                              J.D. Edwards & Company                          Page -        2
                                    Job Master List Detail                          Date - 11/15/98
                                         By Company

                          . . . . . . .Reporting Codes. . . . . .          PlanStrt PlanComp
                          Div Reg Grp Brn Mgr Sup Est 445 W/C Bnd  Project  Act Strt Act Comp            State    P
 Job Number  Description  Co  11  12  13  14  15  16  17  18  19  20  Number   Date 5   Date 6   Type  Tax Area  E
 -----------  ------------ ----  --- --- --- --- --- --- --- --- --- ---  ----------- -------- --------  ----  ---------- -
          JB Model Business Unit  00050                                                         FF
         501 Potomac Hotel        00050                                            04/15/98 08/01/99 FF   Virginia
             East Side Addition                                                    05/01/98                 47
             10% Retainage

         750 Centennial Technical Par 00050                              750 01/01/98 12/31/99 FF   Colorado
                                                                             01/01/98

        1690 Sixth Avenue Road Improv 00050                                  09/01/98 12/31/99 FF   Oklahoma
             4 Lane Existing Road                                            09/15/98
             Storm Sewer, Irrigation,

        5000 Denver International Air 00050                                  01/01/96 12/19/98 FF   Colorado   N
             Master Project                                                  01/15/96
             $2.7 Billion Budget

        5001 Main Terminal Building 00050                             5000 01/01/96 12/19/98 FF   Colorado
             Bid Package #1                                                  01/15/96
             Prime Contractor

        5002 Automated Transit System 00050                          5000 01/01/96 12/19/98 T&M  Colorado
             Agency Contract                                                 01/15/96
             Owners Representative

        5003 Airport Access Road    00050                            5000 01/01/96 12/19/98 UP   Colorado
             Bid Package #2                                                  01/15/96
             Prime Contract

        5004 Concourse A Electrical 00050                            5000 06/01/96 12/19/98 FF   Colorado
             First Tier Subcontract                                          06/01/96
             Bid Package #1

        5005 The Gateway           00050                             5000 06/01/96 12/19/98 DEV  Colorado
             4500 Acres                                                      06/01/96

        5006 Western Clothiers     00050                             5000 01/01/98 12/19/98 FF   Colorado
                                                                             02/01/98

        5007 Green Valley Ranch    00050                                                         FF   Colorado

        5008 Green Valley Ranch/Phase 00050                                                      FF   Colorado

        5009 Green Valley Ranch/Tract 00050                                                      FF   Colorado
             Phase I

        5010 Green Valley Ranch/Tract 00050                                                      FF   Colorado
             Phase I
```

Processing Options for Job Master List

```
PRINT OPTIONS:
1. Enter a '1' to print three lines of
   Job Description, Dates, and Job
   Category Codes 1 thru 20.  Leave
   blank (default) to print a one line
   summary by job.
```

Printing the Job Account Master List

From Job Cost (G51), choose Job Cost Reports

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

You can review all of the accounts that relate to a specific job on the Job
Account Master List report. The information is from the Account Master table.

```
  510901                        J.D. Edwards & Company                    Page  -       2
                                Account Master List                       Date  -  10/26/98
                                Job Cost Sequence


             5001 Main Terminal Buildin

   Cost    Cost                                     Account    L P M        Bil Are Loc Flr Alt Cost
   Code    Type            Description                 ID    UM D E C   Co  Ite Cod Cod Cod   Code
 -------- ------ ----------------------------------- -------- -- - - - ----- --- --- --- --- --------
  01000           GENERAL REQUIREMENTS               00024703 EA 3 N T    50
  01100           Job Supervision                    00024704 MH 4 N T    50
  01100   1340      Labor                            00024705 MH 8 B S    50
  01100   1341        Regular                        00024706 MH 9   I    50
  01100   1343        Burden                         00024707 MH 9   I    50
  01100   1355      Equipment                        00020934 HR 8   Q    50
  01200           Project Sign                       00024708 LS 4 N T    50
  01200   1350      Materials                        00024709 LS 8   D    50
  02000           SITE WORK                          00024710 CY 3 N T    50
  02200           Clearing & Grading                 00024711 CY 4 N T    50
  02200   1355      Equipment                        00024712 HR 8   Q    50
  02200   1360      Subcontracts                     00024713 LS 8   B    50
  02600           Sewer Work                         00024714 LF 4 N T    50
  02600   1340      Labor                            00024715 MH 8 B S    50
  02600   1341        Regular                        00024716 MH 9   I    50
  02600   1342        Premium                        00024717 MH 9   I    50
  02600   1343        Burden                         00024718 MH 9   I    50
  02600   1350      Materials                        00024719 LF 8   F    50
  02600   1355      Equipment                        00024720 HR 8   Q    50
  02600   1360      Subcontracts                     00024721 LS 8   B    50
  02800           Paving & Surfacing                 00024722 SF 4 N T    50
  02800   1340      Labor                            00024723 MH 8 B S    50
  02800   1341        Regular                        00024724 MH 9   I    50
  02800   1342        Premium                        00024725 MH 9   I    50
  02800   1343        Burden                         00024726 MH 9   I    50
  02800   1350      Materials                        00024727 LS 8   D    50
  02800   1355      Equipment                        00024728 HR 8   Q    50
  02800   1360      Subcontracts                     00024729 LS 8   B    50
  03000           CONCRETE                           00024730 LS 3 N T    50
  03000   1340      Labor                            00024731 MH 8 B S    50
  03000   1341        Regular                        00024732 MH 9   I    50
  03000   1342        Premium                        00024733 MH 9   I    50
  03000   1343        Burden                         00024734 MH 9   I    50
  03000   1355      Equipment                        00020931 HR 8   Q    50
  03000   1360      Subcontracts                     00024735 LS 8   D    50
  04000           MASONRY                            00024736 LS 3 N T    50
  04000   1360      Subcontracts                     00024737 LS 8   D    50
  05000           METALS                             00024738 LS 3 N T    50
  05000   1360      Subcontracts                     00024739 LS 8   D    50
  06000           WOODS & PLASTICS                   00024740 LS 3 N T    50
  06000   1360      Subcontracts                     00024741 LS 8   D    50
  07000           THERMAL & MOISTURE PROTECTION      00024742 LS 3 N T    50
  07000   1360      Subcontracts                     00024743 LS 8   D    50
```

Print Detail Reports

Printing Detail Reports

You can generate detail reports to view the following types of information:

- Summary and detail financial information related to a specific job
- Detailed transaction information by account
- Detailed information regarding budget revisions for a specific job
- Detailed information related to subledgers associated with a specific job

Complete the following tasks:

❑ Print Detail by Job

❑ Print Transaction Analysis

❑ Print Budget Revisions Detail

❑ Print Job Detail by Subledger

Printing Detail by Job
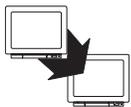
From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Detail by Job

You can review summary and detail financial information related to a specific job on the Detail by Job report. The report includes the following details for each account:

- Budget information
- Commitment information
- Actual cost information

J.D. Edwards & Company
Job Detail Report with Summary Page
(Showing all transactions and Co's)

5001 Main Terminal Building
Bid Package #1
Prime Contractor

Main Terminal Building
7699 N. Airport Blvd.
Denver

CO 80202

Cost Code	Cost Type	Do Ty	Document Number	G/L Date	Budget Units	Budget Amount	Contracts Units	Contracts Amount	Actual to Date Units	Actual to Date Amount	P C
01000											
01100											
01100	1340	JE	1913	Original Budget 06/30/98	3,000.00	54,000.00					P
			00050		1,000.00	18,000.00					
					4,000.00	72,000.00					
Regular	01100	1341									
	1	T2	160 LD063098	06/30/98					8.00	184.00	P
	1	T2	156 LD062698	06/26/98					8.00	184.00	P
	1	T2	156 LD062498	06/24/98					8.00	184.00	P
	1	T2	156 LD062298	06/22/9					8.00	184.00	P
	1	T2	152 LD061898	06/18/98					8.00	184.00	P
	1	T2	152 LD061698	06/16/98					8.00	184.00	P
	1	T2	148 LD061298	06/12/98					8.00	184.00	P
	1	T2	148 LD061098	06/10/98					8.00	184.00	P
	1	T2	148 LD060898	06/08/98					8.00	184.00	P
	1	T2	144 LD060498	06/04/98					8.00	184.00	P
	1	T2	144 LD060298	06/02/98					8.00	184.00	P
	1	T2	140	05/29/98					8.00	184.00	P

GENERAL REQUIREMENTS
Job Supervision
Labor
Hard Hat JE

Processing Options for Detail by Job

```
DATE SELECTION:
1. Enter the As Of date on which to base        _____
   this report.  Leave blank (default)
   to use the current financial
   reporting date.

COST CODE/COST TYPE RANGE SELECTION:
2. Enter the Cost Code range to print:
   a. From Cost Code:                           _____
   b. Thru Cost Code:                           _____

3. Enter the Cost Type range to print:
   a. From Cost Type:                           _____
   b. Thru Cost Type:                           _____

SUBLEDGER SELECTION:
4. Enter a specific subledger, or enter         _____
   an asterisk ("*") for all subledgers.

5. Enter a subledger type if you entered        _____
   a specific subledger above.

PRINT OPTIONS:
6. Enter a "1" to print the subledger           _____
   and subledger type.  Leave blank
   (default) to print no subledger or
   type.

7. Enter a "1" to print the Cost Type           _____
   and Cost Code Summary.
   NOTE:  This summary always represents
   posted, inception-to-date balances.
   Summary report totals may not match
   detail report totals.

8. Select one of the following to print:        _____
   "1"   = Current period and beginning
           balance.
   "2"   = Inception-to-date.
   "3"   = Current period only.
   "4"   = Year-to-date and beginning
           balance.
   Blank = Year-to-date; no beginning
           balance (default).

 9. Choose one of the following:                _____
    "1"   = Omit printing accounts with
            no budget transactions.
    "2"   = Print only accounts with
            current period actual
            amounts.
    "3"   = Print accounts with current
            period amounts but no budget
            amounts.
    Blank = Print all accounts
            (default).

10. Enter a "1" to print Committed Units        _____
    and Amounts on 198 column paper.
11. Enter a "1" to print the vendor             _____
    name on the commitment lines.
    Leave blank (default) to print
```

the commitment description.

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

13. Enter "D" (default) or leave blank to print detail records. Enter "S" or "1" to print summarized records. (This option checks for summarized records from the G/L Summarization.)   _____

14. Enter "1" to print both posted and unposted transactions. Leave blank (default) to print only posted transactions.   _____

15. Enter "1" to suppress printing Description Line 2, Reference 1, and Reference 2. Leave blank (default) to print them.   _____

16. Enter "1" to print budget change amounts from the Account Balances file (F0902). Leave blank (default) to print budget amounts from the Account Detail file (F0911).   _____

Printing Transaction Analysis

From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Transaction Analysis

You can review detailed transaction information by account on the Transaction Analysis report. The report includes the following details per account:

- 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

J.D. Edwards & Company
Transaction Analysis Report
All Ledger Types

Job Number . .   5001   Main Terminal Building

Cost Code/Typ	Description	G/L Date	Do Ty	Document Number	Supplier Number	Invoice Number	Purchase Order	Amount	Units	LT
	Equipment									
02600		06/26/98	T5	158				200.00	8.00	AA
02600		06/18/98	T5	154				200.00	8.00	AA
02600		06/10/98	T5	150				200.00	8.00	AA
02600		06/02/98	T5	146				200.00	8.00	AA
02600	Hard Hat JE	06/30/98	FP	1928				500.48	20.00	HA
02600	Hard Hat JE	06/30/98	JE	1913				500.00	20.00	JA
						Cost Type 1355	Equipment	1,800.48	72.00	
						Cost Code 02600	Sewer Work	68,175.32	1,848.00	
	Paving & Surfacing Labor									
02800		06/30/98	FP	1928				2,400.00	120.00	HA
02800	Hard Hat JE	06/30/98	JE	1913				2,400.00	120.00	JA
						Cost Type 1340	Labor	4,800.00	240.00	
	Regular									
02800		06/30/98	T2	160				437.20	24.00	AA
02800		06/22/98	T2	156				519.15	29.00	AA
02800		06/12/98	T2	148				437.20	24.00	AA
02800		06/04/98	T2	144				437.20	24.00	AA
						Cost Type 1341	Regular	1,830.75	101.00	
	Premium									
02800		06/22/98	T2	156				40.99		AA
						Cost Type 1342	Premium	40.99		
	Burden									
02800		06/30/98	T2	160				78.70		AA
02800		06/30/98	T3	161				7.54		AA
02800		06/30/98	T3	161				58.38		AA
02800		06/22/98	T2	156				100.83		AA
02800		06/22/98	T3	157				77.82		AA
02800		06/12/98	T2	148				78.70		AA
02800		06/12/98	T3	149				65.20		AA
02800		06/04/98	T2	144				78.70		AA
02800		06/04/98	T3	145				2.53		AA
02800		06/04/98	T3	145				68.09		AA
						Cost Type 1343	Burden	616.49		
	Equipment									
02800		06/30/98	T5	162				200.00	8.00	AA
02800		06/22/98	T5	158				225.00	9.00	AA
02800		06/12/98	T5	150				800.00	8.00	AA
02800		06/04/98	T5	146				800.00	8.00	AA

Processing Options for Transaction Analysis

```
LEDGER TYPE SELECTION:
 1. Enter the ledger type to be included          _____
    on the report.  Enter "*" for all
    ledger types.  Default of blank will
    print ledger type "AA".

DATE SELECTION:
 2. Enter the from date to include                _____
    items on the report.

 3. Enter the thru date to include                _____
    items on the report.  If left blank
    the system date will be used.

DOCUMENT TYPE SELECTION:
 4. Enter the Document type to include            _____
    on report. Leave blank for all types

SUBLEDGER SELECTION:
 5. Enter specific subledger or "*" for           _____
    all subledgers.  (See Option #6)

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

 7. Enter a "1" to print subledger and            _____
    subledger Type.  Leave blank for
    no subledger and type.

POSTED/UNPOSTED TRANSACTION OPTION:
 8. Enter "1" for Posted Transactions             _____
          "2" for Unposted Transactions
    Leave blank for default of all.

PRINT OPTIONS:
 9. Enter a "1" to print a balance                _____
    forward for each account.  Leave
    blank for no balance forward.

10. Enter a "1" to print the Vendor               _____
    name.  Leave blank to not print.
```

Printing Budget Revisions Detail

From Job Cost (G51), choose Job Cost Reports
From Job Cost Reports (G5113), choose Budget Revisions Detail

You can view the revised information for budgets from either the Account Balances table or the Account Ledger table on the Budget Revisions Detail report.

You must select information from the Account Balances table if you do not keep an audit trail for budget changes.

```
51540                              J.D. Edwards & Company                     Page    -     3
                                   Estimated Budget Revisions                 Date    - 10/27/98
                                    Detail Records - F0911                     As of   - 06/30/98


Company . . . . 00050        A Model Construction Mgmt Co
Job & Phase . .          5001 Main Terminal Building

     Cost    Cost                              Orig. Budget  Budget Changes  Accum. Changes Revised Budget   Number of
     Code    Type         Description            Estimate     This Month      To Estimate     Estimate        Changes
   -------- ------  ------------------------- --------------- --------------- --------------- --------------- ---------------
    01000            GENERAL REQUIREMENTS
    01100            Job Supervision
             1340       Labor                      54,000.00       18,000.00       18,000.00       72,000.00           1.00
             1341       Regular
             1343       Burden
                                               --------------- --------------- --------------- --------------- ---------------
             1340       Labor                      54,000.00       18,000.00       18,000.00       72,000.00           1.00
             1355     Equipment                     9,125.00        2,875.00        2,875.00       12,000.00           1.00
                                               --------------- --------------- --------------- --------------- ---------------
    01100            Job Supervision               63,125.00       20,875.00       20,875.00       84,000.00           2.00
    01200            Project Sign
             1350     Materials                     5,625.00                                        5,625.00
                                               --------------- --------------- --------------- --------------- ---------------
    01200            Project Sign                   5,625.00                                        5,625.00
                                               --------------- --------------- --------------- --------------- ---------------
    01000            GENERAL REQUIREMENTS          68,750.00       20,875.00       20,875.00       89,625.00           2.00
    02000            SITE WORK
    02200            Clearing & Grading
             1355     Equipment                     4,750.00          525.00          525.00        5,275.00           1.00
             1360     Subcontracts              1,215,000.00                                    1,215,000.00
                                               --------------- --------------- --------------- --------------- ---------------
    02200            Clearing & Grading       1,219,750.00          525.00          525.00    1,220,275.00           1.00
    02600            Sewer Work
             1340       Labor                      15,000.00        1,650.00        1,650.00       16,650.00           1.00
             1341       Regular
             1342       Premium
             1343       Burden
                                               --------------- --------------- --------------- --------------- ---------------
             1340       Labor                      15,000.00        1,650.00        1,650.00       16,650.00           1.00
             1350     Materials                   313,950.00       31,400.00       31,400.00      345,350.00           1.00
             1355     Equipment                     5,100.00          500.00          500.00        5,600.00           1.00
             1360     Subcontracts              1,165,000.00                                    1,165,000.00
                                               --------------- --------------- --------------- --------------- ---------------
    02600            Sewer Work               1,499,050.00       33,550.00       33,550.00    1,532,600.00           3.00
    02800            Paving & Surfacing
             1340       Labor                      21,600.00        2,400.00        2,400.00       24,000.00           1.00
             1341       Regular
             1342       Premium
             1343       Burden
                                               --------------- --------------- --------------- --------------- ---------------
             1340       Labor                      21,600.00        2,400.00        2,400.00       24,000.00           1.00
             1350     Materials                    15,000.00                                       15,000.00
             1355     Equipment                    20,000.00                                       20,000.00
             1360     Subcontracts                550,000.00                                      550,000.00
                                               --------------- --------------- --------------- --------------- ---------------
    02800            Paving & Surfacing          606,600.00        2,400.00        2,400.00      609,000.00           1.00
                                               --------------- --------------- --------------- --------------- ---------------
    02000            SITE WORK                 3,325,400.00       36,475.00       36,475.00    3,361,875.00           5.00
```

Processing Options for Budget Revisions Detail

```
DATE SELECTION:
1. Enter the As of Date for the report.      _____
   The default will be the end of the
   Financial Reporting period for
   company "00000".  If no Financial
   Reporting period exists for that
   company, today's date will be used.

BUDGET TOTAL SELECTION:
2. Enter a "1" to accumulate budget          _____
   change totals from summary records
   (F0902).  Leave blank to accumulate
   budget change totals from detail
   records (F0911).

LEDGER TYPE SELECTION:
3. Enter the specific Ledger Type, or        _____
   leave blank to accumulate all Budget
   Ledger Types.

LEVEL OF DETAIL SELECTIONS:
4. Specify the lowest account level of       _____
   detail to print (3 thru 9).

5. 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 (3 thru 9).
```

Printing Job Detail By Subledger

From Job Cost (G51), choose Job Cost Reports

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

You can view the detail and totals for job accounts by subledger and subledger type on the Job Detail by Subledger report. The information is taken from the G/L Account Ledger table.

```
51530                                    J.D. Edwards & Company                              Page    -      19
                                         Job Detail by Subledger                             Date    - 10/27/98
                                                                                             As of   - 06/30/98


Company. . . .  00050        A Model Construction Mgmt Co
Job & Phase. .          YARD     Yard
Address Number  00004005     A & D Parts Company

   Sub    Cost   Cost  Document Document Do        Invoice       Payment Contract
  Ledger  Code   Type    Date    Number Ty        Number        Number  Number      Description           Amount
-------- ------- ------ -------- ------- -- ------------------------ -------- -------- ------------------------ ---------------
Sub Ledger . .                  00003252
Subledger Type  W                Work Order Number
--------------- --------------- ------------------------------
00003252 110    8486   04/04/98     670 PV                                                 A & D Parts Company         127.50
                                                                                                                ---------------
                                                                              Work Order Number                          127.50

                                                                                                                ---------------
                                                                              00003252                                   127.50


Sub Ledger . .                  00003261
Subledger Type  W                Work Order Number
--------------- --------------- ------------------------------
00003261 140    8486   04/04/98     670 PV                                                 A & D Parts Company          36.00
                                                                                                                ---------------
                                                                              Work Order Number                           36.00

                                                                                                                ---------------
                                                                              00003261                                    36.00

                                                                                                                ---------------
                                                                              A & D Parts Company                        163.50
```

Processing Options for Job Detail by Subledger

```
DATE SELECTION:
1. Enter the As Of date for this report.          _____
   Leave blank (default) to use the
   Financial Reporting Date of Company
   "00000".  If no Financial Reporting
   Date has been entered, the system
   date will be used.

PRINT OPTION:
2. Enter a "1" or "Y" to omit printing            _____
   total headings before the printing
   of detail lines.  Leave blank to
   print all headings.
```

A8.1 (8/97)

Job Progress

Objectives

- To record quantities, percentages, estimates, and forecasts that relate to the progress of a job
- To use a method of computation to calculate a job's projected final quantities and amounts
- To estimate the percentage of completion for each of the tasks in a job
- To generate a worksheet on which to record job progress information

About Job Progress

You can enter information that the system uses to calculate the overall percentage of completion and projected final values for a job.

You can use projected final values to find areas of a job where cost and budget variances occurr. You can then adjust your job as needed. You can also use the percentage of completion and projected final values when you perform profit recognition for the job.

The system calculates the projected final values using a method of computation that you specify. You can choose from a number of different methods of computation. You assign a specific method of computation per line item of your cost code structure.

You can also generate a worksheet which you can take on-site to enter estimates of the percentage of completion information and relevant amounts and quantities for your jobs. You can then enter the information into your system and calculate your projected final values.

For example, 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.

The main terminal building job can be divided into a number of work items, each of which can be further divided into tasks. The work items include:

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

At the midpoint of your time schedule for the main terminal building job, you calculate the job progress. You generate a worksheet to take to the site and record the percentage of completion and relevant costs and quantities for each account. You then enter the information into your system and specify the methods of computation that you want to use. The system calculates the projected final value information for the main terminal building job.

Complete the following tasks:

❏ Understand methods of computation

❏ Work with job progress

Understanding Job Progress

You should understand the following topics that relate to job progress:

- Continuum of certainty
- Job cost ledger types

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% certainty. Ideally, your final budget should match the final values.

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

Continuum of Certainty
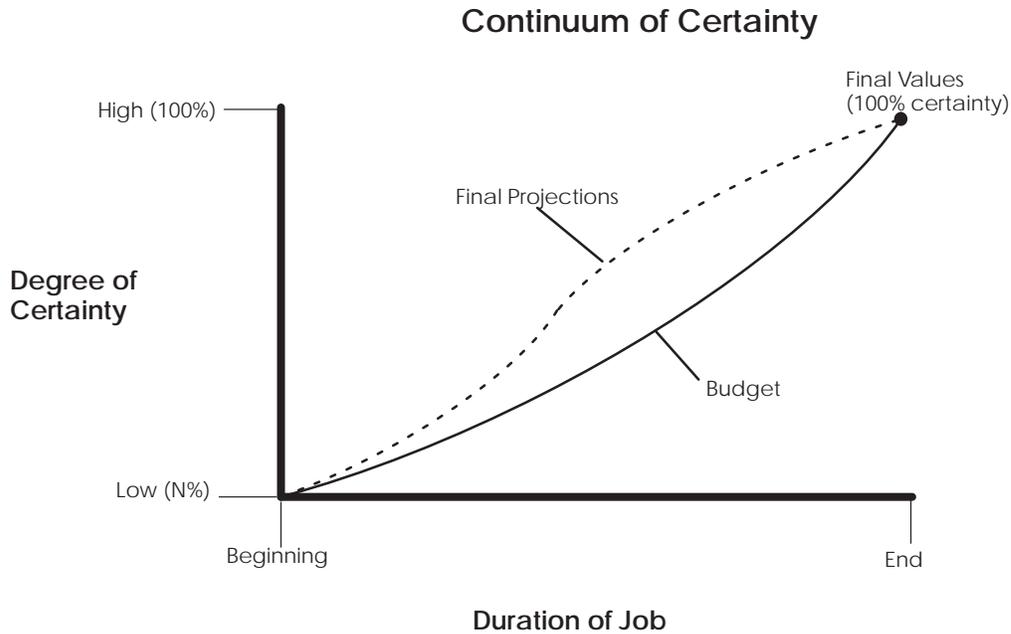
The graph shows the certainty of the projected final values and budget, relative to the actual final values and budget, over the course of a job.

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.

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.

Job Cost Ledger Types

The system calculates job progress from data stored in the Account Balances table (F0902). The ledgers in the Account Ledger table (F0911) can contain both amounts and quantities that support the information in the Account Balances table, including:

- 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 (system 09, type 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%	Percent of job complete.
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).

If you require additional budget ledger types to be included in the revised budget for your jobs, you can create user defined ledger types, which must be included in user defined codes tables 51/RB and 51/RU.

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

Understand Methods of Computation

About Methods of Computation

You can use the following methods of computation to calculate your job progress information:

- Method A (Account Budget - Forced)
- Method B (Buyout or Fixed Price Contracts)
- Method C (Percent Complete from Cost Code Header)
- Method D (Default)
- Method E (Estimate to Complete)
- Method F (Forced)
- Method G (Budget Default - Forced)
- Method I (Include)
- Method N (No Projection)
- Method O (Override)
- Method P (Percent Complete)
- Method Q (Quantities)
- Method R (Revenue - Unit Price Contract)
- Method S (Summary)
- Method T (Total)
- Method U (Remaining Unit Rate)
- Method V (Revenue - Absolute Value)

Each method of computation provides you with a different means of calculating job progress information. You should choose the method of computation that best suits your business needs.

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.

You can assign different methods of computation to each line item of a job. In addition, you can change the method of computation for a line item at any time during the job.

You can use the following table to determine which methods of computation are appropriate for each line item of your cost code structure. You can then select the best method to use based on your specific business needs.

Method of Computation Selection Table

Use the following criteria to determine a method of computation to use per line item

	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
Header Account	Y												Y		Y		
Detail Account		Y	Y					Y								Y	
Header or Detail Account				Y	Y	Y			Y	Y	Y	Y		Y			Y
How does the account affect detail budgets?																	
Drives Header Percentage Change to Detail													Y				
Forces Budget Equal to Actual	Y																
What is the best predictor available?																	
Contracts/Purchase Orders		Y															
Quantities – Unit Rate													Y	Y		Y	
Estimate Percentage Complete			Y							Y							
Forecast Over/Under Budget						Y	Y										
Estimate to Complete					Y												
What does the detail take from the header?																	
Percentage of Completion			Y														
Units/Quantities																Y	
Progress entry is not required.				Y													Y
Allow the system to select the best method?										Y				Y			
Is the sum total from the detail?														Y			
Is the account included in the summary?								Y									
No projections are desired.									Y								

Different methods of computation allow you to input information into different ledger types. The following table lists the ledger types that you can use for each method of computation.

Input Eligible Ledger Types by Method of Computation

Ledger Types	A	B	C	D	E	F	G	I	N	O	P	Q	R	S	T	U	V
AU – Actual Units	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F% – Percent of Completion						X	X			X	X			X			
FA – Amount Forced Over Budget						X	X			X				X			
FU – Quantity Forced Over Budget	X					X	X			X		X	X	X			
RA – Remaining Unit Rate																X	
HU – Projected Final Units				X													
HA – Projected Final Amount				X													

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

In addition, you can define a Threshold Percent Complete for each of your jobs. This percentage specifies the level of completion that each account must reach before the system uses the actual values in the calculation of final projections. Before the threshold is reached, the system uses the revised budget values for the projected final values for the account.

For example, if you define the Threshold Percent Complete for a job as 20%, the system calculates projected final values for accounts that are greater than or equal to 20% complete based on the actual values for each account. For accounts that are less than 20% complete, the system uses the revised budget values for each account.

Method of Computation Descriptions

Method A (Account - Forced)

You use Method A for a header account where 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.

When you choose Method A:

- The revised budget equals the actual amount for all of the accounts in the cost code range.

- The projected final values are determined by the method of computation at the detail level. At the header level, the projected final values are calculated like the default method (method D).

- The system stores budget adjustments in the IA/IU ledger.

For Method A, the following applies:

- You can enter actual units and force over/under units.

- You must use this method at the header level.

Method B (Buyout or Fixed Price Contracts)

You use Method B for a detail account that relates to contracts and non-inventory purchase orders. When you choose this method of computation:

- Projected final = actual + open commitments.

- If open commitments + actuals = zero, the revised budget equals the projected final values.

- Percent complete = (actual / projected final) x 100.

For Method B, the following applies:

- You can enter actual units.
- You must use this method at the detail level.

Method C (Percent Complete from Cost Code Header)

You use Method C for detail accounts for which percent complete amounts the system determines at the header account level. This eliminates the need to maintain that information for each detail account. When you choose this method of computation:

- Percent complete = the percent complete from the related header account.
- If the header percent complete is less than 100%, then the Projected final = actual / percent complete.
- If the header percent complete is equal to 100%, then the Projected final = actual.
- If the percent complete is less than the threshold percent complete, then the projected final calculations are the same as the default method (Method D).

For Method C, the following applies:

- You can enter actual units.
- You must use this method at the detail level.

Method D (Default)

You use Method D for both header and detail accounts. This is the default method if you do not specify a specific method per line item when you create the accounts. When you choose this method of computation:

- Projected final = the greater of the following:
  - Revised budget
  - Actuals + open commitments
- Percent complete = (actual / projected final) x 100

The system uses amounts first. If no amounts are found, the system uses units to calculate the percentage of completion.

For Method D, you can enter actual 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. Method E can also be used for cost and revenue accounts.

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, the system adds the value to the actual value to calculate the projected final value. The projected final value remains the same until you enter a new estimate to complete value.

For Method E, the following applies:

- You can enter estimate to complete.

- You can enter estimate at completion.

- You can enter actual units.

Method F (Forced)

You use Method F for both header and detail accounts for which you want to manually enter one of the following:

- Percent complete and projected final amount and quantity

- Projected amount and quantity that the project is over or under

If you do not enter the projected values that the project is over or under or the projected final values, the system calculates projected final information like the default method (Method D).

If you enter projected values that the project is over or under or projected final values, the projected final values equal the projected values the project is over or under plus the revised budget.

If the actual values exceed the new projected final values, the projected final values equal the actual values.

For Method F, the following applies:

- You can enter projected final units and amounts.

- You can enter projected over/under units and amounts.

- You can enter percent complete, but you cannot use it to calculate projections.

- You can enter actual units.

Method G (Budget Default – Forced)

You use Method G for revenue accounts. Method G is identical 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 that the project is over or under or projected final values, projected final values equal the revised budget values.

For Method G, the following applies:

- You can enter projected final units and amounts.

- You can enter projected units and amounts that the project is over or under.

- You can enter percent complete, but you cannot use it to calculate projections.

- You can enter actual units.

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 and within the same cost code. The system does not calculate the projected final and percent complete for such accounts. In conjunction with Method I, you must use Method S for the related header or detail account.

For Method I, the following applies:

- You must use it with Method S.

- You must use it at the detail level.

- You can enter actual units.

Method N (No Projection)

You use Method N for the header and detail accounts for which you do not want to calculate final projections. This eliminates the chance of error with duplicate projected final values when budgeting is done at the header level.

For Method N, the following applies:

- You can use it at the header or detail level.

- You can enter actual units.

Method O (Override)

You use Method O for both header and detail accounts and all input is allowed.

Method O can function like Methods D, Q, F, or P, depending on the information you provide. The following flowchart illustrates how the system determines which method to use.

Percentage of completion entered

No	Yes

Method Q ← No — Projected over or under amount or quantity not entered. Actual and budgeted quantities exist.

Projected over or under amount entered. Projected over or under quantity not entered. — Yes → Method F for projected amount. Method P for projected quantity.

Method Q ← Yes — Projected over or under quantity entered. Projected ove or under amount not entered.

Projected over or under quantity entered. Projected over or under amount not entered. — Yes → Method F for projected quantity. Method P for projected amount.

Method F ← Yes — Projected over or under amount entered. Projected over or under quantity not entered.

Projected over or under amount and quantity entered. — Yes → Method F

Method F ← Yes — Projected over or under amount and quantity entered.

Method P

Method D

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. When you choose this method of computation:

- 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.

- If the percent complete is greater than the threshold percent complete, then the actual cost / % complete = projected final cost.

- Actual units / % complete = projected final units.

For Method P, the following applies:

- You can enter actual units.

- You can enter percent complete.

Method Q (Quantities)

You use Method Q for both header and detail accounts in which progress is measured by unit quantity. When you choose this method of computation:

- Percent complete = (actual quantity / projected final quantity) x 100.

- If the percent complete is greater than the threshold, then the Projected final amount = actual amount / percent complete.

- Projected final units are calculated like Method F.

- If the actual amount is zero and the account percentage of completion is 100%, one of the following applies:

  - The projected final amount is the greater value of either the committed or budgeted amount.

  - If the account is a revenue account (the original budget is negative), the projected final amount is the lesser value of either the committed or budgeted amount.

- If the percent complete is less than the threshold, Method Q works like the default method.

For Method Q, the following applies:

- You can enter projected final quantity.

- You can enter projected quantities that the project is over or under.

- You can enter actual units.

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 budgets at the header level, the system revises budgets of detail accounts.

The system calculates the ratio of change in the quantity at the header level and automatically applies the percent change to the budget values for the related detail accounts. The system maintains new information for the revised budget in ledger type IA and IU.

For Method R, the following applies:

- You can enter actual units.

- You can enter projected final quantity.

- You can enter projected quantities that the project is over or under.

- The system uses the header level.

The user defined codes (system 51, type RB and system 51, type RU) identify which ledger types are included in the revised budget amount and quantity.

Header Accounts	For method R, projected final values are calculated like the default method.
Detail Accounts	Method R calculates the values in the detail accounts as follows: • New revised budget = old budget x ratio of change from the header account. • The system calculates projected finals based on the method of computation of the detail account.

Method S (Summary)

You use Method S to summarize amounts at a lower level of detail with Method I. The system summarizes only the actual, committed, and budgeted amounts. The system does not summarize unit quantities and any other information. This method is valid for an account that satisfies the following requirements:

- The account can be either a header or detail account.

- The account has a higher level of detail than the related accounts with Method I which you want to summarize together.

- The account must be within the same cost code as the accounts to be summarized into it.

After the accounts have been summarized, the system uses the same logic as Method O to process the information for the account with Method S.

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

For Method S, the following applies:

- All input must be at S lines.

- For Method I, you can enter the actual units.

Method T (Total)

You use Method T for a header account. The system calculates projections in the same manner as Method D.

When level of detail totals are present on reports and inquiries, you assigned Method T as the method of computation for the subtotal line.

For Method T, the following applies:

- You can enter actual units.
- You must use this method at the header level.

Method U (Remaining Unit Rate)

You use Method U for a detail account for which you want to calculate the remaining amount required to complete it. To do this, the system uses the remaining quantity from its related header account. You can enter the remaining unit rate. Method U calculates the following values:

- Remaining amount = remaining quantity x remaining unit rate
- Projected final = remaining amount + actual amount

You can use this method on both the Combined Progress Entry program and the Unit Rate Progress Entry program.

For Method U, the following applies:

- You can enter actual units.
- You can enter the remaining unit rate.
- You must use this method at the detail level.

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. Method V calculates the following values:

- Projected final = the greater of the absolute value of the revised budget, the absolute value of the actual plus the open commitments, or the absolute value of the actual.

For Method V you can enter actual units.

Work with Job Progress

Working with Job Progress

You can enter information that the system uses to calculate the overall percentage of completion and projected final values for a job.

You can use projected final values to locate where cost and budget variances occurr in a job. You can then adjust your job as needed. You can also use the percentage of completion and projected final values when you perform profit recognition for the job.

The system calculates the projected final values using a method of computation you specify. You can choose from a number of different methods of computation, depending on your business needs. You assign a specific method of computation per line item of your cost code structure.

You can also generate a worksheet which you can take on-site to enter estimates of the percentage of completion information and relevant amounts and quantities for your jobs. You can then enter the information into your system and calculate your projected final values.

In addition, 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.

Complete the following tasks:

- ❏ Generate a worksheet

- ❏ Enter job progress information

- ❏ Update the method of computation

- ❏ Recalculate job progress

Generating a Worksheet

To calculate projected final information, you must first estimate the progress information for each task in the job.

You can generate the following two reports to use as worksheets:

❏ Generate the Field Progress Report

❏ Generate the Projected Final Progress Report

Generating the Field Progress Report

From Job Cost (G51), choose Progress Entry and Reporting

From Progress Entry and Reporting (G5121), choose Field Progress Report

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.

```
    51432                                     J.D. Edwards & Company                        Page      -        3
                                              Labor Progress Report                         Date      - 10/28/98
As of      - 06/30/98


          5001 Main Terminal Building

. . Cost . .                              . . Budget . .              Units      %      . .Projected Final. .    M
  Code    Type    Description             Units   UM                In Place   Comp     Units        Amount     C
-------- ------ ----------------------------- ------------ --     ------------ ------ ------------ ------------  -
01000          GENERAL REQUIREMENTS            EA Last Reported -                                                T
                                                  New Estimates -
                                                                 ------------        ------------
01100           Job Supervision               MH Last Reported -                                                T
                                                  New Estimates -
                                                                 ------------        ------------
         1340     Labor               4,000.00 MH Last Reported -                     4,000.00    72,000.00 S
                                                  New Estimates -
                                                                 ------------ ------ ------------ ------------
         1341       Regular                    MH Last Reported -    256.00                                   I
                                                  New Estimates -
                                                                                                             -
         1343       Burden                     MH Last Reported -                                            I
                                                  New Estimates -
                                                                                                             -
         1355       Equipment          2,000.00 HR Last Reported -   256.00 12.80     2,000.00    12,000.00 Q
                                                  New Estimates -
                                                                 ------------        ------------
01200           Project Sign                  LS Last Reported -                                                T
                                                  New Estimates -
                                                                 ------------        ------------             -
         1350       Materials                  LS Last Reported -           47.94                  5,625.00 D
                                                  New Estimates -
                                                                 ------------
02000          SITE WORK                       CY Last Reported -                                                T
                                                  New Estimates -
                                                                 ------------        ------------             -
02200           Clearing & Grading      241.00 CY Last Reported -                      241.00                  T
                                                  New Estimates -
                                                                 ------------        ------------             -
         1355       Equipment            200.00 HR Last Reported -                     200.00      5,275.00 Q
                                                  New Estimates -
                                                                 ------------        ------------             -
         1360       Subcontracts           1.00 LS Last Reported -          36.82         1.00   220,000.00 B
                                                  New Estimates -
                                                                 ------------        ------------             -
02600           Sewer Work                     LF Last Reported -                                                T
                                                  New Estimates -
                                                                 ------------        ------------             -
         1340       Labor               810.00 MH Last Reported -                      810.00     16,650.00 S
                                                  New Estimates -
                                                                 ------------ ------ ------------ ------------ -
         1341       Regular                    MH Last Reported -    274.00                                    I
                                                  New Estimates -
                                                                                                             -
         1342       Premium                    MH Last Reported -                                            I
                                                  New Estimates -
                                                                                                             -
         1343       Burden                     MH Last Reported -                                            I
                                                  New Estimates -
                                                                                                             -
```

Processing Options for Field Progress Report

```
DATE SELECTION:
1. Enter the "As Of" date on which to          _____
   base this report.  Leave blank to use
   the current financial reporting date.

PRINT OPTIONS:
2. To print a specific subledger, enter        _____
   that subledger.  Enter an asterisk
   ("*") to print all subledgers.

3. Enter the subledger type if you             _____
   entered a specific subledger above.

4. Specify the lowest account level of         _____
   detail to print (3 thru 9).
5. Enter a "1" to start printing on a          _____
   new page whenever a new job is
   encountered.

6. Enter a "1" to page skip and to print       _____
   headings on every page.

7. Enter the date to print on the              _____
   report.  Leave blank to print the
   As Of date.  NOTE:  If you enter a
   date here, the report will still be
   based on the As Of date.

 8. Enter a "1" to print a total at the        _____
    end of each job.  Leave blank to
    print no job totals.

 9. Enter a "1" to print the Projected         _____
    Final.  Leave blank to print the
    Projected Over/Under.

10. Enter a "1" to print underlines for        _____
    entry fields based on the method of
    computation.  Leave blank to print
    underlines for all fields.

11. Enter a "1" to print budget and            _____
    actual amounts on 198 column width
    form.  Leave blank to print units
    only on 132 column width form.
```

Generating the Projected Final Progress Report

From Job Cost (G51), choose Progress Entry and Reporting

From Progress Entry and Reporting (G5121), choose Projected Final Progress Report

The Projected Final Progress Report shows the projected final values, and budgeted and actual amounts and quantities for the tasks in your job.

```
  514321                                    J.D. Edwards & Company                      Page      -      3
                                            Labor Progress Report                       Date      - 11/15/98
                                                                                        As of     - 06/30/98


       5001 Main Terminal Building

 . . .Cost. . .                             . . Budget . .              . .Job to Date. .   M  %    . Projected Final .
   Code   Acct       Description          Units    Amount  UM          Units     Amount    C Cmp    Units      Amount
 -------- ------ -------------------------- ---------- ---------- --  ---------- ------------ - --- ---------- ----------
 01000           GENERAL REQUIREMENTS                    EA Lst Rep:                         T
                                                            New Est:
                                                                       ----------           -     ----------

 01100           Job Supervision                         MH Lst Rep:                         T
                                                            New Est:
                                                                       ----------           -     ----------

          1340      Labor              4,000   72,000 MH Lst Rep:                            S       4,000     72,000
                                                          New Est:
                                                                       ----------           - --- ---------- ----------

          1341      Regular                          MH Lst Rep:        256      5,888       I
                                                          New Est:
                                                                                            - --- ---------- ----------

          1343      Burden                           MH Lst Rep:                 2,077       I
                                                          New Est:
                                                                                            - --- ---------- ----------

          1355      Equipment          2,000   12,000 HR Lst Rep:        256      1,472      Q  13   2,000     12,000
                                                          New Est:
                                                                       ----------           -     ----------

 01200           Project Sign                            LS Lst Rep:                         T
                                                            New Est:
                                                                       ----------           -     ----------

          1350      Materials                  5,625 LS Lst Rep:                 2,697       D  48              5,625
                                                          New Est:
                                                                       ----------           -

 02000           SITE WORK                               CY Lst Rep:                         T
                                                            New Est:
                                                                       ----------           -     ----------

 02200           Clearing & Grading      241             CY Lst Rep:                         T        241
                                                            New Est:
                                                                       ----------           -     ----------

          1355      Equipment            200    5,275 HR Lst Rep:                            Q        200      5,275
                                                          New Est:
                                                                       ----------           -     ----------

          1360      Subcontracts           1  215,000 LS Lst Rep:               81,000      B  37      1      220,000
                                                          New Est:
```

Processing Options for Projected Final Progress Report

```
DATE SELECTION:
1. Enter the "As Of" date on which to          _____
   base this report.  Leave blank to use
   the current financial reporting date.

PRINT OPTIONS:
2. To print a specific subledger, enter        _____
   that subledger.  Enter an asterisk
   ("*") to print all subledgers.

3. Enter the subledger type if you             _____
   entered a specific subledger above.

4. Specify the lowest account level of         _____
   detail to print (3 thru 9).
```

5. Enter a "1" to begin printing on a   _____
   new page whenever a new job is
   encountered.

6. Enter a "1" to page skip and to   _____
   print headings on every page.

7. Enter the date to print on the   _____
   report. Leave blank to print the As
   Of date on the report. NOTE: If you
   enter a date here, the report will
   still be based on the As Of date.

8. Enter a "1" to print a total for each   _____
   job. Leave blank to print no job
   totals.

9. Enter a "1" to print underlines for   _____
   entry fields based on the method of
   computation. Leave blank to print
   underlines for all fields.

Entering Job Progress Information

You can use the Job Cost system to generate a worksheet on which you can record your job progress information. You can then enter the information into your system and review it before you calculate your percentage of completion and projected final values.

Complete the following tasks:

- Enter job progress information
- Review job progress information

Entering Job Progress Information
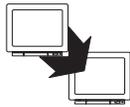
From Job Cost (G51), choose Progress Entry and Reporting

From Progress Entry and Reporting (G5121), choose Combined Progress Entry

You can generate a worksheet on which you can record your job progress information and then enter the information into your system.

▶   **To enter job progress information**

On Combined Progress Entry

1. Complete the following field to locate the job:

   - Job Number

2. Complete the following optional fields to select a specific account:

   - Cost Code
   - Cost Type
   - Thru Date/Period

3. Depending on the method of computation, complete the following optional fields per line item (some fields are not shown above):

   - Actual
   - Force +/−
   - Force Total
   - % Complete
   - Estimate to Complete
   - Estimate at Completion
   - Units (Entered on the first line designated by the Unit of Measure, UM, heading.)
   - Amount (Entered on the Amt line designated by the Unit of Measure, UM, heading.)
   - Unit Rate (Entered on the A/U line designated by the Unit of Measure, UM, heading.)

The method of computation determines the fields in which you can enter information per line item. See *Understand Methods of Computation*.

4. Toggle to Budget Change Order Entry.

5. Complete the following fields to adjust your budget units (entered on the appropriate column of the first line designated by the Unit of Measure, UM, heading):

   - Incremental
   - Cumulative

6. Complete the following fields to adjust your budget amounts (entered on the appropriate column of the Amt line designated by the Unit of Measure, UM, heading):

   - Incremental
   - Cumulative

You assign the budget ledger types in the processing options for Combined Progress Entry.

What You Should Know About

Combined Progress Entry fields

Input fields by line:

- Unit: This field represents the user-specified unit for the line item.
- Amt: This field represents the dollar amount for the line item.
- A/U: This field represents the dollar amount, per unit, remaining to complete work on the line item.

Actual: Enter the actual value for the line item.

Force +/−: Enter the value by which you want to change the line item.

Force Total: Enter the total value that you want the system to use in progress calculations for the line item.

% Complete: Enter the percentage of completion for the work related to the line item.

Estimate at Completion: Enter the total value that you want the system to use for progress calculations. For method of computation E only.

Estimate to Complete: Enter the value you want to add to the actual value to calculate new projected final values. For method of computation E only.

Unit Rate: Enter the rate per unit that you want to apply to remaining units to calculate projected final costs.

Incremental: Enter the value by which you want the budget to change for the line item.

Cumulative: Enter the total value to which you want the budget to change for the line item.

Inquiry Columns: The values in these fields are determined by a processing option.

See *Defining Inquiry Columns (P51921)* for more information on inquiry columns.

Field protection

You can use the JC01-99 AAIs to protect the Actual fields from being changed when the values associated with a line item can be affected by other systems, such as Accounts Payable and Payroll.

See *Defining AAIs for Job Cost (P00121)*.

Additional progress entry and reporting programs

In addition to the Job Status Inquiry program, you can use the following programs on the Job Entry and Reporting menu to enter job progress information:

- Projected Final Progress Entry — Use this program to enter projected final information related to a specific cost code in a job.
- Cost Code Progress Entry — Use this program to enter progress information by a cost code or range of cost codes within a job.
- Unit Rate Progress Entry — Use this program to enter unit amount progress information for a job.

Processing Options for Combined Progress Entry

```
DISPLAY DEFAULT OPTIONS:
1. Enter the account sequence to                    _____
   display:
   "1"   = Account Category Code 1
   "2"   = Account Category Code 2
   "3"   = Account Category Code 3
   "4"   = Alternate Cost Code
   "5"   = Major Cost Code Header
   Blank = Cost Code sequence.

2. Enter the Code Code range to display:
   a. From Cost Code:                               _____
   b. Thru Code Code:                               _____

3. Enter the Cost Type range to display:
   a. From Cost Type:                               _____
   b. Thru Cost Type:                               _____
   NOTE: Leave ranges blank to include
         all Cost Codes and Cost Types

AUDIT TRAIL SELECTION:
4. Select one of the following:                     _____
   "1"   = Create audit trail records
           (F0911s) for every change.
   "2"   = Do not create F0911s.
   Blank = Create F0911s summarized by
           G/L Date.

5. Designate an inquiry format:                     _____

6. Identify Budget Ledgers:
   Enter up to two Budget Ledgers to
   be updated.
   a. Budget Ledger One                             _____
   b. Budget Ledger Two                             _____
   NOTE: If Both Ledgers are blank,
         Budget processing will not work

7. Enter a "1" to display units with                _____
   decimals.  Default is no decimals.
```

8. Enter a "1" to bypass G/L date
   editing. Leave blank to perform   _____
   all G/L date edits.

9. Enter a "1" to prevent changes to   _____
   the Method of Computation field.

From Job Cost (G51), choose Job Cost Inquiries & Reports
From Job Cost Inquiries & Reports (G5112), choose Job Status Inquiry

Reviewing Job Progress Information

After you enter the information into your system, you can review it before you
calculate your percentage of completion and projected final values.

▶ To review job progress information

On Job Status Inquiry

1. Complete the following field to locate the job:

    • Job Number

2. Review and update the information as needed.

Updating the Method of Computation

From Job Cost (G51), choose Progress Entry and Reporting
From Progress Entry and Reporting (G5121), choose an option under the
Progress Entry heading

Final projections are calculated using a method of computation you choose. The
system provides you with a number of different methods of computation to
meet your specific business needs.

You can change the method of computation you use for each line item of your
cost code structure.

You can also change the method of computation for all of the accounts in a cost
code structure at once by running the Method of Computation Update program
on the Technical Operations menu.

▶   **To update the method of computation**

On any Progress Entry form

1. Complete the following field to locate the job:

   • Job Number

2. Complete the following field per line item:

   • Method of Computation

Processing Options for Method of Computation Update

```
MOC SELECTION:
1. Enter the new Method of Computation
   for update to the Account Master            _____
   file (F0901).

   NOTE:  Be sure to limit the records
   selected for update through DREAM
   Writer Data Selection.
```

Recalculating Job Progress

From Job Cost (G51), enter 27
From Technical Operations (G5131), choose Recalculate Projected Final

If your projected final information is incorrect, 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 Projected Final

```
DATE RANGE SELECTION:
   Job Cost Projections will be recalcu-
   lated for the fiscal years starting
   with the "From" fiscal period/year
   and ending with the "Thru" fiscal
   period/year specified below.

1. Enter the From fiscal period number:        _____

2. Enter the From fiscal year:                 _____

3. Enter the Thru fiscal period number:        _____

4. Enter the Thru fiscal year:                 _____
```

Exercises

See the exercises for this chapter.

Test Yourself: Working with Job Progress

1. For what purpose do you use job progress worksheets?

   _____

   _____

2. What limits exist for entering progress information?

   _____

   _____

3. Which ledger types are updated when you enter progress information for your job?

   _____

   _____

The answers are in *Appendix B*.

Profit Recognition

Objectives

- To recognize and adjust the profit, revenue, and cost details of a job at any time during the job

- To create journal entries related to profit recognition information

About Profit Recognition

You perform profit recognition to estimate the profit for a job at any time during 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.

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 (WIP) 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 for all of the work that is complete.

You can use profit recognition to:

- Record job-to-date revenue and expenses on your income statement

- Relieve the WIP amounts from your balance sheet

- Record overbilling and underbilling amounts

- Enter adjustments for stored materials and accrued costs

- Record provision for projected loss

Complete the following tasks:

❑ Estimate job profit

❑ Work with estimated profit

❑ Understand profit recognition journal entries

❑ Work with profit recognition journal entries

Estimate Job Profit

Estimating Job Profit

You perform profit recognition to estimate the profit for a job at any time during 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.

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 for all of the work that is complete.

The system calculates estimated profit based on the following criteria:

- The percent complete is based on either the current cost or the current revenue for the job.

- Earned amounts are calculated as the projected final amounts multiplied by the percent complete.

- Over/under amounts are calculated as the actual amounts minus the earned amounts.

You must determine and enter the percentage of completion for a job before you can estimate its profit information.

Complete the following tasks:

❑ Enter the percentage of completion

❑ Generate profit information

What You Should Know About

Profit recognition thresholds

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.

See *Creating Profit Recognition Journal Entries (P51444)* and *Reviewing Profit Information (P51440 and P5144)*.

Entering the Percentage of Completion

From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Update Percent Complete

You must determine the percentage of completion for a job before you can estimate its profit information. You can either manually enter a percentage of completion for the job, or you can direct the system to calculate it using the actual and projected final amounts.

▶ **To enter the percentage of completion**

On Update Percent Complete
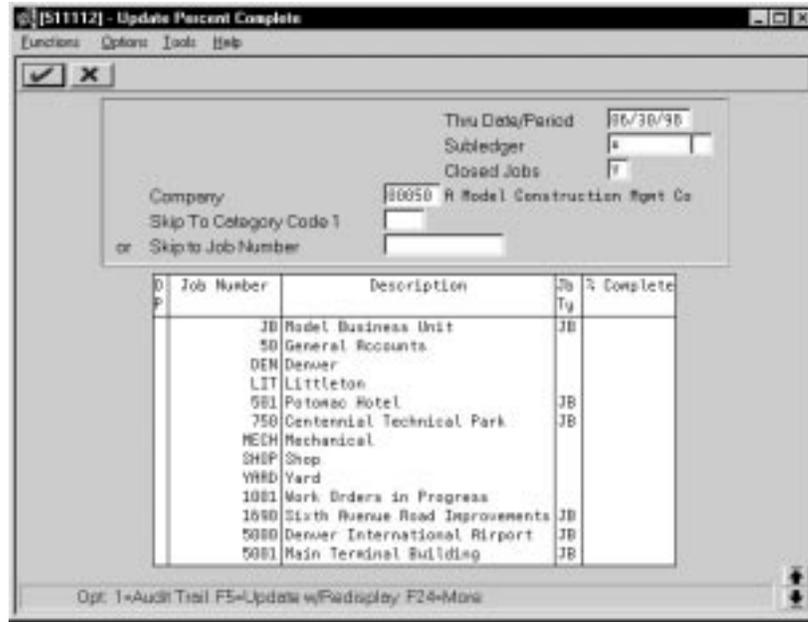
1. Complete the following field to locate the company:

   - Company

2. Complete the following field for the job:

   - Percent Complete

Field	Explanation
Percent Complete	A measurement that identifies the progress being made on an item such as an account, work order, and so on. (It is not always a calculated field and may need to be updated manually.)
	. . . . *Form-specific information* . . . .
	The percent complete entered on the form overrides the percent complete calculated during profit recognition for the job. The calculated percent complete is based on the actual cost and projected final amount. In this case, the projected final amount is equal to the job-to-date actual cost for the job divided by the percent complete on the form.

What You Should Know About

Percentage of completion records	The percentage of completion information is stored in the following account, which is created when you set up the job:

- Job Number . Blank Cost Code . Blank Cost Type

See Also

- *Working with Job Proginition (P510211)* to determine the percentage of completion for a job

Generating Profit Information
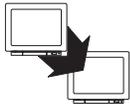
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Build Recognition Data

After you enter the percentage of completion for a job, run the Build Recognition Data program to estimate its profit information. The system estimates profit information by multiplying the percentage of completion by the projected final costs and revenue.

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 for all of the work that is complete.

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

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 Build Recognition Data program calculates:

- Percentage of completion

- Earned cost and revenue

- Over/under amounts

Processing Options for Build Recognition Data

```
EXECUTION PARAMETER SELECTION:
1. Enter the period ending date through        _____
   which profit will be recognized.
   You MUST enter a valid date here.

2. Enter the prior quarter ending 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.

3. Enter the company number for which          _____
   Profit Recognition will be performed.
EXECUTION PARAMETER SELECTION (Cont'd):
4. Enter the summarization level to            _____
   store financial data:
   '1' = Project level
   '2' = Job level (default)
   '3' = Subledger level

5. Enter the profit recognition               _____
   threshold (for example, enter
   10% as '10').

EXECUTION PARAMETER SELECTION (Cont'd):
6. Enter the deferred profit recognizing       _____
   method:
   '1' = Recognize deferred profit all
         at once (default).
   '2' = Defer recognition over the
         life of the Job/Profit.

7. Enter '1' to derive Projected Final         _____
   Cost using the percent of completion
   from the F% ledger with a blank Cost
   Code and Cost Type.  Leave blank
   (default) to accumulate the Projected
   Final Cost stored in the HA ledger.

EXECUTION PARAMETER SELECTION (Cont'd):
8. Enter the Profit Recognition Method         _____
   to load into each project, job, or
   subledger processed as follows:
   '1' = Percent of Cost (default).
   '2' = Percent of Revenue.
   '3' = Percent of Cost or Revenue,
         whichever gives lower profit.

PRINT OPTION:
9. Enter '1' to print the "Executive          _____
   Summary" report format.  Leave blank
   (default) to print the "worksheet"
   report format.
```

Test Yourself: Estimating Job Profit

1. In profit recognition, how can you determine projected final values for your job?

   _____

   _____

2. What does the Build Recognition Data program do?

   _____

   _____

The answers are in *Appendix B*.

Work with Estimated Profit

Working with Estimated Profit

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 use estimated profit information for financial reporting purposes.

You can review your job profit information and revise it to reflect your business needs. You can also secure it to prevent unauthorized changes.

Complete the following tasks:

❑ Review profit information

❑ Revise profit information

❑ Secure profit information

Reviewing Profit Information

You can review the estimated profit and projected final information for single or multiple jobs.

Complete the following tasks:

- Review profit information for a single job
- Review profit information for multiple jobs

Reviewing Profit Information for a Single Job
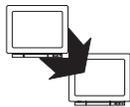
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Single Job Adjustments

You can review the estimated profit and projected final information for a single job.

▶ **To review profit information for a single job**

On Single Job Adjustments
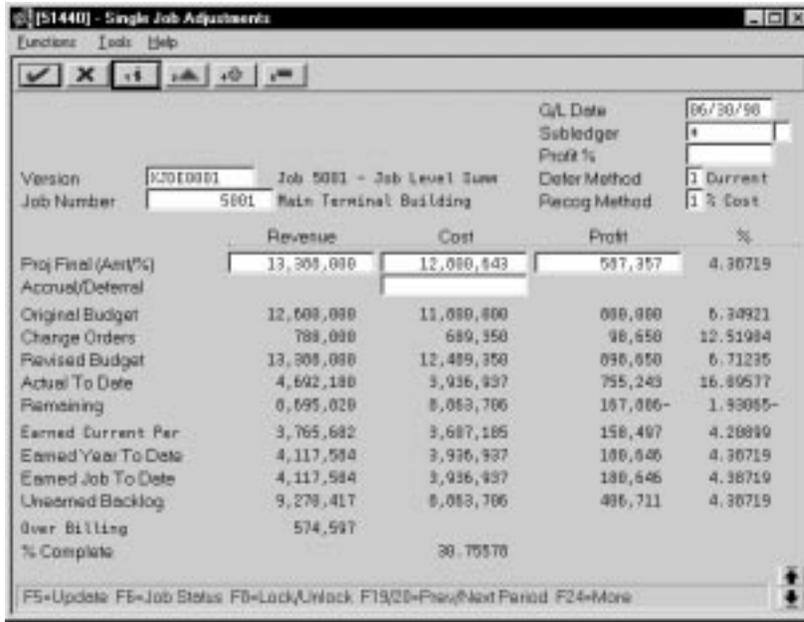
Complete one or both of the following fields:

- Version
- Job Number

Field	Explanation
Version	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.
	For OneWorld, the name of the version. It is created when the version is added.
	. . . . *Form-specific information* . . . .
	On the Single Job Adjustments form (P51440), this field identifies the DREAM Writer version of the Build Recognition Data program (P51800) with which the information was created.
	NOTE: After journal entries have been made for a version, this field becomes blank and the information previously displayed is stored in the "original" version of the Profit Recognition (F5144) file.

Processing Options for Single Job Adjustments

```
DW VERSION SELECTION:
1. Enter the Job Status Inquiry
   (P512000) DREAM Writer version for
   the related function key exit.  The
   default is version 'ZJDE0001'.
```

Reviewing Profit Information for Multiple Jobs
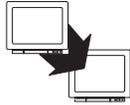
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Group Job Adjustments

You can review the estimated profit and projected final information for multiple jobs.

▶ **To review profit information for multiple jobs**

On Group Job Adjustments

Complete the following field:

● Version

Processing Options for Group Job Adjustments

```
DW VERSION SELECTION:
1. Enter the Job Status Inquiry
   (P512000) DREAM Writer version for
   the related option selection.  The
   default is version 'ZJDE0001'.
```

Revising Profit Information

After you review your estimated profit and projected final information, you can revise it by changing the percentage of completion information for the job.

You can revise the following to change the percentage of completion:

- The profit recognition method
- The projected final costs and revenue
- The accrued or deferred costs

Complete the following tasks:

- Change the profit recognition method
- Change the projected final values
- Change the accrued or deferred costs

What You Should Know About

Deleting estimated profit information   You can delete the estimated profit information from your system by running the *Remove a Recognition Version* program.

Changing the Profit Recognition Method

From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Single Job Adjustments

After you review estimated profit and projected final information, you can change profit recognition method.

▶ **To change the profit recognition method**

On Single Job Adjustments

1. Complete one or both of the following fields:

- Job Number
- Version

2. Revise one or more of the following fields:

- Profit Percentage
- Deferral Method
- Recognition Method

Field	Explanation
Profit Threshold Percent	The level of completion at which the actual cost becomes significant for recognizing profit on a job. If the percent complete for a job is less than this threshold percent, profit recognition is deferred. If the percent complete is equal to or greater than this threshold, profit recognition can occur. You can recognize the entire deferred profit toward the current recognition period or recognize it proportionately over the life of the job. You can specify the threshold percent with either of the following: • A processing option for the Build Recognition Data program (P51800) • The Profit % field on the Single Job Adjustments screen (P51440)
Deferred Profit Recognizing Method	Controls how to recognize the deferred profit that accrues while the percent complete for a job is less than the threshold percent for profit recognition. Valid codes are: 1 Recognize all the accrued profit in the first period that the percent complete is equal to or greater than the threshold. 2 Recognize the accrued profit proportionately over the life of the job beginning with the first period that the percent complete is equal to or greater than the threshold. The total profit recognized is equal to: [(% Complete − Threshold %) / (1 − Threshold %)] * Projected Final Profit.
Method of Recognition	The method of recognition for job-to-date earned profit. It controls whether the percent complete is applied to costs or billings (revenue). Valid codes are: 1 Percent of cost (cost to cost). 2 Percent of revenue. 3 The percent complete applies to the lesser of the two, cost or revenue. The system applies the percentage to the one that results in a lower job-to-date earned profit. NOTE: If the job-to-date earned profit is equal for both cost and revenue, the system uses method 1.

What You Should Know About

Changing the profit recognition method for multiple jobs

You can change the profit recognition method for multiple jobs by using the Group Job Adjustments program.

You can only change the profit recognition method for jobs where the version is non-history.

Changing the Projected Final Values
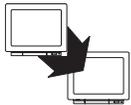
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Single Job Adjustments

After you review estimated profit and projected final information, you can change the projected final costs or revenue.

▶ To change the projected final values

On Single Job Adjustments

1. Complete the following fields:
   - Job Number
   - Version
2. Complete one or more of the following fields:
   - Projected Final Revenue
   - Projected Final Cost
   - Projected Final Profit

Field	Explanation
Projected Final Revenue Adjusted	The projected final amount (ledger type HA) in the Account Balances file (F0902) for a job's revenue accounts. Initially, this amount is equal to the projected final revenue that results when the Build Recognition Data program (P51800) is run. You can then use this field to manually adjust the amount. You can also enter a percentage, and the system automatically calculates the amount.
	If you enter a percentage, which is the percent complete as it applies to revenue, type the number preceded or followed by a percent sign (%). For example, you can type 20 percent as either %20 or 20%.
	NOTE: Automatic accounting instructions (items JCCAxx) control the ranges of accounts that are considered as revenue accounts.
Projected Final Cost Adjusted	The projected final amount (ledger type HA) in the Account Balances file (F0902) for a job's cost accounts. Initially, this amount is equal to the projected final cost that results when the Build Recognition Data program (P51800) is run. You can then use this field to manually change the amount. You can also enter a percentage, and the system automatically calculates the amount.
	If you enter a percentage, which is the percent complete as it applies to cost, type the number preceded or followed by a percent sign (%). For example, you can type 20 percent as either %20 or 20%.
	NOTE: Automatic accounting instructions (items JCSTxx) control the ranges of accounts that are considered as cost accounts.
Projected Final Profit	The projected final profit is equal to the projected final revenue minus the projected final cost. You can use this field in one of the following ways • To display the projected final profit. • To calculate the projected final revenue! You enter the percentage of the current projected final profit to the previous projected final profit. For example, 20 percent would be typed as %20 or 20%. The Projected Final Revenue field, must also be blank when you press Enter. • To calculate the projected final cost. You enter the percentage of the current projected final profit to the previous projected final profit. The Projected Final Cost field, must also be blank when you press Enter.

What You Should Know About

Changing the projected final values for multiple jobs You can change the projected final values for multiple jobs by using the Group Job Adjustments program.

Changing the Accrued or Deferred Costs
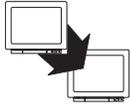
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Single Job Adjustments

After you review estimated profit and projected final information, you can change the accrued or deferred costs.

▶ **To change the accrued or deferred costs**

On Single Job Adjustments

1. Complete one or both of the following fields:

    - Job Number

    - Version

2. Revise the following field:

    - Accrual/Deferral

Field	Explanation
Accrual/Deferral	You use this field to either accrue or defer additional costs to a job. A deferred cost can be the value of stored materials, which have been received but not yet used on a job. A positive amount in this field is a deferred cost that decreases the job-to-date actual costs. A negative amount is an accrued cost that increases the job-to-date actual costs. In the profit recognition process, this amount is initially set to zero.
	NOTE: The automatic accounting instructions JCSMI and JCSMJ identify the accounts for deferred costs. JCAPC and JCAPO identify the accounts for accrued costs.

What You Should Know About

Changing the accrued or deferred costs for multiple jobs   You can change the accrued or deferred costs for multiple jobs by using the Group Job Adjustments program.

Securing Profit Information
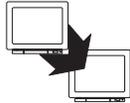
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Single Job Adjustments

You can secure your estimated profit and projected final information to prevent unauthorized changes. To make changes to locked information, you must unlock it. Locked profit information can only be unlocked by the person who locked it.

▶ To secure profit information

On Single Job Adjustments

1. Complete the following fields for the job you want to secure:
   - Job Number
   - Version
2. Choose Lock/Unlock
3. On the Check Password window, complete the following field:
   - Password

Test Yourself: Working with Estimated Profit

1. How can you prevent unauthorized changes to profit recognition information?

    _____

    _____

2. How do you adjust the estimated profit information that is generated by the system?

    _____

    _____

3. How can the deferred profit be recognized after the threshold percent complete has been exceeded?

    _____

    _____

The answers are in *Appendix B*.

Understand Profit Recognition Journal Entries

About 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. 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. It also shows the changes to the projected final cost, revenue, and profit or loss for all jobs. 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.

The following tables identify the types of profit recognition journal entries your system creates. They also show the sources of information that the system uses to construct accounts for profit recognition journal entries. The left column in each table lists the Job Cost element. The right column in each table lists the sequence of accounting sources that the system follows until it identifies the valid element.

After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change a journal entry, you must post it to the Account Balances table and regenerate the profit recognition record using the Job Rebuild program for the same period. Journal entries that are created in this way include only the incremental change to the original information.

Recognized Revenue and Cost (Income Statement)

The IS and AS AAIs are used to move work-in-progress (WIP) amounts from WIP on the balance sheet to cost of sales and revenue accounts on the income statement.

Field	Explanation
	2. IS series (AAI)
	3. Current version in the Profit Recognition History table (F5144)
Object	IS series (AAI)
Subsidiary	IS series (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 a user defined code (system 51, type 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 IS 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 object account from the IS item is used. If BSXXXX is not set up, the object account from the BS item is used.

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. GLG2 and GLG5 are defined in the General Accounting system.

Recognized Revenue and Cost (WIP on Balance Sheet)

Field	Explanation
Object	BS series (AAI)
Subsidiary	BS series (AAI)
Subledger	Current version in the Profit Recognition History table
Subledger Type	Current version in the Profit Recognition History table

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. It also creates an offsetting credit for an unearned revenue liability account.

You calculate overbilling amounts if the percent of cost method is used. Costs are adjusted if the percent of revenue method is used.

Debit Entry

Field	Explanation
	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

Field	Explanation
	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.

You calculate underbilling amounts if the percent of cost method is used. Costs are adjusted if the percent of revenue method is used.

Debit Entry

Field	Explanation
	2. Current version in the Profit Recognition History table (F5144)
Object	JCCE (AAI)
Subsidiary	JCCE (AAI)
Subledger	Blank
Subledger Type	Blank

Credit Entry

Field	Explanation
	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 entire loss amount is recorded in the period when the loss occurs. Cost and revenue amounts are adjusted depending on the profit recognition method used. The offset for the provision for loss is recorded to the BSLOSS AAI. If the BSLOSS AAI is not defined, the JCBE AAI is used.

Debit Entry

Field	Explanation
Field	Explanation
	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

Field	Explanation
Field	Explanation
	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 and JCAPC AAIs to record the accrued cost.

Debit Entry

Field	Explanation
	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. These journal entries are automatically reversed out in the following month.

If the account number defined in the JCAPC AAI is on the balance sheet, an entry to the IS and BS AAI journal entries is created.

Credit Entry

Field	Explanation
	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 AAIs to record the deferred cost.

Debit Entry

Field	Explanation
	2. Current version in the Profit Recognition History table (F5144)
Object	JCSMI (AAI)
Subsidiary	JCSMI (AAI)
Subledger	Blank
Subledger Type	Blank

Credit Entry

Field	Explanation
	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)

If the account number defined in the JCSMI AAI is on the balance sheet, an entry to the IS and BS AAI journal entries is created.

Record User Changes to Projected Final Costs

The method of computation should be G (Budget Default — Forced) for all of the accounts that are defined for projected final costs.

Field	Explanation
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 G (Budget Default — Forced) for all of the accounts that are defined 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 G (Budget Default — Forced) for all of the accounts that are defined for projected final profit.

Work with Profit Recognition Journal Entries

Working with Profit Recognition Journal Entries

After you generate and revise your profit recognition information, you can create profit recognition journal entries and post them to the Account Balances table. The Create Journal Entries program creates journal entries for each profit recognition record you process. Profit recognition records are created when you run the Build Recognition Data program. They include overbilling and underbilling information, revenue and cost information, projected amounts, and so on.

You use profit recognition journal entries to create a batch of unposted Account Balances journal entries for the profit recognition information calculated by the Build Recognition Data program.

You must first create your profit recognition journal entries. You can then review them and post them to the Account Balances table.

After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change the estimated profit, you must post it to the Account Balances table and regenerate the profit recognition record using the Build Recognition Data program for the same period, making any necessary changes. You must then create new journal entries. Journal entries that are created in this way include only the incremental change to the original information.

Complete the following tasks:

❏ Create profit recognition journal entries

❏ Review journal entries

❏ Post journal entries

See Also

- *Understanding Profit Recognition Journal Entries*
- *Working with Basic Journal Entries* in the *General Accounting I Guide*

Creating Profit Recognition Journal Entries

From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Create Journal Entries

After you generate and revise your profit recognition information, you can create profit recognition journal entries and post them to the Accounts Balance table. The Create Journal Entries program creates journal entries for each profit recognition record you process. Profit recognition records are created when you run the Build Recognition Data program. They include overbilling and underbilling information, revenue and cost information, projected amounts, and so on.

After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change the estimated profit, you must post it to the Account Balances table and regenerate the profit recognition record using the Build Recognition Data program for the same period, making any necessary changes. You must then create new journal entries. Journal entries that are created in this way include only the incremental change to the original information.

Processing Options for Build Recognition Data

```
EXECUTION PARAMETER SELECTION:
1. Enter the period ending date through          _____
   which profit will be recognized.
   You MUST enter a valid date here.

2. Enter the prior quarter ending 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.

3. Enter the company number for which            _____
   Profit Recognition will be performed.
EXECUTION PARAMETER SELECTION (Cont'd):
4. Enter the summarization level to              _____
   store financial data:
   '1' = Project level
   '2' = Job level (default)
   '3' = Subledger level

5. Enter the profit recognition                  _____
   threshold (for example, enter
   10% as '10').
```

```
EXECUTION PARAMETER SELECTION (Cont'd):
6. Enter the deferred profit recognizing          _____
   method:
   '1' = Recognize deferred profit all
         at once (default).
   '2' = Defer recognition over the
         life of the Job/Profit.


7. Enter '1' to derive Projected Final            _____
   Cost using the percent of completion
   from the F% ledger with a blank Cost
   Code and Cost Type.  Leave blank
   (default) to accumulate the Projected
   Final Cost stored in the HA ledger.

EXECUTION PARAMETER SELECTION (Cont'd):
8. Enter the Profit Recognition Method            _____
   to load into each project, job, or
   subledger processed as follows:
   '1' = Percent of Cost (default).
   '2' = Percent of Revenue.
   '3' = Percent of Cost or Revenue,
         whichever gives lower profit.

PRINT OPTION:
9. Enter '1' to print the "Executive              _____
   Summary" report format.  Leave blank
   (default) to print the "worksheet"
   report format.
```

Processing Options for Create Journal Entries

```
RECORDING PROJECTED FINALS:
1. Enter '1' to create journal entries            _____
   for changes to Projected Final Cost,
   Revenue, and Profit.  Leave blank
   (default) to not book these entries.


2. To create entries for changes to               _____
   Projected Finals, enter the Ledger
   Type to use.  Leave blank (default)
   to use Ledger Type 'FA'.

   NOTE: If using Ledger Type 'FA', the
   Method of Computation should be 'F'
   or 'G' in order for Projected Final
   Amounts to be recalculated correctly.

OVERRIDE OPTION:
3. To override the account when creating
   entries for cost, revenue and over/
   under billings on the Invoice
   Statement, enter the following:
   a. Job (Business Unit):                         _____
   b. Subledger:                                   _____
   c. Subledger Type:                              _____

   NOTE:  The Job, Subledger, and
   Subledger Type entered here will
   override the corresponding values
   provided by AAIs: ISxxxx, JCCOUA,
   JCBOUA, JCLOSS.
```

4. Enter the General Ledger date for
   entries created in Profit
   Recognition. If left blank G/L date
   from Profit Recognition build will be
   used.

   NOTE: If Profit Recognition is not
   run at the end of each period then
   assigning the G/L date is necessary
   to be able to reconcile the WIP
   accounts.

Reviewing Journal Entries
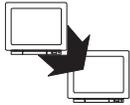
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose General Journal
Review

After you create your profit recognition journal entries, you can review them to
determine if they are correct.

▶ **To review journal entries**

On General Journal Review

Complete one of the following fields:

- User ID

- Batch Number

- Batch Status

Posting Journal Entries
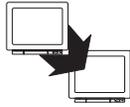
From Job Cost (G51), choose Profit Recoginition/Job Close
From Profit Recoginition & Job Closing (G5122), choose Post General Journal

After you create and review your profit recognition journal entries, run the Post General Journal program to post your profit recognition journal entries to the Account Balances table.

See Also

- *Posting Journal Entries (P09800)* in the *General Accounting Guide*

Exercises

See the exercises for this chapter.

Test Yourself: Working with Profit Recognition Journal Entries

1. After the profit recognition journal entries are created, can you revise the estimated profit amounts?

   _____

   _____

2. Which profit recognition journal entries are automatically reversed in the next period?

   _____

   _____

The answers are in *Appendix B*.

Job Closing

Objectives

- To close a job
- To revise a closed job

About Job Closing

After a job is complete and all of the transaction information related to it is posted, you should close it. When you close a job, the system verifies that all of the costs and revenue related to it are recognized. The system also checks the Account Ledger table for unposted transactions related to the job.

The system prevents you from closing a job if either of the following exists:

- Unrecognized revenue related to the job
- Unposted transactions related to the job

Close Jobs

Closing Jobs

After a job is complete and all of the transaction information related to it is posted, you should close it. When you close a job, the system verifies that all of the costs and revenue related to it are recognized. The system also checks the Account Ledger table for unposted transactions related to the job.

The system prevents you from closing a job if either of the following exists:

- Unrecognized revenue related to the job

- Unposted transactions related to the job

After you close a job, you cannot change the information related to it. You must reopen a closed job to post new transactions to it or change the information related to it.

Complete the following tasks:

❏ Close a job

❏ Open a closed job

Closing a Job
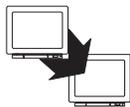
From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Close Job

After a job is complete, and all of the transaction information related to it is posted, you should close it. When you close a job, the system verifies that all of the cost and revenue related to it are recognized. The system also checks the Account Ledger table for unposted transactions related to the job. After a job is closed, the system changes the Posting Edit code for the job to N.

▶ **To close a job**

On Close Job

1. Complete the following field to locate the job:

    • Job Number

    • Thru Date/Period

2. Review the job-to-date amounts for the following fields:

    • Billing/Revenue

    • Costs

    • Gross Profits

3. Choose Close Job.

What You Should Know About

Resolving errors   The system displays an error message and does not close a job if any of the following occurs:

- Unposted transactions against the job exist in the Account Ledger table. You must post or delete the unposted transactions.
- All of the revenue and costs for the job are not recognized. You must complete the steps for profit recognition.
- The cumulative revenue and costs do not equal the total revenue and costs. You must complete the steps for profit recognition.

See *Profit Recognition*.

Processing Options for Close Job

```
FINAL CLOSE OPTION:
1. Enter '1' for a final Job Closing.              _____
   This will update the Posting Edit in
   the Job Master record to an 'N'.  If
   a job is to be re-opened at a later
   date, this code must be changed to
   to a blank.
```

Opening a Closed Job

From Job Cost (G51), choose Profit Recoginition/Job Close

From Profit Recoginition & Job Closing (G5122), choose Reopen Job

After you close a job, you cannot change the information related to it. You must reopen a closed job to post new transactions to it or change the information related to it.

▶   **To open a closed job**

On Reopen Job

1. Complete the following field to locate the job:

    *   Job Number

2. Change the following field to blank or K:

    *   Posting Edit

3. Make changes as necessary.

After you revise your job information, you must close the job again.

Field	Explanation
Posting Edit – Business Unit	Controls whether you can post transactions to the general ledger for the job (business unit). Valid codes are:

Blank	Yes, you can post transactions.
K	Yes, you can post transactions. However, the original budget is locked and change orders are required for changes to the budget.
N	No, you cannot post transactions. Use this code for a job that is not started or is closed. The job closing program automatically assigns this code to all closed jobs.
P	No, you cannot post transactions, and the job can be purged.

Processing Options for Reopen Job

```
DEFAULT PROCESSING:
1. Enter the default Business Unit Type.          _____
   Leave blank (default) to display " "
   (blank) Business Unit Type.

2. Enter a '1' to default a posting edit          _____
   code of 'N' to the Job G/L account
   when adding a new Job.  Leave blank
   to default a blank (' ') posting edit
   code (this account is used for Job
   Percent Complete).

DW VERSION SELECTIONS:
3. Enter the Budget Setup (P510121)               _____
   DREAM Writer version for the related
   function key exit.  The default is
   version 'ZJDE0001'.

4. Enter the Job Status Inquiry                   _____
   (P512000) DREAM Writer version
   for the related function key exit.
   The default is version 'ZJDE0001'.

PAYROLL FIELD DISPLAY SELECTION:
5. Enter a '1' to suppress all payroll            _____
   fields from appearing on the screen.
   Default of blank will display these
   fields.

EDIT OPTION:
6. Enter a '1' to issue a WARNING when            _____
   a Job's Company is changed if the
   Job has accounts attached to it.
   Enter a '2' to issue an ERROR.
   Leave blank (default) for no edit.
```

Job Purging

Objectives

- To periodically purge outdated job information from your system while a job is in progress
- To purge a job from your system after the work is complete

About Job Purging

You can periodically purge outdated or completed job information from your Account Balances and Account Ledger tables to free disk space.

After you complete a job and all of the transactions against it are complete, you can purge the entire job from your system.

Complete the following tasks:

- ❏ Purge job information
- ❏ Purge a completed job

Purge Job Information

Purging Job Information

You can periodically purge outdated or completed information from your Account Balances and Account Ledger tables to free space. For example, you can purge projected final information from your system as it becomes outdated.

In addition, you can close out your weekly balances to prepare your system to accept data for the next week.

Complete the following tasks:

❑ Close weekly balances

❑ Purge projected final information

Closing Weekly Balances
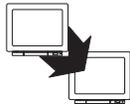
From Job Cost (G51), enter 27

From Technical Operations (G5131), choose Weekly Job Cost Closing

Run the Weekly Job Cost Closing program to close out your work-to-date account balances on a weekly basis. This clears the Week-to-date field on the Account Balances table and prepares your system to accept data for the next week.

You must close out your weekly balances after all of the weekly information is entered and all of the weekly reports are run, but before you enter any information for the next week.

Before You Begin

❑ Establish a weekly cutoff schedule for accurate reporting

What You Should Know About

Reviewing week-to-date balances   You can review the weekly balances on the Daily or Weekly Comparisons form or with FASTR reports.

See the *FASTR Guide*.

Purging Projected Final Information

You must manually locate these programs from the Version List of the DREAM Writer facility to run them.

You can purge projected final information from your system as it becomes outdated to free space on your system.

▶   To purge projected final information

Run the following programs to purge your projected final information:

- Delete Job Cost Projected Final - HA/HU
- Delete Projected Final Audit Trail - HA/HU

See Also

- The *Technical Foundation Guide*

Purge a Completed Job

Purging a Completed Job

You can purge a job from your system after all of the outstanding transactions against the job are posted.

Before you purge a job from your system, you should summarize and copy the related information in your Account Master, Account Balances, and Account Ledger tables. A copy of the job information is made so that you can restore your original information, if needed.

Complete the following tasks:

- ❏ Copying job information

- ❏ Purge a job

Before You Begin

- ❏ Back up your system on tape

- ❏ Ensure that all outstanding transactions against a job are posted

- ❏ Run any necessary reports

See Also

- • The *Technical Foundation Guide*

Copying Job Information

From Job Cost (G51), enter 27

From Technical Operations (G5131), choose Summarize Job Detail

Before you purge a job from your system, you should run the Summarize Job Detail program. You should first run the program in edit mode, then run it again in final mode.

The Summarize Job Detail program:

- Creates a duplicate job, to the company you specify, with a business unit that consists of the original job number and a two-character prefix

- Summarizes the original job information to accounts specified in the SM01 AAI

- Changes the Posting Edit code of the original job to N and the new job to P

- Creates summarized copies of the data tables from the original job in the new job

- Terminates the summary process if the original job number contains more than 10 characters

An AAI, item number SM01, controls whether the information is summarized at the cost code or cost type level.

Processing Options for Summarize Job Detail

```
FINAL OR PROOF OPTION:
1. Enter "1" to run this program as a          _____
   final update.  Leave blank (default)
   to run it as a proof report.

COMPANY NUMBER SELECTION:
2. Enter the company number to contain         _____
   the detail records.  Leave blank
   (default) to use the company number
   defined by the Data Dictionary
   item #DCO.

SUMMARIZE OPTIONS:
3. Enter the prefix of the summarized          _____
   Job Number.  Leave blank (default)
   to use the prefix defined by the
   Data Dictionary item #DMC.

4. Enter "1" to summarize units.  Leave        _____
   blank (default) for no summarization
   of units.
```

Purging a Job

From Job Cost (G51), enter 27

From Technical Operations (G5131), choose Purge Job Detail

After you summarize the job information, run the Purge Job Detail program to purge a job from your system. This program purges the job information from the following tables:

- Job Master

- Account Master

- Account Balances

- Account Ledger

- Draw Reporting Master

The system stores the purged information from the Account Balances table in the F0902XXXX table and the Account Ledger table in the F0911XXXX table. The first X in each of these tables represents the Julian Year. The remaining Xs represent the Julian Day. For example, January 01, 1998, is 8001 and December 31, 1998, is 8365.

Processing Options for Purge Job Detail

```
PURGE OPTIONS:
1. Enter the tape or diskette location              _____
   to which file(s) will be saved.
   Valid values are *M12, *M1, *M2,
   *S1, *S2, *S3, *S12, *S23, *S123,
   *TAPE, *DISK, or *NOSAVE.  The
   default is *DISK.

   NOTE:  If "*NOSAVE" is entered, the
   reorganization of the file will be
   executed with selected records being
   removed.  The records removed from
   the base file will not be saved.

2. Enter '1' to remove deleted records              _____
   from the processed file (REORG).

3. Enter the library name in which the              _____
   Business Unit Master file (F0006)
   exists.
```

Supplemental Information

Objectives

- To set up data types
- To enter supplemental information related to each job and project
- To review supplemental information
- To print supplemental data reports

About Supplemental Information

Before you create your job master records, you must set up data types for the information you want to store. You set up the data types and security for supplemental information, such as logs.

After you create your job master records, you can enter supplemental information specific to each job or project. Supplemental information can include anything from ground conditions to legal considerations that can affect a job's progress.

You can review all of the supplemental information associated with your projects and jobs.

For example, assume 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% over budget. You review the supplemental information related to the site-work work item and find information describing the adverse weather conditions that have delayed the work. You can then adjust the rest of the site-work work item and any other affected work, accordingly.

In addition, assume that you review the overall details of all of the jobs in a project and find that concrete is 10% under budget. The supplemental information explains that the price of rebar is lower than expected. You can adjust the budget accordingly.

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

Complete the following tasks:

❑ Set up data types

❏ Enter supplemental information

❏ Review supplemental information

❏ Print supplemental data reports

Before You Begin

❏ Set up supplemental databases. See *Setting Up Supplemental Databases* in *Address Book*.

Set Up Data Types

Setting Up Data Types for Job Cost

You must set up data types for the supplemental information you want to store and track for a job. You can define the format of the supplemental information. For example, you can enter supplemental information in a columnar format or as free-form text. You can also define security for the data types to limit the users who have access to the supplemental information.

Complete the following tasks:

- ❑ Define data type formats

- ❑ Set up data type security

Defining Data Type Formats for Job Cost

From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Define Data Types

You define the format of the supplemental information you can add to your jobs. You can choose between the following formats:

Columnar format   Use this format for supplemental information, such as dates, amounts, and additional information related to your user defined codes. You can specify the names of the columns. You can also specify whether the system verifies the codes against established user defined codes.

Narrative format   Use this format for supplemental information that must be entered as free-form text.

Complete the following tasks:

- Define columnar formats
- Define narrative formats

Before You Begin

❑ Set up the appropriate user defined codes if you want the system to verify columnar information against them.
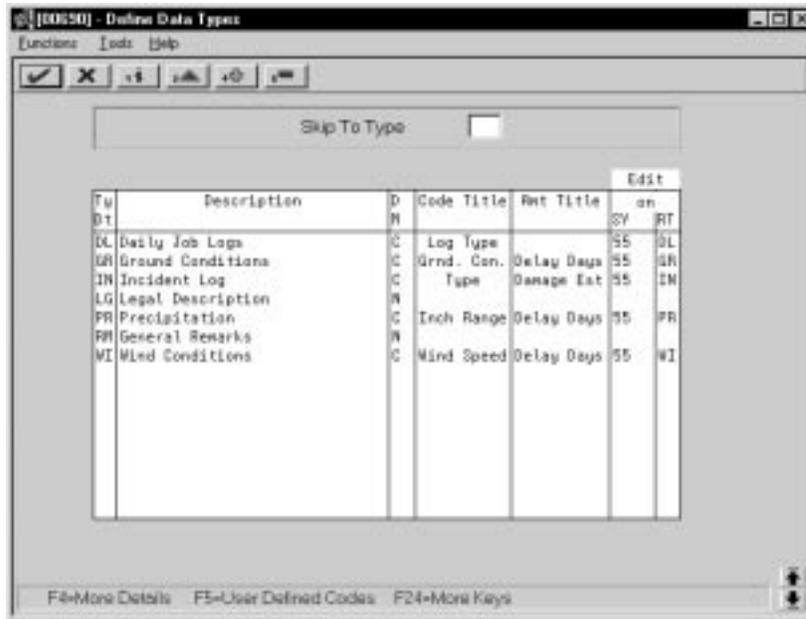
What You Should Know About

Verifying columnar information against user defined codes

You can verify your columnar data against user defined codes. The data is verified in the following ways:

- The system uses the description for a code from the user defined codes table as the description on supplemental data forms and reports.
- The user defined codes must be set up before you can set up the data type.
- To assign the code type table, specify the install system and code type in the Edit on System and Record Type fields.
- If the data type does not relate to an existing user defined code, you can set up a new code type table that relates only to the supplemental data. You should define the code type for system 55, 56, 57, 58, or 59. This protects that code type table during a reinstall process.

See Also

- *Understanding User Defined Codes for Job Cost (P00051)*

▶ **To define columnar formats**

On Define Data Types

1. Complete the following fields for each data type:

   - Type Data

   - Description

   - Display Mode

   - Code Title

   - Amount Title

2. Access the fold area.

3. Complete the following fields for each columnar format:

   - Remark 1 Title

   - Remark 2 Title

▶ **To define narrative formats**

On Define Data Types

Complete the following fields:

   - Type Data

- Description
- Display Mode

Setting Up Data Type Security for Job Cost
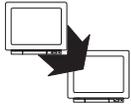
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Supplemental Data Security

You can set up security for data types to limit the users who can access supplemental information. Unless security is set up, all users can access all supplemental data.

The security information is stored in the Supplemental Data Type Security table (F0080).

▶ **To set up data type security**

On Supplemental Data Security

Complete the following fields:

- User ID
- Type of Data
- Allow

Field	Explanation
User ID	For World, The IBM-defined user profile.
	For OneWorld, the creator of the version.
	. . . . *Form-specific information* . . . .
	The Skip To User ID field in the upper part of the screen lets you specify the user ID you want displayed at the top of the list. If the list includes many pages of information, this field eliminates the need to scroll through the list when searching for a specific user.
	If you use *PUBLIC in the User ID field, you can secure a data type for all users that are not specified individually.
Type of Data	Identifies a data type, which is used to group similar information.
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y Yes, allow access N No, prevent access blank Yes, allow access (default).

Enter Supplemental Information

Entering Supplemental Information

After you create your job master records, you can enter supplemental information specific to each project or job. Supplemental information can be anything relevant to the project or job.

For example, a construction project might require supplemental information regarding ground conditions that could affect the work progress. You might also need to include supplemental information regarding the permits necessary for the project.

You specify the format for your supplemental information when you set up your system. The following options are available:

Columnar format (C)   You can use this format to enter information based on user defined codes. You can set up user defined codes to determine what type of information can be entered into each column.

Narrative format (N)   You can use this format to enter textual information related to a job. The amount and type of information you enter is unlimited.

In addition, you can enter narrative text related to each columnar entry. You can also copy any narrative information, including text related to a columnar entry, from one job to another.

Complete the following tasks:

❏ Enter columnar information

❏ Enter narrative information

❏ Copy narrative information

Before You Begin

❏ Specify the format for your supplemental information

See Also

- *Setting Up Data Types*
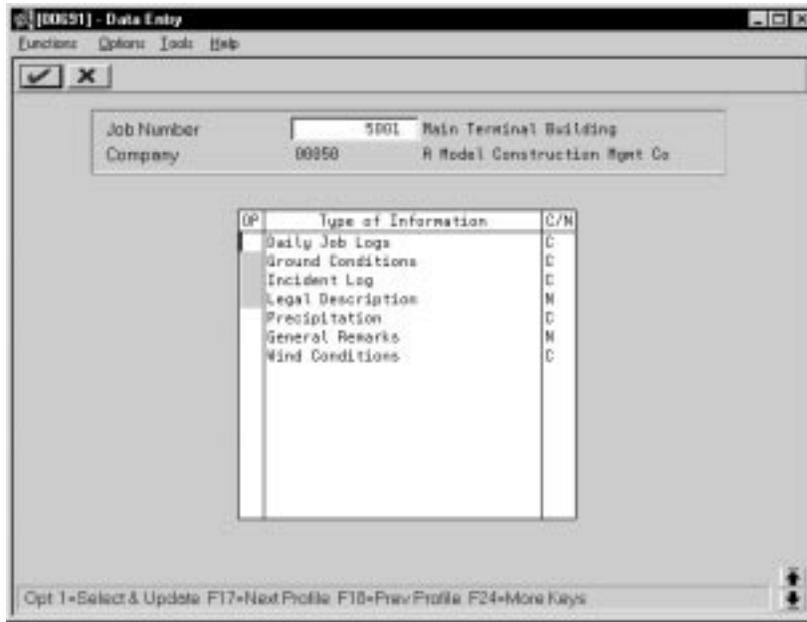
Entering Columnar Information
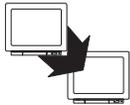
From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Data Entry

You can enter supplemental information for your jobs and projects based on user defined codes. You can also enter descriptive text related to each columnar entry.

▶   **To enter columnar information**

On Data Entry

1. Complete the following field:

   - Job Number

2. Choose Select & Update for a specific columnar line item.

3. On Supplemental Code Entry, complete the appropriate fields.

4. Choose Narrative Text for a specific line item.

5. On Supplemental Text Entry, enter narrative text related to the line item.

Entering Narrative Information

From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Data Entry

You can enter narrative information related to a job. The amount and type of information you enter is unlimited.

▶ **To enter narrative information**

On Data Entry

1. Complete the following field:
   - Job Number
2. Choose Select & Update for a specific narrative line item.
3. On Supplemental Text Entry, enter narrative information related to the line item.

Copying Narrative Information

From Job Cost (G51), choose Job & Budget Setup

From Job & Budget Setup (G5111), choose Data Entry

You can copy narrative information from one job to another. You can also copy the narrative information related to a line item of columnar information.

▶ **To copy narrative information**

On Data Entry

1. Complete the following field:
   - Job Number
2. Choose Select & Update for the appropriate line item.
3. On Supplemental Text Entry, choose Copy Text for each line you want to copy.

```
┌─────────────────────────────────────────────────────────┐
│ ▓▓ 006931   Select Data Type for Copy          _ □ ✕     │
│ Functions   Options  Tools  Help                         │
│ ┌───┐ ┌───┐                                              │
│ │ ✓ │ │ ✕ │                                              │
│ └───┘ └───┘                                              │
│         ┌──────────────────────┐    ┌──────────────┐    │
│         │  Job Number          │    │              │    │
│         └──────────────────────┘    └──────────────┘    │
│         ┌─────────────────────────────────────────┐     │
│         │                                          │     │
│         │                                          │     │
│         │                                          │     │
│         │                                          │     │
│         │                                          │     │
│         │                                          │  ▲  │
│         └─────────────────────────────────────────┘  ↑  │
│ Opt: 4=Select F3=End   F24=More Keys                 ↓  │
└─────────────────────────────────────────────────────────┘
```
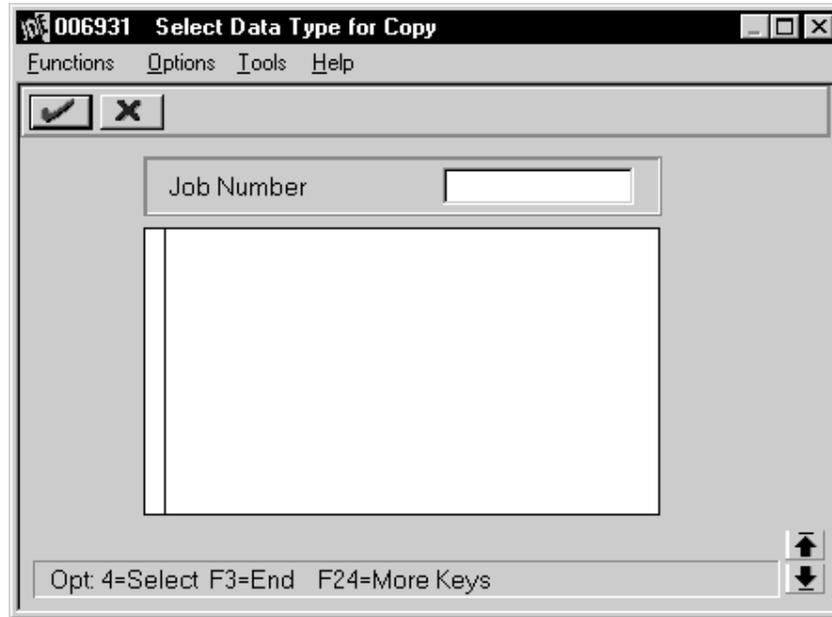
4. On Select Data Type for Copy, complete the following field for the job to which you want to copy information:

   • Job Number

5. Choose Select for the line item to which you want to copy the text.

Exercises

See the exercises for this chapter.

Test Yourself: Entering Supplemental Information

1. What are the two formats you can use for supplemental data?

   _____

   _____

2. For what types of information would you use supplemental data?

   _____

   _____

The answers are in *Appendix B*.

Review Supplemental Information

Reviewing Supplemental Information

You can review all of the supplemental information related to a project or job. For example, you can review data entries describing ground conditions at a construction site, materials status, subcontractor information, and so on. You can review supplemental information by job or by the specific data type of the supplemental information.

Complete the following tasks:

❏ Review supplemental information by job

❏ Review supplemental information by data type

Reviewing Supplemental Information by Job
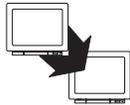
From Job Cost (G51), choose Job Cost Inquiries

From Job Cost Inquiries (G5112), choose Inquiry by Job

You can review the supplemental information related to a specific job.

▶ **To review supplemental information by job**

On Inquiry by Job
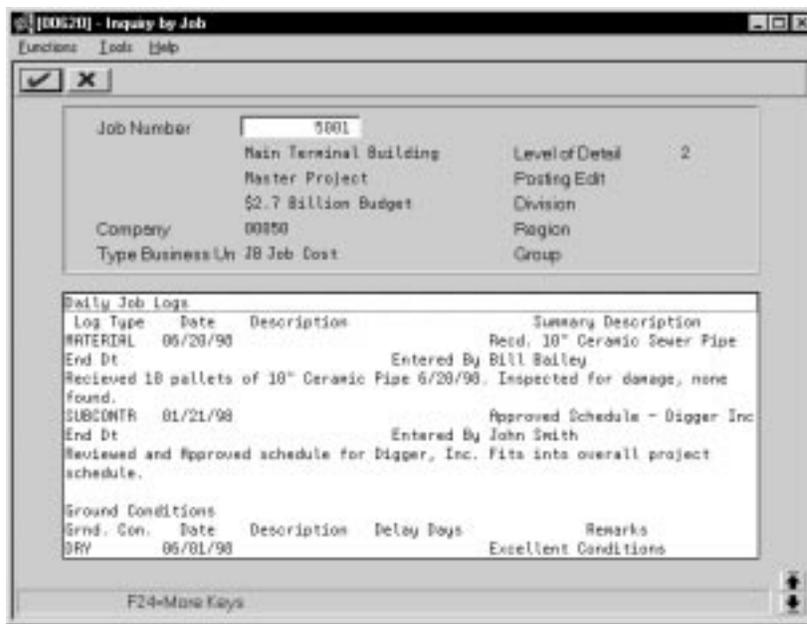
Complete the following field:

- Job Number

Reviewing Supplemental Information by Data Type

From Job Cost (G51), choose Job Cost Inquiries

From Job Cost Inquiries (G5112), choose Inquiry by Data Type

You can review the supplemental information related to a specific data type.

▶ **To review supplemental information by data type**

On Inquiry by Data Type

Complete the following required field:

- Type of Data

Field	Explanation
Type Data	Identifies a data type, which is used to group similar information.
	. . . . *Form-specific information* . . . .
	The form displays the description of the data type to the right of this field.

Test Yourself: Reviewing Supplemental Information

1. How do you display specific information in a column?

   _____

   _____

2. How can supplemental information be used to explain project variances?

   _____

   _____

The answers are in *Appendix B*.

Print Supplemental Data Reports

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 displaying supplemental information by data type.

Complete the following tasks:

❏ Print Report by Job

❏ Print Report by Data Type

Printing Report by Job
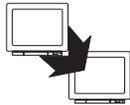
From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Report by Job

You can review all of the supplemental information related to a specific job on the Report by Job report.

```
00650                                   J.D. Edwards & Company                    Page Number        2
                                 Business Unit Supplemental Data - By BU #         Date      11/04/98


Business Unit. . . .        5001
                      Main Terminal Building                  Level of Detail. . . 2
                      Bid Package #1                          Posting Edit . . . .
                      Prime Contractor                        Division . . . . . .                  .
Company. . . . . .    50 A Model Construction Mgmt Co         Region . . . . . . .                  .
Type Business Unit . JB   Job Cost                            Group. . . . . . . .                  .

Daily Job Logs
==============================
                         Effective
     Log Type    From   Through      Summary Description           Entered By
     ----------  -------- -------- ---------------------------- ----------------------------
     MATERIAL    06/20/98          Recd. 10" Ceramic Sewer Pipe   Bill Bailey
                      Recieved 10 pallets of 10" Ceramic Pipe 6/20/98. Inspected for damage, none
                      found.

     SUBCONTR    01/21/98          Approved Schedule - Digger Inc John Smith
                      Reviewed and Approved schedule for Digger, Inc. Fits into overall project
                      schedule.




Ground Conditions
==============================
                         Effective
     Grnd. Con.  From   Through             Remarks                          Delay Days
     ----------  -------- -------- ----------------------------              ------------
     DRY         06/01/98          Excellent Conditions
     MUD         03/01/98          Equipment unable to move                      2.00
                  Attempting to pour concrete footers. Concrete trucks unable to get to forms
                  due to severe mud conditions.

     20+         01/01/98          Unable to move soil                          15.00
                  40" of frost, unable to break up soil. Earthwork contractor unable to move
                  earth to prep. for grade beams.
                                                                            ------------
                                                                 Total          17.00




Incident Log
==============================
                         Effective
       Type      From   Through           Entered By                          Damage Est
     ----------  -------- -------- ----------------------------              ------------
     EQUIP       05/31/98          Ron Smith                                   3,500.00
     INJURY      05/15/98          John Jones                                 45,000.00
                  Ironworker fell from second level deck.  Railings not installed. OSHA to
                  investigate.

     PROP        04/30/98          Bill Bailey                                 2,500.00
                  High winds in excess of 45 mph blew decking off second level.
                                                                            ------------
                                                                 Total       51,000.00
```

Processing Options for Report by Job

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

Printing Report by Data Type

From Job Cost (G51), choose Job Cost Reports

From Job Cost Reports (G5113), choose Report by Data Type

You can review supplemental information by data type on the Report by Data Type report.

```
00640                                   J.D. Edwards & Company                      Page Number      3
                              All Business Units by Data Type - BU number           Date       11/04/98


Ground Conditions
==============================                     Effective Date
Bus. Unit    Name                       From    Through      Remarks                            Delay Days

------------ ------------------------ -------- -------- ------------------------------          -------------


Grnd. Con. . . . . . DRY

 . . . . . . . . . .
       5001 Main Terminal Building   06/01/98          Excellent Conditions
-------------
                                                              Total for: DRY


Grnd. Con. . . . . . MUD

 . . . . . . . . . .
       5001 Main Terminal Building   03/01/98          Equipment unable to move                      2.00
                Attempting to pour concrete footers. Concrete trucks unable to get to forms
                due to severe mud conditions.
                                                                                               -------------
                                                              Total for: MUD                         2.00


Grnd. Con. . . . . . 20+

 . . . . . . . . . .
       5001 Main Terminal Building   01/01/98          Unable to move soil                          15.00
                40" of frost, unable to break up soil. Earthwork contractor unable to move
                earth to prep. for grade beams.
                                                                                               -------------
                                                              Total for: 20+                        15.00
                                                                                               -------------
                                                              Total for: Ground Conditions         17.00
```

Processing Options for Report by Data Type

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

Exercises

See the exercises for this chapter.

Draw Processing

Objectives

- To generate a draw report for loan allocation
- To revise your draw report information

About Draw Processing

You perform draw processing if your company has a construction loan or line of credit with a financial institution. You can use draw processing for situations in which you receive disbursements of your loan money based on the eligible costs you incur 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 you incur during a given period.

For example, 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.

The main terminal building job can be divided into a number of work items, such as site work, concrete, and masonry. Each work item can be further divided into various tasks. The tasks related to the site-work work item are:

- Clearing and grading
- Sewer work
- Paving and surfacing

You receive a construction loan of 25 million dollars for the main terminal building job, with 3 million dollars designated for the site-work work item. One million dollars 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 against the clearing and grading task

- 95,000.00 against the sewer work task

- 55,000.00 against the paving and surfacing task

You submit the report to your lending institution and draw 400,000.00 against the loan for the period.

After you generate your draw report, you can revise its information before you submit it to your lending institution.

Complete the following tasks:

❑ Generate a draw report

❑ Revise the draw

Before You Begin

❑ Set up the automatic accounting instructions to identify the eligible accounts for draw processing

See Also

- *Defining AAIs for Job Cost (P00121)*

Generate a Draw Report

Generating a Draw Report

You perform draw processing if your company has a construction loan or line of credit with a financial institution. Use draw processing for situations in which you receive disbursements of your loan money based on the eligible costs you incur 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 you incur during a given period.

Draw reports can also indicate:

- Transactions per account over a specified period of time
- Account details
- Transaction details

After you generate the draw report, you can submit it to your lending institution.

You can choose one of the following formats for your report:

Work in progress draw analysis	Use this format to view the draw status information for a job. You can view job-to-date information for a selected range of dates. You can also specify whether to review status information for the entire job or a specified range of accounts.
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.

Complete the following tasks:

❑ Print the Work in Progress Draw Analysis report

❑ Print the Draw Detail report

❑ Print the Cost of Construction - Detail report

❑ Print the Cost of Construction - Summary report

What You Should Know About

Draw number	Draw information is placed in a batch and numbered by the Next Number facility. This number becomes the draw number.
Draw Reporting Master table (F51911)	The Draw Reporting Master table is created from details from the Account Ledger table. It identifies the draw number and status of each eligible cost.
Draw status	The draw status of a cost determines if it is included in the draw.

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.

Printing the Work in Progress Draw Analysis Report
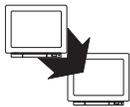
From Job Cost (G51), choose Draw Entry & Reporting

From Draw Entry & Reporting (G5123), choose Draw Reporting and Editing

You can use this report to view the draw status information for a job. You can view job-to-date information for a selected range of dates. You can also specify whether to review status information for the entire job or a specified range of accounts.

```
51500                              J.D. Edwards & Company              Page    -      3
                                Work In Progress Draw Analysis         Date    - 11/17/98
                                        Selected Jobs                  As of   - 06/30/98


Draw Number. .       1

     Job                                 Cost To      Previously     Cost This
   Number      Job Description             Date        Reported       Period
----------- ----------------------------- -------------- -------------- --------------
5001 Main Terminal Building              27,896.86                     9,506.73
```

Processing Options for Work in Progress Draw Analysis

```
DATE SELECTION:
1. Enter the date range to process the
   Draw Report:
   a. From Date:                                               _____
   b. Thru Date:                                               _____

PRINT AND UPDATE SELECTION:
2. Choose whether to run the Draw in                           _____
   final or edit mode, and whether to
   print a detail listing:
   "1"   = Final mode; detail listing.
   "2"   = Final mode; no detail
             listing.
   "3"   = Edit mode; detail listing.
   Blank = Edit mode; no detail listing.

DW VERSION SELECTION:
3. Enter the Draw Detail report (P51510)                       _____
   DREAM Writer version to print with
   this Draw generation.  The default
   is version 'ZJDE0001'.

LEDGER TYPE SELECTION:
4. Enter the ledger type to include                            _____
   in addition to the actual ledger
   type (AA).  This feature can be used
   for draw estimates.

PRINT SELECTION:
5. Enter a "1" to suppress the printing                        _____
   of jobs with no selected balances.
   Leave blank to print all selected
   jobs.
```

Printing the Draw Detail Report
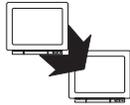
From Job Cost (G51), choose Draw Entry & Reporting

From Draw Entry & Reporting (G5123), choose Draw Detail Report

You can use this report to view transaction information per account over a selected period of time.

```
51510                                      J.D. Edwards & Company                     Page    -       2
                                           Draw Detail Report                          Date    -  11/17/98
                                                                                       As of   -  06/30/98


Draw Number. .               00000001
Job & Phase. .       5001     Main Terminal Building
 . . . . .    00050           A Model Construction Mgmt Co
  Cost     Cost    Sub    Document Document Do      Invoice          Payment  Contract
  Code     Type   Ledger    Date   Number  Ty       Number           Number   Number      Description         Amount
--------  ------  -------  -------- -------- --  -----------------   -------- --------  ----------------------  --------------

01100     1341             06/30/98    160 T2                                                                      184.00
01100     1341             06/26/98    156 T2                                                                      184.00
01100     1341             06/24/98    156 T2                                                                      184.00
01100     1341             06/22/98    156 T2                                                                      184.00
01100     1341             06/18/98    152 T2                                                                      184.00
01100     1341             06/16/98    152 T2                                                                      184.00
01100     1341             06/12/98    148 T2                                                                      184.00
01100     1341             06/10/98    148 T2                                                                      184.00
01100     1341             06/08/98    148 T2                                                                      184.00
01100     1341             06/04/98    144 T2                                                                      184.00
01100     1341             06/02/98    144 T2                                                                      184.00
01100     1343             06/30/98    160 T2                                                                       33.12
01100     1343             06/30/98    161 T3                                                                        3.33
01100     1343             06/30/98    161 T3                                                                       24.57
01100     1343             06/26/98    156 T2                                                                       33.12
01100     1343             06/26/98    157 T3                                                                       24.54
01100     1343             06/24/98    156 T2                                                                       33.12
01100     1343             06/24/98    157 T3                                                                       24.57
01100     1343             06/22/98    156 T2                                                                       33.12
01100     1343             06/22/98    157 T3                                                                       24.57
01100     1343             06/18/98    152 T2                                                                       33.12
01100     1343             06/18/98    153 T3                                                                       24.57
01100     1343             06/16/98    152 T2                                                                       33.12
01100     1343             06/10/98    148 T2                                                                       33.12
01100     1343             06/10/98    149 T3                                                                       24.57
01100     1343             06/08/98    148 T2                                                                       33.12
01100     1343             06/08/98    149 T3                                                                       24.57
01100     1343             06/04/98    144 T2                                                                       33.12
01100     1343             06/04/98    145 T3                                                                        1.33
01100     1343             06/04/98    145 T3                                                                       24.57
01100     1343             06/02/98    144 T2                                                                       33.12
01100     1343             06/02/98    145 T3                                                                        1.33
01100     1343             06/02/98    145 T3                                                                       24.57
                                                                                                              --------------
                                                                     Cost Code 01100                            2,664.52

02600     1341             06/26/98    156 T2                                                                      437.20
02600     1341             06/18/98    152 T2                                                                      437.20
02600     1341             06/10/98    148 T2                                                                      437.20
02600     1341             06/02/98    144 T2                                                                      437.20
02600     1343             06/26/98    156 T2                                                                       78.70
02600     1343             06/26/98    157 T3                                                                       60.37
02600     1343             06/18/98    152 T2                                                                       78.70
02600     1343             06/18/98    153 T3                                                                       65.13
02600     1343             06/10/98    148 T2                                                                       78.70
```

Processing Options for Draw Detail

```
DRAW NUMBER SELECTION:
1. Enter the Draw Number to print.                              _____
```

Printing the Cost of Construction - Detail Report

From Job Cost (G51), choose Draw Entry & Reporting

From Draw Entry & Reporting (G5123), choose Cost of Construction Detail
Report

You can use this report to view cost details per account over a selected period
of time.

```
 51520                                    J.D. Edwards & Company                      Page    -     3
                                          Cost of Construction - Detail               Date    - 11/03/98
                                                                                      As of   - 05/31/98


   Company . . . .  00050       A Model Construction Mgmt Co
   Job & Phase . .       5001   Main Terminal Building

 Document Do Document   Cost    Cost   Sub-    Payment           Invoice          Contract              Cost This       Cost To
 Number   Ty Date       Code    Type   Ledger  Number            Number           Number     Desc       Draw            Date
 -------- -- -------- -------- ------ ------- ------------------ ------------------------ -------- --------- --------------- ---------------
   Cost Code . . .  02800        Paving & Surfacing

      140 T2 05/27/98 02800    1341                                                                         437.20          437.20
      132 T2 05/15/98 02800    1341                                                                         437.20          437.20
      128 T2 05/07/98 02800    1341                                                                         437.20          437.20
                                                                                                      --------------- ---------------
                                                               Cost Type 1341                             1,311.60        1,311.60

      140 T2 05/27/98 02800    1343                                                                          78.70           78.70
      141 T3 05/27/98 02800    1343                                                                          74.17           74.17
      132 T2 05/15/98 02800    1343                                                                          78.70           78.70
      133 T3 05/15/98 02800    1343                                                                          85.51           85.51
      128 T2 05/07/98 02800    1343                                                                          78.70           78.70
      129 T3 05/07/98 02800    1343                                                                          85.46           85.46
                                                                                                      --------------- ---------------
                                                               Cost Type 1343                               481.24          481.24

                                                                                                      --------------- ---------------
                                                               Cost Code 02800                            1,792.84        1,792.84

   Cost Code . . .  03000        CONCRETE

      140 T2 05/29/98 03000    1341                                                                         437.20          437.20
      136 T2 05/19/98 03000    1341                                                                         437.20          437.20
      132 T2 05/11/98 03000    1341                                                                         514.60          514.60
      122 T2 05/01/98 03000    1341                                                                         437.20          437.20
                                                                                                      --------------- ---------------
                                                               Cost Type 1341                             1,826.20        1,826.20

      132 T2 05/11/98 03000    1342                                                                          38.71           38.71
                                                                                                      --------------- ---------------
                                                               Cost Type 1342                                38.71           38.71

      140 T2 05/29/98 03000    1343                                                                          78.70           78.70
      141 T3 05/29/98 03000    1343                                                                          74.25           74.25
```

Processing Options for Cost of Construction Report–Detail

```
          DRAW SELECTION:
          1. Enter the Draw Number to process as              _____
             the current period on this report.

          PRINT OPTIONS:
          2. Enter a "1" or "Y" to single space               _____
             after printing total lines.  Leave
             blank to double space.

          3. Enter a "1" or "Y" to print Cost                 _____
             Type headings before detail.  Leave
             blank to print no Cost Type headings.
```

Printing the Cost of Construction - Summary Report

From Job Cost (G51), choose Draw Entry & Reporting

From Draw Entry & Reporting (G5123), choose Cost of Construction Summary Report

You can use this report to view summarized cost information over a selected period of time.

```
   51525                              J.D. Edwards & Company                    Page    -     2
                                   Cost of Construction - Summary               Date    - 11/03/98
                                        Level of Detail 9                       As of   - 05/31/98

Company . . . . 00050      A Model Construction Mgmt Co
Job & Phase . .       5001 Main Terminal Building


   Cost    Cost                      Original                    Revised       Cost This     Cost To     Balance To
   Code    Type       Description    Estimate     Revisions      Estimate      Period        Date        Complete
 --------  ------  ----------------  ------------  ------------  ------------  ------------  ------------  ------------
 01000             GENERAL REQUIREMENTS
 01100               Job Supervision
           1340        Labor          54,000.00                  54,000.00                                54,000.00
           1341          Regular                                               1,840.00     1,840.00      1,840.00-
           1343          Burden                                                  669.58       669.58        669.58-
                                      ------------  ------------  ------------  ------------  ------------  ------------
           1340        Labor          54,000.00                  54,000.00      2,509.58     2,509.58     51,490.42

           1355        Equipment       9,125.00                   9,125.00                                 9,125.00
                                      ------------  ------------  ------------  ------------  ------------  ------------
 01100               Job Supervision  63,125.00                  63,125.00      2,509.58     2,509.58     60,615.42

 01200               Project Sign
           1350        Materials        5,625.00                   5,625.00                                 5,625.00
                                      ------------  ------------  ------------  ------------  ------------  ------------
 01200               Project Sign       5,625.00                   5,625.00                                 5,625.00
                                      ------------  ------------  ------------  ------------  ------------  ------------
 01000             GENERAL REQUIREMENTS 68,750.00                 68,750.00      2,509.58     2,509.58     66,240.42

 02000             SITE WORK
 02200               Clearing & Grading
           1355        Equipment        4,750.00                   4,750.00                                 4,750.00
           1360        Subcontracts   215,000.00                 215,000.00                               215,000.00
                                      ------------  ------------  ------------  ------------  ------------  ------------
 02200               Clearing & Grading 219,750.00               219,750.00                               219,750.00

 02600               Sewer Work
           1340        Labor          15,000.00                  15,000.00                                15,000.00
           1341          Regular                                               1,311.60     1,311.60      1,311.60-
           1342          Premium
           1343          Burden                                                  488.60       488.60        488.60-
                                      ------------  ------------  ------------  ------------  ------------  ------------
           1340        Labor          15,000.00                  15,000.00      1,800.20     1,800.20     13,199.80
```

Processing Options for Cost of Construction Report–Summary

```
DRAW NUMBER DATE SELECTION:
1. Enter the Draw Number to process as          _____
   the current period on this report.

BUDGET TOTAL SELECTION:
2. Enter a "1" to accumulate budget             _____
   revisions from summary records
   (F0902).  Leave blank to accumulate
   budget revision totals from detail
   records (F0911).

PRINT OPTIONS:
3. Specify the lowest account level of          _____
   detail to print (3 thru 9).

4. 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 (3 thru 9).
```

Revise the Draw

Revising the Draw

You can revise a draw by adding or removing transactions from it. To include additional accounts in a draw, you must adjust your AAIs to include the new account ranges and regenerate the draw report. To remove transactions from a draw, you can revise the information by line item. If an entire draw is incorrect, you can revise its status and generate a new draw.

Complete the following tasks:

❏ Revise the draw status

❏ Revise line items of a draw

See Also

- *Defining AAIs for Job Cost (P00121)*

Revising the Draw Status
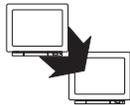
From Job Cost (G51), choose Draw Entry & Reporting

From Draw Entry & Reporting (G5123), choose Draw Status Update

You can change the status of an entire draw if the draw was generated incorrectly or if you want to revise individual line items.

▶ To revise the draw status

On Draw Status Update
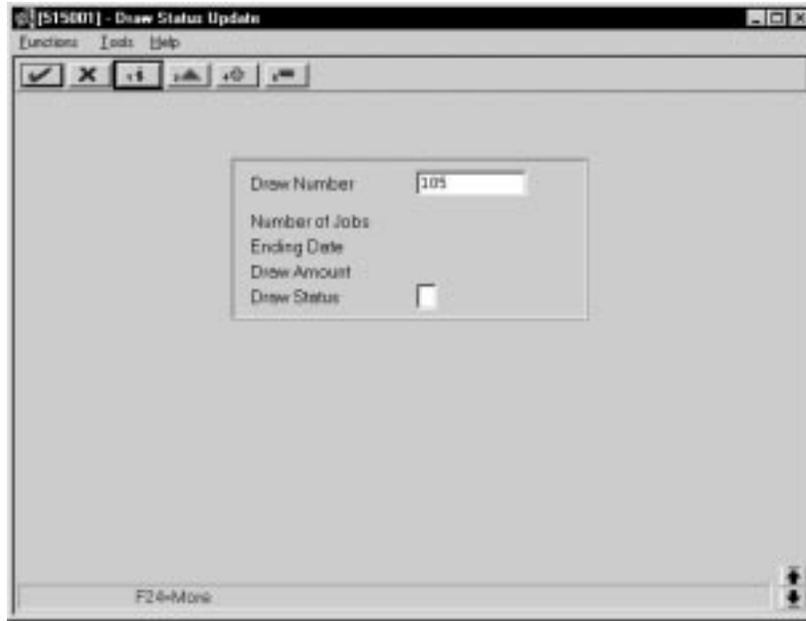
1. Complete the following field:

   • Draw Number

2. Review the summarized cost in the following field:

   • Draw Amount

3. Complete the following field:

   • Draw Status

Field	Explanation
Draw Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
	. . . . *Form-specific information* . . . .
	A draw is a reimbursement for costs incurred during a specified period of time. The draw number, which is a batch number, identifies those costs. The draw number is automatically assigned by the system.

Field	Explanation
Draw Status Code	The current status of specific information related to draw reporting in the Account Ledger file (F0911). Valid codes are:

    Blank The information is not included in the costs for the current draw.

    1   The information is included in the costs for the current draw. It cannot be included in a new draw.

    H   The information is on hold and will not be included on a draw until released.

    P   The information is in a preliminary or proof status and is not included in the costs for the current draw.

    X   The information cannot be included in the costs for future draws.

Revising Line Items of a Draw
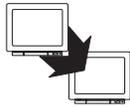
From Job Cost (G51), choose Draw Entry & Reporting

From Draw Entry & Reporting (G5123), choose Draw Record Exclusion

After you change the status of the entire draw, you can revise line item details of your draw information to remove transactions from your draw. You do this by applying a hold status to the transaction. You can also release transactions that are on hold. When you release a transaction, the system includes the transaction in the draw. In addition, you can cancel a draw pay request that was entered incorrectly.

Complete the following tasks:

- Hold or release accounts
- Cancel a pay request

▶   **To hold or release accounts**

On Draw Record Exclusion
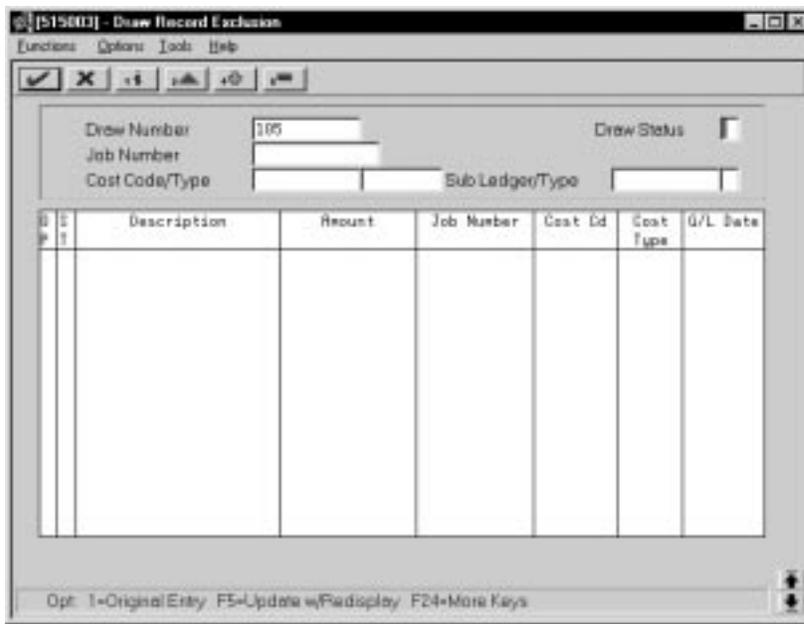
1. Complete the following field to locate the draw:
   - Draw Number

2. Complete the following field to change the status of a transaction:
   - Draw Status

What You Should Know About

Changing the draw status   You must regenerate the entire draw request if you change the draw status from 1 to any other value.

▶   **To cancel a pay request**

On Draw Status Update

1. Complete the following field to locate the draw:
   - Draw Number

2. Complete the following field:
   - Draw Status

What You Should Know About

Canceling a pay request   Changing the draw status from 1 or P to a blank cancels a pay request. This allows you to make changes to the individual transactions and to regenerate the draw.

Setup

System Setup

Objectives

- To understand how to set up the controls that let you use the Job Cost system

- To understand how to customize the Job Cost system to your specific business needs

About 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	You set up Job Cost system constants to 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)
- Displays the committed amount on reports and forms as total commitments or total contracts

Automatic accounting instructions	Automatic accounting instructions (AAIs) define the integration between the Job Cost, Contract Management, and General Accounting systems.
Next numbers	You 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.

User defined codes   You use user defined codes to 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
- Budget amount and unit ledger types
- Annual close budget ledger types
- Contract types
- Summarize and close ledger types
- Cost code master chart types
- Chart type edit fields
- Inquiry ledger types
- Profit recognition entries

Job status inquiry   You set up the columns, formats, and paths used to display job status information on the Job Status Inquiry form.

Chart types and model jobs   You set up chart types and model jobs to create standard cost code structure information that you can copy into your jobs and then modify for each job.

System setup consists of:

❑ Setting up system constants

❑ Defining automatic accounting instructions

❑ Setting up next numbers

❑ Understanding user defined codes

❑ Revising user defined codes

❑ Setting up Job Status Inquiry

❑ Setting up chart types and model jobs

Set Up System Constants

Setting Up System Constants for Job Cost
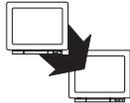
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Job Cost Constants

You set up Job Cost system constants to 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 related to methods of computation A and R

- Automatically relieves open commitments when you post A/P vouchers to the Account Ledger table (F0911)

- Displays the committed amount on reports and forms as total commitments or total contracts

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 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 you select when you calculate job progress

You can use 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 display commitment information as total commitments or as total contracts. Total commitments is the sum of all open commitments and all actuals. Total contracts is the sum of the committed costs only.

The Job Cost system shares its system constants with the Subcontract Management system and the Purchase Management 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.

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 (user defined codes table 51/PF) for which you will calculate projections.

▶ To set up system constants

On Job Cost Constants

1. Complete the following field to locate the company:

- Company

2. Complete the following fields:

    - Job Cost Projections

    - Projection Audit Trail

    - Budget Audit Trail

3. Complete the following fields:

    - Commitment Relief

    - Commitment Display Options

Field	Explanation
Job Cost Projections (Y/N)	Controls whether the system updates and saves projected final amounts and quantities (ledger types HA and HU, respectively) in the Account Balances table (F0902). Valid codes are: Y Yes, update and save projections. N No, do not update and save projections. . . . . *Form-specific information* . . . . If you change this field from Y to N, the system displays a warning indicating that you might already have Account Balances records for ledger types HA and HU. You can continue by pressing Enter again. If you do change this constant, you can delete the existing Account Balances and Account Ledger Detail records by running the Delete Job Cost Projected Final program (P51997) from the DREAM Writer Versions List form. This program deletes all records in the Account Balances (F0902) and Account Ledger (F0911) tables that have ledger type HA or HU for the company specified.

Field	Explanation
Projection Audit Trail (Y/N)	Controls whether the system creates an audit trail (F0911 records) for changes to the job cost projections (ledger types HA and HU).
	Valid codes are:
	Y Yes, create an audit trail for changes to the job cost projections.
	N No, do not create an audit trail.
	. . . . *Form-specific information* . . . .
	This field works together with the Job Cost Projections field and is activated for all methods of computation. If you assign Y to this field, the Job Cost Projections field must also contain Y.
	This constant does not have to be set during initial setup procedures. You can set it to Y after you are familiar with the Job Cost projections logic. The audit trail created by this constant provides information about the balance in the associated ledger type and is in addition to the actual transaction that caused the projected final change.
	To determine whether to set this constant to Y, you should consider the amount of disk space required for the additional audit trail records.
	If you change this constant from Y to N, the system displays a warning that you might already have created records in the Account Ledger table (F0911) for ledger types HA and HU. If you have, you can change the constant to N, but you might also want to delete all existing records. To do this, you can run the Delete Projected Final Audit Trail program (P51998) from the DREAM Writer Versions List form.
Budget Audit Trail (Y/N)	Controls whether the system creates audit trail records (F0911) for changes to a budget, which are kept in ledgers that are user defined codes (system 51, types RB and RU). This constant relates only to methods of computation A and R. Valid codes are:
	Y Yes, create an audit trail for budget changes.
	N No, do not create an audit trail.

Field	Explanation
Commitment Relief (Y/N)	A code that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger. These vouchers are related to non-inventory purchase orders and contract progress payments. Valid codes are: Y Yes, automatically relieve open commitments. N No, do not automatically relieve open commitments. . . . . *Form-specific information* . . . . Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.

Field	Explanation
Commitment Display Option	A code that specifies whether committed amounts and unit quantities (ledger types PA and PU, respectively) are shown as total commitments or total contracts when you process information from the Account Balances table (F0902). It also controls whether the committed amounts are rolled forward into the future years of a job's budget. The total amount is stored in the Account Balances table in the Original/Beginning Budget (BORG) field. This field affects any form that shows commitments. Valid codes are: Blank Show as total commitments, and roll BORG forward. 1 Show as total contracts, and roll BORG forward. 2 Show as total commitments, and do not roll BORG forward. 3 Show as total contracts, and do not roll BORG forward. The commitment feature tracks the following values: • Total contracts, which is the sum of all contracts and purchase orders • Open commitments, which is total contracts minus the payments against specific lines of the commitment • Total commitments, which is the open commitments plus actual payments You can set or change this constant without changing the logic for accumulating and storing these balances. The committed amount is defined in user defined codes (system 40, type CT). . . . . *Form-specific information* . . . . If you change the setting from rolling forward to not rolling forward or vice versa, the system displays a warning. To continue, press Enter. You will then need to run the Repost Committed Costs program (P00932) to recalculate commitment balances in the Account Balances table (F0902).

See Also

- *Understanding User Defined Codes for Job Cost (P00051)*

Define Automatic Accounting Instructions

Defining AAIs for Job Cost

Automatic accounting instructions (AAIs) define the link between the Job Cost, Subcontract Management, and General Accounting systems.

The following five 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.
Job summarization AAIs	Use these AAIs to direct the system to summarize the detail information for existing accounts into a single summary account.
Budget balance ledger AAIs	Use these AAIs to force general ledger entries to always be in balance.

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.

Complete the following tasks:

❑ Review and revise AAIs

❑ Define AAIs

See Also

- *Reviewing AAIs* and *Revising AAIs* in the *General Accounting I Guide*

Reviewing and Revising AAIs

From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Automatic Accounting
Instructions

Before you define your AAIs, you should review your system to ensure that
they are not already defined. You can then revise your AAIs as necessary.

▶ **To review and revise AAIs**

On Automatic Accounting Instructions

1. Complete the following optional field:

   • Skip to Sequence Number

2. Do one of the following:

   • Choose AAI Revisions for the AAI you want to change

   • Choose AAI Revisions on a blank line to add a new AAI

The sequence numbers for AAIs related to the Job Cost system begin with 51.

Defining AAIs

You can define the following categories of AAIs related to the Job Cost system:

- Profit recognition AAIs

- Field progress protection AAIs

- Draw reporting selection AAIs

- Job summarization AAIs

- Budget balance ledger AAIs

Profit Recognition AAIs

Profit recognition AAIs specify the accounts that the system uses when it creates journal entries for profit recognition.

BS	This AAI defines the offset (contra) account when work-in-progress (WIP) needs to be reflected on the income statement. The system posts offset amounts to this contra asset account.
	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.
	This AAI is not required 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.
IS	This AAI defines 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.
	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. If you set up jobs on the income statement, this AAI is not required.

JCBE This AAI defines 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 amounts are reversed monthly.

JCCE This AAI defines the account for underbillings. Underbillings are costs and estimated earnings in excess of billings.

This account is generally an asset account. The amounts are reversed monthly.

JCBOUA This AAI defines 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 the percentage of completion is based on billings.

The account is the offset for entries posted to the accounts related to JCBE and JCCE. The amount is reversed monthly.

JCCOUA This AAI defines the account for adjustments to the income statement related to revenue. The system posts profit and loss entries to this account when the percentage of completion is based on cost.

The account is the offset for entries posted to the accounts related to JCBE and JCCE. The amount is reversed monthly.

JCLOSS This AAI defines the account for the entries related to a provision for loss. Such an entry is created when a job has a projected final loss. The amount is reversed monthly.

BSLOSS This AAI defines the offset (contra) account for the provision for loss. It is the offset for entries posted to the account related to JCLOSS. The amount is reversed monthly.

This AAI is optional. If it is not set up, the system uses JCCE.

JCAPC This AAI defines the account for accrued cost on the job account. Any amounts are automatically reversed in the next month.

JCSMJ	This AAI defines 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	This AAI defines the offset (contra) account for accrued costs. It is the offset for entries posted to the account related to JCAPC.
JCSMI	This AAI defines the offset (contra) account for deferred costs. It is the offset for entries posted to the account related to JCSMJ.
JCPFC	This AAI defines the account for adjustments to the projected final cost. This AAI requires the object account. The subsidiary is optional, and the business unit is not used.
JCPFP	This AAI defines 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 business unit is not used.
JCPFR	This AAI defines the account for adjustments to the projected final revenue. This AAI requires the object account. The subsidiary is optional, and the business unit is not used.
JCCAxx — JCCAxx+1	This AAI defines the beginning and ending object accounts for a range of revenue accounts. Profit recognition can include up the 49 ranges from JCCA01 – JCCA02 to JCCA97 – JCCA98.
JCSTxx — JCSTxx+1	This AAI defines the beginning and ending object accounts for a range of cost accounts. Profit recognition can include the 49 ranges from JCST01 – JCST02 to JCST97 – JCST98.

Field Progress Protection AAIs

Field progress protection AAIs protect the actual units in specific accounts from updates in related job progress entry programs. These AAIs prevent you from entering quantities when the actual quantities come from other J.D. Edwards systems.

JCxx — JCxx+1 This AAI defines 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 business unit is not used.

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 AAIs

Draw reporting selection AAIs specify the construction cost accounts that are eligible for draw reporting. The system does not process any other accounts for draw reporting.

DWxx — DWxx+1 This AAI defines the beginning and ending object accounts for two ranges of eligible accounts. Draw reporting selection can include the 10 ranges from DW01 – DW02 to DW19 – DW20.

This AAI requires the object account. The subsidiary is optional, and the business unit is not used.

Job Summarization AAIs

Job summarization AAIs 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 account balances are kept at that level.

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.

Budget Balance Ledger AAIs

Budget balance ledger AAIs force the system to keep balanced ledger entries for accounts on the Combined Progress Entry form.

FPBAL   This AAI defines the offset account used for maintaining balanced entries to ledgers defined on user defined codes table (09/LP).

Set Up Next Numbers

Setting Up Next Numbers for Job Cost

You use next numbers to assign numbers to items that must have unique numbers, such as draw reports, batch numbers, and document numbers. The next numbers program determines how these numbers are assigned.

Next numbers for the Job Cost system are stored in system 51. The Job Cost system uses next numbers for the following purposes:

- To assign progress entry batch numbers

- To assign progress entry document numbers

- To assign draw report numbers

- To link profit recognition tables

⚠ Next numbers are central to J.D. Edwards systems. You must be thoroughly familiar with next numbers before you change them.

From the General Systems Menu (G00), choose Next Numbers.

What You Should Know About

Next numbers by company/fiscal year You can also assign next numbers for the Job Cost system by company or by company and fiscal year for selected documents.

See Also

- *Setting Up Next Numbers* in the *General Accounting I Guide*

Understand User Defined Codes for Job Cost
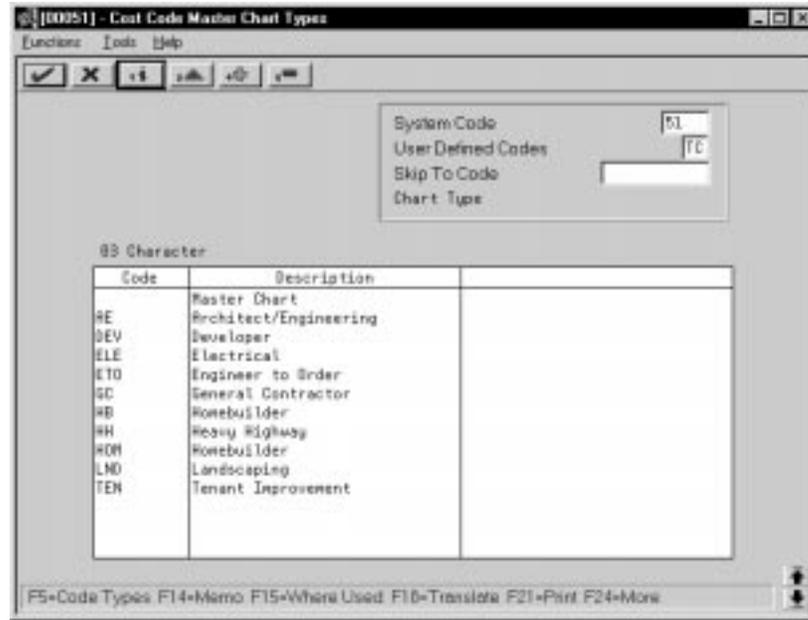
About User Defined Codes for Job Cost
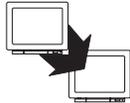
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose User Defined Codes

From Job Cost User Defined Codes (G5142), choose an option

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.

User defined codes are stored 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, the system displays an error. 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).

You should define the following user defined codes that relate to the Job Cost system:

- Ledger type (09/LT)
- Business unit category codes (00/01 – 00/30)
- Account category codes (09/01 – 09/23)
- Units of measure (00/UM)
- Contract type (51/CT)
- Projected final business unit type (51/PF)
- Budget amount ledger type (51/RB)
- Budget unit ledger types (51/RU)
- Annual close budget ledger type (00/LT)
- Summarize and close ledger type (51/LT)
- Cost code master chart type (51/TC)
- Chart type edit field (51/ED)

- Formula description (51/FM)

- Inquiry ledger type (51/IL)

- Profit recognition IS entry (51/IS)

- Override profit recognition AAIs by business unit type (51/PR)

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.

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 3 characters in length. For code types 21 – 30, the codes are 10 characters in length.

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 Job (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. If you use base agreements in Contract Management, reserve codes 19 and 20 for base contracts.

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 in length. For code types 21 – 23, the codes are 10 characters in length.

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, Basic Budget Setup, 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 provide a link between the Job Cost system and the Primavera Project Planner. They can also be used with the accounts in a secondary chart of accounts.

- Assign codes 01 – 03 to accounts for the purpose of 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 in length. For example, you can define CF for cubic feet, CY for cubic yards, SF for square feet, and so on. The unit of measure is assigned to an account from account-related forms, such as Chart Type Setup, Basic Budget Setup, 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 in length and are for informational 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.

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 you assign to a job from Job Master Revisions or Job Revisions by Company.

If a business unit type is not defined 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, it must also be defined 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.

Job Cost

See Also

- *Setting Up System Constants for Job Cost (P0026)*

Budget Amount Ledger Type (51/RB)

Use budget amount ledger type user defined codes to identify the budget ledgers for amounts to be included in the revised budget and to calculate projected final values.

The ledgers exist in the Account Ledger table (F0911) and support the information in the Account Balances table (F0902).

The first two characters of the Description-2 field must contain the unit ledger type that corresponds to the amount ledger type in the Code field. The ledger types must be uppercase characters.

For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

Budget Unit Ledger Type (51/RU)

Use budget amount ledger type user defined codes to identify the budget ledgers for units to be included in the revised budget and to calculate projected final values.

The ledgers exist within the Account Ledger table (F0911) and support the information in the Account Balances table (F0902).

The first two characters of the Description-2 field must contain the amount ledger type that corresponds to the unit ledger type in the Code field. The ledger types must be uppercase characters.

For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

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 rolls the original budget into the next fiscal year. The ledger types have R (roll budget) as the first character in the Description-2 field.

A ledger type with B or S as the first character in the Description-2 field is not applicable to the Job Cost system.

For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

Any budget ledger types not included in your revised budget must be defined here for them to be entered into the Job Cost system.

Summarize and Close Ledger Type (51/LT)

Use summarize and close 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).

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 in length. 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.

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 in length. 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 Basic Budget Setup and Speed Budget Setup control whether the system verifies the fields and allow you to specify the chart type for comparison.

Formula Description (51/FM)

Use formula description user defined codes to identify the valid values for descriptions of the codes that are available on Define Inquiry Columns. Each description relates to a ledger type or group of ledgers from which the system can retrieve amounts or unit quantities for Job Status Inquiry. You cannot change the values of the codes. However, you can change the description of the codes.

Inquiry Ledger Type (51/IL)

Use inquiry ledger type user defined codes to identify additional ledgers that you want to include on Define Inquiry Columns. The system can retrieve amounts or unit quantities for Job Status Inquiry from these ledgers.

You can define up to 10 additional ledger types. These ledger types can appear on Define Inquiry Columns as codes 11 – 20 for amounts, codes 31 – 40 for units, and codes 51 – 60 for header units.

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 uppercase characters.

The Special Handling Code field in the fold area must contain 1 if the ledger type relates to a budget ledger.

For a ledger type to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

See Also

- *Defining Inquiry Columns (P51921)*

Profit Recognition IS Entry (51/IS)

Use profit recognition IS (income statement) entry user defined codes to identify the automatic accounting instructions (AAIs) for income statement entries based on different business unit types. This allows you to recognize the revenue and cost amounts according to the different business unit types. The Code field contains the business unit type, or a combination of a business unit type and an object account (cost type). The Description-2 field contains the related AAI that identifies the account to 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:

1. Checking the table for a combination of the business unit type and cost type. If the system does not find the correct combination, it performs step 2.

2. Checking the table for the business unit type. If the system does not find the correct business unit type, it performs step 3.

3. 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.

Override Profit Recognition AAIs by Business Unit Type (51/PR)

Use override profit recognition AAIs by business unit type user defined code to override any AAI based on business unit type. This allows you to establish different liability and asset accounts for different types of liabilities that must be segregated. The Code field contains the business unit type and AAI to override. The Description-2 field contains the AAI to use that identifies the account which you want to use.

All AAIs from profit recognition are available except IS (income statement). IS is reserved for profit recognition IS entry.

AAI JBJCCE must be defined and is used in place of JCCE. If AAI JBJCCE does not exist, then JCCE is used. JB is the user defined code for business unit type.

Revise User Defined Codes for Job Cost

Revising User Defined Codes for Job Cost
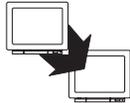
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose User Defined Codes

From Job Cost User Defined Codes (G5142), choose an option

Before you define your user defined codes, you should review your system to ensure that they are not already defined. You can then revise your user defined codes as necessary.

User defined codes are central to J.D. Edwards systems. You must be thoroughly familiar with user defined codes before you change them.

▶ **To revise user defined codes**

On any user defined codes form

1. Complete the following fields:

   - System Code

   - User Defined Codes

2. Revise information as necessary.

What You Should Know About

Setting up blank codes   A blank field in a user defined code list indicates that a blank is a valid entry for the code. This means that the user defined code does not require a specific value to be assigned to the field on a form.

Leave the character code blank and type a period in the last position of the description to set up a valid code equal to blank.

Set Up Job Status Inquiry

Setting Up Job Status Inquiry

You set up the columns, formats, and paths used to display job status information on the Job Status Inquiry form. Column definitions are required, but formats and paths 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.

After you define your columns, you can place them into groups of up to four columns. This creates specific form formats that you can select to view the information.

After you define your formats, you can create inquiry paths by which you can toggle through a specified sequence of formats.

Complete the following tasks:

- ❑ Define inquiry columns

- ❑ Define inquiry formats

- ❑ Define inquiry paths

Defining Inquiry Columns
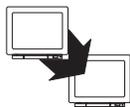
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Define 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:

- Column name

- Column heading

- The formula by which the information displayed in the column is calculated

● The glossary item name in the data dictionary

The information is stored in the Inquiry Columns table (F5192).

The inquiry columns are also used on the Combined Progress Entry form.

▶ **To define inquiry columns**

On Define Inquiry Columns

1. Complete the following fields:

   ● Column Name

   ● Formula

2. Complete the following optional fields:

   ● Description

   ● Column Heading 1

   ● Column Heading 2

   ● Decimal Positions

   ● Edit Code

   ● Multiplier

   ● Glossary Item

Field	Explanation
Formula	A calculation that the system uses to input an amount or quantity in this column. You can use a single predefined value or multiple predefined values in conjunction with mathematical operators to enter a formula. Valid mathematical operators are:

    +   Add
    −   Subtract
    *   Multiply
    /   Divide
    ( )   Left and right parentheses for nesting

For example, you can enter the following formula to have the system calculate on-time percentages:

       20/(20+21+22)

The formula above equals on-time percentages because:

- 20 is the value for on-time amounts
- 21 is the value for early amounts
- 22 is the value for late amounts

What You Should Know About

Formula codes

The system uses each code described in the table to retrieve a related amount or unit quantity. The codes, which are user defined (51/FM and IL), identify the ledger or group of ledgers that are the source of the information. You must match the following fields with the appropriate codes:

- For amounts, the valid codes are 1 – 20.
- For unit quantities, the valid codes are 21 – 40.
- For header units, the valid codes are 41 – 60.
- For percent complete, the valid code is 61.

Formula examples

The following list includes examples of different ways you can combine the codes and mathematical functions to create formulas:

- Actual amount: 1
- Actual unit rate: 1/21
- Total commitments: 1+6
- Unit rate variance: (1/21) – (5/25)

The formula consists of a single code if the column relates to a specific value contained in the ledger.

See Also

- *Understanding User Defined Codes for Job Cost (P00051)*

Defining Inquiry Formats
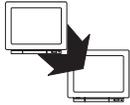
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Define Inquiry Formats

After you define the columns for Job Status Inquiry, you can group them into formats. A format can include up to four columns, which appear on Job Status Inquiry in the same order you define them in the format. You are not required to assign a column to each of the four column fields. The format definitions are stored in the Inquiry Formats table (F5193).

► To define inquiry formats

On Define Inquiry Formats
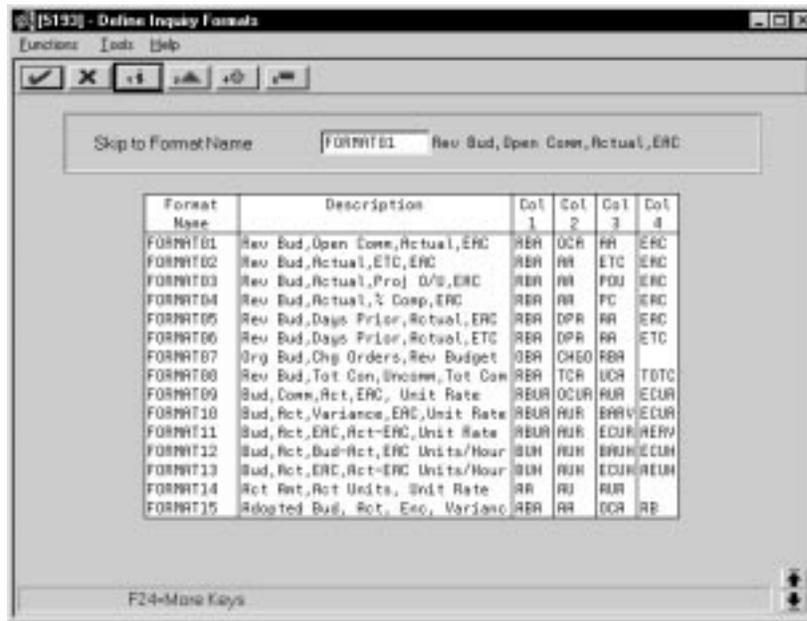
Complete the following fields for each format:

- Format Name
- Description
- Column 1

- Column 2
- Column 3
- Column 4

Defining Inquiry Paths
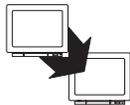
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Define Inquiry Paths

After you define the formats for Job Status Inquiry, you can group them into paths. A path is a sequence of more than one format through which you can toggle to view your information. The path definitions are stored in the Inquiry Paths table (F5194).

After you define your paths, you can rearrange the formats into a new sequence.

Complete the following tasks:

- Define an inquiry path
- Rearrange formats

▶ **To define an inquiry path**

On Define Inquiry Paths

1. Complete the following fields:
   - Path Name
   - Description
2. Complete the following field for each format in the path:
   - Format Name
   - Sequence Number

▶ **To rearrange formats**

On Define Inquiry Paths

1. Complete the following field to locate the path:
   - Path Name
2. Complete the following field for each format according to the new sequence:
   - Sequence Number

Set Up Chart Types and Model Jobs

Setting Up Chart Types and Model Jobs for Job Cost

You can create chart types and model jobs 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 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.

A model job is also a model cost code structure. However, it is based on the job type. You can copy all of the accounts or selected ranges of the accounts in a model job into a new job of the same type. You can also use a model job to update the cost code structures of all jobs of the same type without changing each cost code structure individually.

You do this by first updating the model job's cost code structure. Then, when you post vouchers against the new account in the real job, the system automatically adds the new account information to the cost code structure of the real job.

For example, assume you use a model job to set up the cost code structure in each of five jobs. After you set up the cost code structures, you need to add an additional account to each of them. You can add the new account to the model job. Then, when you post vouchers against the new account in each of the five jobs, the system updates their cost code structures with the new account.

Complete the following tasks:

❑ Set up a chart type

❑ Set up a model job

Setting Up a Chart Type for Job Cost

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.

Chart types are defined by the user defined category codes (system 51, type 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.

You should define the blank chart type for the cost code structure information you use most often.

After you define the codes you use to identify your chart types, you enter the model cost code structure information for each chart type.

Complete the following tasks:

❑ Define chart type code*s*

❑ Enter model cost code structures

Defining Chart Type Codes

From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose User Defined Codes

From Job Cost User Defined Codes (G5142), choose Cost Code Master Chart Types

You define chart types in the user defined category 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**

On User Defined Code Revisions

1. Locate system 51, type TC by completing the following fields:

    - System Code

    - User Defined Codes

2. Complete the following fields for each chart type you want to define:

    - Code

    - Description

See Also

- *Understanding User Defined Codes for Job Cost (P00051)* for more information on setting up cost code master chart type codes (51/TC)

Entering Model Cost Code Structures
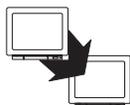
From Job Cost (G51), enter 29

From Job Cost System Setup (G5141), choose Chart Type Setup

After you define the codes 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**

On Chart Type Setup
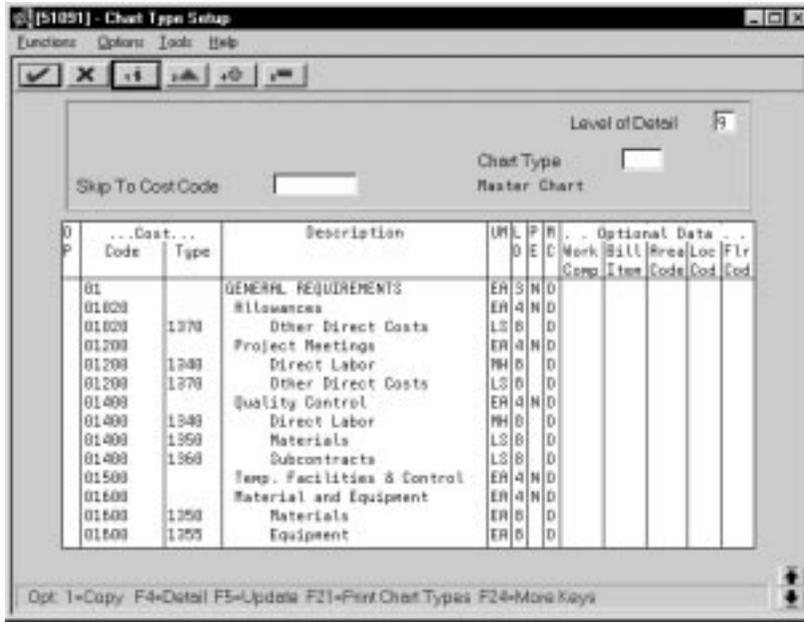
1. Complete the following fields to select the chart type:

    •   Chart Type

2. Complete the following fields for each line item:

    •   Cost Code

    •   Cost Type

    •   Description

    •   Unit of Measure

    •   Level of Detail

    •   Posting Edit

    •   Method of Computation
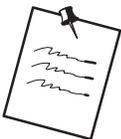
You can also copy cost code structure details into a new chart type from an existing chart type.

See Also

    •   *Creating a Cost Code Structure* for more information on creating and copying cost code structure information

Processing Options for Chart Type Setup

```
COST TYPE DISPLAY OPTION:
1. Enter 1 to 5 characters for the          _____
   beginning of every Cost Type (6 digit
   Object).  The remaining characters
   will be displayed on the screen.
   For example, if 1 character is
   entered, 5 are displayed; if 2 are
   entered, 4 are displayed, and so on.
   This eliminates duplication where the
   beginning characters are the same.

EDIT OPTION:
2. Enter a "1" to prevent changes to        _____
   the Workers Compensation field.
```

Setting Up a Model Job

A model job is a model cost code structure. However, it is based on the job type. You can copy all of the accounts or selected ranges of the accounts in a model job into a new job of the same type. You can also use a model job to update the cost code structures of all jobs of the same type without changing each cost code structure individually.

You do this by first updating the model job's cost code structure. Then, when you post vouchers against the new account in the real job, the system automatically adds the new account information to the cost code structure of the real job. For example, when you process your profit recognition the system generates automatic entries. If the accounts do not exist in the real job, the system looks to the model job for the accounts and posts the entries to those jobs.

You must first set up a job master record for each of your model jobs. You can then enter the cost code structures for each model job.

The job number of the model job must be the same as the type business unit of the model job. For example, if you create a model job with type business unit JB, you must enter job number JB for the model job.

Complete the following tasks:

- Set up a model job master record

- Enter model job cost code structures

What You Should Know About

Updating accounts automatically

You can use your model jobs to automatically update the cost code structures of all jobs with the same job type. You do this by entering the new account information into the model job. Then, when you post vouchers against the new account in the other jobs, the system adds the new account information from the model job to the cost code structure of the real jobs.

In order for the system to copy the account information, you must do the following:

- On the General Accounting Constants form, set the Allow Invalid Accounts field to yes.
- When you enter vouchers against accounts that are not in the cost code structure of a job, enter a pound sign (#) in the first space of the Account Number field.

Setting Up A Model Job Master Record
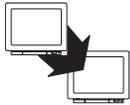
From Job Cost (G51), choose Job and Budget Setup

From Job and Budget Setup (G5141), choose Job Master Revisions

You must first set up a job master record for each of your model jobs. You can then enter the cost code structures for each model job.

▶ **To set up a model job master record**

On Job Master Revisions

Complete the following fields:

- Job Number

- Name (line 1 of the description area)

- Model Job

- Company

- Business Unit Type

Field	Explanation
Model Accounts and Consolidation Flag	A flag that indicates either a model/consolidated account or a model/consolidated business unit. Possible values are:
	blank Non-model business unit or account.
	M Model business unit or account.
	C Consolidated business unit or account. This is a program-generated (P10862) value and is not user-accessible.
	1 Target business unit or account. Used in source company records for intercompany settlements across environments.

See Also

- *Creating a Job Master Record (P510063)*

Entering Model Job Cost Code Structures

From Job Cost (G51), choose Job and Budget Setup

From Job and Budget Setup (G5141), choose Original Budget Entry

After you set up a job master record for each of your model jobs you can enter the cost code structures for each model job.

▶ **To enter model job cost code structures**

On Original Budget Entry

1. Complete the following field:

    • Job Number

2. Complete the following fields related to each account to create your cost code structure:

    • G/L Date

    • Code

    • Type

    • Description

    • Unit of Measure

    • Level of Detail

    • Posting Edit

- Method of Computation

What You Should Know About

Copying account information into a model job

You can create the cost code structures for your model jobs by copying in the account information from existing cost code structures. You can:

- Copy accounts from a chart type.
- Copy accounts from a model job.
- Copy accounts from an existing job.

See *Copying from a Chart Type (P510921)*

Advanced & Technical

Appendices

Appendix A — Job Cost Data Model

Job Cost
Co. Constant
F0026

Company No.
Projections Y/N
Audit Trails Y/N
Commitment
  Constant

Business
Unit
F0006

Job Number
Job Name
Company No.
Tax Info.
Posting Edit Code

Cost Code
Master
F5109

Chart Type
Subsidiary
Object Account

Account
Master
F0901

Account ID
Account Name
Job Number
Cost Code
Cost Type
Alternate Cost
  Code
Category Codes
Level of Detail
Method of
  Computation
Posting Edit Code

Account Master
Extended Details
F51901

Account ID
Start Dates
Finish Dates
Schedule No.

Table Relationships
1 = 1 record
M = many records

Company
Constants
F0010

Company No.
Company
  Name
Fiscal Pattern
Current Period

Account
Balances
F0902

Account ID
Orig. Budget
Prior Year Amt.
Period Balances
Century
Fiscal Year
Ledger Type

Extended
Job Master
Revisions
F5108

Job Number
Budget "From"
  Year
Budget "Thru"
  Year

Profit Recog.
F5144

Job Number
Subledger
Budgets
Projected Finals
Prior Earned
  Amounts

Account
Ledger
F0911

Account ID
Ledger Type
Docu. Number
G/L Date
Amount

Draw Reporting
Master
F51911

Account ID
Docu. Number
G/L Date
Draw Status
Amount

Appendix B — Test Yourself Answers

Entering Additional Information

1. The system creates the extended job master.

    The system creates the G/L header account for the job.

    You can direct the system to set the default business unit type to JB.

2. Use the Job Revisions by Company program

3. To group jobs for reporting purposes

Understanding Cost Code Structures

1. Levels 8 and 9.

2. A cost code header is an account that does not have an object (Cost Type) associated with it. You use cost code headers to summarize detail accounts.

3. The Job Cost and General Accounting systems switch the order of the Cost Code and Cost Type fields.

Creating a Cost Code Structure

1. Copy the entire chart type.

    Copy selected accounts.

    Copy a range of accounts.

2. Yes. You must enter the budget information at the same time you copy the specific accounts in your new job.

3. The Copy Similar Job and the Original Budget Entry programs.

Revising a Cost Code Structure

1. No.

2. You must run the global update programs to maintain system integrity.

3. First, delete the budget with an asterisk (*) in the first position of the cost code. Then, delete the account by removing the values in the fields.

Copying Budget Details from a PC

1. The revised budget equals the original budget plus any changes.
2. Budget revisions are stored by the period for which they occur. Original budget information is stored in the BORG field of the Account Balances table (F0902).
3. You can force changes by locking the original budget.

Entering a Budget Revision

1. Incremental (+/−) or in total as the new cumulative amount
2. In the fold area.

Reviewing a Project or Job

1. Use the Display From and Display Thru fields for Cost Code and Cost Type.
2. Use the Proj. field with 1.
3. Select the More Details option.
4. Use the P/C/I field with C for cumulative year-to-date.
5. Use the From Date/Period and Thru Date/Period fields.

Working with Job Progress

1. They are used as turnaround and input documents.
2. The method of computation determines which fields are input capable.
3. AU, F%, FA, FU, HA, HU, IA, and IU.

Estimating Job Profit

1. Use the balances stored in the HA ledger from progress entry, or enter a percent complete for the entire job.
2. It estimates the job profit information.

Working with Estimated Profit

1. Lock it.
2. Use Single Job Adjustments or Group Job Adjustments.
3. You can recognize the entire deferred profit to the current period, or you can recognize it proportionately over the remaining life of the project.

Working with Profit Recognition Journal Entries

1. Yes, but you need to regenerate the profit records by rerunning the Build Recognition Data program.

2. The entries for over/under billings and costs, deferred costs, accrued payables, and recognition of estimated profit and loss.

Entering Supplemental Information

1. Columnar and narrative.

2. To track information by business unit that is not currently on the standard system, for example, weather conditions and legal considerations.

Reviewing Supplemental Information

1. Use a code that was established in define inquiry columns at the top of any of the four columns.

2. It can be used to track problems on the job, for example, weather conditions and so on.

Glossary

Glossary

This glossary defines terms in the context of J.D. Edwards systems and the accompanying guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a certain expense account and a credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Formerly known as the *expedient method* and the *fast path method.* Contrast with *G/L method*.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's A/R transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

alphabetic character. A letter or other symbol from the keyboard (such as *, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

application. See *system*.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

AZ ledger. The ledger type that the system uses for cash basis accounting.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. See batch.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing.*

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See *operand*.

broadcast message. 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center*.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment.*

command. A character, word, phrase, or combination of keys you use to instruct the computer to perform a defined activity.

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit.*

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. An online help function that allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See *receipt*.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

display field. A field of information on a form that contains a code or parameter provided by the system that you cannot change. Contrast with *input field.*

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction and Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a report.

EDI. Electronic Data Interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

email. Electronic mail.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field.* (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name,

Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

file. See *table*.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. See *detail area*.

form. A specific set of fields and information displayed on your monitor. Also known as a *screen*.

function. A separate feature within a program that allows you to perform a specific task, for example, the field help function.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Formerly known as the *tough/right method.* Contrast with *A/P Ledger method*.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See *printout*.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue

(43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form where you type data, values, or characters. See *field*. Contrast with *display field*.

install system code. See *system code*.

integrity test. A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job that the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing.*

interest invoice. An invoice calculated on paid invoices for which payment was received after the specified due dates.

interest rate computation code. A code that designates the rates and effective dates used for calculating interest charges.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

job. A single identifiable set of processing actions you instruct the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift the information that you enter in an input field to the right or left side of the field. Many of the programs within J.D. Edwards systems justify information. The system does this after you press Enter.

key field. A field that is common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code that specifies a language for the computer to use when displaying information.

leading zeros. A series of zeros that certain programs place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the system places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged voucher. A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

    A=Major Product Directories
    B=Product Groups
    1=Basic Operations
    2=Intermediate Operations
    3=Advanced Operations
    4=Computer Operations
    5=Programmers
    6=Advanced Programmers

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that sometimes appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company with which the journal entries, invoices, vouchers are associated, or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

next numbers. A feature that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. The Boolean logic operand instructs the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. See *print queue*.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. By typing a new value over the default code, you can override the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system. The system uses the password uses to identify you as a valid user.

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or an invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Also known as a *hard copy*.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

processing options. A feature that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss.*

receipt. The payment you receive from a customer.

receipt logging. See *logged receipt*.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher or invoice becomes due for payment. For example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A process that creates an opposite entry when the original transaction is posted to the general ledger.

reverse image. Text on a form that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See *form*.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. A code defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See *detail area*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also known as a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have

been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application.*

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An email method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See *suspense account*.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss.*

update payments. For example, to add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes that you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code type. The identifier for a list of user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards provides a number of these lists for each system. You can create and define lists of your own.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system verifies the information you enter against the list of valid codes.

variable numerator allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier.*

vocabulary overrides. A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. See *logged voucher.*

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a program, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street or avenue.

worked. A code that indicates whether a customer's account has been reviewed and updated. For example, you work an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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