PeopleSoft.

EnterpriseOne 8.10
Job Cost
PeopleBook

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Job Cost PeopleBook
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About These EnterpriseOne PeopleBooks Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, *http://www.peoplesoft.com/corp/en/login.jsp*

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
Italics	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Using the PeopleBooks Online Library

This section provides an overview of the PeopleSoft Online Library and discusses:

- Navigating Through the PeopleSoft Online Library

- Searching Through the PeopleBooks Online Library

The PeopleSoft Online Library (PSOL) is an HTML-based tool that contains comprehensive documentation for PeopleSoft EnterpriseOne application and tools. Use this documentation as an online research library. The PeopleSoft Online Library is organized hierarchically, like a library of books. It provides standard navigation and search capabilities, including an expandable table of contents, a keyword index, and a full-text search feature.

Navigating Through the PeopleSoft Online Library

This section discusses:

- Accessing the PeopleBooks interface

- Enabling the Reference Pane

- Navigating Between Books and Chapters

- Navigating Within a Chapter

- Using the Table of Contents

- Using the Index

Accessing the PeopleBooks Interface

When you open the PeopleSoft Online Library home page, the PeopleBooks Online Library appears in your browser. When you click the PeopleBooks link, the PeopleBook interface appears in your browser with a list of available PeopleBooks.

After you choose a PeopleBook, the PeopleBook interface displays information in the following three panes:

- Document pane

  The pane on the right side of the window; displays the document HTML file, which corresponds to a chapter in the PeopleBook.

- Navigation pane

  The pane above the Document pane; contains display options, navigation controls, and the current PeopleBook and chapter titles.

- Reference pane

  The pane on the left side of the window; contains three tabs: Contents, Index, and Search. Use these tabs to explore the PeopleBooks or to locate a specific topic. You can hide the Reference pane to maximize the size of the Document pane.

Enabling the Reference Pane

If the Reference pane (with the Contents, Index, and Search tabs) does not appear, click the Show Reference Pane button in the Navigation pane at the top of the browser. To hide the Reference pane, click the Hide Reference Pane button.

Navigating Between Books and Chapters

Use the Navigation pane to view information about the current PeopleBook, and to navigate between PeopleBooks or between chapters in the current PeopleBook.

Click the links at the bottom of the Navigation pane to access the PeopleSoft Online Library home page (Home), the PeopleBooks Library home page, and the first page of the current PeopleBook.

Use the following buttons in the Navigation pane to navigate through each PeopleBook:

Button	Description
Previous (left directional arrow)	Click Previous to go to the previous chapter in the book.
Next (right directional arrow)	Click Next to proceed to the next chapter in the book.
First	Click First to go to the first chapter in a book.
Last	Click Last to go to the last chapter in a book.

Note

These buttons move you to the previous or next file in the sequence in which the chapter files are organized in the book, not (as with a browser's Forward and Back buttons) in the sequence in which you opened the files.

Navigating Within a Chapter

Use the navigation features in the Document pane to navigate within a chapter. Click a cross-reference link to go to a related topic. These links appear in See Also headings.

Use the following buttons in the Document pane to navigate within a chapter:

Button	Description
Top (up arrow)	Click Top to go to the top of the current chapter.
Previous (double arrows)	Click Previous to go to the beginning of the parent section.

Using the Table of Contents

Click the Contents tab to display the table of contents for the current PeopleBook. Use the following functions in the Contents tab to navigate through the current PeopleBook:

Feature	Description
Closed folder (with plus symbol)	Click a closed folder icon to expand a chapter.
Open folder	Click an open folder icon to collapse a chapter.
Section (document symbol)	Click a section icon to open to the section.
Synchronize	Click the Synchronize button to open the Table of Contents to the topic that is currently displayed in the Document pane.
Expand All	Click Expand All to open all of the folders in the Table of Contents.
Collapse All	Click Collapse All to close all of the folders in the Table of Contents.
Keep TOC synchronized with document	Click this option to automatically synchronize the Table of Contents as you navigate through the chapters.

Using the Index

Click the Index tab to search through a keyword index of the current PeopleBook. To display an index topic, enter a keyword in the text box, or scroll to the keyword and click it. The document appears at the associated topic unless multiple topics exist.

Searching Through the PeopleBooks Online Library

This section discusses:

- Performing a Simple Search
- Performing an Advanced Search

Performing a Simple Search

To perform a simple search, enter the text for which you want to search, and then press Enter or click the Search button. The Search list box displays all of the topics that contain the text that you entered, along with the PeopleBook in which each topic belongs.

The simple search form uses an *accrue* logic when searching. That is, it finds results that contain any or all of the terms which you entered, with priority given to documents that contain all or most of the keywords. The results appear sorted by book title and then by score.

When you search on multiple words, the system displays topics that contain any of the words in the search criteria. However, if you want the search to return topics that contain all of the words in the search criteria, surround the words with quotation marks, for example "Accounts Receivable Features."

Performing an Advanced Search

Use the Advanced Search options to expand your search. You can define the type of search to perform and refine your search results. Click the Advanced Search link on the Search tab to access the following Advanced Search options:

- Full Text

  Choose this option to perform a full text search. The Search list box displays all of the chapters with text that matches your search criteria, along with the PeopleBook wherein the chapters belong.

- Chapter Title

  Choose this option to search for text within chapter titles only. The Search list box displays all of the chapter titles that contain the text that you entered, along with the PeopleBook in which the chapters belong.

- Search Within Results

  Choose this option in combination with the Full Text or Chapter Title option to refine your search results.

Job Cost System Overview

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

- Create and maintain cost code structures for all of your jobs

- Establish budgets for your jobs

- Set up time schedules for the tasks in your jobs

- Track and manage the costs and revenues associated with your projects and jobs

- Review and revise additional information associated with your projects and jobs

- Generate various reports showing the cost, revenues, and other details of your projects and jobs

- Calculate job progress at any time during the job

- Calculate estimated final values associated with your projects and jobs

- Recognize and record profit or loss at any point in a job

- Create draw reports on the costs that are eligible to be borrowed against a loan agreement

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

- Mining

- Utilities

- Engineering projects

- Media production

- General contracting

- Manufacturing

- Self-constructed assets

- Property development and homebuilding

- Heavy equipment and highway contracting

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

- Setting up unique cost code structures for different jobs

- Integrating industry-specific terminology into forms and reports

- Selecting from various computation methods when calculating projected final values

System Integration

The Job Cost system integrates with the following PeopleSoft systems to help you manage your jobs easily and efficiently:

Accounts Payable   This system updates the appropriate accounts payable (A/P) records when you enter progress payments, record vouchers, or make payments for a job.

Accounts Receivable   This system updates the appropriate accounts receivable (A/R) records when you record contract billings against the work on your jobs.

Address Book   This system provides the addresses of suppliers, subcontractors, and business owners. You can use this information to print payments, reports, and so on.

Change Management   This system integrates budget change orders in the Job Cost, Subcontract Management, and Contract Billing systems.

Contract Billing   This system uses the account information in the Job Cost system to generate billings for contracted work.

Subcontract Management   This system updates committed units and amounts to accounts in the Job Cost system. You can manage contract budgets and cost projections through the Job Cost system.

Subcontract Management integrates with Job Cost to manage the day-to-day and long-term details of contracts, payments, and commitments associated with a job. Use the Subcontract Management system to create and maintain contracts, establish payment guidelines and make payments, track expenses paid, track future commitments, input change orders for contracted commitments, and generate status reports for contracts and commitments. Use the Change Management system to record changes to open commitment amounts for subcontracts that are tied to jobs.

The Commitment Ledger (ledger types PA and PU) is updated for open commitment amounts as subcontract orders are entered in the Subcontract Management system. The open commitment amounts are relieved from the PA/PU ledger when payments are made and posted against contracts using the Account Progress Entry program (P510211) or the Job Progress Entry program (P510212).

The result of amounts updated to the Commitment Ledger affect the projected final amount for a job or project. All of these amounts can be reviewed in the Job Status Inquiry program (P512000 or P512100). These programs allow you to compare budget amounts, actual amounts, commitments, and projected final amounts associated with a job or project.

Equipment/Plant Maintenance   This system allows you to charge equipment time and costs to specified accounts within a job.

Fixed Assets   This system records the development costs for self-constructed assets such as buildings.

General Accounting   This system updates accounts in the Job Cost system to reflect changes to general ledger balances.

Inventory Management   This system credits inventory accounts and debits cost accounts in the Job Cost system as inventory is issued.

Payroll	This system manages the labor and equipment costs that relate to jobs.
Real Estate Management	The Job Cost system tracks the development and finish work costs associated with the Real Estate Management system.
Procurement	The Procurement and Job Cost systems share a common database. This enables you to view the purchase orders and committed amounts related to a job.

Throughout the Procurement system, future payment obligations that are recorded and tracked are called commitments. The system maintains commitment amounts in the Job Cost Commitment ledgers (PA/PU). A commitment amount is created when a purchase order is entered for nonstock materials associated with a job. The PA/PU ledger is updated in the Account Balances table (F0902) from the P.O. Detail Ledger File table (F43199).

When a purchase order is received and vouchered, the open commitment balance does not change. The open amount will be relieved when the voucher is posted. During the post, an additional record is created in the P.O. Detail Ledger File table (F43199) with a description of the receipt or payment for the purchase order. The open commitment amount is then relieved from the PA/PU ledger and added to the Actual Amounts (AA/AU) ledger.

Service Billing	This system manages billing for the costs associated with progress on a job.
Work Order Processing	This system lets you limit line item commitments to a work order. You charge costs from the line item to the work order in the Job Cost, Subcontract Management, and General Accounting systems.
Engineering to Order	This system manages costs and tracks progress for large-scale manufacturing-related jobs. It uses detailed planning and execution phases, which are useful in managing jobs for supply chain execution modules.

Engineering To Order integrates with Job Cost to do the following:

- Create and upload the job master and chart of accounts
- Upload original budget information
- Create and upload budget revisions
- Calculate projected final amounts
- Calculate percent complete
- Determine job profitability

Job Cost is a useful tool for Engineering to Order users because of its extensive cost analysis functionality, budget revision tracking, detailed cost structure, and its integration with the Contract Billing system.

System Features

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

Final Projections

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

Final projections include the following items:

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

Profit Recognition

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

Job Status Inquiry

The Job Cost system provides you with an online inquiry option. With this option, you can view all information that relates to your projects or jobs. You can also review predefined job information. The Job Status Inquiry programs (P512000 and P512100) allow you to set up columns to view specific information. When you finish viewing this information, you can save your columnar format for future viewing. You can use the Job Status Inquiry program to view the following information:

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

Audit Trail Management

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

Job Budget Revisions

The Job Cost system enters and locks original budget information for a job. After you lock a budget, you must enter a budget revision to change it. You can use Budget Revisions program (P510171) to create audit trails of budget changes to a job. By doing this, you can compare original budget information with revised budget information when a job is completed.

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

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

Cost Analysis

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

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

Draw Processing

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

Report Generation

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

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

Job Cost Process

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

Job information
Create a job master record that identifies the company and includes the job number and name. If the job is part of a larger project, create the project master record first and then create job master records.

Cost code structure and schedule information
Create a chart of accounts for each job to track, manage, and report on the costs associated with the job. You can copy accounts from a chart type, or you can copy accounts and related budget information from an existing job. For each account, identify your planned start and finish dates, and update this information as the job progresses.

Original budget information
Enter the monetary amounts and quantity information for each account that you want to track or report.

Revised budget information
Change monetary amounts and quantity information incrementally or cumulatively while maintaining the original budget information.

Review job and specific account information
Review the progress of the job at any time to identify potential problems in projected budget and cost variances. You can access job or account information that is managed by other systems.

Enter job progress information
Enter actual amount and quantity information, and enter an estimated percentage of completion for each account. Enter a method of computation so that the system can calculate projected finals. To meet your business requirements, change any of the above information and recalculate projected final information.

Estimate profit
Estimate the job profit to ensure that the job is meeting your business requirements. You can estimate the job profit at any time before completion. The system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. Estimated profit can reflect either a net profit or a net loss.

Change the estimated profit information
Change the estimated profit information by changing any of the following:

- Profit recognition method
- Deferred and accrued cost information
- Percent complete information
- Projected final value information

Create journal entries
Create journal entries for each profit recognition record that you process.

Post journal entries
Post the batch that contains the profit recognition records.

Generate draw information
Generate a draw report to submit to your financial institution so that you can receive a disbursement of your loan money based on the eligible costs that you have incurred for the job over a given period.

Close the job	Close the job after it is complete or after all of the transaction information related to the job is posted.
Purge job cost information	Use features managed by the General Accounting system to periodically purge outdated or completed job cost information from your Account Balances (F0902) and Account Ledger (F0911) tables to free space. Before you purge a job from your system, you should summarize and copy the related information in your Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.

See Also

To summarize and purge job cost information, see the following topics in the *General Accounting Guide*:

- ❑ *Data Removal*
- ❑ *Creating Summarized Records*
- ❑ *Purging Prior Year Journal Entries*
- ❑ *Purging Prior Year Account Balances*
- ❑ *Deleting Account Master Records*

Tables and Descriptions

The Job Cost system uses the following primary tables:

Business Unit Master (F0006)	Stores job master information, including the job description, job number, job type, company, and category codes.
Ledger Type Master (F0025)	Stores rules for specific ledger types, such as: • Budget amounts • Budget units • Annual close budget • Summarize and close
Account Master (F0901)	Stores the Job Cost system cost code structure account information, cost code schedule information, and category codes. When a job master record is created, a header account is created in the Account Master table. The header account enables adjustment of the percentage of completion for jobs during profit recognition processing.
Account Balances (F0902)	Stores the Job Cost system original budget information. Also stores Job Cost system account balance details of ledgers for each account in the cost code structure. Data stored in the Account Balances table is used to calculate job progress information. Profit recognition journal entries are posted to the Account Balances table.
Account Ledger (F0911)	Tracks revisions to account balance amounts and quantities by providing a detailed audit trail of transactions. Job Cost ledgers can contain both amounts and quantities.

The Job Cost system also uses the following secondary tables:

Company Constants (F0010)	Stores company definitions, including number and name, fiscal date pattern, and current period.
Batch Control Records (F0011)	Stores identification header records for each batch.
Automatic Accounting Instructions Master (F0012)	Stores the rules that control how the system creates journal entries for profit recognition, protects actual unit amounts during job progress calculations, identifies the accounts that are eligible for draw reporting, and forces general ledger entries to be in balance.
Next Numbers (F0002)	Stores the next available number for all automatically assigned numbers in the system, such as profit recognition numbers and draw numbers. For draw reporting, you have the option of using the System 51 next number or draw next number.
Job Cost Draws Next Number (F51002)	Stores the job and a draw next number that you assign.
Address Book Master (F0101)	Stores names, address numbers, search types, and category codes.
Customer Master (F0301)	Stores accounts receivable and billing information about a customer.
Supplier Master (F0401)	Stores accounts payable information about a supplier.
Accounts Payable Ledger (F0411)	Stores accounts payable transaction history.
Inquiry Columns (F5192)	Stores user defined column information to display on the Job Status Inquiry-User Defined Columns form.
Profit Recognition (F5144)	Stores the financial information for current profit recognition processing.
Profit Recognition Account Balance (F5145)	Stores the financial information for previous profit recognition processing.
Extended Job Master (F5108)	Stores planned and actual schedule information.
Cost Code Schedule (F51901)	Stores Account Master category codes that you set up for alternate sequence viewing and reporting.
Draw Reporting Master (F51911)	Stores draw information in addition to the eligible account from the Account Ledger table (F0911).
Draw Explanation (F51911EX)	Stores explanations for changed or added draws.
Supplemental Database Data Types (F00091)	Stores the definitions of the data types used to track additional information for jobs.
Supplemental Data (F00092)	Stores additional information entered about jobs, categorized by data types.
Multiple Cost Code Setup (F51092)	Stores versions set up in the Multiple Cost Code Setup program.
Chart Type Master (F5109)	Stores chart types used in setting up cost code structures.

Job Identification

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

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

Consider the following examples:

- You are contracted to build a 10-story office building. You will manage costs and track progress on a floor-by-floor basis. In this case, the office building is your project, and each floor is a separate job within that project.

- You are contracted to build 30 houses in a subdivision. You will manage costs and track progress on a house-by-house basis. In this case, the subdivision is your project, and each house is a separate job within that project.

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

Job Master Record

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

Job Type

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

Model Jobs

You can create a model job to use as a template for creating new jobs. A model job contains cost code structures that can be copied into other jobs. When you create the job master record, you assign a model job status to the job. The Job Cost system allows only one model job for each job type. You can create a new job by simply copying information from another job that has similar information. You can then change the information for the new job.

Creating a Job Master Record

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

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

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

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

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

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

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

Prerequisite

❑ Set up the company. See *Setting Up Companies* in the *General Accounting Guide.*

❑ Set up user defined codes for job type. See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide.*

❑ If you are using the Service Billing system, set up contract types. See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide.*

See Also

❑ *Working with Subledgers* in the *General Accounting Guide*

Reviewing Address Book Information

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

► **To review address book information**

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

1. On Work With Addresses, complete the following fields, and click Find.

   • Alpha Name
   • Search Type

2. Review the address book information.

See Also

❑ *Working with Address Book Records* in the *Address Book Guide*

Entering Job Master Information

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

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

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

Caution

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

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

- The system creates a general ledger (G/L) header account in the Account Master table (F0901) for the job in the F% ledger. Header accounts enable you to adjust the percentage of completion for a specific job when you recognize profit.

- The system stores job master information in the Business Unit Master table (F0006). You can direct the system to automatically add a specified business unit type, such as JB, to the record.

- The system updates the Establishment Constant File table (F069056) if you are using the Payroll system.

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

Entering Category Code Information

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

Prerequisite

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

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

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

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

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

   - Job Number
   - Company

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

   - Project

4. Complete the following optional fields:

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

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

   - Subledger Inactive

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

- Job Site Address
- Owner Address
- Supervisor Address
- Contract Type

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

- State
- Posting Edit

6. Click OK.

► **To enter multiple job master records**

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

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

- Job Name
- Job Type
- Co

2. Choose a job and click Select.
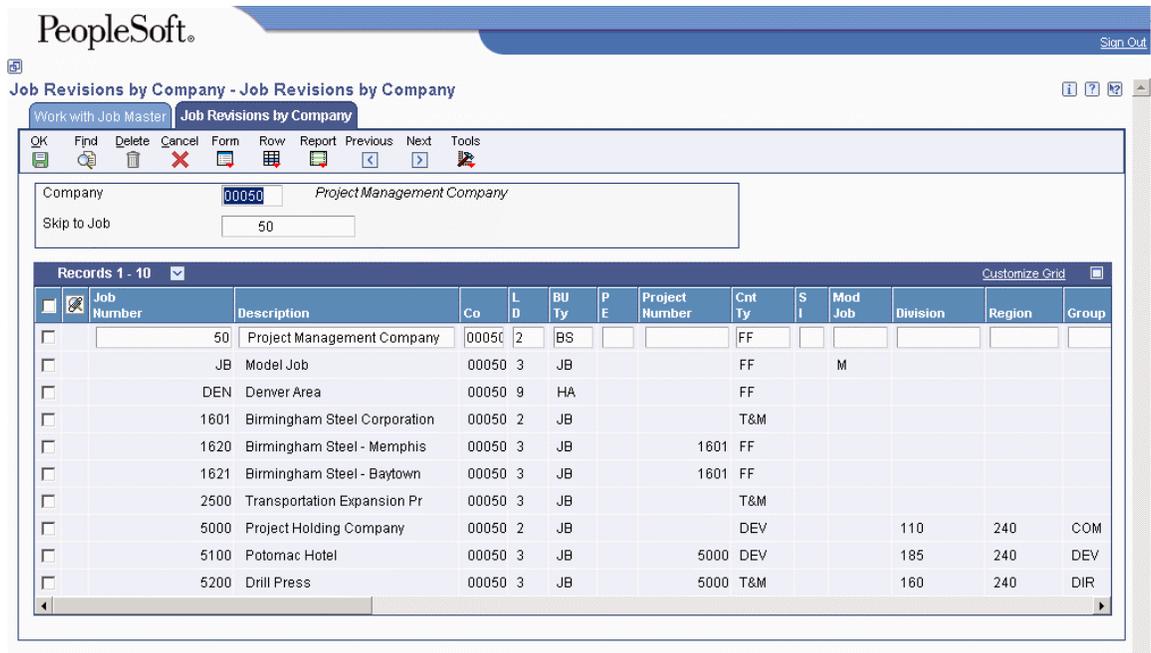
3. On Job Revisions by Company, scroll to the bottom of the detail area to access a blank entry line.

4. Complete the following fields in the last, blank row of the detail area:

- Job Number
- Description
- Co

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

- Project Number

6. Complete the following optional fields:

- L D
- BU Ty
- P E
- Mod Job

7. Complete any of the remaining optional fields.

8. To save the new entries, click OK.

Changing Address Book Information for a Job

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

► **To change address book information for a job**

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

1. On Work with Job Master, complete one or more of the following fields, and click Find.

- Job Name
- Job Type
- Company

2. Choose a job.

3. From the Row menu, choose Address Book.

4. On Address Book Revision, click any of the following tabs and change the appropriate fields, as necessary, to update the address book information for your job:

- Address Book
- Mailing
- Additional
- Related Address
- Cat Code 1-10
- Cat Code 11-30

5. Click OK.

Changing Job Master Information

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

► **To change job master information**

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

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

   - Job Name
   - Job Type
   - Company

2. Choose a job.

3. From the Row menu, choose Job Revisions.

4. On Job Master Revisions, change the fields as necessary, and click OK.

Entering Job Dates and Other Job-Related Information

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

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

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

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

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

Prerequisite

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

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

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

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

   • Job Name
   • Job Type
   • Company

2. Choose a job.

3. From the Row menu, choose Job Dates/Other.

4. On Job Dates & Other Information, complete the following optional fields to enter tax information:

- Equipment Rate Code
- Tax Entity-Property Tax
- Tax Expl - Tax Rate/ Area

5. To enter job date information, complete the following optional fields:

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

6. To enter job payroll information, complete the following optional fields:

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

You can access additional payroll information by choosing Payroll Constants from the Form menu on the Job Master Revisions form or the Row menu on the Job Revisions by Company form.

7. To save the entries and return to Work with Job Master, click OK.

Entering Extended Job Information

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

You use an extended job master to control the creation of projected final balances by fiscal year and new account master file records with their associated category code values.

The system automatically creates an extended job master for you when you add a job through the Job Cost system.

► **To enter extended job information**

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

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

   - Job Name
   - Job Type
   - Company

2. Choose a job.

3. From the Row menu, choose Extended Job.

4. On Extended Job Master, complete the following optional fields:

   - Budget Start Century/Fiscal Year
   - Budget Thru Century/Fiscal Year

5. To enter category code definitions, complete the following optional fields:

- Category Code 1 Selection
- Category Code 2 Selection
- Category Code 3 Selection

6. Click OK.

Copying a Job

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

▶ **To copy a job**

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

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

- Job Name
- Job Type
- Company

2. Choose the job that you want to copy, and click Copy.

3. On Job Master Revisions, complete the following field:

- Job Number

4. Change other fields if necessary.

5. Click OK.

6. On Work with Job Master, to view the new job, click Find.

Deleting a Job

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

Caution

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

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

Prerequisite

❑ Delete budget information for the job. See *Deleting a Budget* in the *Job Cost Guide*.

❑ Delete account information for the job. See *Revising a Cost Code Structure* in the *Job Cost Guide*.

▶ **To delete a job**

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

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

   - Job Name
   - Job Type
   - Company

2. Choose the job that you want to delete, and click Delete.

3. To confirm the deletion, click OK.

4. On Work with Job Master, to ensure that the job is deleted, click Find.

   The job should no longer appear in the detail area of Work with Job Master.

Processing Options for Job Cost Master (P51006)

Defaults Tab

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

1. Job Type

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

2. Posting Edit Code

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

Display Tab

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

1. Company Number Change

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

Blank

No edit. This is the default.

1

Issue a warning.

2

Issue an error.

2. Payroll Fields

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

Blank

Display payroll fields. This is the default.

1

Suppress all payroll fields from appearing on the screen.

Versions Tab

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

1. Original Budget Version (P510121)

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

2. Job Status Inquiry Version (P512000)

Use this processing option to specify the version of the Job Status Inquiry (P512000). If left blank, ZJDE0001 is used.

3. Budget Revision Version (P510171)

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

4. Job Supplemental Data Version (P00092)

Use this processing option to specify the version of the Supplemental Data program (P00092). If you leave this field blank, the system uses ZJDE0008.

5. Copy Job to Job Version (P51091)

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

6. Cost Code Schedule Version (P51901)

Use this processing option to specify the version of Cost Code Schedule (P51901). If this processing option is left blank, version ZJDE0001 is used.

7. Purchase Orders Version (P4310)

Use this processing option to specify the version of the Purchase Orders program (P4310). If you leave this field blank, the system uses ZJDE0001.

8. Select button exits

Use this processing option to specify which application to access when you choose a row and click Select or double-click the row Valid values are:

1

Job Master Revisions. This is the default.

2

Job Revisions by Company.

3

Original Budget.

4

Budget Revisions.

5

Copy Similar Jobs.

6

Cost Code Schedule.

7

Update Percent Complete.

Cost Code Structures and Schedules

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

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

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

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

Managing Cost Code Structures

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

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

See Also

❑ *Working with Ledger Types for Job Cost* in the *Job Cost Guide* for more information about setting up ledger types for cost code structures

Planning Your Cost Code Structure

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

- Who will use the cost code information?
- For what reporting and forecasting purposes will you use your cost code structure?
- What is the most effective way to organize your cost code structure?

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

- Engineers who are concerned with the work being done at each phase of the job

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

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

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

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

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

- The first three characters represent a specific work item within the job

- The second three characters represent a specific type of task within the work items

- The last two characters represent the physical location of the work being done

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

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

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

Components of the Cost Code Structure

The cost code structure is composed of three parts:

Job number
The job number represents the specific job to which the cost code and cost type are related. In addition, the job number determines the link between jobs and the projects to which they belong.

Cost code
The cost code is an eight-character field used to organize cost code structure to accommodate different people, reporting purposes, and business needs. Structure your cost codes in any way, including:

- Hierarchically by level of detail for each account. For example, an account with a level of detail of 6 is subordinate to an account with a level of detail of 5.
- Correlating to a task or part of a job, such as earthwork, paving, or landscaping.
- Correlating to user defined codes. This ensures the consistency of codes across different jobs. It also allows you to view and report on your cost code structure based on the user defined codes.

You can imbed meaning in your cost codes to define the who, what, where, and so on associated with an account. For example, the first two characters can be set up to represent the type of job, such as electrical, plumbing, and so on. The remaining characters can be used to define other relevant details.

You can define category codes for specific character sequences that you identify for alternate sequencing. You can then generate reports, forecast costs, and so on, based on any of the category codes you specify.

Cost type
The cost type further defines the costs associated with the accounts in your cost code structure. It corresponds to a specific type of account, such as materials or labor costs.

The Cost Code Structure and General Accounting Relationship

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

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

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

Cost Code Structures

Job Cost Format (Cost Code Structure): Job Number.Cost Code.Cost Type (5100.02200.1341)
General Accounting Format: Business Unit.Object.Subsidiary (5100.1342.02200)

Job Cost	General Accounting
Job Number	Business Unit
Cost Code	Object
Cost Type	Subsidiary
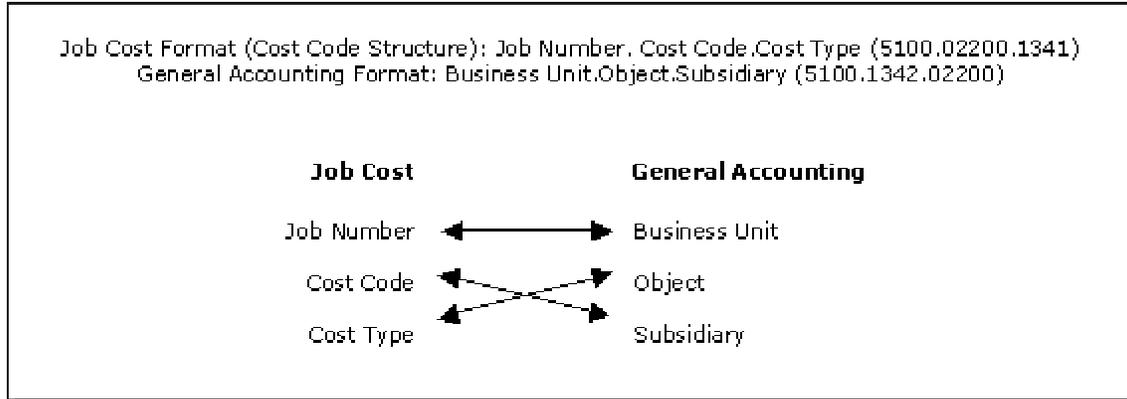
The cost code identifies a specific task within the job. The cost type identifies specific costs within the activity, such as labor or materials.

See Also

❑ *Planning Your Chart of Accounts* in the *General Accounting Guide*

Header and Detail Accounts

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

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

Levels of Detail

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

The following graphic compares the levels of detail for the Job Cost system and the General Accounting system:
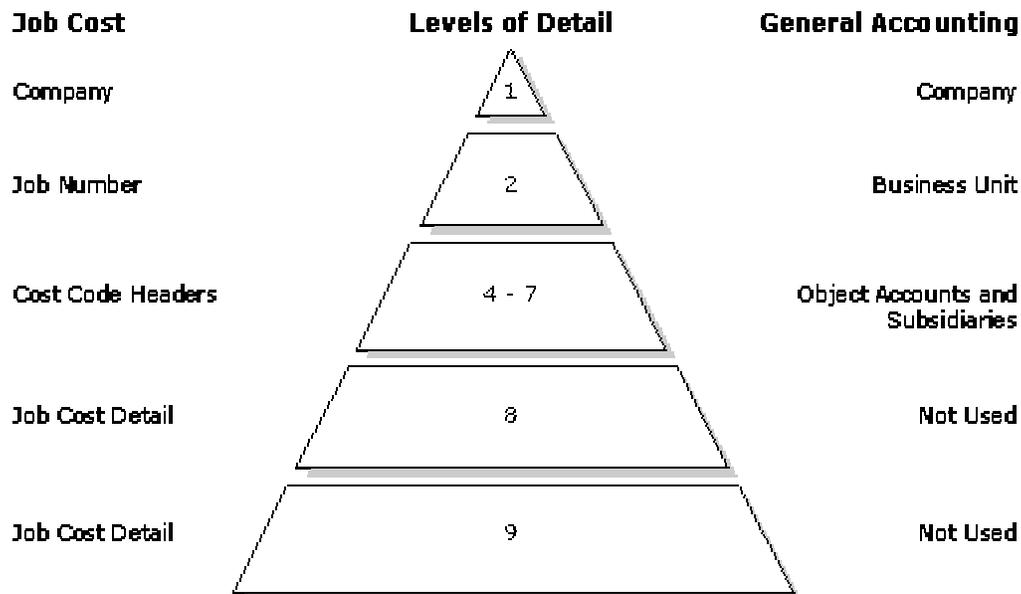
Generally, the levels of detail are used as follows:

Level 1   Reserved for the company in the Job Cost system and the General Accounting system.

Level 2   Reserved for jobs in the Job Cost system and business units in the General Accounting system.

Levels 4 through 7   Reserved for cost code headers in the Job Cost system and object accounts and subsidiaries in the General Accounting system. In the Job Cost system, a cost code header, which does not have a cost type, might be a level from 4 through 7. Such an account has no relationship to a general ledger account with the same level of detail. You can skip levels of detail if you do not need many header accounts.

Levels 8 and 9   Reserved for cost codes and cost types in the Job Cost system. You should use these levels only for job cost detail.

Note

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

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

Example: Cost Code Structure

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

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

- Site work

- Electrical

- Concrete

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

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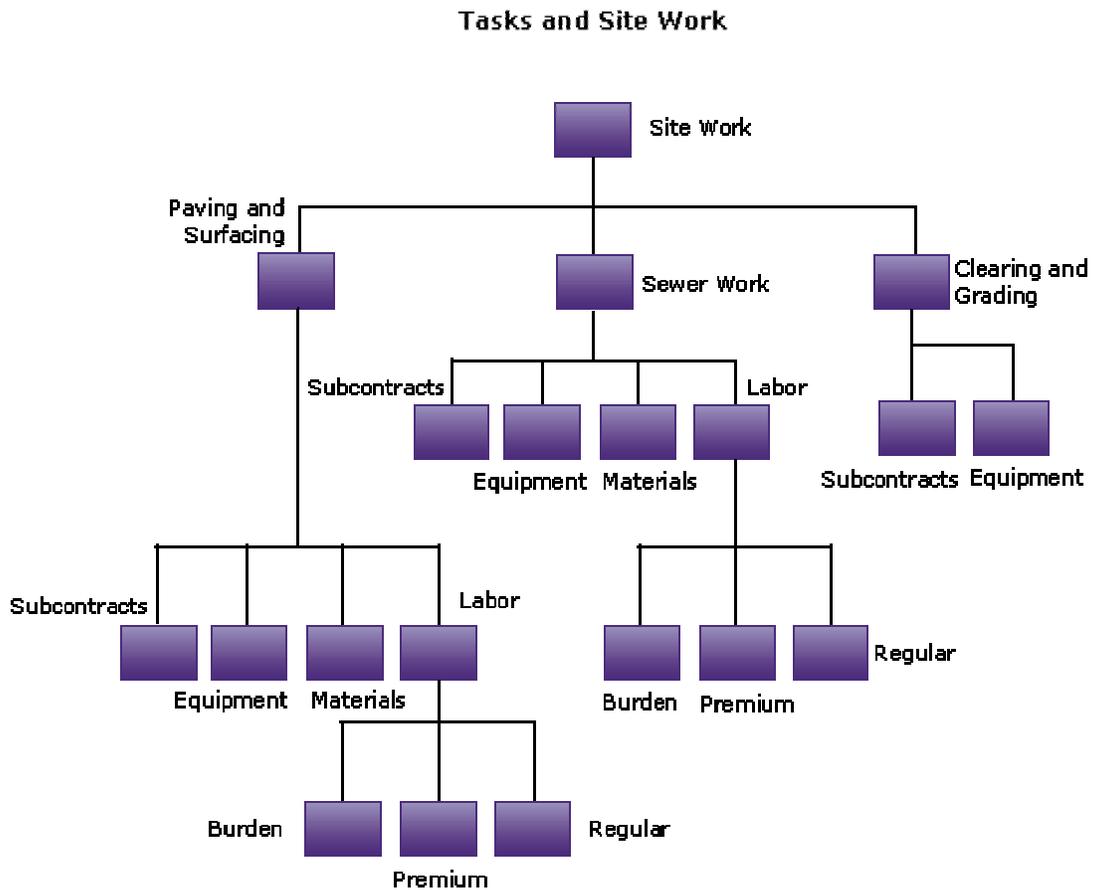
You determine the embedded structure you will use for your accounts and then assign your job number, cost codes, and cost types.

The following tables illustrate the numbers you might assign:

Job Number

Job	Job Number
Main Terminal Building	5001

Cost Codes

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

Cost Types

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

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

Account Number	Description	LOD
5000	Regional Airport Project	1
5001	Main Terminal Building	3
5001.02000	Site Work	4
5001.02200	Clearing and Grading	5

5001.02200.1355	Equipment	8
5001.02200.1360	Subcontracts	8
5001.02600	Sewer Work	4
5001.02600.1340	Labor	8
5001.02600.1341	Regular	9
5001.02600.1342	Premium	9
5001.02600.1343	Burden	9
5001.02600.1350	Materials	8
5001.02600.1355	Equipment	8
5001.02600.1360	Subcontracts	8
5001.02800	Paving and Surfacing	4
5001.02800.1340	Labor	8
5001.02800.1341	Regular	9
5001.02800.1342	Premium	9
5001.02800.1343	Burden	9
5001.02800.1350	Materials	8
5001.02800.1355	Equipment	8
5001.02800.1360	Subcontracts	8

Cost Code Structure Database Tables

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

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

Creating a Cost Code Structure

You must create a cost code structure for each of your jobs. A cost code structure is a list of the accounts that are associated with a job and helps to manage the related job information. To simplify the task of creating a cost code structure, copy cost code structures from another source into your new job and then revise the newly copied cost code information to meet the requirements for the job. When you copy account information from an existing job or job type, the system copies only those accounts that are not already in the job to which you are copying information. The system does not overwrite existing account information.

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

- Copy the cost code structure from a chart type into a job. A chart type is a hierarchy of cost codes and cost types that are organized for a particular type of job.

- Select specific accounts from a chart type or from an existing job and copy them into the new job.

- Copy the cost code structure from a model job into the new job. You identify a job as a model job when you create the job master record.

- Select specific accounts from a model job and copy them into the new job.

- Copy the cost code structure from an existing job into the new job.

- Create a new cost code structure by adding accounts one at a time.

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

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

Prerequisite

❑ Create a master record for the job. See *Creating a Job Master Record* in the *Job Cost Guide*.

See the following topics in the *Job Cost Guide*:

❑ *Managing Cost Code Structures*

❑ *Revising a Cost Code Structure*

Copying Information from a Chart Type

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

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

Prerequisite

❑ Set up your chart types and model jobs. See *Setting Up Job Cost Code Structures* in the *Job Cost Guide*.

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

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

1. On Work with Cost Code Structures, click Find.

2. Choose a chart type.

3. From the Row menu, choose Copy Chart to Job.

4. On Copy Cost Codes, complete the following field:

    - Job

5. Complete one of the following options:

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

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

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

    - Cost Code From
    - Cost Code Thru

    To copy the entire chart, leave these fields blank.

6. Change the following field, if necessary:

    - Level of Detail

7. Click OK.

8. On Confirmation of Copy, click OK.

9. On Numbers of Rows Added, review the number of account rows that were copied into your job, and then click Cancel.

   If no accounts were copied, then a chart of accounts is not set up for the chart type you selected. In this case, you can do one of the following:

   • Set up a chart of accounts for the chart type, and then copy the information into your job.

   • Choose a different chart type from which to copy account information.

Processing Options for Job Cost Code Structures (P51091)

Display Tab

1. Cost Type Characters to Mask

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

Process Tab

1. Budget Amount Ledger Type

Use this processing option to enter the Budget Amount Ledger Type to update.

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

Versions Tab

1. Job Cost Select Button Choices

Use this processing option to assign a specific program to the Select button. You can choose a row and click Select, or double-click the row. Valid values are:

1

Copy Selected Master Codes. This is the default.

2

Chart Type Setup.

Copying Information from an Existing Job

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

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

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

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

- The job from which you copy contains a current-year budget.

- The processing options for Job Cost Code Structures contain the budget ledger types from which you are copying.

- The budget ledger is set up on Ledger Type Master to roll with the annual close.

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

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

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

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

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

   - Job Name
   - Job Type
   - Company

2. Choose the job from which you want to copy information.

3. From the Row menu, choose one of the following options to access the Copy Cost Codes form:

- Copy Job to Chart
- Copy Job to Job
- Copy Job to Type

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

4. On Copy Cost Codes, complete the following field in the Copy From area of the form:

- Job

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

5. In the Copy To area, complete one of the following fields:

- Chart Type
- Job
- Job Type

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

6. Choose one of the following options:

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

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

- Cost Code From
- Cost Type From

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

7. Change the following field, if necessary:

- Level of Detail

8. To copy budget information, click the following option:

- "Do you wish to copy associated budgets?"

This option is available only for copying cost code structure information to jobs or job types. If you turn on this option, the Copy Budgets area appears on the form.

9. In the Copy Budgets area of the Copy Cost Codes form, click one of the following options:

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

10. Click OK.

11. On Confirmation of Copy, click OK.

12. On Number of Rows Added, review the number of account and budget rows that were copied, and then click Cancel.

See Also

❑ *Working with Ledger Types for Job Cost* in the *Job Cost Guide*

Creating a New Cost Code Structure

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

See the following topics in the *Job Cost Guide*:

❑ *Adding an Account* for information about adding accounts one at a time

❑ *Copying Information from a Chart Type* and *Copying Information from an Existing Job* for information about creating a cost code structure for a new job from existing information

Revising a Cost Code Structure

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

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

Caution

If you revise a cost code structure that has costs applied to it, you must run the Global Update BU/OBJ/SUB to F0902/F0911 from F0901 program (R09806) to maintain system integrity.

See Also

❑ *Updating Account Ledger and Account Balances Tables* in the *General Accounting Guide*

Adding an Account

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

► **To add an account**

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

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

   • Job Name
   • Company
   • Job Type

2. Choose the job to which you want to add an account.

3. From the Row menu, choose Account Sequence.
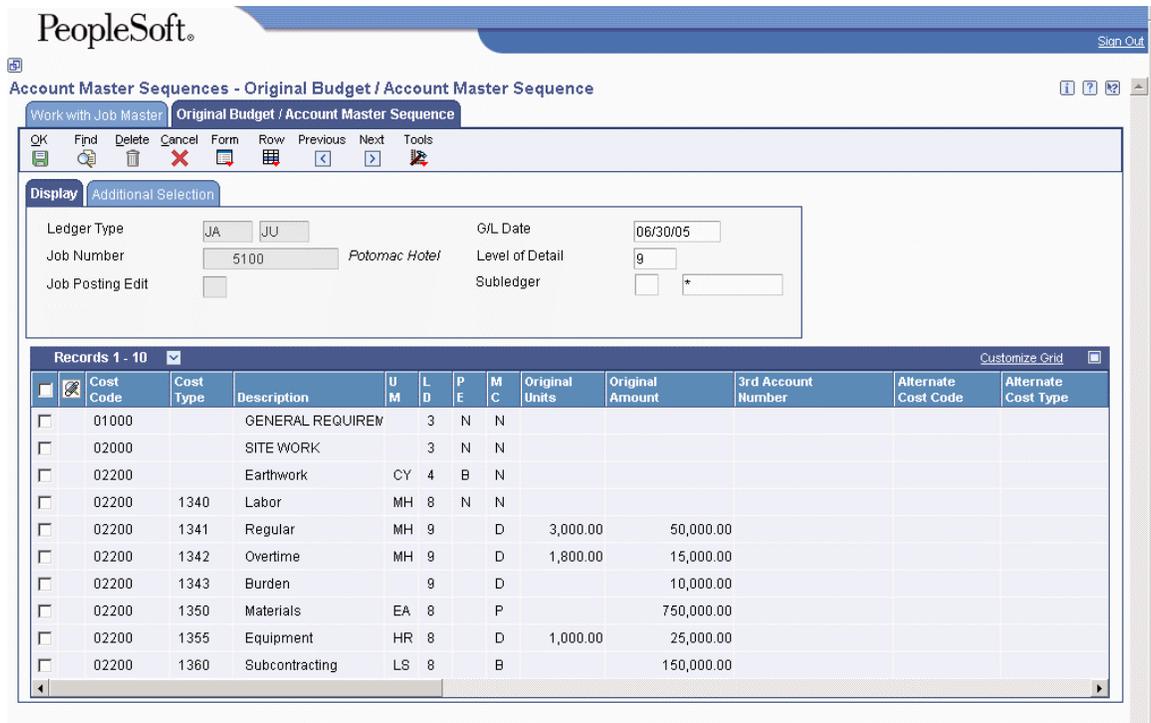
4. On Original Budget / Account Master Sequence, complete the following fields to identify the accounts you want to review:

   •   G/L Date
   •   Level of Detail
   •   Subledger

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

6. Complete the following optional fields, and click Find:

   •   Skip From Cost Code:
   •   Skip Thru Cost Code:
   •   Skip From Cost Type:
   •   Skip Thru Cost Type:

7. Complete the necessary fields in the last, blank row of the detail area for the new account information.

8. Click OK.

Deleting an Account

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

Prerequisite

❑ If you are deleting an account that has budget information associated with it, delete the budget information first. See *Deleting a Budget* in the *Job Cost Guide*.

► **To delete an account**

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

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

   • Job Name
   • Company
   • Job Type

2. Choose the job from which you want to delete an account.

3. From the Row menu, choose Account Sequence.

4. On Original Budget / Account Master Sequence, complete the following fields to identify the accounts you want to review:

   • G/L Date
   • Level of Detail
   • Subledger

5. To further identify the accounts you want to review, click the Additional Selection tab and complete the following fields:

   • Skip From Cost Type:
   • Skip Thru Cost Type:
   • Skip From Cost Code:
   • Skip Thru Cost Code:

6. Click Find.

7. Choose the account that you want to delete, and click Delete.

8. Confirm the deletion by clicking OK.

9. On Original Budget / Account Master Sequence, click OK.

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

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

   The account that you deleted should not appear.

Revising an Account

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

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

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

   - Job Name
   - Company
   - Job Type

2. Choose the job for which you want to revise account information.

3. From the Row menu, choose Account Sequence.

4. On Original Budget / Account Master Sequence, complete the following fields to identify the accounts that you want to review:

   - G/L Date
   - Level of Detail
   - Subledger

5. To further identify the accounts you want to review, click the Additional Selection tab and complete the following fields:

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

6. Click Find.

7. Revise the account information, and click OK.

8. If the account fields that you want to change are not in the detail area of the Original Budget / Account Master Sequence form, choose the account.

9. From the Row menu, choose Single Account.

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

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

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

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

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

13. Click OK.

See Also

❑ *Revising Accounts* in the *General Accounting Guide*

Copying a Cost Code Range Within the Same Job

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

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

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

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

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

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

► **To copy a cost code range within the same job**

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

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

   - Job Name
   - Company
   - Job Type

2. Choose a job.

3. From the Row menu, choose Copy Job to Job.

4. On Copy Cost Codes, complete the following field in both the Copy From area and the Copy To area of the form:

   - Job

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

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5. Complete one of the following options:

    - To copy cost codes without associated budgets, complete the following fields in the Cost Code Ranges area:

    - Cost Code From
    - Cost Code Thru
    - Cost Type From
    - Cost Type Thru
    - Level of Detail

    - To copy cost codes with associated budgets, click the "Do you wish to copy associated budgets?" option.

        The Copy Budgets area appears on the form.

6. If you are copying associated budgets, click one of the following options:

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

7. Click OK.

8. On Confirmation of Copy, click OK.

9. On Number of Rows Added, review the number of account and budget rows that were copied, and then click Cancel.

Assigning Alternate Sequences

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

- To identify specific areas of a job

- To follow the guidelines of regulatory cost code structures

- To comply with the requirements of a parent company

- To comply with the requirements of a third party

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

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

- Assign alternate sequence category codes and alternate sequence cost code numbers manually to each line of a cost code structure after you create it.

- Assign alternate sequence category codes automatically when you create a new cost code structure.

- After you create the cost code structure for a job, assign an alternate sequence category code to the entire cost code structure.

See Also

See the following topics in the *Job Cost Guide*:

❑ *Creating a Cost Code Structure* if you have not created your cost code structure

❑ *Entering Extended Job Information* for information on how to assign alternate sequence category codes

Understanding Alternate Sequences

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

Example: Alternate Sequences

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

- The first three characters represent a specific work item within the job.

- The second three characters represent a specific type of task within the work items.

- The last two characters represent the physical location of the work being done.

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

The following graphic illustrates this structure:

Defining Alternate Sequences

5001 . XXX XXX XX . 1340

Category Code 1

Category Code 2
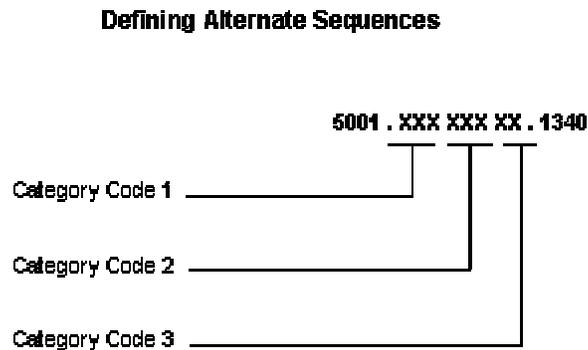
Category Code 3

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

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

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

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

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

Normal Sequence

6001.BBB34505.1234

6001.EEE45604.1234

6002.CCC56703.1234

6003.AAA12302.1234

6003.DDD23402.1235

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

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

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

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

Alt. Account Number	Category Code 1	Category Code 2	Category Code 3
6003.DDD23402.1235	6003.AAA12302.1234	6003.AAA12302.1234	6003.AAA12302.1234
6001.BBB34505.1234	6001.BBB34505.1234	6003.DDD23402.1235	6003.DDD23402.1235
6001.EEE45604.1234	6002.CCC56703.1234	6001.BBB34505.1234	6002.CCC56703.1234
6003.AAA12302.1234	6003.DDD23402.1235	6001.EEE45604.1234	6001.EEE45604.1234
6002.CCC56703.1234	6001.EEE45604.1234	6002.CCC56703.1234	6001.BBB34505.1234

Note

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

Assigning an Alternate Sequence Manually

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

Prerequisite

❑ You must define the alternate sequence category codes. See *Entering Extended Job Information* in the *Job Cost Guide*.

▶ **To assign an alternate sequence manually**

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

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

   - Job Name
   - Company
   - Job Type

2. Choose a job.

3. From the Row menu, choose Account Sequence.

4. On Original Budget / Account Master Sequence, complete the following fields to identify the accounts you want to review:

   - G/L Date
   - Level of Detail
   - Subledger

5. To further identify the accounts you want to review, click the Additional Selection tab and complete the following fields:

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

6. Click Find.

7. To assign an alternate sequence to an account, complete one or more of the following fields:

- Bill Item
- Alternate Cost Code
- Area Code
- Loc Cod

8. Click OK.

Assigning an Alternate Sequence to the Cost Code Structure

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

See Also

❑ *Updating Category Code Information* in the *Job Cost Guide* for information on how to direct the system to assign category codes to the entire cost code structure

Setting Up Cost Code Schedules

After you create your cost code structure, you can set up a cost code schedule for the tasks within each job. Use cost code schedules to establish a chronological order for the tasks. Some tasks might need to be scheduled sequentially, while other tasks might be scheduled concurrently. For example, suppose you are contracted to build a large regional airport. The airport is your project, and each task within it - such as the construction of the main terminal building, the automated baggage system, the airport access road, and so on - is a separate job.

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

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

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

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

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

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

The system stores cost code schedule information in the Account Master table (F0901) and the Cost Code Schedule table (F51901).

Prerequisite

❑ Set up account category codes. See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide*.

► **To set up cost code schedules**

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

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

   - Job Name
   - Company
   - Job Type

2. Choose a job.

3. From the Row menu, choose Code Schedule.
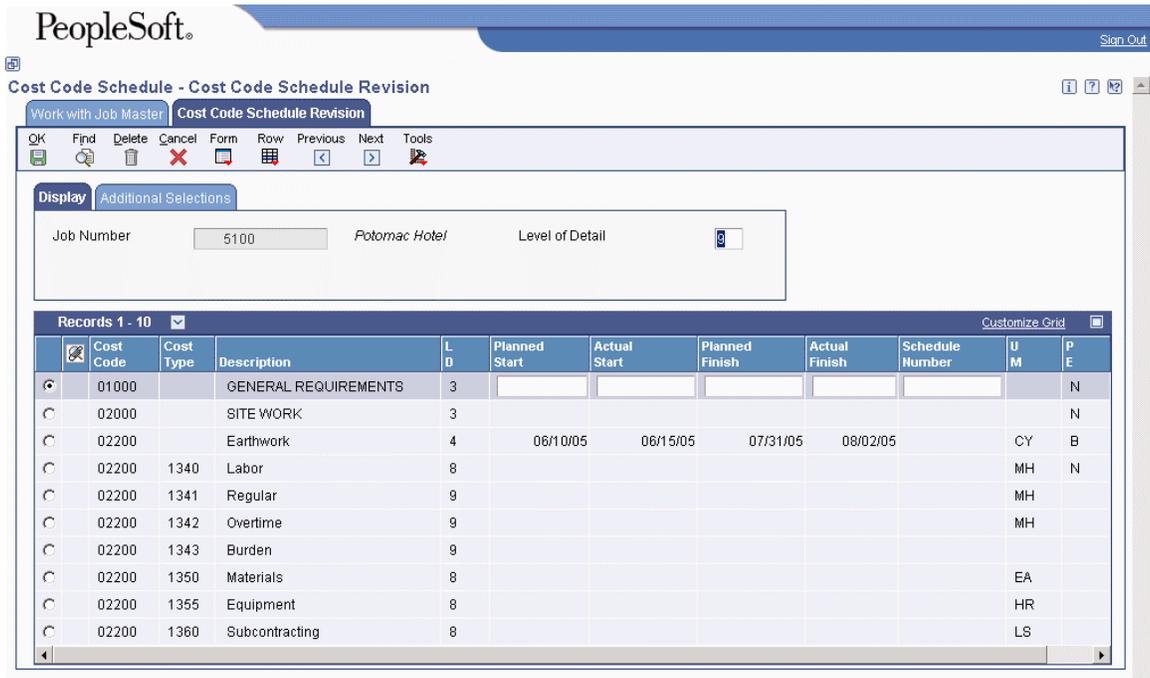
4. On Cost Code Schedule Revision, complete the following field to identify the accounts that you want to review:

   - Level of Detail

5. To further identify the accounts that you want to review, click the Additional Selections tab and complete the following fields:

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

6. Click Find.

7. To enter planning information, complete the following fields for each account:

- Planned Start
- Planned Finish

8. To enter actual information, complete the following fields for each account when the information is available:

- Actual Start
- Actual Finish

9. To cross-reference an account to a scheduled task outside of the Job Cost system, complete the following field:

- Schedule Number

10. Click OK.

Processing Options for Cost Code Schedules (P51901)

Defaults Tab

1. Default Cost Code Range

From Cost Code

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

Thru Cost Code

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

2. Default Cost Type Range

From Cost Type

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

Thru Cost Type

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

3. Account Level of Detail

Use this processing option to specify the value (3 through 9) of the lowest account level of detail that you want to print. If you leave this processing option blank, the system uses a default value of 9.

1. Date Range Error Notification

Use this processing option to specify whether to issue an error message or a warning when the actual or planned start dates are greater than the finish dates. Valid values are:

Blank

Issue an error message.

1

Issue a warning.

Job Budgets

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

Budgets are classified as one of the following:

- Original
- Revised

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

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

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

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

Account Number	Description	UM	Budget Units	Budget Amounts (USD)
5001.02000	Site Work			
5001.02200	Clearing and Grading	CY	241	
5001.02200.1355	Equipment	HR	180	4,750.00
5001.02200.1360	Subcontracts	LS	1	215,000.00
5001.02600	Sewer Work			
5001.02600.1340	Labor	MH	610	15,000.00
5001.02600.1341	Regular			
5001.02600.1342	Premium			
5001.02600.1343	Burden			

5001.02600.1350	Materials	LF	6,900	313,950.00
5001.02600.1355	Equipment	HR	200	5,100.00
5001.02600.1360	Subcontracts	LS	1	165,000.00
5001.02800	Paving and Surfacing			
5001.02800.1340	Labor	MH	1,200	21,600.00
5001.02800.1341	Regular			
5001.02800.1342	Premium			
5001.02800.1343	Burden			
5001.02800.1350	Materials			15,000.00
5001.02800.1355	Equipment	HR	800	20,000.00
5001.02800.1360	Subcontracts			550,000.00

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

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

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

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

Prerequisite

❑ Set up units of measure as a user defined code. See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide*.

Setting Up an Original Budget

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

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

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

The processing options for the Budget Original program (P510121) must be accessed through the Application Versions Interactive program (P983051).

See Also

❑ *Working With Interactive Versions* in the *Foundation Guide*

Entering or Changing an Original Budget

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

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

Set processing options to perform the following features:

- Restrict the cost code accounts and data entry fields that are displayed

- Validate certain entries

- Update a specific ledger type

- Control the job version to be run

- Calculate original budget amounts when you enter units and unit rates information

Prerequisite

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

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

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

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

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

    *   Job Name
    *   Company
    *   Job Type

2. Choose a job.

3. From the Row menu, choose Budget Original.

4. On Original Budget / Account Master Sequence, complete the following fields to identify the accounts that you want to review.

    *   G/L Date
    *   Level of Detail
    *   Subledger

5. To further identify the accounts that you want to review, click the Additional Selection tab and complete the following fields:

    *   Skip From Cost Code:
    *   Skip Thru Cost Code:
    *   Skip From Cost Type:
    *   Skip Thru Cost Type:

6. Click Find.

7. To enter original budget information for an account, complete one or both of the following fields:

   - Original Units
   - Original Amount

8. To enter object and subsidiary account information, complete the following optional fields:

   - Alternate Cost Type
   - Alternate Cost Code

9. Change other account information, if necessary, and click OK.

10. To calculate the total budget amount for a job, choose Total Job Budget from the Form menu on Original Budget / Account Master Sequence.

Deleting a Budget

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

► **To delete a budget**

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

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

   - Job Name
   - Company
   - Job Type

2. Choose the job that has the budget that you want to delete.

3. From the Row menu, choose Job Budgets and then Budget Original.

4. On Original Budget / Account Master Sequence, choose the account that has the budget you want to delete.

5. From the Row menu, choose Delete Budget.

   The system displays the Original Budget / Account Master Sequence form with the selected budget information removed.

Locking or Unlocking a Budget

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

► **To lock or unlock a budget**

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

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

   - Job Name
   - Company
   - Job Type

2. Choose a job, and click Select.

3. On Job Master Revisions, click the More Detail tab and complete the following field to lock or unlock the budget:

   - Posting Edit

   To unlock the budget, make sure the Posting Edit field is empty.

Processing Options for Budget Original (P510121)

Display Tab

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

1. Default Cost Code Range

From Cost Code

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

Thru Cost Code

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

2. Default Cost Type Range

From Cost Type

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

Thru Cost Type

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

3. Restrict Account Range

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

Blank

Allow account ranges outside the cost code and cost type ranges. This is the default.

1

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

4. Inactive Accounts

Use this processing option to specify whether inactive accounts are displayed. Valid values

are:

Blank

Do not display inactive accounts.

1

Display inactive accounts.

5. 1-5 Characters of Cost Type

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

Edits Tab

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

1. Account Master Changes

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

Blank

Allow update to all fields.

1

Prevent changes to Account Master fields.

2

Prevent changes to Cost Code and Cost Type.

2. Workers Compensation Changes

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

Blank

Allow changes to the workers compensation insurance code field.

1

Prevent changes to the workers compensation insurance code field.

3. Account Category Codes Edit

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

Blank

Validate the G/L category codes 1-3 against the User Defined Codes.

1

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

4. Validate Against Chart Type

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

Blank

Do not validate all changes and additions against a specific Chart Type.

1

Validate all changes and additions against a specific Chart Type.

5. Chart Type

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

6. Chart Type Level of Detail

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

7. Cost Code Range

From Cost Code

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

Thru Cost Code

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

8. Cost Type Range

From Cost Type

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

Thru Cost Type

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

Process Tab

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

1. Budget Amount Ledger Type

Use this processing option to enter the Budget Amount Ledger Type to update.

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

2. Budget Entry Display

Use this processing option to control the display of Budget Entry fields. Valid values are:

Blank

Display Budget Entry fields.

1

Do not display Budget Entry fields.

3. Budget Update

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

Blank

Update current and future years.

1

Update the current year only.

2

Update all years.

4. Budget Unit Rate Format

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

Blank

Display the Budget Amount Rate format.

1

Display the Budget Unit Rate format.

Versions Tab

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

1. Budget Revisions Version (P510171)

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

2. Copy Job to Job Version (P51091)

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

3. Single Account Revisions (P0901)

Use this processing option to specify the version of Revise Single Account program (P0901). If you leave this field blank, the system uses ZJDE0001.

Entering a Budget Revision

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

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

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

The processing options for this program must be accessed through the Application Versions Interactive program (P983051).

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

- Unit, unit cost, and amount

- Unit and amount

- Amount

- Unit and unit cost

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

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

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

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

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

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

- Store a record of the original 15,000.00 USD budget in the F0902

- Update the revised budget amount for the account to 20,000.00 USD

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

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

- Store a record of the original 15,000.00 USD budget in the F0902

- Update the revised budget amount of the account for the period in question to 20,000.00 USD in the F0902

- Store an audit trail record of the 5,000.00 USD budget revision for the period in which the revisions were entered as the total for all transactions

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

- Store a record of the original 15,000.00 USD budget in the Original Budget field of the F0902

- Update the revised budget amount for the account to 20,000.00 USD

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

The system stores units and amounts in the F0902 with the ledger that you specified in the processing option.

Caution

Do not run the Repost Account Ledger program (R099102) if you do not create multiple Account Ledger table (F0911) records. Doing so can cause unpredictable results.

Prerequisite

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

► **To enter a budget revision**

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

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

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

   • Job Name

   • Job Type

   • Company

2. Choose a job.

3. From the Row menu, choose Budget Revisions.

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

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

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

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

6. Complete the following optional fields:

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

7. Click one of the following To Date options, and click Find:

- Period
- Inception
- Cumulative

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

8. To enter budget revision information for an account, complete any of the following fields:

- +/-Units
- +/-Unit Cost
- +/-Amount
- Cumulative Units
- Cumulative Amount

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

9. Change the following account information, if necessary, and click OK:

- Reference 2
- Explanation

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

See Also

❑ *Reposting the Account Ledger* in the *General Accounting Guide*

Processing Options for Job Budget Revisions (P510171)

Display Tab

1. Default Cost Code Range

From Cost Code

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

Thru Cost Code

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

2. Default Cost Type Range

From Cost Type

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

Thru Cost Type

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

3. Restrict Account Ranges

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

Blank

Allow account ranges outside the cost code and cost type ranges. This is the default.

1

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

4. Method of Computation

Use this processing option to specify the method of computation to display. If you leave this processing option blank, all methods are displayed.

5. Level of Detail

Use this processing option to specify the value (3 through 9) of the lowest account level of detail that you want to display. If you leave this field blank, the system uses a default value of 9.

6. Budget Column Format

Use this processing option to specify the budget format to display. Valid values are:

Blank

Unit and Amount columns only. This is the default.

1

Display the Budget Unit Rate format.

2

Display Unit and Unit Cost columns only.

3

Display Amount column only.

7. Budget Change

Use this processing option to specify whether to display the budget change as incremental or cumulative. Valid values are:

Blank

Display all entry fields.

1

Display +/- (incremental).

2

Display total (cumulative).

Process Tab

1. Budget Amount Ledger Type

Use this processing option to specify the amount ledger type to update. If you leave this processing option left blank, the JA ledger is updated. The budget unit ledger type is determined automatically from the amount ledger type. For example, the corresponding budget unit ledger type for JA is JU.

2. G/L Date Editing

Use this processing option to specify whether to bypass G/L date editing for job cost. Valid values are:

Blank

Do not bypass editing.

1

Bypass G/L date editing.

3. Document Type

Use this processing option to specify the document type to assign to created journal entries. If you leave this processing option blank, document type JE is assigned.

4. Budget Audit Trail

Use this processing option to specify the type of audit trail to create for job cost budget. Valid values are:

Blank

Create audit trail records per period change.

1

Create an audit trail record for each change.

2

Do not create audit trail records.

5. Reference Number

Use this processing option to specify the reference number to be updated on audit trail records that are created.

6. Override Explanation

Use this processing option to specify the override explanation to be updated on the audit trail record. If this field is left blank, Job Cost JE is used.

Job Cost Inquiries

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

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

- To monitor the progress of subcontracts and material commitments

- To identify financial errors, such as underestimated budget amounts

- To track and identify other problems within a project or job

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

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

Working with Job Status Inquiry

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

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

You might want to review the following job-related information:

- Actual amounts and quantities

- Budget and commitment information

- Projected final amounts and quantities

- Percentage of completion information

- Budget to actual variances

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

Reviewing Job Information by User Defined Columns

If you have specific job-related information that you need to review, you can define and set up columns to display the required information. You can adjust your user defined columns to meet new business requirements. Use the Job Status Inquiry-User Defined Columns program (P512000) to complete the following tasks:

- Set up user defined columns so that you can calculate account balance information that is specific to your business needs

- Select specific ranges of cost codes, cost types, and category codes to review

- Reorder cost code structures by cost code, category code, or alternate cost code

- Review lists of account information and balances for multiple jobs related to any of the following:

    - A single project

    - A single company

    - A single owner address

    - A single contract type

    - A single state

    - A single job type

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

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

Column Versions

The Job Status Inquiry-User Defined Columns program (P512000) lets you set up and save columns that contain the information that is important for your company. The following list provides an overview of the options you can choose:

- Ability to filter data using from and through date ranges

- Ability to see transactions within a number of days prior to the through date

- Ability to view unposted transactions when completing either of the following combination of fields:

    - Days prior columns and a blank G/L posted code

    - Non-period end from and through date and a blank G/L posted code

- Ability to filter projects using business category codes

- Ability to filter jobs using account category codes

- Ability to print what you see with your column versions

- Ability to save Job Master and Account Master category codes you set up in your column versions

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

- To save a new column version, choose Save Columns from the Form menu on Job Status Inquiry. You can use a new version name, or the system will name the new column version with your user ID. Blank is not valid. The column version is saved in the User Overrides table (F98950).

- To change columns on an existing version, change the columns on the Columns tab on Job Status Inquiry and then choose Save Columns from the Form menu. You do not need to change the version name.

- To prevent changes to a column version, you can lock it through a processing option.

- To delete a column version, go to the Job Cost Setup menu (G5141) and choose Column Versions - User Overrides. On Work With User Overrides, enter the application name in the Application field (for example, P512000), JC in the Type field, and click Find. Select the version that you want to delete, and click Delete.

Note

Do not use the Copy function in the User Overrides program (P98950) to copy a column version. The Job Status Inquiry - User Defined Columns program will not recognize any column versions that are copied from the User Overrides program.

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

Use one of the following navigations:

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

From the Cost Inquiries and Reports menu (G1312), choose Job Status Inquiry.

1. On Job Status Inquiry, complete the following fields, and click Find:

   - Job
   - Column Version

   The system displays the accounts and columns according to the specifications in the version that you selected.

2. Review and revise your account information as needed.

3. To review specific information about an account, choose the account, and then choose one of the following options from the Row menu:

   - To review account ledger information, choose Account Ledger.

   - To review account balance information, choose Account Balances.

- To review original budget information, choose Budget Original.

- To review revised budget information, choose Budget Revisions.

- To review progress entry for a single account, choose Account.

- To review progress entry for a job, choose Job.

- To review commitment information, choose Commitment Inquiry.

- To review change request information for an account, choose Account Inquiry.

- To review revised budgets by ledger type, choose Budget by LT.

- To review attachments, choose Attachments.

4. To review other job information, choose one of the following options from the Form menu:

- To review subcontract information, choose Subcontracts.

- To review change request information, choose Change Management.

- To review work order scheduling information, choose WO Sch Workbench.

- To review work order cost information, choose WO Cost by Job.

- To review parent work order information, choose Parent WO Inquiry.

- To enter employee labor costs related to a job, choose TE by Employee.

- To review profit recognition information, choose Profit Recognition.

5. To save your columns with a new column version name, choose Save Columns.

6. To return to Job Status Inquiry, click Cancel.

See Also

❑ *Setting Up Job Status Inquiry* in the *Job Cost Guide*

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

Defaults Tab

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

---

1. Account Sequence

Use this processing option to display an account sequence. You enter a sequence code to control the sequence of accounts that the system displays. The account sequence code controls whether you can enter codes in the range related field for category codes, alternate cost codes, and project sequence. Valid values are:

Blank

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

A

Alternate Cost Code, Cost Type.

C

Cost Code, Cost Type, Job.

O

Job, Cost Type, Cost Code.

T

Cost Type Cost Code, Job.

1

Account Category Code 1.

2

Account Category Code 2.

3

Account Category Code 3.

2. Default Cost Code Range

From Cost Code

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

Thru Cost Code

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

3. Default Cost Type Range

From Cost Type

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

Thru Cost Type

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

4. Default Company Number

Use this processing option to specify the company number. If you leave this processing option blank, no company number is supplied.

5. Restrict Account Range

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

Blank

Allow account ranges outside the cost code and cost type ranges. This is the default.

1

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

6. Column Version

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

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

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

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

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

7. Restrict Column Version

Use this processing option to restrict changes and additions to Column Versions. Valid values are:

Blank

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

1

Allow changes and additions to Column Versions.

8. Header Accounts

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

Blank

Display header accounts. This is the default.

1

Do not display header accounts.

2

Do not display any accounts with zero amounts.

9. Zero Accounts

Use this processing option to specify whether to display accounts that have a balance of zero. If you leave this processing option blank, the system does not display accounts that have a balance of zero. Valid values are:

Blank

Do not display zero accounts.

1

Display zero accounts.

Process Tab

1. Account Ledger Inquiry Types

Ledger Type 1

Use this processing option to specify the value for ledger type 1 when the Account Ledger Inquiry program (P09200) is accessed from the Row menu. If this processing option is left blank, the system uses ledger type AA.

Ledger Type 2

Use this processing option to specify the value for ledger type 1 when the Account Ledger Inquiry program (P09200) is accessed from the Row menu. If you leave this processing option blank, the system uses ledger type AA.

Version Exits Tab

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

1. Account Progress Entry (P510211)

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

2. Job Progress Entry (P510212)

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

3. Original Budget (P510121)

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

4. Budget Revisions (P510171)

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

5. Scheduling Workbench (P48201)

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

6. Account Ledger Inquiry Version (P09200)

Use this processing option to specify the version of the Account Ledger Inquiry program (P09200) that is accessed from the Row exit. The default version is ZJDE0001.

7. Select Button Exit

Use this processing option to specify which application to the system accesses when you choose a row and click Select or double-click the row. Valid values are:

Blank

Account Progress Entry. This is the default.

1

Job Progress Entry.

2

Account Ledger Inquiry.

Reviewing Basic Job Information

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

- Cost Code and Cost Type

- Account Description

- Unit of Measure

- Level of Detail

- Method of Computation

- Revised Budget Amount (all amount ledgers that have been recorded as revised budgets in the Ledger Type Master Setup program (P0025))

- Revised Budget Units (all unit ledgers that have been recorded as revised budgets in the Ledger Type Master Setup program)

- Revised Budget Amount (JA Ledger)

- Revised Budget Units (JU Ledger)

- Actual Amounts (AA Ledger)

- Actual Units (AU Ledger)

- Original Budget Amount (JA Ledger-BORG field only)

- Original Budget Units (JU Ledger-BORG field only)

- Total Commitment Amount (PA Ledger + AA Ledger)

- Total Commitment Units (PU Ledger + AU Ledger)

- Open Commitment Amounts (PA Ledger)

- Open Commitment Units (PU Ledger)

- Projected Final Amounts (HA Ledger)

- Projected Final Units (HU Ledger)

- Original Budget Amount (all amount ledgers - BORG fields only - that have been recorded as revised budgets in the Ledger Type Master Setup program)

- Original Budget Units (all unit ledgers - BORG fields only - that have been recorded as revised budgets in the Ledger Type Master Setup program)

- Percent Complete (F% Ledger if not equal to zero, (AA Ledger / HA Ledger), or (AU Ledger / HU Ledger))

- Budget Variance Amount (JA Ledger - AA Ledger)

- Budget Variance Units (JU Ledger - AU Ledger)

- Projected Final Over/Under Amounts (HA Ledger - JA Ledger)

- Projected Final Over/Under Units (HU Ledger - JU Ledger)

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

► **To review basic job information**

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

1. On Work with Job Status Inquiry - Basic, complete the following fields:

   - Job Number
   - Period/Date
   - Level of Detail
   - Subledger

   The G/L Date must be the end of a period. If you enter a period, the system enters the G/L Date as a default value.

2. To further identify the accounts that are displayed on Job Status Inquiry-Basic, click the Additional Selections tab and complete any of the following fields:

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

3. In the To Date area, choose one of the following options to specify how you want totals displayed:

   - Inception
   - Cumulative
   - Period

4. Click Find.

5. Review the account information.

6. To review specific information about an account, choose the account and then choose one of the following options from the Row menu:

   - To review account ledger information, choose Account Ledger.

   - To review account balance information, choose Account Bal by S/L.

   - To review progress entry, choose Account Progress.

   - To review attachments, choose Attachments.

7. On Job Status Inquiry, to review other job information, choose one of the following options from the Form menu:

   - To review job progress information, choose Job Progress Entry.

   - To review order information, choose Subcontracts.

   - To review commitment information, choose Commitment Inquiry.

- To review change request information, choose Change Management.

- To review work order scheduling information, choose WO Sch Workbench.

- To review work order cost information, choose WO Cost by Job.

- To review parent work order information, choose Parent WO Inquiry.

- To enter employee labor costs related to a job, choose TE by Employee.

- To review profit recognition information, choose Profit Recognition.

- To review original budget information, choose Budget Original.

- To review revised budget information, choose Budget Revisions.

Processing Options for Job Status Inquiry – Basic (P512100)

Display Tab

1. Default Cost Code Range

From Cost Code

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

Thru Cost Code

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

2. Default Cost Type Range

From Cost Type

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

Thru Cost Type

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

3. Restrict Account Range

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

Blank

Allow account ranges outside the cost code and cost type ranges. This is the default.

1

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

4. AA Ledger

Use this processing option to specify whether to display the actual amounts ledger type. Valid values are:

Blank

Do not display actual amounts. This is the default.

1

Display actual amounts.

5. AU Ledger

Use this processing option to specify whether to display the actual units ledger type. Valid

values are:

Blank

Do not display actual units. This is the default.

1

Display actual units.

6. JA Ledger - BORG

Use this processing option to specify whether to display the original budget amounts ledger type. Valid values are:

Blank

Do not display original budget amounts.

1

Display original budget amounts.

7. JA Ledger

Use this processing option to specify whether to display the revised budget amounts ledger type. Valid values are:

Blank

Do not display revised budget amounts. This is the default.

1

Display revised budget amounts.

8. JA Ledger - BORG

Use this processing option to specify whether to display the original budget units ledger type. Valid values are:

Blank

Do not display original budget units. This is the default.

1

Display original budget units.

9. JU Ledger

Use this processing option to specify whether to display the revised budget units ledger type. Valid values are:

Blank

Do not display revised budget units. This is the default.

1

Display revised budget units.

10. PA + AA Ledgers

Use this processing option to specify whether to display the sum of the committed amounts (PA) and actual amounts (AA) ledger types. Valid values are:

Blank

Do not display total committed amounts. This is the default.

1

Display total committed amounts.

11. PA Ledger

Use this processing option to specify whether to display the committed amounts (PA) ledger type. Valid values are:

Blank

Do not display open committed amounts. This is the default.

1

Display open committed amounts.

12. PU + AU Ledgers

Use this processing option to display the sum of committed units (PU) and actual units (AU) ledger types. Valid values are:

Blank

Do not display total committed units. This is the default.

1

Display total committed units.

13. PU Ledger

Use this processing option to specify whether to display the committed units (PU) ledger type. Valid values are:

Blank

Do not display open committed units. This is the default.

1

Display open committed units.

14. HA Ledger

Use this processing option to specify whether to display the projected final amounts (HA) ledger type. Valid values are:

Blank

Do not display projected final amounts. This is the default.

1

Display projected final amounts.

15. HU Ledger

Use this processing option to specify whether to display the projected final units (HU) ledger type. Valid values are:

Blank

Do not display projected final units. This is the default.

1

Display projected final units.

16. Revised Budget Amount Ledgers-BORG

Use this processing option to specify whether to display the original budget amounts ledger type. Valid values are:

Blank

Do not display original budget amounts.

1

Display original budget amounts.

17. Revised Budget Amount Ledgers

Use this processing option to specify whether to display the revised budget amounts ledger type. Valid values are:

Blank

Do not display revised budget amounts. This is the default.

1

Display revised budget amounts.

18. Revised Budget Unit Ledgers-BORG

Use this processing option to specify whether to display the original budget units ledger type. Valid values are:

Blank

Do not display original budget units. This is the default.

1

Display original budget units.

19. Revised Budget Unit Ledgers

Use this processing option to specify whether to display the revised budget units ledger type. Valid values are:

Blank

Do not display revised budget units. This is the default.

1

Display revised budget units.

20. F% Ledger

Use this processing option to specify whether to display the percent of job complete (F%) ledger or, if zero, Actual Amounts (AA) divided by the Projected Final Amounts (HA) Ledgers. Valid values are:

Blank

Do not display percent complete. This is the default.

1

Display percent complete.

21. JA-AA Ledgers

Use this processing option to specify whether to display the difference between the job budgeted amounts (JA) and actual amounts (AA) ledgers. Valid values are:

Blank

Do not display budget variance amounts. This is the default.

1

Display budget variance amounts.

22. JU-AU Ledgers

Use this processing option to specify whether to display the difference between the job budgeted units (JU) and actual units (AU) ledgers. Valid values are:

Blank

Do not display budget variance units. This is the default.

1

Display budget variance units.

23. HA-JA Ledgers

Use this processing option to specify whether to display the difference between the projected final amounts (HA) and job budgeted amounts (JA) ledgers. Valid values are:

Blank

Do not display projected final over/under amounts. This is the default.

1

Display projected final over/under amounts.

24. HU-JU Ledgers

Use this processing option to specify whether to display the difference between the projected final units (HU) and job budgeted units (JA) ledgers. Valid values are:

Blank

Do not display projected final over/under units. This is the default.

1

Display projected final over/under units.

Versions Tab

1. Progress Entry Version (P510212)

Use this processing option to specify the version of the Job Progress Entry (P510212). If you leave this processing option blank, the system uses ZJDE0001.

2. Budget Revisions Version (P510171)

Use this processing option to specify the version of Job Budget Revisions (P510171). If you leave this processing option blank, the system uses version ZJDE0001.

3. Job Progress Entry Version (P510211)

Use this processing option to specify the version of the Account Progress Entry program (P510211). If you leave this processing option blank, the system uses ZJDE0001.

4. Select Button Exits

Use this processing option to specify which application to the system accesses when you choose a row and click Select or double-click the row. Valid values are:

Blank

Account Progress Entry. This is the default.

1

Job Progress Entry.

2

Account Ledger Inquiry.

Reviewing Accounts Payable Information

Use the A/P Inquiry by Job program (P04220) to review the accounts payable transaction history. You can review accounts payable transaction history by job, supplier, or both job and supplier. You have the option of viewing the accounts payable transaction history information in summarized or detail format.

Accounts payable transaction history information is stored in the Accounts Payable Ledger table (F0411).

► **To review voucher information**

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

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

   - Business Unit
   - Supplier
   - Currency Code

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

   - Summarize

   If you do not click this option, the form displays detailed voucher information.

3. Click Find.

4. Review the voucher information.
5. To review the payment history for a voucher, choose a voucher.
6. From the Row menu, choose Payment Inquiry.
7. On Work with Pay Item History, review the payment history.

See Also

See the following topics in the *Accounts Payable Guide*:

❑ *Revising Unposted Manual Payments* for more information about using the Work with Pay Item History form

❑ *Manual Payment Processing* for more information about voucher transactions

Job Cost Reports

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

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

- Date-sensitive account balance information for a selected job. You can review the information by job or cost code, or break it down by units and labor.

- Financial details of the subcontracts associated with your jobs.

- Analysis of date-sensitive information related to specific accounts over a given period.

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

Printing Job Cost Summary Reports

Use Job Cost summary reports to review the following types of information:

- Date-sensitive account balance information for a selected job. The information can be viewed by job or cost code, or break it down by units.

- Analysis of date sensitive information related to specific accounts over a given period.

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

Printing the Master Job Cost Report

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

The Master Job Cost report (R51412) provides date-sensitive account balance information for a specific job. Use processing options to specify information that appears on the report. The Master Job Cost report includes the following details:

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

- Cost code
- Cost type
- Method of computation

Processing Options for Master Job Cost Report (R51412)

Edits Tab

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

---

1. As of Date

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

2. Subledger

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

3. Subledger Type

Use this processing option to specify a specific subledger type for reporting.

If you enter a subledger type, you must also specify a subledger.

If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

4. Cost Code Range

From Cost Code

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

Thru Cost Code

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

5. Cost Type Range

From Cost Type

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

Thru Cost Type

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

Print Tab

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

---

1. Account Level of Detail

Use this processing option to specify the value (3 through 9) of the lowest account level of detail that you want to print. If you leave this processing option blank, the system uses a default value of 9.

2. Job Address Information

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

Blank

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

1

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

3. Page Break on Different Job

Use this processing option to specify whether you want the report to begin printing on a new page for each job encountered. Valid values are:

Blank

Do not page break for each job.

1

Page break for each job.

4. Cost Code and Cost Type Print

Use this processing option to specify whether you want to print the Cost Code and Cost Type. Valid values are:

Blank

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

1

Print the Cost Code and Cost Type on the report.

5. Zero Amount Print Suppression

Use this processing option to specify whether you want to print detail accounts with zero amounts. Suppression is by level of detail. Valid values are:

Blank

Accounts with zero amounts will be printed on the report.

1

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

6. Units Print

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

Blank

Do not print units on the report.

1

Print units on the report.

Versions Tab

These processing options allow you to enter Unit Cost Analysis report version and Cost Type Summary report version specifications.

1. Unit Cost Analysis Version (R514121)

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

2. Cost Type Summary Version (R514122)

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

Printing the Summary by Cost Type Report

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

The Summary by Cost Type report (R514122) provides date-sensitive account balance information for a specific job by cost type. The report includes the following details:

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

Processing Options for Summary by Cost Type (R514122)

Defaults Tab

1. As of Date

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

2. Subledger

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

3. Subledger Type

Use this processing option to specify a specific subledger type for reporting.

If you enter a subledger type, you must also specify a subledger.

If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

1. Job Address Information

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

Blank

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

1

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

2. Zero Amount Suppression

Use this processing option to specify whether you want to print detail accounts with zero amounts. Suppression is by level of detail. Valid values are:

Blank

Accounts with zero amounts will be printed on the report.

1

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

Printing the Unit Cost Analysis Report

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

The Unit Cost Analysis report (R514121) provides date-sensitive account balance information for a specific job. The report includes the following details:

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

Processing Options for Unit Cost Analysis (R514121)

Defaults Tab

1. As of Date

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

2. Subledger

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

3. Subledger Type

Use this processing option to specify a specific subledger type for reporting.

If you enter a subledger type, you must also specify a subledger.

If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

4. Account Level of Detail

Use this processing option to specify the value (3 through 9) of the lowest account level of detail that you want to print. If you leave this processing option blank, the system uses a default value of 9.

Print Tab

1. Job Page Break

Use this processing option to specify whether you want the report to begin printing on a new page for each job encountered. Valid values are:

Blank

Do not page break for each job.

1

Page break for each job.

2. Report Heading Format

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

Blank

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

1

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

3. Print Cost Code and Cost Type

Use this processing option to specify whether you want to print the Cost Code and Cost Type. Valid values are:

Blank

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

1

Print the Cost Code and Cost Type on the report.

4. Zero Amount Suppression

Use this processing option to specify whether you want to print detail accounts with zero amounts. Suppression is by level of detail. Valid values are:

Blank

Accounts with zero amounts will be printed on the report.

1

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

Process Tab

1. Unit Cost Calculation

Use this processing option to specify Unit Cost Calculation. Valid values are:

Blank

Cost Type units

1

Cost Code Header units

Versions Tab

1. Cost Type Summary Version (R514122)

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

Printing Job Status Inquiry Information Report

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

Use the Job Status Inquiry Print report (R512000P) to review your Job Status Inquiry-User Defined Columns information. To print this report, you must have set up column definitions and saved them as a Column Version. The report will consist of only the first eight columns of information from the Job Status Inquiry-User Defined Columns form. You can choose to print the report from the Job Cost Reports menu, or you can print directly from the Job Status Inquiry-User Defined Columns form.

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

Processing Options for Job Status Inquiry Print (R512000P)

Display Tab

1. Column Version

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

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

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

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

visual assist.

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

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

2. Date Range

From Period/Date

Use this processing option to specify a date for the From Period/Date field. If you leave this processing option blank, the default value from the Account Balance Type field is used.

Note: If you enter a value in this field, do not enter a value in the Account Balance Type field or you will get a report error.

Thru Period/Date

Use this processing option to specify the Thru Period/Date. This is a required field. If left blank, a report error is generated.

3. Account Balance Type

Use this processing option to specify the account balance type to display on the report. Valid values are:

1

Inception to Date. This is the default.

2

Cumulative Year to Date.

3

Period.

Note: If you already entered a value in the From Period/Date processing, leave this processing option blank or you will get a report error.

4. Account Level of Detail

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

5. Account Sequence

Use this processing option to display an account sequence. You enter a sequence code to control the sequence of accounts that the system displays. The account sequence code controls whether you can enter codes in the range related field for category codes, alternate cost codes, and project sequence. Valid values are:

Blank

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

A

Alternate Cost Code, Cost Type.

C

Cost Code, Cost Type, Job.

O

Job, Cost Type, Cost Code.

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

Printing the Period Trend Analysis Report

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

You can review date-sensitive job cost information for selected accounts over a specified time interval on the Period Trend Analysis report (R51430).

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

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

The Period Trend Analysis report includes the following details:

- Budget amounts and units

- Actual amounts and units for selected intervals

- Rolling averages for the interval

- Job-to-date amounts and units

- Percent spent and percent complete information

- Remaining amounts and units

- Projected final amounts and units

- Projected over/under amounts and units

Processing Options for Period Trend Analysis (R51430)

Defaults Tab

1. As of Date

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

2. Days From

Use this processing option to specify the number of days for each interval. Leave this processing option blank to use a seven- day interval.

1. Detail Amount to Header Units Ratio

Use this processing option to specify whether to include the detail amount to header units ratio on the report. Valid values are:

Blank

Do not include the detail amount to header units ratio. This is the default.

1

Include the detail amount to header units ratio.

2. Detail Units to Header Units Ratio

Use this processing option to specify whether to include the detail units to header units ratio on the report. Valid values are:

Blank

Do not include the detail units to header units ratio. This is the default.

1

Include the detail units to header units ratio.

3. Header Units to Detail Units Ratio

Use this processing option to specify whether to include the header units to detail units ratio on the report. Valid values are:

Blank

Do not include the header units to detail units ratio. This is the default.

1

Include the header units to detail units ratio.

4. Period Physical Percent

Use this processing option to specify whether to include the period physical percent ((Interval Actual Amount / Projected Final Amount) * 100) on the report. Valid values are:

Blank

Do not include the period physical percent. This is the default.

1

Include the period physical percent.

5. Job to Date Physical Percent

Use this processing option to specify whether to include the job-to-date physical percent ((Job to Date Interval Amount / Projected Final Amount) * 100) on the report. Valid values are:

Blank

Do not include the job-to-date physical percent. This is the default.

1

Include the job-to-date physical percent.

6. Current Period Gain or Loss

Use this processing option to specify whether to include the current period gain or loss on the report. This value is represented by the change in the projected final amount (HA ledger) within the interval range. Valid values are:

Blank

Do not include the current period gain or loss. This is the default.

1

Include the current period gain or loss.

7. Ratio Amounts on Accounts

Use this processing option to specify whether to include ratio amounts on accounts with zero amounts or units on the report. Valid values are:

Blank

Include ratio amounts on accounts with zero amounts or units. This is the default.

1

Do not include ratio amounts on accounts with zero amounts or units.

Printing Job and Account Setup Reports

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

- Jobs in your system

- Accounts related to a specific job

- Chart types that you have set up

Printing the Job Master List Report

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

Use the Job Master List report (R51006P) to review all of the jobs in your system. You can choose a summary or detailed version of this report. The system takes the information from the Business Unit Master table (F0006).

Printing the Job Account Master List Report

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

Use the Job Account Master List report (R510901) to review all of the accounts that relate to a specific job. The five versions of this report are based on reordering of information from the Account Master table (F0901).

Printing the Chart Types Report

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

Use the Chart Type report (R51091P) to review all of the chart types that you have set up in your system.

Printing Detail Reports

Print detail reports to review the following information:

- Summary and detail financial information related to a specific job

- Detailed transaction information by account

Printing the Transaction Analysis Report

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

Use the Transaction Analysis report (R51425B) to review detailed transaction information by account. The report includes the following account details:

- Job number

- Description

- Cost code

- Cost type

- G/L date

- Document number and type

- Vendor number

- Invoice number

- Purchase order number

- Amount and unit values

- Journal entry detail

Processing Options for Transaction Analysis (R51425B)

Defaults Tab

1. Ledger Type

Use this processing option to specify the ledger type to be included on the report. Leave this processing option blank to include all ledger types.

2. Date Range

From Date

Use this processing option to specify the date from which to include items on the report. Leave this processing option blank to include all transactions up to the system date.

Thru Date

Use this processing option to specify the date through which to include items on the report. Leave this processing option blank to include all transactions up to the system date.

3. Document Type

Use this processing option to specify the document type to be included on the report.

Leave this processing option blank to include all document types.

4. Subledger

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

5. Subledger Type

Use this processing option to specify a specific subledger type for reporting.

If you enter a subledger type, you must also specify a subledger.

If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

Print Tab

1. Subledger / Subledger Type

Use this processing option to specify whether to display the subledger and subledger type columns on the report. Valid values are:

Blank

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

1

Display the subledger and subledger type columns on the report.

2. Transaction Type

Use this processing option to specify which transaction types to include on the report. Valid values are:

Blank

Include all transactions. This is the default.

1

Include only posted transactions.

2

Include only unposted transactions.

3. Balance Forward

Use this processing option to specify whether to print balance forward. Valid values are:

Blank

Do not print balance forward. This is the default.

1

Print balance forward for each account.

4. Vendor

Use this processing option to specify whether to include the vendor name on the report. Valid values are:

Blank

Do not include the vendor name.

1

Include the vendor name.

Printing the Detail by Job Report

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

Use the Detail by Job report (R51420) to review the main details of a job. The report includes the following details:

- Cost Code

- Cost Type

- Document Type

- Document Number

- G/L Date

- Budget Unit

- Budget Amount

- Year-to-Date Unit

- Year-to-Date Amount

Processing Options for Detail by Job (R51420)

Defaults Tab

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

1. As of Date

Use this processing option to specify the date for which you want to report job detail. If you leave this processing option blank, the "as of" date will be based on the current financial reporting date for the company.

2. Subledger

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

3. Subledger Type

Use this processing option to specify a specific subledger type for reporting.

If you enter a subledger type, you must also specify a subledger.

If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

Print Tab

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

1. Default Cost Code Range

From Cost Code

Use this processing option to specify the beginning subsidiary account in a range of

accounts for the report. The From Cost Code must be less than or equal to the Thru Cost Code. If you enter a From Cost Code, you must also enter a Thru Cost Code.

Thru Cost Code

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

2. Default Cost Type Range

From Cost Type

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

Thru Cost Type

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

3. Subledger and Subledger Type

Use this processing option to specify whether to display the subledger and subledger type columns on the report. Valid values are:

Blank

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

1

Display the subledger and subledger type columns on the report.

4. Cost Type and Cost Code Summaries

Use this processing option to specify whether to display summary totals for each job by cost type and by cost code. For each job, the cost type and cost code summary appears on separate pages before the detail. Valid values are:

Blank

Do not display the cost type and cost code summaries on the report. This is the default.

1

Display the cost type and cost code summaries on the report.

5. Amount Detail

Use this processing option to specify the detail level of the amounts and units that appear on the report. Valid values are:

Blank

Display year-to-date amounts and units with no beginning balance. This is the default.

1

Display current period and beginning balance amounts and units.

2

Display inception-to-date amounts and units.

3

Print current period amounts and units only.

4

Print year to date and beginning balance amounts and units.

6. Account Detail

Use this processing option to specify the account detail that appears on the report. Valid values are:

Blank

Display all accounts. This is the default.

1

Display only accounts that do not have budget amounts or units.

2

Display only accounts that have current period actual amounts or units.

3

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

7. Commitments and Contracts

Use this processing option to specify whether to print a column of commitments or contracts units and amounts on the report. Valid values are:

Blank

Do not print the commitment/contract units and amounts columns. This is the default.

1

Print the commitment/contract units and amounts columns.

8. Vendor Name on Commitment Lines

Use this processing option to specify whether to include the vendor name on change order commitment line details. Valid values are:

Blank

Do not include the vendor name on the change order commitment lines. This is the default.

1

Include the vendor name on the change order commitment lines.

9. Job Address and Who's Who Information

Use this processing option to specify whether to include the job address and who's who information in the heading for each job. Valid values are:

Blank

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

1

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

10. Include Unposted Transactions

Use this processing option to specify whether to include unposted transactions along with posted transactions for the report. Valid values are:

Blank

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

1

Include unposted and posted transactions on the report.

11. Suppress Description and Reference Lines

Use this processing option to specify whether to include transaction description and reference lines on the report detail. Valid values are:

Blank

| | Include the transaction and reference lines in the transaction detail. This is the default. |
| 1 | Do not include the transaction and reference lines in the transaction detail. |

Printing the Job Detail by Subledger Report

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

Use the Job Detail by Subledger report (R51530) to review the details of a classified job using subledgers. The report includes the following details:

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

Processing Options for Job Detail by Subledger (R51530)

Default Tab

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

1. As of Date

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

Print Tab

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

1. Omit Headings Before Detail Lines

Use this processing option to specify whether to print headings for the address number, subledger, and subledger type before the detail lines of this report. The report totals by subledger type, subledger, and address number as well as by job and company. Company and job titles appear at the top of each page of the report. Address number, subledger, and subledger type titles can be omitted to conserve space. Valid values are:

Blank

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

1

Do not print all total headings before the detail lines.

Printing the Budget Revision Detail Report

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

Use the Budget Revision Detail report (R51540) to review all additions and changes made to the budget of a job. The report includes the following details:

- Cost Code

- Cost Type

- Description

- Original Budget Estimate

- Budget Changes This Period

- Accumulated Changes to Estimate

- Revised Budget Estimate

Processing Options for Budget Revision Detail (R51540)

Defaults Tab

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

1. As of Date

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

2. Ledger Type

Use this processing option to enter the specific ledger type for this report.

Leave blank to accumulate all budget ledger types.

Print Tab

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

1. Account Level of Detail

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

2. Level of Detail Print Suppression

Use this processing option to specify the value (3 through 9) for the level of detail (LOD) that you want to use for print suppression. All accounts with this LOD and greater will not print if all amounts equal zero. If this processing option is left blank, there is no print suppression.

Printing Supplemental Data Reports

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

Printing Supplemental Data by Job Report

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

Use the Supplemental Data by Job report (R00650) to review all of the supplemental information related to a specific job.

Printing Supplemental Data by Data Type Report

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

Use the Supplemental Data by Data Type report (R00640) to review all of the supplemental information related to a data type.

Processing Options for Supplemental Data by Job (R00650) and Supplemental Data by Data Type (R00640)

Generic Text

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

Generic Text Option

SDB Code

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

Supplemental Database Code

Job Progress

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

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

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

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

Note

If you need to include additional budget ledger types in the revised budget for your jobs, you can create user defined ledger types. You must set up additional ledger types in the Ledger Type Master File table (F0025). You also must define additional ledger types in UDC 09/LT. The system uses any budget ledgers that you include in these tables for projected final calculations.

See Also

See the following topics in the *Job Cost Guide*:

❑ *Working with Ledger Types for Job Cost* for information on setting up the FA and F% ledgers needed for job progress

❑ *Understanding User Defined Codes for Job Cost*

Continuum of Certainty

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

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

Projected Final Values and Budget

Continuum of Certainty

High (100%)

Degree of Certainty

Final Projections ———

Final Values (100% certainty)

Budget

Low (N%)

Duration of Job

Beginning

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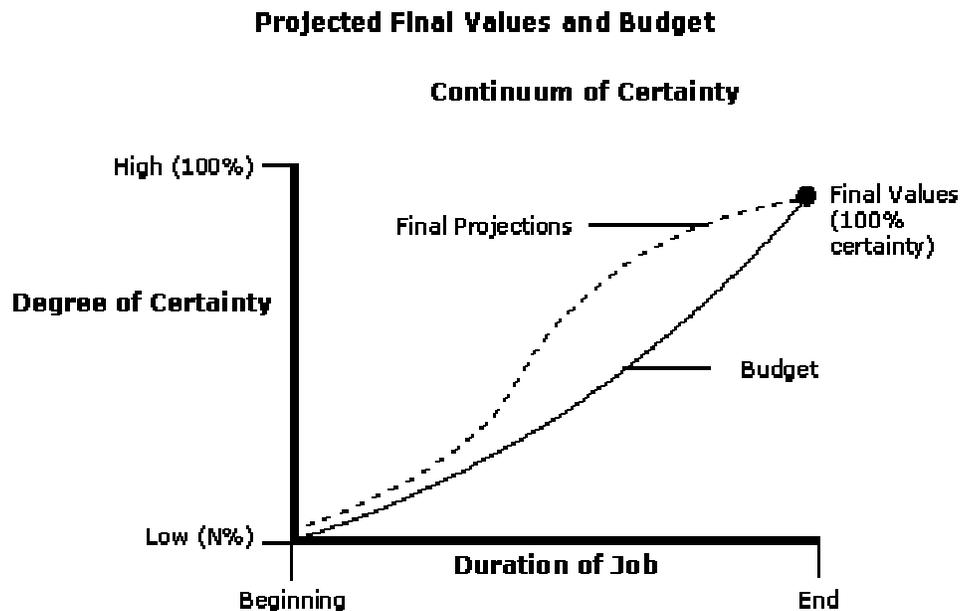
The graph shows the certainty of the projected final values and budget relative to the actual final values and budget during the course of a job.

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

Understanding Methods of Computation

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

Caution

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

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

Selection Table for Methods of Computation	A	B	C	D	E	F	G	I	N	O	P	Q	R	S	T	U	V
What kind of account is it?																	
• Revenue Account					Y		Y										Y
• Header Account	Y												Y		Y		
• Detail Account		Y	Y					Y								Y	
• Header or Detail Account				Y	Y	Y	Y		Y	Y	Y	Y		Y			Y
How does the account affect detail budgets?																	
• Drives Header Percentage Change to Detail (Projected Final)													Y				
• Forces Budget Equal to Actual	Y																
What is the best predictor available for Projected Final?																	
• Contracts/Purchase Orders		Y															
• Quantities – Unit Rate									Y					Y		Y	
• Estimate to Complete			Y						Y	Y				Y			
What does the detail take from the header for calculations?																	
• Percentage of Completion			Y														
• Units/Quantities Rate																Y	
Progress Entry is not required				Y													Y
Allows the system to select the best method									Y					Y			
Sum total from detail														Y			
Account included in the summary								Y									
No projections are needed								Y	Y								

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

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

Note

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

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

Method A (Account-Forced)

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

- The revised budget value of an account = the actual values of the same account for all of the accounts in the cost code range.

- For the header account, the system calculates the projected final units the same as it does with the forced method (Method F). Amounts are calculated the same way that they are for the default method (Method D).

- For detail accounts, the system determines the projected final values by its corresponding method of computation.

Method B (Buyout or Fixed Price Contracts)

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

- Projected final values = actual values + values for open commitments.

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

Method C (Percent Complete from Cost Code Header)

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

- The header account must use method P (entered in F%) or Q (calculated from unit values).

- If the header percent complete is equal to 100%, then the projected final = actual.

- If the header percent complete is less than 100%, and:

  - Percent complete is greater than zero and greater than the threshold percent complete, the projected final values = actual values / percent complete (amounts and/or units).

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

Method D (Default)

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

- Revised budget values

- Actual values + open commitment values

Method E (Estimate to Complete)

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

- Projected final values are equal to revised budget values, as with Method G, until you enter estimate-to-complete values.

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

Note

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

Method F (Forced)

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

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

- If you enter the over/under projected values or if you enter projected final values, the projected final values equal the over/under projected values plus the revised budget. If the actual values exceed the new projected final values, the projected final values equal the actual values.

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

Method G (Budget Default-Forced)

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

- The projected final values can be less than zero.

- The projected final value can be less than the actual value.

- If you do not enter projected values by which the project is over or under budget, or projected final values, then the projected final values equal the revised budget values.

Method I (Include)

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

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

Method N (No Projection)

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

Method O (Override)

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

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

Method Override

Percentage of Completion Entered

No	Yes

Projected over or under amount or quantity not entered.

Actual and budgeted quantities exist.

Method Q ← Yes

No →

Projected over or under amount or quantity entered.

Projected over or under amount entered.

Method Q ← Yes

No →

Projected over or under amount entered.

Projected over or under quantity not entered.

Method F ← Yes

Projected over or under quantity not entered.

No →

Method F ← Yes

Projected over or under amount and quantity entered.

No →

Method P

Projected over or under amount entered.
Projected over or under quantity not entered.
Method F for projected amount.
Method P for projected quantity.

Projected over or under quantity entered.
Projected over or under amount not entered.
Method F for projected quantity.
Method P for projected amount.

Projected over or under amount and quantity entered.
Method F

Method P (Percent Complete)

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

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

- If the percent complete is greater than the threshold percent complete, then the actual values or percent complete = projected final values.

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

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

Method Q (Quantities)

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

- Projected final units are calculated the same as they are when you use the forced method (Method F).

- Projected final amounts depend on percent complete. The system calculates the percent complete as follows:

  - (actual quantity / projected final quantity) x 100

  This calculation is not stored in the F% ledger.

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

Percent Complete is 100

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

- If percent complete is 100 and the actual amount *is* zero, the projected final amount is equal to the revised budget.

Percent Complete is Less Than 100

- If percent complete is less than 100, but greater than the threshold percent complete, and actual amount and percent complete are not zero, then projected final amount = actual amount/percent complete.

- If percent complete is less than 100 and if the revised budget values and actual amounts are not zero, then projected final amount = projected final units x revised budget unit rate.

- If percent complete is less than 100 but the actual values are not zero, then the projected final amount = projected final units x actual unit rate.

- If percent complete is less than 100 and none of the previous conditions apply, the system calculates the projected final amounts the same as it does for default method (Method D.)

Method R (Revenue-Unit Price Contract)

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

- The system calculates the ratio of change in the projected final quantity at the header level and automatically applies the percent change to the budget values (amounts or units, or both) for the related detail accounts.

- For the header account, the system calculates the projected final units like it does for the forced method (Method F). Amounts are calculated like they are for the default method (Method D).

- For detail accounts, the system determines the projected final values by its corresponding method of computation.

Note

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

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

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

Method S (Summary)

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

- The account can be either a header or a detail account.

- The account must have a higher level of detail than the related accounts associated with Method I that you want to group and summarize.

- The account must be within the same cost code as the accounts to be summarized into it.

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

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

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

Note

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

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

(6 ledgers + (3 ledgers x 15 accounts)) = 51 retrievals from the F0902

Method T (Total)

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

- If over or under projected final units are zero, projected final units are calculated the same as they are for the default method (Method D).

- If over or under projected final units are not zero:
    - Projected final units = revised budget + over or under projected final units
    - Projected final amounts = revised budget amount

When level of detail subtotals appear on reports and inquiries, you assign Method T as the method of computation for the subtotal line.

Method U (Remaining Unit Rate)

You use Method U for detail accounts when the progress entry needs to calculate the remaining amount required to complete. To do this, the system uses the remaining quantity and unit rate from its related header account. You can enter the remaining unit rate and actual units. Method U calculates the following values:

Projected final amounts are calculated as follows:

- Projected final = remaining amount + actual amount.
    - If remaining unit rate is not zero, then the remaining amount = remaining quantity * remaining unit rate.
    - If remaining unit rate is zero, use the greater of budget or actual unit rate.
        - Remaining amount = remaining quantity x budget or actual unit rate

- If remaining amounts with budget or actual rates are zero, use the default method (Method D).

- If actual amount + commitment amount is greater than projected final amount, total commitments becomes the projected final value.

Projected final units are calculated as follows:

- If actual units are not zero, and actual unit rate is *not* zero, then projected final units = projected final amount / actual unit rate.

- If actual units are not zero, and actual unit rate *is* zero, the projected final units is zero.

- If actual units are zero, the projected final units are calculated using the default method (Method D).

Method V (Absolute Value)

You use Method V for header and detail accounts with credit balances, such as revenue accounts. With this method, the final projections can be less than zero. You can also enter actual units. When you use this method of computation, the projected final values (amounts or units, or both) equal the real (positive or negative) values of which ever is the greater of:

- The absolute value of the revised budget

- The absolute value of the actual plus the open commitments

- The absolute value of the actual

Working with Job Progress

Based on information that you provide, the system calculates the overall percentage of completion and projected final values for a job. The projected final value information helps you locate cost and budget variances in the job so that you can adjust your job as needed. When you perform profit recognition for a job, you use percentage of completion and projected final values information.

To help you update your job progress information, you can generate a worksheet that you can take to the job site. You can write down estimates of the percentage of completion information, relevant amounts, and relevant quantities for your jobs on this worksheet. You can then enter the information into your system and calculate your projected final values.

The Job Cost system provides two options for entering job progress information. You can enter job progress information for a single account or for multiple accounts within the same job. If your job progress information does not suit your business needs, you can update the methods of computation you selected and recalculate the job progress information.

Generating the Field Progress Report

From the Progress Entry & Reporting menu (G5121), choose Field Progress Report.

To calculate projected final information, you must first estimate the progress information for each task in the job.

The Field Progress report (R51432B) shows projected final amounts and quantities or projected amounts and quantities that the project is over or under. It also shows the budgeted and actual amounts and quantities for the tasks in your job.

If you want to use the Field Progress report as a worksheet, you can set a processing option to show the data entry fields. You can take the worksheet to the job site, complete the entry fields, and then enter them into the Job Cost system.

Processing Options for Field Progress Report (R51432B)

Defaults Tab

1. As of date

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

2. Subledger

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

3. Subledger Type

Use this processing option to specify a specific subledger type for reporting.

If you enter a subledger type, you must also specify a subledger.

If you specify a subledger type, it must be a valid subledger type from the UDC 00/ST table.

4. Account Level of Detail

Use this processing option to specify the value (3 through 9) of the lowest account level of detail that you want to print. If you leave this processing option blank, the system uses a default value of 9.

5. Underlines

Use this processing option to specify whether to print underlines on the report. Valid values are:

Blank

Print underlines for all fields. This is the default.

1

Print underlines for entry fields based on the method of computation.

Entering Job Progress Information

To enter or modify job progress information for an individual cost code account, use the Progress Entry form. The data entry fields that appear on the Progress Entry form depend on the method of computation that you assigned to the account. Use the Progress Entry form to change the method of computation for the account. The method of computation not only changes the entry fields on the Progress Entry form, but also controls how the system calculates the percent complete and the projected final cost and quantity for the account.

You use the Progress Entry by Job form to enter job progress information for multiple accounts within the same job.

For the Progress Entry and the Progress Entry by Job forms, you can use processing options to display the type of budget entry fields, to prevent changes to the method of computation, to create an audit trail, and to control which version of the Original Budget program (P510121) or the Budget Revisions program (P510171) to execute.

In addition, you can use the JC01-99 AAIs to prevent overwriting the Actual Units fields when the values associated with a line item are affected by other systems, such as Accounts Payable and Payroll.

Before you calculate the percentage of completion and projected final values, you should review the progress entry information. You can use the Work with Job Status Inquiry form to review job progress information.

The processing options for these programs must be accessed through the Application Versions Interactive program (P983051).

See Also

See the following topics in the *Job Cost Guide*:

❑ *Understanding Methods of Computation*

❑ *Recalculating Job Cost Projections* for information on how to recalculate projections for a job if you must use a different method of computation or if you suspect your projected final information is incorrect

❑ *Entering a Budget Revision* to change budgets for which a budget ledger is defined in the processing options

❑ *Defining Automatic Accounting Instructions*

See the following topic in the *Foundation Guide*:

❑ *Working With Interactive Versions*

► **To enter job progress information for an account**

From the Progress Entry & Reporting menu (G5121), choose Account Progress Entry.

1. On Job Status Inquiry, identify the accounts you want to review.

2. Choose an account.

3. From the Row menu, choose Account.

4. On Progress Entry, complete the following optional fields:

   • Ref No
   • Description

5. If you want to change the method of computation for an account, complete the following field, and click OK:

   • MC

When you change the method of computation, the data entry fields might change.

6. Complete the following progress entry fields:

- % Complete
- Force +/-
- Force Total
- Total Actual
- Projected Final
- +/- Actual

The progress entry fields available for data entry depend on the method of computation for the account.

7. To save the progress entry information, click OK.

8. To review the progress entry information for all the accounts for a job, click Cancel and return to Job Status Inquiry.

See Also

See the following topics in the *Job Cost Guide*:

❑ *Reviewing Job Information by User Defined Columns* for information on defining accounts

❑ *Column Versions*

Processing Options for Job Cost Progress Entry (P510211)

Display Tab

1. Budget Change

Use this processing option to specify whether to display the budget change as incremental or cumulative. Valid values are:

Blank

Display all entry fields.

1

Display +/- (incremental).

2

Display total (cumulative).

Process Tab

1. G/L Date Editing

Use this processing option to specify whether to bypass G/L date editing for job cost. Valid values are:

Blank

Do not bypass editing.

1

Bypass G/L date editing.

2. Method of Computation Changes

Use this processing option to specify whether to allow changes to the method of

computation field. Valid values are:

Blank

Allow changes to the method of computation.

1

Do not allow changes to the method of computation.

3. Budget Audit Trail

Use this processing option to specify the type of audit trail to create for job cost budget. Valid values are:

Blank

Create audit trail records per period change.

1

Create an audit trail record for each change.

2

Do not create audit trail records.

4. Reference Number

Use this processing option to specify the reference number to be updated on audit trail records that are created.

5. Audit Trail Description

Use this processing option to override the description to be updated on audit trail records that are created. If you leave this processing option blank, Field Progress Entry is used.

Version Tab

1. Original Budget Entry Version (P510121)

Use this processing option to specify the version of Original Budget Entry (P510121). If you leave this processing option blank, the system uses version ZJDE0001.

2. Job Budget Revisions Version (P510171)

Use this processing option to specify the version of Job Budget Revisions (P510171). If you leave this processing option blank, the system uses version ZJDE0001.

► **To enter job progress information for a job**

From the Progress Entry & Reporting menu (G5121), choose Job Progress Entry.

1. On Job Status Inquiry, locate the accounts that you want to review.

2. Choose an account.

3. From the Row menu, choose Progress Entry and then Job.

4. On Progress Entry by Job, complete the following fields to identify the accounts:

   - Column Version
   - Date/Period
   - Level of Detail
   - Subledger
   - Method of Computation

5. To further identify the accounts, click the Additional Selections tab and complete the following fields:

- Cost Code
- Cost Type

6. To further identify the accounts, click the Columns tab and click any of the following options:

- Revised Budget Amount
- Revised Budget Units
- Open Commitment Amount
- Open Commitment Units
- Actual Units
- Actual +/- Units
- Actual Amount
- Projected Final Amount
- Projected Final Units
- Projected Final Unit Rate

7. To further identify the accounts, click the More Columns tab and click any of the following options:

- Estimate to Complete Amount
- Estimate at Completion Amount
- Force +/- Units
- Force Total Units
- Estimate to Complete Units
- Estimate at Completion Units
- Percent Complete
- Force +/- Unit Rate
- Force Total Unit Rate
- Estimate to Complete Unit Rate
- Estimate at Completion Unit Rate
- Remaining Unit Rate

8. To further define the accounts, click the Budget Revisions tab and click any of the following options:

- Budget Rev Amount Entry
- Budget Rev Units Entry
- Budget Rev +/- Amount Entry
- Budget Rev +/- Units Entry

9. Click Find.

10. In the detail area, for each account you want to update, complete any of the following fields:

- Method of Computation
- Reference 2
- Explanation

11. Click OK.

See Also

See the following topics in the *Job Cost Guide*:

❑ *Reviewing Job Information by User Defined Columns* for information on defining accounts

❑ *Column Versions*

Processing Options for Progress Entry by Job (P510212)

Display Tab

1. Default Cost Code range

From Cost Code

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

Thru Cost Code

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

2. Default Cost Type range

From Cost Type

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

Thru Cost Type

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

3. Restrict Account Range

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

Blank

Allow account ranges outside the cost code and cost type ranges. This is the default.

1

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

4. Method of Computation Changes

Use this processing option to specify whether to allow changes to the method of computation field. Valid values are:

Blank

Allow changes to the method of computation.

1

Do not allow changes to the method of computation.

5. Column Version

Use this processing option to specify the column version. For a list of valid values, click the search button. If you leave this processing option blank, the system saves the selected user columns and stores them under the user's user ID in the User Overrides Revision program (P98950). The new user ID version can be used only by that user, and it will not appear in the search field. Do not use the Copy function in the User Overrides Revision program to copy a column version. The Progress Entry by Job program will not recognize any column versions copied from the User Overrides Revision program.

Note: To find Progress Entry by Job Column Versions in the User Overrides Revision program (P98950), enter P510121 in the Application field, and enter JC in the Type field.

Process Tab

1. Ledger Type

Use this processing option to specify the amount ledger type to update. If you leave this processing option left blank, the JA ledger is updated. The budget unit ledger type is determined automatically from the amount ledger type. For example, the corresponding budget unit ledger type for JA is JU.

2. G/L Date Editing

Use this processing option to specify whether to bypass G/L date editing for job cost. Valid values are:

Blank

Do not bypass editing.

1

Bypass G/L date editing.

3. Budget Audit Trail

Use this processing option to specify the type of audit trail to create for job cost budget. Valid values are:

Blank

Create audit trail records per period change.

1

Create an audit trail record for each change.

2

Do not create audit trail records.

4. Reference Number

Use this processing option to specify the reference number to be updated on audit trail records that are created.

5. Override Explanation

Use this processing option to override the description to be updated on audit trail records that are created. If you leave this processing option blank, Field Progress Entry is used.

6. Restrict Column Version

Use this processing option to restrict changes and additions to Column Versions. Valid values are:

Blank

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

1

Allow changes and additions to Column Versions.

Versions Tab

1. Budget Original Version (P510121)

Use this processing option to specify the version of Original Budget Entry (P510121). If you leave this processing option blank, the system uses version ZJDE0001.

2. Budget Revisions Version (P510171)

Use this processing option to specify the version of Job Budget Revisions (P510171). If you leave this processing option blank, the system uses version ZJDE0001.

Profit Recognition

At any time before completion of a job, you can perform profit recognition to estimate the profit for the job. The system calculates job profit by creating journal entries to adjust the actual costs and revenue for the job to what they should be, based on the percentage of completion of the job. The profit estimates can reflect either a net profit or a net loss. In short, performing profit recognition is moving balances from the balance sheet to the income statement.

When you perform profit recognition, you can create journal entries to recognize your estimated profit for financial reporting purposes. You do this to adjust actual profit to what it should be, based on the percentage of completion of the job. You can also move costs from work-in-progress to your income statement.

Profit recognition is independent of the billing status of the job. For example, you can recognize profit for a job even if you have not billed the customer for the completed work.

You can use profit recognition to perform the following functions:

- Record job-to-date revenue and expenses on your income statement
- Relieve the work-in-progress amounts from your balance sheet
- Record overbilling and underbilling amounts
- Enter single or group job adjustments for stored materials and accrued costs
- Record provision for projected loss

Estimating Job Profit

To estimate the profit for a job, you run the Profit Recognition Build program (R51800). If the profit estimation is incorrect, you can remove the profit recognition version, make necessary changes to the job information, and rerun the Profit Recognition Build program.

The system calculates estimated profit based on the following criteria:

- The percent complete is based on either the current cost or the current revenue (AA ledger) for the job divided by the projected finals (HA ledger).
- Earned amounts are calculated as the projected final amounts multiplied by the percent complete.
- The percent complete for a job cannot be greater than 100 percent. If the percent complete for a job is calculated to be greater than 100 percent, the system uses 100 percent to calculate the profit recognition.
- Over or under amounts are calculated as the actual amounts minus the amounts earned.

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 revenue earned to equal the cost earned. If it is based on revenue, the system forces the earned cost to equal the revenue earned.

- After the threshold is reached, the deferred profit can be recognized immediately or amortized over the remaining life of the job.

Entering the Percentage of Completion

You can enter the percentage of completion for a job before you estimate its profit information. The percentage of completion for the job can be entered manually, or you can direct the system to calculate a percentage of completion using the actual and projected final amounts by not overriding in the F% ledger.

When you created your job master record, the system created the following account in the Account Master table (F0901) to store percentage of completion information in the F% ledger:

- Job Number.Blank Cost Code.Blank Cost Type

If you are generating profit recognition by subledger, you must enter a percent complete for each subledger for the job to enable the system to calculate projected final values. The subledger does not store the projected final amounts in the HA ledger.

Percentage of completion is calculated based on the method of computation you specify.

► **To enter the percentage of completion**

From the Profit Recognition menu (G5122), choose Update Percent Complete.

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

   - Job Name
   - Company
   - Job Type

2. Choose a job.

3. From the Row menu, choose Update % Complete.
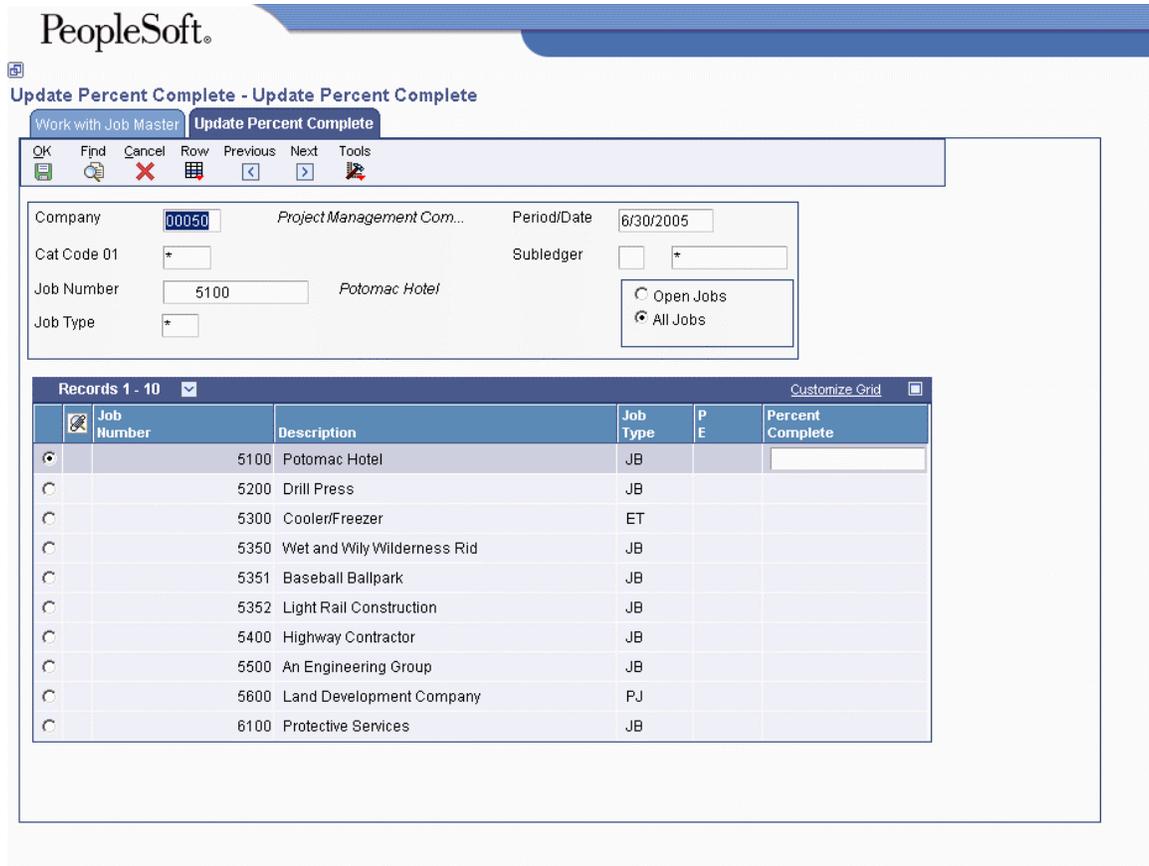
4. On Update Percent Complete, complete the following field for the job, and click OK:

- Percent Complete

See Also

❑ *Understanding Methods of Computation* in the *Job Cost Guide* for more information about how the system calculates percentage of completion for a job

Building Profit Recognition Data

From the Profit Recognition menu (G5122), choose Profit Recognition Build.

After you enter the percentage of completion for a job, you can run the Profit Recognition Build program (R51800) to estimate profit information for the job. The system estimates profit information by multiplying the percentage of completion by the projected final costs and revenue in the HA ledger.

When you estimate profit information, the system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. You can calculate estimated profit information by period, by quarter-to-date, by year-to-date, and by job-to-date to meet your financial reporting needs.

Profit recognition is independent of the billing status of the job. For example, you can recognize profit for a job even if you have not billed the customer for all complete work.

The system calculates projected final information in one of the following ways:

- Directly from the percentage of completion you enter for the job.
- Based on the projected amounts you create when you calculate job progress. This is the AA ledger amount divided by the HA ledger amount.

The projected final cost amount can be calculated using the balance in the HA ledger or by calculating the actual amount divided by the percent complete number that you enter. Projected final revenue always comes from the HA ledger.

Profit can be recognized at the project, job, or subledger level. In addition, you can regenerate profit information for a closed period when adjustments are needed.

The Profit Recognition Build program calculates the following figures:

- Percentage of completion
- Earned cost and revenue
- Over and under amounts

Processing Options for Profit Recognition Build (R51800)

Process Tab

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

---

1. Process Mode

Use this processing option to specify the mode in which to run this program. Valid values are:

Blank

Run the program in preliminary mode. This is the default. You should run the program in preliminary mode before running it in final mode. This program will produce a report, which will help you ensure that the profit recognition information is correct. Running the program in preliminary mode does not update profit recognition information.

1

Run the program in final mode. This option will update and commit profit recognition information.

2. Period End Date

Use this processing option to specify the period end date through which profit will be recognized. You must enter a valid date.

3. Prior Quarter End Date

Use this processing option to specify the prior quarter end date. This date should have an existing profit recognition history record. If you do not enter a valid prior quarter ending date, the Earned Current Quarter amounts will be set to the Earned Job to Date amounts.

4. Company

Use this processing option to designate the company number for which Profit Recognition will be performed. The company must already exist in the Company Constants table (F0010) and have a complete Balance Sheet.

5. Summarization Level

Use this processing option to specify the summarization level to store financial data. Valid values are:

1

Project level

2

Job level. This is the default.

3

Subledger level

6. Threshold

Use this processing option to specify the profit recognition threshold percent. For example, enter 10% as 10.

7. Defer preference

Use this processing option to enter the deferred project recognizing method. Valid values are:

1

Recognize deferred profit all at once. This is the default.

2

Defer recognition over the life of the Job/Project.

8. Projected Final Cost

Use this processing option to determine from which ledger the projected final cost is calculated. Valid values are:

Blank

Accumulate projected final cost stored in the HA ledger. This is the default.

1

Derive projected final cost using the percent completion from the F% ledger with a blank Cost Code and Cost Type.

9. Recognition Method

Use this processing option to determine the Profit Recognition Method to load into each project, job, or subledger processed. Valid values are:

1

Percent of Cost. This is the default.

2

Percent of Revenue.

3

Percent of Cost or Revenue, whichever gives lower profit.

Versions Tab

Use this processing option to specify which version of the report to run.

1. Executive Summary Version (R51443)

Use this processing option to specify the version of the Executive Summary Report (R51443). Leave blank if you do not want to print this report.

Removing a Recognition Version

From the Profit Recognition menu (G5122), choose Remove a Recognition Version.

If the system generates incorrect profit recognition when you run the Profit Recognition Build program (R51800), you can remove the recognition information and regenerate the profit recognition as long as the regeneration is within the same accounting period. If you have created journal entries for a recognition version, or if a recognition version has been updated to the journal and is now history, you cannot remove the recognition version.

The information that you remove is deleted from the Profit Recognition table (F5144).

Processing Options for Remove a Recognition Version (R51810)

Process Tab

1. Profit Recognition Version

Use this processing option to specify the version of the Profit Recognition Build program (R51800) to remove. Both the version and the job can be removed.

2. Profit Recognition Job

Use this processing option to specify the version of the Profit Recognition Build program (R51800) to remove. Both the version and the job can be removed.

Printing the Profit Recognition Job Status Report

From the Profit Recognition menu (G5122), choose Profit Recognition Job Status.

You can print the Profit Recognition Job Status report (R51445) to review cost, revenue, and gross profit information for each job. Use the processing options to specify Effective Date. The report prints the following information by job:

- Projected at Completion

- Year To Date

- Prior Period Balance

- Current Period Balance

Processing Options for Profit Recognition Job Status Report (R51445)

Select Tab

1. Effective Date

Use this processing option to specify the effective date that the report should be based on. If this processing option is left blank, the financial reporting period end date for company 00000 is used for the effective date. If no financial reporting date has been specified for company 00000, an error is generated.

Revising Estimated Profit Information

When you estimate profit information, the system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. You might need to revise profit information to reflect your business needs. You also use estimated profit information for financial reporting purposes.

If the estimated profit information does not meet your business needs, change any of the following items:

- Profit recognition method

- Accrued or deferred costs

- Projected final values

- Percent complete threshold

Do not rerun the Profit Recognition Build program (R51800) after single or group job adjustments.

When you are satisfied with the estimated profit, you lock the estimated profit information to prevent unauthorized changes. To make changes to locked information, you must unlock the information. Locked jobs can be unlocked only by the person who locked the job.

To delete the incorrect estimated profit information, run the Remove a Recognition Version program (R51810).

Note

You cannot revise profit recognition information that is history. To determine whether the profit recognition information is history, use the Work with Profit Recognition Versions form. If the Version field for the job is blank, journal entries have been created, and the profit recognition information is history.

Revising Estimated Profit Information for a Single Job

If you want to revise the projected final revenue, cost, or profit, you can do so in group-job or single-job adjustments. If you want to revise other factors that are related to estimating job profit, such as budgets, actuals, or commitments, you must do so in the system of origin. You should delete the profit recognition version and rerun the Profit Recognition Build program (R51800) if you perform any revisions.

► **To revise estimated profit information for a single job**

From the Profit Recognition menu (G5122), choose Single Job Adjustments.

1. On Work with Profit Recognition Versions, complete the following fields, and click Find:

   - Version
   - Effective Date
   - Job Number

2. Choose a job that has information in the Version field.

3. To revise information for a single job, choose Single Job from the Row menu.

4. On Single Job Adjustments, complete any of the following options:

- Profit %
- Accrual(/Deferral)
- Recog Method
- Deferred Method

5. To change projected final values, complete any of the following Projected Final Amount fields:

- Revenue
- Cost
- Profit

You can change either or both projected final revenue and projected final cost, and the system recalculates projected final profit.

If you enter a value for projected final profit, either projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

6. To change the percent complete information for a job, choose the Percent Complete Entry option and complete any of the following Percent Complete fields:

    - Revenue
    - Cost
    - Profit

    When you choose the Percent Complete Entry option, the Projected Final Amount field in the detail area changes to Percent Complete. When you turn off the Percent Complete Entry option, the Percent Complete field in the detail area changes back to Projected Final Amount.

    You can change the percentage for either or both revenue and cost, and the system recalculates projected final profit.

    If you enter a percentage for projected final profit, either projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

7. To lock or unlock the estimated profit information, choose Lock/Unlock from the Form menu.

    When estimated profit information is locked, you cannot enter information in any field. Only the person who locked the information can unlock the information.

8. On Lock/Unlock, click OK.

9. On Single Job Adjustments, choose one of the following options from the Form menu:

    - To review budget information for the job, choose Budget Information.

    - To review account information for the job, choose Job Status Inquiry.

    - To review quarter-to-date information, choose Quarter to Date.

    - To review attachments for the job, choose Attachments.

Processing Options for Profit Recognition Master (P5144)

Version Tab

1. Job Status Inquiry Version (P512000)

Use this processing option to specify the version of the Job Status Inquiry (P512000). If left blank, ZJDE0001 is used.

2. Select Button Exits

Use this processing option to assign a specific application to the Select button. The application assigned will be accessed when the user chooses a row in the detail area of the form and clicks the Select button or double-clicks the row. Valid values are:

1

Group Job Adjustments. This is the default.

2

Single Job Adjustments.

Revising Estimated Profit Information for Multiple Jobs

If you want to revise the projected final revenue, cost, or profit, you can do so in group-job or single-job adjustments. If you want to revise other factors that are related to estimating job profit, such as budgets, actuals, or commitments, you must do so in the system of origin. You should delete the profit recognition version and rerun the Profit Recognition Build program (R51800) if you perform any revisions.

► **To revise estimated profit information for multiple jobs**

From the Profit Recognition menu (G5122), choose Group Job Adjustments.

1. On Work with Profit Recognition Versions, from the Form menu, choose Group Job.

2. On Group Job Adjustments, click and drag any one of the following columns in the detail area to reorder the detail information:

- Version

- Effective Date

- Earned Job to Date

- Earned Year to Date

- Earned Current Quarter

- Earned Current Period

3. To revise estimated profit information for multiple jobs, choose any of the following options:

- To change the estimated profit by changing method information, choose a job that has information in the Version field and complete any of the following fields:

  - Recog Method
  - Threshold %
  - Def Mth

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- Accrual/ (Deferral)

- To change the estimated profit by final amount information, choose a job that has information in the Version field and complete any of the following fields:

  - Projected Final Revenue
  - Projected Final Cost
  - Projected Final Profit

- You can change either or both projected final revenue and projected final cost, and the system recalculates projected final profit.

- If you enter a value for projected final profit, either projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

- To change Percent Complete information, choose the Percent Complete Entry option. Then choose a job that has information in the Version field and complete any of the following fields:

  - Proj Final Revenue %
  - Proj Final Cost %
  - Proj Final Profit %

  When you choose the Percent Complete Entry option, the Projected Final Amount field in the detail area changes to Percent Complete. When you turn off the Percent Complete Entry option, the Percent Complete field in the detail area changes back to Projected Final Amount.

  You can change the percentage for revenue, cost, or both revenue and cost, and the system recalculates projected final profit.

  If you enter a percentage for projected final profit, either projected final revenue or projected final cost must be blank for the system to calculate the remaining value.

- To lock or unlock profit information for a job, complete the following field:

  - User Lock

    When estimated profit information is locked, you cannot enter information in any field. Only the person who locked the information can unlock the information.

4. Click OK.
   - To review estimated profit information for a single job, choose a job and then choose Single Job from the Row menu.
   - To review budget information for a single job, choose a job and then choose Budget from the Row menu.
   - To review account information for a job, choose a job and then choose Job Status Inquiry from the Row menu.
   - To review attachments for a job, choose a job and then choose Attachments from the Row menu.

Understanding Profit Recognition Journal Entries

The last step in the profit recognition process is to create journal entries for your profit information. The Create Journal Entries program (R51444) creates journal entries for each profit recognition record you process.

The system creates journal entries for the Account Ledger table (F0911). This process results in a batch of documents with document type JE (journal entry).

One type of journal entry contains the entries for cost and revenue to be recognized on the income statement from work-in-progress on the balance sheet. The system does not reverse this information in the next period.

Another type of journal entry contains the entries for over/under billings or costs, deferred costs, accrued payables, and recognition of estimated projected final loss. The system reverses this information in the next period.

After you create journal entries, the system moves profit recognition record to history and changes the version to blank. After the system moves a profit recognition record to history, the record cannot be revised. To change a journal entry, you must post it to the Account Balances table (F0902) and regenerate the profit recognition record using the Profit Recognition Build program (R51800) for the same period. Journal entries that you create in this way include only the incremental change to the original information.

Each journal entry contains descriptions of account number elements (for example, business unit.object.subsidiary) and the sequence that the system uses to find valid values for each element. The account elements and the sequence information are presented in a two-column format. The left column identifies the element that makes up the account number. The right column identifies the sequence that the system uses to find a valid value for that specific account element.

Recognized Revenue and Cost - Income Statement

The system uses Income Statement (IS) and Balance Sheet (BS) AAIs to move work-in-progress (WIP) amounts from WIP on the balance sheet to cost of sales and revenue accounts on the income statement.

The following table shows the elements of the account number in the left-hand column. The sequence for finding a valid value for the account element is provided in the right-hand column.

Business Unit	1. Processing option in the Create Journal Entries program (R51444)
	2. IS series (AAI)
	3. Current version in the Profit Recognition table (F5144)
Object	IS series (AAI)
Subsidiary	IS series (AAI)
Subledger	1. Processing option
	2. IS series (AAI)
Subledger Type	1. Processing option
	2. IS series (AAI)

The system uses a user defined code (51/IS) to find the AAI to use, instead of IS, to recognize revenue and cost amounts according to different business unit types. If the specified AAI cannot be found, the system uses the ISxxxx AAI.

To record specific costs or revenues to different accounts, you define ISxxxx and BSxxxx, where xxxx is the first four digits of the object account from WIP. If ISxxxx is not set up, the system uses the object account from the IS item. If BSxxxx is not set up, the system uses the object account from the BS item.

You must set up the IS and BS AAIs only if the object cost type of the original entry is within the account range identified by the GLG2 and GLG5 AAIs. The General Accounting system defines these data items.

Recognized Revenue and Cost - WIP on Balance Sheet

Business Unit   Current version in the Profit Recognition table (F5144)

Object   BS series (AAI)

Subsidiary   BS series (AAI)

Subledger   Current version in the Profit Recognition table (F5144)

Subledger Type   Current version in the Profit Recognition table (F5144)

This account will not be reversed in the following month.

Overbilling

You overbill when your actual revenue is more than your earned-to-date revenue on a job. The system creates a journal entry for a revenue account such as Overbilled Revenue. It also creates an offsetting credit for an unearned revenue liability account.

Calculate overbilling amounts if you use the percent of cost method. The system adjusts costs if you use the percent of revenue method.

Debit Entry

Business Unit
1. Processing option
2. JCCOUA (AAI)
3. Current version in the Profit Recognition table (F5144)

Object   JCCOUA (AAI)

Subsidiary   JCCOUA (AAI)

Subledger
1. Processing option
2. Current version in the Profit Recognition table (F5144)

Subledger Type
1. Processing option
2. Current version in the Profit Recognition table (F5144)

If you use the percent of revenue method, the debit entry AAI is JCBOUA.

Credit Entry

Business Unit	1. JCBE (AAI)
	2. Current version in the Profit Recognition table (F5144)
Object	JCBE (AAI)
Subsidiary	JCBE (AAI)
Subledger	Blank
Subledger Type	Blank

Underbilling

You underbill when your actual revenue is less than your earned-to-date revenue on a job. The system creates a journal entry for a revenue account, such as Unbilled Revenue. It also creates an offsetting debit for an accrued revenue asset account.

Calculate underbilling amounts if you use the percent of cost method. The system adjusts costs if you use the percent of revenue method.

Debit Entry

Business Unit	1. JCCE (AAI)
	2. Current version in the Profit Recognition table (F5144)
Object	JCCE (AAI)
Subsidiary	JCCE (AAI)
Subledger	Blank
Subledger Type	Blank

Credit Entry

Business Unit	1. Processing option
	2. JCCOUA (AAI)
	3. Current version in the Profit Recognition table (F5144)
Object	JCCOUA (AAI)
Subsidiary	JCCOUA (AAI)
Subledger	1. Processing option
	2. Current version in the Profit Recognition table (F5144)
Subledger Type	1. Processing option
	2. Current version in the Profit Recognition table (F5144)

If you use the percent of revenue method, the credit entry AAI is JCBOUA.

Provision for Loss

When the projected final amounts result in a projected loss, the system records the loss amount in the period when the loss occurs. The system adjusts cost and revenue amounts, depending on the profit recognition method you use. The offset for the provision for loss is recorded to the BSLOSS AAI. If you do not define the BSLOSS AAI, the system uses the JCBE AAI.

Debit Entry

Business Unit
1. Processing option
2. JCLOSS (AAI)
3. Current version in the Profit Recognition table (F5144)

Object
JCLOSS (AAI)

Subsidiary
JCLOSS (AAI)

Subledger
1. Processing option
2. Current version in the Profit Recognition table (F5144)

Subledger Type
1. Processing option
2. Current version in the Profit Recognition table (F5144)

Credit Entry

Business Unit
1. BSLOSS (AAI)
2. JCBE (AAI)
3. Current version in the Profit Recognition 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 is a deferred cost that decreases the job-to-date actual costs. The system uses the JCAPO (offset) and JCAPC (accrual) AAIs to record the accrued cost.

Debit Entry

Business Unit	1. JCAPC (AAI)
	2. Current version in the Profit Recognition table (F5144)
Object	JCAPC (AAI)
Subsidiary	JCAPC (AAI)
Subledger	Current version in the Profit Recognition table (F5144)
Subledger Type	Current version in the Profit Recognition table (F5144)

The system uses the IS series and BS series AAIs to recognize the accrued cost on the income statement and relief from the balance sheet. The system automatically reverses these journal entries out in the following month.

If the account number defined in the JCAPC AAI is on the balance sheet, the system creates an entry to the IS and BS AAI journal entries.

Credit Entry

Business Unit	1. JCAPO (AAI)
	2. Current version in the Profit Recognition 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

Business Unit	1. JCSMI (AAI)
	2. Current version in the Profit Recognition table (F5144)
Object	JCSMI (AAI)
Subsidiary	JCSMI (AAI)
Subledger	Blank
Subledger Type	Blank

If the account number defined in the JCSMI AAI is on the balance sheet, the system creates an entry to the IS and BS AAI journal entries.

Credit Entry

Business Unit	1. JCSMJ (AAI)
	2. Current version in the Profit Recognition table (F5144)
Object	JCSMJ (AAI)
Subsidiary	JCSMJ (AAI)
Subledger	Current version in the Profit Recognition table (F5144)
Subledger Type	Current version in the Profit Recognition table (F5144)

Record User Changes to Projected Final Costs

The method of computation should be F (Forced) or G (Budget Default-Forced) for all of the accounts that you define for projected final costs.

Business Unit	Current version in the Profit Recognition table (F5144)
Object	JCPFC (AAI)
Subsidiary	JCPFC (AAI)
Subledger	Current version in the Profit Recognition table (F5144)
Subledger Type	Current version in the Profit Recognition table (F5144)

Changes to Projected Final Revenue

The system uses the same sources for changes to the projected final revenue as it does for the projected final cost. However, it uses JCPFR as the AAI.

The method of computation should be F (Forced) or G (Budget Default-Forced) for all of the accounts that you define for revenue.

Changes to Projected Final Profit

The system uses the same sources for changes to the projected final profit as it does for projected final cost. However, it uses JCPFP as the AAI.

The method of computation should be F (Forced) or G (Budget Default-Forced) for all of the accounts that you define for projected final profit.

Note

These entries do not have an offset because they are one-sided entries made to the FA ledger.

Working with Profit Recognition Journal Entries

The system creates profit recognition records when you run the Profit Recognition Build program (R51800). Profit recognition records include overbilling and underbilling information, revenue and cost information, projected amounts, and so on. The Create Journal Entries program (R51444) creates journal entries for each profit recognition record that you process. After you generate and revise your profit recognition information, you can create profit recognition journal entries and post them to the Account Balances table (F0902).

See Also

❑ *Entering Journal Entries* in the *General Accounting Guide*

Creating Profit Recognition Journal Entries

> *From the Profit Recognition menu (G5122), choose Create Journal Entries.*

After you generate and revise your profit recognition information, use the Create Journal Entries program (R51444) to create profit recognition journal entries and post them to the Account Balances table (F0902). Use profit recognition journal entries to create a batch of unposted Account Balances journal entries for the profit recognition information that the Profit Recognition Build program (R51800) calculates.

Note

After you create journal entries, the system moves the profit recognition record to history, and the version is changed to blank. After a profit recognition record is moved to history, the record cannot be revised. To change the estimated profit, you must post it to the Account Balances table (F0902) and regenerate the profit recognition record using the Profit Recognition Build program for the same period and making any necessary changes. You must then create new journal entries. Journal entries that you create in this way include only the incremental change to the original information.

Processing Options for Create Journal Entries for Profit Recognition (R51444)

Process Tab

1. Projected Final Change Entries

Use this processing option to specify whether to create an audit trail (journal entries) for changes to projected final cost, revenue, or profit. Valid values are:

Blank

Do not create an audit trail for projected final changes. This is the default.

1

Create an audit trail for projected final changes.

2. Ledger Type

Use this processing option to specify the ledger type to use when creating journal entries for projected final changes. Leave this processing option blank to use ledger type FA.

Note: If you use ledger type FA, the method of computation should be F or G in order for projected final amounts to be calculated correctly.

3. Account Overrides:

Job (Business Unit)

Use this processing option to specify the job to use when overriding the account during the creation of entries for cost, revenue, over billing, and under billing on the Income Statement.

Note: The job number, subledger, and subledger type entered will override the corresponding values provided by AAIs ISXXXX, JCCOUA, JCBOUA, and JCLOSS.

Subledger

Use this processing option to specify the subledger to use when overriding the account during the creation of entries for cost, revenue, over billing, and under billing on the Income Statement.

Note: The job number, subledger, and subledger type entered will override the corresponding values provided by AAIs ISXXXX, JCCOUA, JCBOUA, and JCLOSS.

Subledger Type

Use this processing option to specify the subledger type to use when overriding the account during the creation of entries for cost, revenue, over billing, and under billing on the Income Statement.

Note: The job number, subledger, and subledger type entered will override the corresponding values provided by AAIs ISXXXX, JCCOUA, JCBOUA, and JCLOSS.

Reviewing Journal Entries

After you enter journal entries, verify their accuracy before posting them to the Account Balances table (F0902).

When you review journal entries for posting, you can display a list of batches based on the batch type, number, date, or status on your user ID. For example, you might want to review all batches with a posting status of pending.

Note

If the batch review security feature is activated, the system might not list all batches that have been entered. Instead, the system lists only the batches that you are authorized to review and approve.

After you review a list of batches, you can access transaction detail within a specific batch of journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review.

You can change the associated explanations and the G/L distributions of an unposted journal entry. You cannot change the following fields:

- Document Type
- Document Number
- Document Company
- G/L Date

- Currency Code

- Ledger Type

The review program displays and updates information in the following tables:

- Batch Control (F0011)

- Account Ledger (F0911)

If you use batch control, the system shows the differences between what you expected to enter and what you actually entered. The system shows these differences for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

► **To review a list of journal entry batches**

From the Profit Recognition menu (G5122), choose General Journal Review.

1. On Work With Batches, complete the following field and click Find:

   - Batch Number / Type

2. To define the batch information you want to review, choose one of the following options and click Find:

   - All Batches
   - Unposted Batches
   - Posted Batches
   - Pending

3. Review the list of journal entry batches.

► **To review and revise journal entry detail**

From the Profit Recognition menu (G5122), choose General Journal Review.

1. On Work With Batches, complete the following field and click Find:

   - Batch Number / Type

2. To define the batch information you want to review, choose one of the following options and click Find:

   - All Batches
   - Posted Batches
   - Unposted Batches
   - Pending

3. To revise journal entry detail, choose any of the following options:

   - To approve a batch for posting, choose the batch, and then from the Row menu, choose Batch Approval.

   - To create or revise batch header information, choose the batch, and then from the Row menu, choose Revise.

- To review a batch by a journal entry type, choose the batch, and then from the Row menu, choose one of the following options:

  - JE Review

  - Voucher Review

  - Payment Review

  - Invoice Review

  - Receipts Review

  - Draft Receipts

  - Automatic Receipts

- To generate a general ledger post report, choose the batch, and then from the Row menu, choose Post by Batch.

- To review G/L Post by Subsystem, choose the batch, and then from the Row menu, choose Subsystem G/L Post.

- To create new batch header information, from the Form menu, choose Create.

- To create a list of posts by version number, from the Form menu, choose Post by Version.

- To review transaction information, from the Form menu, choose one of the following options:

  - Journal Entry

  - Voucher Entry

  - Receipts Entry

  - Invoice Entry

- To review organization and setup information, from the Form menu, choose one of the following options:

  - Companies

  - Business Units

  - Accounts

  - Date Patterns

  - Ledger Types

  - AAIs

  - UDCs

- To review constants information, from the Form menu, choose one of the following options:

  - G/A Constants

  - A/P Constants

  - A/R Constants

  - A/B Constants

- F/A Constants

- J/C Constants

Processing Options for Batches (P0011)

Batch Type
1. Batch Type

See Also

❑ *Journal Entry Processing* in the *General Accounting Guide*

Posting Transactions

After you enter, review, and approve transactions, post them to the general ledger. All transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902) and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to table F1202 to update the Equipment/Plant Management system with current transaction records.

The post program:

- Selects unposted transactions and validates each transaction

- Creates automatic offsets to the A/P and A/R trade and tax accounts

- Posts accepted transactions to the Account Balances table (F0902; F1202 for fixed assets)

- Marks the transactions as posted in the respective systems ledger tables, such as the Customer Ledger (F03B11), the Account Ledger (F0911), and the Accounts Payable Ledger (F0411)

- Sends workflow messages to the Employee Work Center for transactions in error

- Prints a general ledger report, a post detail report, or both

The Post program performs a number of complex tasks. PeopleSoft strongly recommends that you do not customize the programming for it.

Processing Options for General Ledger Post (R09801)

Print Tab

These processing options specify which account format prints on the report and whether the report includes error messages.

1. Account Format

Use this processing option to specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages

Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Valid values are:

Blank

Do not print error messages.

1

Print error messages.

Versions Tab

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Detail Currency Restatement Version

Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

2. Fixed Asset Post Version

Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

3. 52 Period Post Version

Use this processing option to specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances table (F0902) and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

Edits Tab

This processing option specifies whether the system updates the specific fields on the transaction.

1. Update Transaction

Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

Taxes Tab

These processing options specify how the system updates tax information.

1. Update Tax File

Use this processing option to specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Valid values are:

Blank

The system does not update the Taxes table.

1

The system updates the Taxes table for the following tax explanation codes only: V, VT, V+, U, and UT.

2

The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

3

The system updates the Taxes table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Use this processing option to specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

Note: The following options in the tax rules must be turned on to use this processing option:

  o Tax on Gross Including Discount

  o Discount on Gross Including Tax

Valid values are:

Blank

The system does not adjust tax amounts for discounts taken.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

  o Adjustment to the gross amount (extended price) = discount taken

  o Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken

  o Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25%

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

  o Adjustment to the Gross Amount = 12.50

  o Adjustment to the Taxable Amount = 10.00

  o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

  o Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50

  o Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00

  o Adjusted Tax Amount: 250.00 - 2.50 = 247.50

3. Update VAT Receipts and W/O

Use this processing option to specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Valid values are:

Blank

The system does not adjust tax amounts for write-offs.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

  o Adjustment to the gross amount (extended price) = write-off amount

  o Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount

  o Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax Rate = 25%

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

  o Adjustment to the Gross Amount = 12.50

  o Adjustment to the Taxable Amount = 10.00

o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

o Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50

o Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00

o Adjusted Tax Amount: 250.00 - 2.50 = 247.50

Process Tab

This processing option specifies whether the system explodes the parent item.

1. Explode parent item time

Use this processing option to specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Valid Values are:

Blank

Do not explode the time entries for a parent asset down to the children of the parent asset.

1

Explode the time entries for a parent asset down to the children of the parent asset.

Cash Basis Tab

These processing options specify the units ledger type to assign to cash basis entries, and the version of the Create Cash Basis Entries program (R11C850) to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Units Ledger Type

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

2. Create Cash Basis Entries Version

Use this processing option to specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

See Also

❑ *Posting Journal Entries* in the *General Accounting Guide*

Generating the Executive Summary Report

From the Profit Recognition menu (G5122), choose Executive Summary Report.

Generate an Executive Summary Report (R51443) to review and manage the profit information related to projects, jobs, or subledgers within jobs. The Executive Summary Report is available in one of two formats, depending on the processing options you use:

- Report

- Worksheet

You can manually write in numbers on the worksheet and then enter them in your system.

Processing Options for Executive Summary Report (R51443)

Print Tab

1. Report Totaling

Use this processing option to specify the type of report totaling to include on the report. Valid values are:

1

Total effective date and grand total.

2

Total version number and grand total.

3

Total effective date, version number, and grand total. This is the default.

2. Worksheet Format

Use this processing option to specify whether to print the report in worksheet format. Valid values are:

Blank

Do not print the report in worksheet format.

1

Print the report in worksheet format.

3. Quarter or Period Amounts

Use this processing option to specify which amounts to include on the report. Valid values are:

Blank

Include earned current period amounts. This is the default.

1

Include earned quarter amounts.

Opening or Closing a Job

You should close a job after it is complete and all of the transaction information associated with it is posted.

► **To open or close a job**

From the Profit Recognition menu (G5122), choose Open/Close Job (Job Master).

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

   - Job Name
   - Company
   - Job Type

2. Choose a job.

3. From the Row menu, choose Job Revisions.

4. On Job Master Revisions, click the More Detail tab and change the following field to blank or K to open a job or change the field to N to close a job:

   - Posting Edit

5. Click OK.

Draw Processing

Loans for construction projects are often funded over the course of the project as costs are incurred. This partial funding of the loan is known as a draw. You perform draw processing if your company has a construction loan or line of credit with a financial institution. You use draw processing for situations when you receive disbursements of your loan money based on the eligible costs you incurred during a given period.

An eligible cost is a cost stipulated in the loan agreement. You receive disbursements for eligible costs after you incur them, up to the total amount of the loan. You generate a draw report to show the eligible costs that you incur during a given period.

For example, suppose that you have set up a job for which you have identified a number of work items, such as site work, concrete, and masonry. Each work item is further divided into various tasks. The following events might include tasks related to the site-work work item:

- Clearing and grading
- Sewer work
- Paving and surfacing

You receive a construction loan of 25 million USD for the job, with 3 million USD designated for the site-work work item. One million USD in eligible costs exist for each of the site-work tasks.

At the end of a reporting period, you perform draw processing on the eligible costs for the site-work work item. The system generates a draw report that shows the following eligible costs for the period:

- 250,000.00 USD against the clearing and grading task
- 95,000.00 USD against the sewer work task
- 55,000.00 USD against the paving and surfacing task

You submit the report to your lending institution and draw 400,000.00 USD against the loan for the period.

After you generate your draw report, you can revise the draw information before you submit a detail draw report to your lending institution.

Prerequisite

❑ Set up the automatic accounting instructions to identify the eligible accounts for draw processing. See *Defining Automatic Accounting Instructions for Job Cost* in the *Job Cost Guide*.

Generating Draw Information

Generate draw information to identify costs that you have incurred for a job over a period of time. You submit draw information to your credit institution to request a disbursement of your loan money.

To review your job costs, generate a preliminary draw report. The preliminary report shows what information will be used to generate the draw information. If the information does not meet your needs, you can change the DW AAIs, change the data selection, or reverse general ledger entries and rerun the preliminary report. After you approve the preliminary draw information, you can generate a final draw report that you can revise before you submit the draw information to your lending institution.

You can direct the system to generate a draw report in one of the following two ways:

- Automatically assign a draw number independently by job. For example, if you have three jobs, each job can have the same draw number, as follows:

  - Job 5001, draw 1

  - Job 5002, draw 1

  - Job 5003, draw 1

- Automatically assign a draw number using the System 51 next number feature. For example, if you have three jobs, each job has a unique draw number, as follows:

  - Job 5001, draw 1

  - Job 5002, draw 2

  - Job 5003, draw 3

In addition to identifying the job costs, the draw reports can also indicate:

- Account transactions over a specified period of time

- Ad hoc transactions

- Multiple ledger types

Note

If you change the company or account number for an account with existing draw transactions, you must run the Global Update - BU, OBJ, SUB, CO - F0901 to F51911 program (R51806). Running this program enables the system to assign the draw information to the correct account number.

Prerequisite

❑ If you want to assign a job to a draw number, associate the job with the draw number. See *Setting Up Draw Next Numbers* in the *Job Cost Guide* for more information about the System 51 Next Numbers program.

Generating a Preliminary Draw Report

From the Job Draws and Reporting menu, (G5123), choose Draw Generation.

You generate draw information to submit to your credit institution to prove expenses so that you can receive a monetary reimbursement. The Draw Generation program (R51500) creates a draw report by using the following information:

- Records that are stored in the Draw Reporting Master table (F51911) that have not been included in previous draws.

- Records from the Account Ledger table (F0911) that are within the DW range of AAIs. The AAI draw account ranges are DW01-DW02 through DW48-DW50.

- The General Ledger date.

The draw report can include any ledgers, paid general ledger transactions, and specific dates of transactions. Depending on the processing options you set, the Draw Generation program creates a report in preliminary or final mode. PeopleSoft recommends that you generate the draw report in preliminary mode so that you can ensure that the system includes the correct information. When you choose preliminary mode, the Draw Generation program creates a report showing all eligible transactions from the Account Ledger table (F0911) and from the Draw Reporting Master table (F51911). If the preliminary report does not contain the correct information, you can change your DW AAIs, your data selection, or reverse the general ledger entries to obtain the correct information.

Setting processing options and entering data selection information are very important for generating a draw report. The following list includes notable processing features for generating a preliminary draw report:

- The preliminary draw report does not show a draw number.

- The Draw Generation program uses eligible records from the Draw Reporting Master table (F51911) and Account Ledger table (F0911). Eligible records from the Draw Reporting Master table have a blank draw date, a blank draw status, and a blank draw number. Eligible records from the Account Ledger table are in the DW01-DW02 through DW48-DW50 AAI range.

- The Draw Generation program uses a date range that you enter to identify which records to process. If the Thru Date is less than the From Date, you will get an error message. The Draw Generation program does not use BORG records from the Account Ledger table (F0911).

- There is no default ledger type. You can define up to five ledger types. Ledger types that you define are edited against the Ledger Type Master File table (F0025) and UDC 09/LT.

- You can direct the Draw Generation program to generate a draw report for paid transactions only or for both paid and unpaid transactions. If you choose to report on only paid transactions, the program uses transactions from the Account Ledger table (F0911) that have a batch type of V, M, W, or K.

- All eligible records from the Account Ledger table (F0911) and Draw Reporting Master table (F51911) are subtotaled by job on the preliminary draw report.

Generating a Final Draw Report

From the Job Draws and Reporting menu, (G5123), choose Draw Generation.

After you approve the preliminary draw report, run the Draw Generation program (R51500) in final mode to generate a final draw report. After generating the final draw report, you can manually change the draw amounts, add new draw amounts, or revise the draw status before you generate a detail report to submit to your lending institution.

Notable processing features for generating a final draw report include the following:

- The final draw report shows a draw number. You set a processing option directing the program to use a draw next number or a System 51 next number.

  - If you direct the Draw Generation program to use a draw next number and a job is defined, the system uses the draw next number that is associated with the job for the report. The system increments the draw next number stored in the Job Cost Draws Next Number table (F51002) by one.

  - If you direct the Draw Generation program to use a draw next number and no job is defined, the system creates a draw record with a draw number of 1. The system adds this newly created record to the Job Cost Draws Next Number table (F51002).

  - If you direct the Draw Record Generation program to use a System 51 next number, the System 51 next number is used for the report. The system increments the System 51 next number by one.

- For records that were obtained from the Account Ledger table (F0911), the Draw Generation program creates records for the Draw Reporting Master table (F51911).

- The Draw Generation program updates any Draw Reporting Master table (F51911) records that you changed as a result of reviewing the preliminary draw report.

Prerequisite

- ❑ Generate a preliminary draw report. Make necessary changes to the draw information before running the report in final mode.

See Also

- ❑ *Working with Draws* in the *Job Cost Guide* for information about changing the draw report information

Processing Options for Draw Record Generation (R51500)

Process Tab

1. Processing Mode

Use this processing option to specify the mode in which to run this program. Valid values are:

Blank

Run the program in preliminary mode. This is the default. You should run the program in preliminary mode before running it in final mode. This program will produce a report, which will help you ensure that the profit recognition information is correct. Running the program in preliminary mode does not update profit recognition information.

1

Run the program in final mode. This option will update and commit profit recognition information.

2. Date Range

 From Date

Use this processing option to specify the date from which to begin draw record processing.

Thru Date

Use this processing option to specify the date on which to end draw record processing.

3. Ledger Types

Ledger Type 1

Use this processing option to specify the ledger type to include in the draw. You can specify up to five ledger types.

4. Draw Next Numbers

Use this processing option to specify where to retrieve the next draw number. If you are using Job Cost Draw Next Numbers and a record does not exist, a record will be inserted for the job. Valid values are:

Blank

Use Job Cost Draw Next Number. This is the default.

1

Use system 51, line 3 next numbers.

5. Paid Transactions

Use this processing option to specify which transactions to include on the report. Valid values are:

Blank

Include all transactions in the draw. This is the default.

1

Include fully paid transactions in the draw (batch types V, W, M, and K).

Note: The draw amount will be the original transaction amount and not the payable amount.

Working with Draws

After you generate the final draw report, use the Work With Draws form to review and revise the draw information before you create the detail draw report to submit to your lending institution. You can manually change the status and other detail information for a detail row, split a detail row, or direct the system to automatically change the status for the entire draw.

Prerequisite

❑ Generate a final draw report. See *Generating a Final Draw Report* in the *Job Cost Guide*.

Changing the Draw Detail Information

Before you submit the final draw report to your lender, you can change the detail information. Changes that you can make to the detail information include the following:

- Changing the draw amount

- Changing the status of the detail line

- Add a new draw detail line

- Add descriptive information to a draw

You can change the status of individual draw rows to indicate the row is final and will be included in the report, to remove a row from the draw, to place the row in a hold status, or to exclude the row from being in any draw.

You can change the draw amount and still see the original amount. The system stores changes to draw detail information in the Draw Explanation Table (F51911EX). If you changed the draw amount, the original amount is still available in the Account Ledger table (F0911). The system reflects the new amount in the Draw Reporting Master table (F51911), and the system stores the changed description in the Draw Explanation Table (F51911EX).

▶ **To change the draw detail information**

From the Job Draws and Reporting menu (G5123), choose Draw Revisions.

1. On Work With Draws, complete the following field, and click Find:

   - Job Number

2. Choose a detail row.

3. From the Row menu, choose Draw Revisions.

4. On Draw Revisions, complete the following fields to review the detail information for a draw:

- Job Number
- Draw Number

5. To limit the detail information, complete the following optional fields:

- Draw Status Code
- Cost Code/Type
- Subledger/Type

6. Click Find.

7. To change the detail information for an existing draw, complete the following fields:

- Draw Number
- Draw Status
- Description
- G/L Date
- Original Amount

If you change the Draw Status field to blank, a warning message appears, indicating that the Draw Number and Draw Date fields will automatically be changed to blank.

If you change the Draw Status field from blank, an error message appears, indicating that you must enter values in the Draw Number and the Draw Date fields.

8. To add a new detail row, complete the following fields:

- Job Number
- Draw Number
- Draw Date
- Draw Status
- Description
- G/L Date
- Original Amount
- Cost Code
- Cost Type

When you add a detail line, you cannot have a blank status. The default draw status is 1.

9. To remove a detail line, select the detail row, and click Delete.

10. To add descriptive text to a draw detail row, from the Row menu, choose Attachments.

11. On Media Objects, from the File menu, choose New, and then one of the following:

- Text
- Image

12. Attach the text or image.

13. From the File menu, choose Save & Exit.

14. Click OK.

Splitting Draw Information

You can split the detail lines of a draw. When you split the draw detail information, the original detail line (row) retains the same document type as it was before the split. New split lines acquire a document type of DR. The system copies all key information except the JE line number from the original line. The only information you can change is the amount and description.

The following example illustrates a split draw:

Original detail row to be split	Split	JE 123	5000 USD	JE line = 6
New detail rows after split	Change	JE 123	3000 USD	JE line = 6
	New	DR 123	1000 USD	JE line = 1
	New	DR 123	1000 USD	JE line = 2

For the system to accept a split draw, the total amount for the splits must equal the original total before the split.

The system stores amount information in the Draw Reporting Master table (F51911). It stores description information in the Draw Explanation Table (F51911EX).

► To split draw information

From the Job Draws and Reporting menu (G5123), choose Draw Revisions.

1. On Work With Draws, complete the following field, and click Find:

   - Job Number

2. Choose a detail row.

3. From the Row menu, choose Draw Revisions.

4. On Draw Revisions, complete the following fields to review the detail information for a draw:

   - Job Number
   - Draw Number

5. To limit the detail information, complete the following optional fields:

   - Draw Status Code
   - Cost Code/Type
   - Subledger/Type

6. Click Find.

7. Choose the detail row to be split.

8. From the Row menu, choose Draw Split.

9. On Split Draw Entry, complete the following fields for each piece of the split, and then click OK:

- Original Amount
- Description

The total amount for the splits must equal the original total before the split.

Changing the Draw Status

In addition to manually changing the status of individual detail rows for inclusion or exclusion from the detail draw report, you can change the status of the draw. When you change the status of the draw, all of the detail rows for that draw will be updated with the same Draw Status value. Use the Draw Status Update form to change the status of the draw.

You can change the draw to any of the following statuses:

Draw Status field is empty   Do not include any information from this draw in the detail report.

Draw Status field is 1   Include all of the detail information from this draw in the detail report.

Draw Status field is H   Place all of the detail information from this draw in a hold status.

Draw Status field is X   Exclude all of the detail information from this draw from the detail report.

When you remove the information in the Draw Status Code field, you direct the system to update all the detail rows to have a blank Draw Status. The system automatically removes the information from the Draw Number and Draw Date fields so that they are also empty. The system provides a warning stating that the Draw Number and Draw Date fields will be updated to be empty fields.

If you change a draw status from an empty field to 1, H, or X, you must also include a new draw number and a draw date. If you change a draw status so that the draw is included in a draw number that already exists, the draw is updated to that draw number and draw date.

The system stores draw status information in the Draw Reporting Master table (F51911).

► **To change the draw status**

From the Job Draws and Reporting menu (G5123), choose Draw Status Update.

1. On Work With Draws, complete the following field, and click Find:

   - Job Number

2. Choose a detail row.

3. From the Row menu, choose Draw Status Update.

4. On Draw Status Update, complete the following field:

   - Draw Status Code

5. Click the following option:

   - Update

6. Click OK.

   If you changed the status to blank, a warning message appears. Acknowledge the warning message by clicking OK.

   If you changed the status from blank, a message appears requesting a new draw number and a new draw date. Complete this information and click OK.

See Also

   ❑ *Changing the Draw Detail Information* in the *Job Cost Guide* to change the Status Update field for an individual account within the Draw

Printing Draw Reports

You print draw reports to submit to your financial institution so that you can be reimbursed for eligible costs that you have incurred.

An eligible cost is a cost stipulated in the loan agreement. You receive disbursements for eligible costs after you incur them, up to the total amount of the loan.

Draw reports also can indicate the following:

- Account transactions over a specified period of time
- Ad hoc transactions
- Multiple ledger types

The draw reports that you generate for submitting to your credit institution are different formats of the detail draw report.

Choose one of the following formats for your report:

Draw detail	Use this format to view transaction information per account over a selected period.
Cost of construction - detail	Use this format to view cost details per account over a selected period.
Cost of construction - summary	Use this format to view summarized cost information per account over a selected period.

Note

The Draw Status field designates whether your draw detail row is final (Draw Status field is 1), is not in the current draw (Draw Status field is empty), is on hold (Draw Status field is H), or is excluded from the draw (Draw Status field is X).

Printing the Draw Detail Report

From the Job Draws and Reporting menu (G5123), choose Draw Detail Report.

Print the Draw Detail report to view transaction information per account over a selected period.

Processing Options for Draw Detail Report (R51510)

Process Tab

1. Draw Number

Use this processing option to specify the draw number to print.

2. Amount(s) to print

Use this processing option to specify which amounts to include on the report. Valid values are:

Blank

Include draw detail amounts (F51911) only. This is the default.

1

Include actual detail amounts (F0911) and draw detail amounts (F51911).

Printing the Cost of Construction - Detail Report

From the Job Draws and Reporting menu (G5123), choose Cost of Construction - Detail.

Print the Cost of Construction - Detail report to view cost details per account over a selected period.

Processing Options for Cost of Construction Report – Detail (R51520)

Print Tab

1. Date Range

From Date

Use this processing option to specify the beginning date of the range of dates to use as the current period for the report. The draw date is compared with this date range to determine the cost for this period.

Thru Date

Use this processing option to specify the ending date of the range of dates to use as the current period for the report. The draw date is compared with this date range to determine the cost for this period.

2. Total Line Spacing

Use this processing option to specify whether to include a single space or double space after total lines. Valid values are:

Blank

Include a double space. This is the default.

1

Include a single space.

3. Cost Type Headings

Use this processing option to specify whether to include cost type headings. Valid values are:

Blank

Do not include cost type headings. This is the default.

1

Include cost type headings before detail.

Printing the Cost of Construction - Summary Report

From the Job Draws and Reporting menu (G5123), choose Cost of Construction - Summary.

Print the Cost of Construction - Summary report to view summarized cost information over a selected period.

Processing Options for Cost of Construction Report – Summary (R51525)

Print Tab

1. Date Range

From Date

Use this processing option to specify the beginning date in the range to process as the current period for the report.

Thru Date

Use this processing option to specify the ending date in the range to process as the current period for the report.

2. Account Level of Detail

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

3. Level of Detail Print Suppression

Use this processing option to specify the value (3 through 9) for the level of detail (LOD) that you want to use for print suppression. All accounts with this LOD and greater will not print if all amounts equal zero. If this processing option is left blank, there is no print suppression.

Job Cost System Setup

Before you use the Job Cost system, you should define certain information to customize the system to your business needs. The system uses the information you define to work with your jobs. You should set up the following information:

System constants

Job Cost system constants determine whether your system:

- Calculates projected final costs and unit quantities
- Maintains an audit trail of changes to projected final cost and unit quantities
- Maintains an audit trail of changes to budget information that relates to methods of computation A and R
- Automatically relieves open commitments when you post A/P vouchers to the Account Ledger table (F0911) using the Procurement or Subcontract systems

Automatic accounting instructions

Automatic accounting instructions (AAIs) define the integration between the Job Cost and General Accounting systems.

Next numbers

Use next numbers to assign numbers to items that must have unique numbers, such as draw reports. The Next Numbers program determines how these numbers are assigned.

Draw next numbers

Use draw next numbers to associate jobs with a draw next number. You specify the draw number for these jobs.

User defined codes

User defined codes customize your system to your specific business needs. You can set up many user defined codes, including codes for the following:

- Job categories
- Ledger types
- Account categories
- Units of measure
- Projected final business unit types
- Contract types
- Cost code master chart types
- Chart type edit fields
- Inquiry ledger types
- Profit recognition entries

Ledger type master

Job cost ledgers cause ledger amounts to move forward when you perform the annual close. You can also set up your revised budget ledger types and the ledger types that you want to summarize and purge.

Chart types

Chart types and model jobs create standard cost code structure information that you can copy into your jobs and then modify for each job.

Understanding User Defined Codes for Job Cost

You can customize many of the fields in your Job Cost system by setting up user defined codes to meet the needs of your business environment. You identify user defined codes by the system code and the user defined code list. For example, 51/TC represents system 51 (Job Cost) and user defined code list TC (chart type).

The system stores user defined codes in tables related to a specific system and code type. These tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, an error appears. For example, you can only enter codes in the Business Unit Type field that exist in the table for System 00 and code type MC. The system stores the tables for all of your user defined codes in the User Defined Codes table (F0005).

See Also

❑ See *User Defined Codes* in the *Foundation Guide* for overview information on user defined codes

Business Unit Types (Job Types) (00/MC)

Use business unit types to combine similar business unit type codes. In the Job Cost system, business unit type is also called job type. The Job Cost system uses both terms interchangeably. In the Job Cost system, you use job type codes to perform projected finals. If you want to project finals, the business unit type (job type code) must be the same code that you assign to the projected final business unit type (51/PF).

Business Unit Category Codes (00/01-00/30)

Use business unit category codes to identify different groups of jobs for reporting purposes.

You can define up to 30 different category code types, including the 10 menu selections for job category codes. For code types 01-20, the codes are three characters long. For code types 21-30, the codes are 10 characters.

You can assign job category codes to a job from either the Job Category Code Revisions form or the Job Revisions by Company form. The system stores these codes in the Business Unit Master table (F0006). All the systems that use this table share the same business unit category codes.

If you use the Service and Contract Billing system, reserve codes 11 and 12 for cost-plus billing.

Account Category Codes (09/01-09/23)

Use account category codes to identify different groups of accounts for reporting purposes. You also use account category codes to affect the sequence of the accounts on forms and reports.

You can define up to 23 different code types, including the four menu selections for account category codes. For code types 01-20, the codes are three characters. For code types 21-23, the codes are 10 characters.

Use the following methods to assign the category codes to an account:

- Assign codes 01-08 from account-related forms, such as Chart Type Setup, Original Budget, and so on.

- Assign codes 01-20 from the Account Category Codes form, which you access from the Revise Single Account form in the General Accounting system.

- Assign codes 21-23 from the Cost Code Schedule form. These codes can be used with the accounts in a secondary chart of accounts.

- Assign codes 01-03 to accounts for alternate sequences.

The system stores these codes in the Account Master table (F0901). All the systems that use this table share the same account category codes.

Units of Measure (00/UM)

Use units of measure user defined codes to identify the different types of units related to your accounts. The codes are two characters. For example, you can define CF for cubic feet, CY for cubic yards, SF for square feet, and so on. The system assigns unit of measure to an account from account-related forms, such as Chart Type Setup, Original Budget, and so on.

Contract Type (51/CT)

Use contract type user defined codes to identify the type of contract to which a job is related. You only define contract type codes if you use the Service Billing system. The codes are four characters, and are for information and reporting purposes only.

You assign the contract type to a job from the Job Master Revisions form.

Code FF relates to fixed-fee or fixed-price contracts.

Commitment Document Types (40/CT)

Use commitment document type user defined codes to identify document types for purchasing (for example, OP and OS). You should use commitment document types if you want to update or track commitments in the PA and PU ledgers, which are stored in the Account Balances table (F0902).

Projected Final Business Unit Types (51/PF)

Use projected final business unit type user defined codes to identify the jobs for which you want to project final amounts (ledger type HA) and unit quantities (ledger type HU). The code is the same as the business unit type that you assign to a job from the Job Master Revisions form or the Job Revisions by Company form.

If you do not define a business unit type for projected final values, the system cannot create project final values for the business units to which the type has been assigned.

For the code to be valid, you must also define it in the primary table for business unit type category codes (00/MC).

The Job Cost Projections field on the Job Cost Constants form must be set to allow projected final amounts and unit quantities for jobs within a company.

Cost Code Master Chart Type (51/TC)

Use cost code master chart type user defined codes to identify a model chart of accounts for a type of job or a standard range of cost codes within a job.

The codes are three characters. For example, you can define RAB for roads and bridges, RET for retail stores, and so on. A blank chart type usually relates to the most commonly used model.

You set up the model related to the chart type on the Chart Type Setup form. A model chart of accounts is optional. You can have one model job for each job type. PeopleSoft recommends the job name be the same as the job type. Consider the following example:

- Job Name = JB
- Model Job = M
- Job Type = JB

See Also

❑ *Setting Up Job Cost Code Structures* in the *Job Cost Guide*

Chart Type Edit Field (51/ED)

Use chart type edit field user defined codes to identify the fields for the accounts in a job that you want the system to verify against a model cost code structure. The codes help maintain uniformity within jobs related to a given chart type.

If a job and chart type share a common account (cost code and cost type), this table ensures that the values agree for the specified fields.

The code can be up to six characters. Use the data item name for the field in the Chart Type 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 the Budget Original program (P510121) control whether the system verifies the fields and allow you to specify the chart type for comparison.

Formula Descriptions (51/FM)

Use formula descriptions user defined codes to identify valid code descriptions for the Job Status Inquiry-User Defined Columns form formulas. Each description relates to a ledger type or group of ledgers from which the system retrieves amounts or unit quantities to display on the Job Status Inquiry-User Defined Columns form.

The code numbers and information for this code type are hard-coded and cannot be changed. However, the descriptions for this code type can be changed.

This user defined code identifies the following sources:

- Actual values from the AA or AU ledger.
- Original budget values from the JA or JU ledger.
- Revised budget values from the JA or JU ledger.
- Total value of the original budgets from all the ledgers that are defined for budget amounts and budget units (Ledger Type Master table (F0025)). A revised budget equals the original budget plus any change orders.
- Total value of the revised budgets from all the ledgers defined for budget amounts and budget units (Ledger Type Master table (F0025)).
- Open commitment values from the PA or PU ledger.

- Total contract values from the PA or PU ledger.

- Projected final values from the HA or HU ledger.

- Projected over/under values from the FA or FU ledger.

- Actual values from the AA or AU ledger for the number of days prior to the thru date. The Thru Date/Period field and the Days field on the Job Status Inquiry-User Defined Columns form affect these values.

- Percent complete, based on the method of computation for each account.

The formula descriptions relate to the following codes:

- For amounts, the valid codes are 1 through 10 and 61.

- For unit quantities at the detail level, the valid codes are 21 through 30.

- For unit quantities at the header account level, the valid codes are 41 through 50.

See Also

❑ *Setting Up Job Status Inquiry* in the *Job Cost Guide* for information on how this user defined code is used in the Job Status Inquiry program

Inquiry Ledger Types (51/IL)

Use inquiry ledger types to identify any additional ledgers from which the system can retrieve amounts or unit quantities for the Job Status Inquiry-User Defined Columns program (P512000). The Define Inquiry Columns form can display up to 20 additional descriptions and automatically assigns the following codes to them:

- For amounts, the valid codes are 11 through 20 and 70 through 79.

- For unit quantities, the valid codes are 31 through 40 and 80 through 89.

- For unit quantities at the header account level, the valid codes are 51 through 60 and 90 through 99.

The first two characters of the Description 2 field must specify the amount ledger type. The third and fourth characters of the field must specify the corresponding unit ledger type, if one exists.

The ledger types must be in uppercase.

The Special Handling Code field should contain the following values:

- Blank - non-budget ledger
- 1 - budget ledger
- 2 - BORG field retrieval

See Also

❑ *Setting Up Job Status Inquiry* in the *Job Cost Guide* for information on how this ledger type is used in the Job Status Inquiry program

Profit Recognition IS Entry (51/IS)

Use profit recognition IS entry user defined codes to identify the automatic accounting instructions (AAIs) for income statement entries based on different job types. Thus you can recognize the revenue and cost amounts according to the different job types. The Codes field contains the job type, or a combination of a job type and an object account (cost type). The Description 02 field contains the related AAI that identifies the account that you want to use in place of the ISXXXX AAI.

When you run the Create Journal Entries for Profit Recognition program (R51444), the system determines the account for the income statement entry by performing the following functions:

- Checking the table for a combination of the job type and cost type. If the system does not find the correct combination, it performs the next step.

- Checking the table for the job type. If the system does not find the correct job type, it performs the next step.

- Referring to the IS series of AAIs, which is the standard AAI for income statement entries.

You do not have to set up this table if your IS AAIs are specific enough for the entries on your income statement.

Setting Up Job Cost System Constants

You set up Job Cost system constants for a company to define whether your system performs the following functions:

- Calculates projected final costs and unit quantities

- Maintains an audit trail of changes to projected final cost and unit quantities

- Maintains an audit trail of changes to budget information related to methods of computation A and R

- Automatically relieves open commitments when you post A/P vouchers to the Account Ledger table (F0911) using the Procurement or Subcontract systems

Projected final costs and unit quantities are an estimate of the total cost and unit quantities required for the completion of a job. If you set up the system to create projected final information, it estimates the final costs and unit quantities for each account based on the following information:

- The percentage of completion of the account

- The field progress values related to the account

- The actual costs against the account

- The budgeted and committed values

- The method of computation that you select when you calculate job progress

You can use the projection audit trail to track changes to projected costs and unit quantities. You use budget audit trails to track changes to budgeted costs and unit quantities in the IA and IU ledgers.

You can set up the system to automatically reduce open commitments by the amount of payments posted against their accounts.

You can view commitment information as total commitment amounts or as open commitment amounts. Total commitment amounts are the sum of all open commitment amounts and all actual commitment amounts. Open commitment amounts are the sum of committed costs only.

The Job Cost system shares its system constants with the Subcontract Management system and the Procurement system. You should work with the system administrators of both of these systems to ensure that your constants are set up the same way. You define Job Cost constants and Subcontract Management constants on the same form, which updates the Job Cost Company Constants table (F0026).

You must set up your system constants for company 00000. Doing so 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. Doing so enables you to make changes only when you must define the constants that are specific to a company.

Note

To create projected final amounts and unit quantities for the jobs in a company, you must activate the Job Cost Projections option and define the types of business units (UDC 51/PF) for which you calculate projections.

▶ **To set up Job Cost system constants**

From the Job Cost Setup menu (G5141), choose Job Cost Constants.

1. On Work with Job Cost Constants, to view companies that are set up with constants, click Find.
2. To set up constants for a company, click Add.

3. On Job Cost Constants, complete the following field:

- Company

4. Choose any of the following options:

- Job Cost Projections
- Projection Audit Trail
- Budget Audit Trail
- Commitment Relief

5. Click OK.

6. Click Find on Work with Job Cost Constants to display the new record.

Setting Up Job Cost Code Structures

You can create chart types from which you can copy standard cost code structure details into your jobs.

A chart type is a model cost code structure. You can copy all of the accounts or selected ranges of the accounts in a chart type into a job. You can set up chart types for any type of job in which your cost code structure is based on a standard model.

For example, suppose that you are contracted to construct a 10-story office building. In this case, the office building is your project, and each floor is a separate job. In addition, assume that each floor will be based on one of three different floor plans. You can set up a chart type for each floor plan. Then, when you create the job master record for each floor, you can copy the cost code structure from the appropriate floor plan into each job.

Note

You should define the blank chart type for the cost code structure information that you most often use.

After you define the codes that you use to identify your chart types, you enter the model cost code structure information for each chart type.

Prerequisite

❑ Set up the code in the Cost Code Master Chart Type user defined table (51/TC). See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide*.

► To enter a model cost code structure

From the Job Cost Setup menu (G5141), choose Job Cost Code Structures.

1. On Work with Cost Code Structures, click Find.
2. Choose a chart type.
3. From the Row menu, choose Chart Type Setup.

4. On Chart Type Setup, complete the following fields, and click Find:

- Skip to Cost Code
- Skip to Level of Detail

5. Complete the following fields, and click OK:

- Cost Code
- Cost Type
- Description
- UM
- L D
- P E
- M C
- Bill Item
- Area Code
- Loc Code
- Rt Cd
- Bill Y/N

► **To copy cost codes from chart types**

From the Job Cost Setup menu (G5141), choose Job Cost Code Structures.

1. On Work with Cost Code Structures, click Find.

2. Choose a chart type.

3. From the Row menu, choose Copy Chart to Chart.

4. On Copy Cost Codes, in the Copy From area, complete the following field:

   - Chart Type

5. In the Copy To area, complete the following field:

   - Chart Type

   To copy cost codes within the same chart type, the Chart Type field has the same information.

6. Complete any of the following optional fields:

   - Cost Type From
   - Cost Type Thru
   - Cost Code From
   - Cost Code Thru
   - Level of Detail

7. Click OK.

8. On Confirmation of Copy, click OK.

Processing Options for Job Cost Code Structures (P51091)

Display Tab

1. Cost Type Characters to Mask

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

Process Tab

1. Budget Amount Ledger Type

Use this processing option to enter the Budget Amount Ledger Type to update.

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

Versions Tab

1. Job Cost Select Button Choices

Use this processing option to assign a specific program to the Select button. You can choose a row and click Select, or double-click the row. Valid values are:

1

Copy Selected Master Codes. This is the default.

2

Chart Type Setup.

Setting Up Multiple Cost Code Structures

You can set up multiple cost code structures at one time if your company requires you to create a large number of similar jobs. For example, suppose that your company creates 800 new jobs each month. Each job has many cost code structures that need to be copied from several different model chart types. You can use the Job Cost Multiple Cost Code Setup program (P51092) to simplify the process.

The Multiple Cost Code Setup program allows you to save chart setup instructions as versions. Versions include information such as the chart type and chart cost code from which you want to copy, and the job number, job cost code, and description to which you want to copy to. All accounts with the specified cost code will be copied to the new job cost code.

Versions are stored in the Multiple Cost Code Setup table (F51092). After you set up multiple cost code structures in the Job Cost Multiple Cost Code Setup program, you run the Multiple Cost Code Job Creation program (R51092), which uses a batch process to copy or modify the data from the F51092 and store the records to the new job.

Multiple cost codes can only be copied from existing chart types.

After you set up a version, you can copy it into a new version. You can then edit and change the new version to meet your needs.

Prerequisite

❑ Set up the chart types to which and from which you want to copy. You must use chart types that already exist in the system. See *Setting Up Job Cost Code Structures* in the *Job Cost Guide* for more information.

❑ Set up codes to represent the versions that you want to use in UDC 51/VS. These codes will be used by the Multiple Cost Code Version program as the version name and can be up to 10 characters alpha-numeric. See *Understanding User Defined Codes for Job Cost* in the *Job Cost Guide* for information about setting up user defined codes.

See Also

❑ *Cost Code Structures and Schedules* in the *Job Cost Guide*

▶ **To set up multiple cost code structures**

From the Job Budget & Setup menu (G5111), choose Multiple Cost Code Setup.

1. On Work with Multiple Cost Code Setup Versions, complete the following field and click Find:

   • Version Name

   To set up a new version, choose UDC from the Form menu.

2. Choose the version that you want to use and click Select.

3. On Multiple Cost Code Setup Version Detail, complete the following fields:

   • Chart Type
   • Chart Cost Code
   • Job Number
   • Job Cost Code
   • Description

   Complete these fields for as many cost codes you want to copy.

4. Click OK.

Technical Considerations

The following table further defines the fields you complete on the Multiple Cost Code Setup Version Detail form:

Field Name	Explanation
Chart Type	The chart type to copy from. This field may be left blank to copy from the blank chart type.
Chart Cost Code	The cost code to copy from the chart type you selected in the first column. All accounts related to this cost code are copied to the new job.
Job Number	The job number to which the selected cost codes are copied.

Job Cost Code	Use this field to change the cost code account when copying to a new job. The new accounts are created using this number. If this field is left blank, the Cost Code number will stay the same for the new job. For example, if you copy 02200 and want the new accounts to be 04100, enter 04100 in this field. All accounts that are part of this code structure will be copied to the new Job with 04100. Otherwise, if you wish to continue to use 02200 for the Cost Code, leave this field blank.
Description	The description on the header account for the Cost Code you are copying. If this field is left blank, the header description will be copied from the model chart to the new job.

► **To copy a cost code setup version**

From the Job & Budget Setup menu (G5111), choose Multiple Cost Code Setup.

1. On Work with Multiple Cost Code Setup Versions, click Find.

2. Choose the version you wish to copy, and then choose Copy Version from the Row menu.

3. On Copy Multiple Cost Code Setup Versions, complete the following field:

   • Version Name

   You must copy to an existing version.

4. Click OK.

   If the version you are copying to already contains detail records, the Replace Version Confirmation form appears. If you click OK, the existing detail records will be overwritten with the new version detail records.

Creating Multiple Cost Code Structures

From the Job & Budget Setup menu (G5111), choose Multiple Cost Code Creation. Alternatively, you can choose Cost Code Creation from the Report menu on the Work with Multiple Cost Code Version Setup and Multiple Cost Code Setup Detail forms.

After you have set up versions for multiple cost code structures, run this batch program to complete the process of creating a multiple cost code structure. If you run this program in final mode, the system copies version data from the Multiple Cost Code Setup table (F51092) and records it in the Account Master table (F0901).

When you submit the program for processing, the system generates the Multiple Cost Code Job Creation report, which includes the following information:

• Version name

• Chart type

• Chart cost code

- Job number

- Job cost code

- Description

- Number of accounts that were copied

Processing Options for Multiple Cost Code Job Creation (R51092)

Processing Tab

Use these processing options to specify the processing mode and delete version for the Multiple Cost Code Job Creation program.

1. Process Mode

Use this processing option to specify the mode in which you want to run this program. Valid values are:

Blank

Run the program in preliminary mode. You should run the program in preliminary mode before running it in final mode to verify the number of accounts that are to be copied. Running this program in preliminary mode does not create account master records.

1

Run the program in final mode. When you run this program in final mode, the system creates account master records in the Account Master table (F0901).

2. Delete Version

Use this processing option to specify whether you want to delete the selected version of the Multiple Cost Code Setup table (F51092) after it has been processed by the Multiple Cost Code Job Creation report (R51092). Valid values are:

Blank

Do not delete the version.

1

Delete the version.

Defining Automatic Accounting Instructions for Job Cost

Automatic accounting instructions (AAIs) define the link between the Job Cost, Subcontract Management, and General Accounting systems.

Before defining new AAIs, you should first review the AAIs in your system to ensure that the AAIs that you want to include are not already defined. You can then define your new AAIs.

The sequence numbers for AAIs related to the Job Cost system begin with 51.

The following categories of AAIs are relevant to the Job Cost system:

Profit recognition AAIs	Use these AAIs to specify the accounts that the system uses to create journal entries for profit recognition.
Field progress protection AAIs	Use these AAIs to protect the actual unit amounts in certain accounts from being updated as a result of job progress calculations.
Draw reporting selection AAIs	Use these AAIs to specify the accounts that are eligible for construction costs related to draw reporting.
Budget balance ledger AAIs	Use these AAIs to force general ledger entries to always be in balance.
Job summarization AAIs	Use these AAIs to direct the system to summarize the detail information for existing accounts into a single summary account.

See Also

❑ *Working With AAIs* in the *General Accounting Guide*

Profit Recognition AAIs

Profit recognition AAIs specify the accounts that the system uses when it creates journal entries for profit recognition. The following table defines profit recognition AAIs:

BS	The offset (contra) account when work-in-progress (WIP) needs to be transferred to the income statement. The system posts offset amounts to this contra asset account. 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. The system does not require this AAI if you set up jobs on the income statement. However, for jobs on the balance sheet, the BS AAI must at least be defined for the default company 00000.
IS	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. The system does not require this AAI if you set up jobs on the income statement.
JCBE	The account for overbillings. Overbillings are billings in excess of costs and estimated earnings. You can also use it for the credit offset to JCLOSS, if BSLOSS is not set up. This account is generally a liability account. The system reverses the amounts monthly.
JCCE	The account for underbillings. Underbillings are costs and estimated earnings in excess of billings. This account is generally an asset account. The system reverses the amounts monthly.

JCBOUA   The account for adjustments to the income statement related to the cost of sales. The system posts over and under entries to this account when you base the percentage of completion on billings.

The account is the offset for entries posted to the accounts related to JCBE and JCCE. The system reverses the amount monthly.

JCCOUA   The account for adjustments to the income statement related to revenue. The system posts profit and loss entries to this account when you base the percentage of completion on cost.

The account is the offset for entries posted to the accounts related to JCBE and JCCE. The system reverses the amount monthly.

JCLOSS   The account for entries related to a provision for loss. The system creates such an entry when a job has a projected final loss. The system reverses the amount monthly.

BSLOSS   The offset (contra) account for the provision for loss. It is the offset for entries posted to the account related to JCLOSS. The system reverses the amount monthly.

This AAI is optional. If it is not set up, the system uses JCCE.

JCAPC   The account for accrued cost on the job account. The system automatically reverses the amounts in the next month.

JCSMJ   The account for deferred cost on the job account. You typically use this AAI for stored materials. Any amounts are automatically reversed in the next month.

JCAPO   The offset (contra) account for accrued costs. It is the offset for entries posted to the account related to JCAPC.

JCSMI   The offset (contra) account for deferred costs. It is the offset for entries posted to the account related to JCSMJ.

JCPFC   The account for adjustments to the projected final cost. This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

JCPFP   The account for adjustments to the projected final profit. You typically set up this AAI only if your company posts profit to an account and maintains balanced budgetary ledger types.

This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

JCPFR   The account for adjustments to the projected final revenue. This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

JCCAxx -   The beginning and ending object accounts for a range of revenue accounts. Profit recognition can
JCCAxx+1   include up to 49 ranges from JCCA01 - JCCA02 to JCCA97 - JCCA98.

JCSTxx -   The beginning and ending object accounts for a range of cost accounts. Profit recognition can
JCSTxx+1   include up to 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 entering quantities when the actual quantities come from other PeopleSoft systems.

JCxx -
JCxx+1   The beginning and ending object accounts for the range of labor accounts. Field progress protection can include the five ranges from JC01 - JC02 to JC09 - JC10.

This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

Note

You should set up an AAI range of cost types for any actual quantities that are automatically posted from another PeopleSoft system.

Draw Reporting Selection AAIs

Draw reporting selection AAIs specify the eligible construction cost accounts for draw reporting. The system does not process any other accounts for draw reporting.

DWxx -
DWxx+1   The beginning and ending object accounts for two ranges of eligible accounts. Draw reporting selection can include any ranges from DW01 - DW02 to DW49 - DW50.

This AAI requires the object account. The subsidiary is optional, and the system does not use the business unit.

Budget Balance Ledger AAIs

Budget balance ledger AAIs force the system to keep balanced ledger entries for accounts on the Combined Progress Entry form.

FPBAL   The offset account used for maintaining balanced entries to ledgers defined in UDC 09/LP.

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 the system keeps the account balances.

SM01   This AAI summarizes all object accounts within their respective subsidiaries. It also specifies an object account that the system creates to keep the summarized information.

The business unit, object account, and subsidiary are all optional for this AAI.

Working with Ledger Types for Job Cost

The Job Cost system has different types of ledgers that you can use to track units, to maintain budgets, and so on. You must set up financial rules for each of your ledgers.

Understanding Ledger Types for Job Cost

You set up job cost ledgers so ledger amounts move forward with the annual close. You can also set up your revised budget ledger types and the ledger types that you want to summarize and purge from the system.

Technical Considerations

Ledger Type Master File Table (F0025)	For accurate calculations for profit recognition and projected finals, the currency cost for all Job Cost ledgers must match the currency of the company to which the job belongs.
Ledger type naming conventions	If you set up an amount ledger type that corresponds to a unit ledger type, both ledger types must have the same first character. Additionally, the second character in the unit ledger type must be U. For example, SA (amount ledger type) and SU (unit ledger type).

Ledger Types (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 (F0902) and provides an audit trail for the G/L transactions.

You must set up ledger type codes in this table. The Ledger Type Master Setup program (P0025) validates ledger types against 09/LT.

Annual Close/Spread Ledger Type (00/LT)

Use annual close budget ledger type user defined codes to identify the ledgers that the system uses in job closing.

The Job Cost system does not spread budget amounts and usually moves the original budget into the next fiscal year. The ledger types have R (roll budget) as the first character in the Description 02 field.

For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

Budget ledger types that you do not include in your revised budget must be defined in this ledger type.

Summarize and Close Ledger Type (51/LT)

Use summarize ledger type user defined codes to identify the ledgers that the system uses in the job summary process. For the code to be valid, you must also define it in the primary table for ledger type user defined codes (09/LT).

Job Cost Ledger Types

The data used by the Job Cost system is stored in the Account Balances table (F0902) by ledger type. The ledgers in the Account Ledger table (F0911) can contain both amounts and quantities that support the information in the Account Balances table, including the following:

- Budget information
- Commitment information
- Actual information
- Field progress information
- Forecasts and estimates
- Projected final information

The Job Cost system uses the following user defined ledger types (09/LT):

AA and AU   Actual amounts (AA) and actual units (AU).

JA and JU   Job budgeted amounts (JA) and job budgeted units (JU).

PA and PU   PO/Contract amounts (PA) and PO/Contract units (PU). These ledger types 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. This is used in the job G/L account to manually update the percent complete of a job.

IA and IU   Job Cost projection budget amounts (IA) and Job Cost projection budget quantity (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).

Setting Up Ledger Types for Job Cost

Before you revise the ledger types for the Job Cost system, you should review what ledger types are currently defined on your system. You can then revise your ledger types as necessary.

You must set up all Job Cost budget ledgers to roll the original budget to the next year.

▶ **To set up ledger types for Job Cost**

From the Job Cost Setup menu (G5141), choose Ledger Type Master Setup.

1. On Work with Ledger Types, choose the ledger that you want to revise.

2. From the Row menu, choose Job Cost Rules.

3. On Job Cost Ledger Type Rules, choose the following options, and click OK:

   - Revise Budget Ledger

     Choose this option to include ledger type amounts in the revised budget.

   - Summarize Ledger Types

Note

If you need to include additional budget ledger types in the revised budget for your jobs, you can create user defined ledger types. You must then set up these ledger types. You must also define additional ledger types in the user defined code table 09/LT.

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

See Also

- ❑ *Setting Up Ledger Type Rules* in the *General Accounting Guide*

Setting Up Draw Next Numbers

When you use the Draw Next Number program, you can manually associate a job or multiple jobs to a draw number. By setting a processing option when you generate your draw information, you direct the system to use a draw next number or to automatically generate a next number using the System 51 Next Number feature. If you direct the system to use a draw next number, but you have not added the job on the next numbers table, the Draw Generation program automatically adds the job with a Draw Number 1.

Draw numbers that are associated with a job are stored in the Job Cost Draws Next Number table (F51002).

See Also

- ❑ *Setting Up Next Numbers for Job Cost* in the *Job Cost Guide*
- ❑ *Working with Draws* in the *Job Cost Guide*

▶ **To set up a draw number**

From the Job Cost Setup menu (G5141), choose Job Cost Draw Next Numbers.

1. On Job Cost Draw Next Numbers, to view the existing next numbers for a job, complete the following field, and click Find:

   - Skip to Job

   - Skip to Job

2. To associate a job with a draw next number, complete the following fields:

   - Job

   - Next Number Range 1

3. Click OK.

Setting Up Next Numbers for Job Cost

You use next numbers to assign numbers to items that must have unique numbers, such as system-generated draw reports, batch numbers, and document numbers. The Next Numbers program determines how the system assigns these numbers.

The system stores next numbers for the Job Cost system in System 51. The Job Cost system uses next numbers for the following purposes:

- To link profit recognition tables

- To automatically create draw numbers

For the Job Cost system, you can assign next numbers by company, or by company and fiscal year for selected documents.

Note

Next numbers are central to PeopleSoft systems. You must be thoroughly familiar with next numbers before you change them.

You have the option of using the System 51 Next Number feature or the Draw Next Number feature when you generate draw information. You set a processing option on the Draw Generation program to direct the system to use the System 51 Next Numbers feature. If you do not set the processing option, the system automatically assigns a draw next number.

See Also

❑ *Setting Up Draw Next Numbers* in the *Job Cost Guide*

▶ **To set up System 51 next numbers**

From the Job Cost Setup menu (G5141), choose Job Cost Next Numbers.

1. On Work With Next Numbers, to view the existing next numbers for System 51, choose System 51 in the detail area.

2. From the Row menu, choose Set Up Next Numbers.

3. On Set Up Next Numbers by System, review the existing information.

   The first two rows are reserved rows. The third row contains the next number for draw reporting. The fourth row contains the next number for profit recognition activities.

4. In the empty row, complete the following fields:

   - Use Description
   - Next Number Range 1
   - Chk Dgt

5. Click OK.

Setting Up Job Status Inquiry

You set up the columns and column versions to display job status information on the Job Status Inquiry form. The system requires column definitions, but column versions are optional.

Columns determine how your information is displayed. You can define columns by setting up specific formulas by which the system calculates the value that it displays.

You can save up to 30 columns as a version. When you choose the Job Status Inquiry form, you enter your user defined version in the Column Version field to direct the system to display the job cost information in the format you established.

The system also uses column versions on the Account and Job Progress Entry forms.

The system stores user defined column information in the Inquiry Columns table (F5192).

Defining Inquiry Columns

You must define the columns that you use on Job Status Inquiry to display your information. When you define a column, you can specify the following information:

- Column name
- Column heading
- The formula by which the system calculates the information that is displayed in the column

You do not need to define ledger types or formulas before you define inquiry columns.

See Also

The following topics in the *Job Cost Guide*:

- ❑ *Working with Ledger Types for Job Cost* for more information on ledger type (51/IL)
- ❑ *Understanding User Defined Codes for Job Cost* for more information on user defined code (51/FM)
- ❑ *Setting Up Job Status Inquiry* for information on setting up column choices

Mathematical Functions for Calculations

The calculation can include the four basic mathematical functions, along with parentheses for nesting values. The following are valid symbols for mathematical functions:

+	Addition
-	Subtraction
*	Multiplication
/	Division
( )	Left and right parentheses

Example: Mathematical Functions

The following list provides examples of different ways that you can combine the codes and mathematical functions to create calculations:

- Actual amount: 1

- Actual unit rate: 1/21

- Total commitments: 1+6

- Unit rate variance: (1/21) - (5/25)

If the column relates to the specific value that is contained in a ledger, the calculation consists of only one code.

► **To create a column version**

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

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

   - Job

   Note

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

2. Complete the following optional fields:

   - From Date/Period
   - Account Level of Detail
   - Subledger

3. To further identify the accounts that will appear in the columns, click the Additional Selections tab and complete the following optional fields:

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

4. Choose one of the following options in the To Date area:

   - Inception
   - Cumulative
   - Period

5. Choose one of the following options in the Level of Detail area:

   - Display Zero Accounts
   - Display Header Accounts
   - Display Header Description

The Cost Code Description field will display in the detail area of the form if this field is selected.

6. To further identify the accounts, click the Project tab and complete the following optional fields:

- Owner Address
- Contract Type
- State
- Job Type

7. To further define the accounts, click the Options tab and complete the following optional fields:

- Skip From Category Code:
- Skip Thru Category Code:
- Skip From Alternate Cost Code:
- Skip Thru Alternate Cost Code:
- Sequence Code
- Activity Option
- Days Prior to Date

8. Choose one of the options in the G/L Posted Code (Actuals Only) area.

9. To define the columns for the version, click the Columns or the More Columns tab.

PeopleSoft.

Job Status Inquiry-User Defined Columns - Job Status Inquiry

Select Find Close Report Form Row Tools

Select Tab: Additional Selections ▼

					To Date
Skip From Cost Code:	02200	Skip From Cost Type:	*		○ Inception
Skip Thru Cost Code:	02600	Skip Thru Cost Type:	*		○ Cumulative
☑ Display Zero Accounts		☑ Display Header Accounts	☐ Display Header Description		○ Period

Records 1 - 7   Customize Grid ■

		Cost Code	Cost Type	Account Description	Job	Job Description	UM	M C	L D	P E
☐		02200	1341	Regular Time	00050	Project Management Company		D	9	
☐		02600	1341	Regular Time	00050	Project Management Company		D	9	
☐		02200	1342	Premium Time	00050	Project Management Company		D	9	
☐		02600	1342	Premium Time	00050	Project Management Company		D	9	
☐		02200	1343	Burden	00050	Project Management Company		D	9	
☐		02600	1343	Burden	00050	Project Management Company		D	9	
☐				Total:				T	1	

10. For each column that you want to define, place your cursor in the Column field and click the visual assist button.

11. On Search & Select Job Status Inquiry Columns, choose the column you want to add, and click Select.

12. To define category codes associated with the Business Unit Master table (F0006), click the Job Codes tab and complete any of the category code fields.

13. To define category codes associated with the Account Master table (F0901), click the Account Codes tab and complete any of the category code fields.

14. To save your column version, choose Save Columns from the Form menu.

15. On Save Column Version, enter a name for the version in the Job Status Inquiry Column Version field. You can use up to 8 characters.

16. Click OK.

► **To define inquiry columns**

From the Job Cost Setup menu (G5141), choose Define Inquiry Columns.

1. On Work with Job Status Inquiry Columns, click Find to review the existing user defined columns.

2. To define a new column, click Add.

3. On Define Inquiry Columns, click the Columns tab and complete the following fields:

- Column Name
- Description
- Column Heading 1
- Column Heading 2
- Formula

After you complete the Column Name field and tab to the next field, the detail area of the form populates so that you can use values in the Amount column to define the formula. If you use a value other than what is available in the Amount field, the system displays an error message.

4. If your company uses large numbers and you want to minimize data entry, click the Display tab.

5. Complete the following field:

- Multiplier

When you review your job information on the Job Status Inquiry form, the amounts are expanded to the full number.

6. Click OK.

Deleting Column Versions for Job Status Inquiry

Use the Work With User Overrides form to delete column versions for the Job Status Inquiry form. To delete a version, you must use the object name of P512000 and type of JC.

► **To delete a Job Status Inquiry User Defined Columns version**

From the Job Cost Setup menu (G5141), choose Column Versions-User Overrides.

1. On Work With User Overrides, to display the existing versions, complete the following fields in the QBE row, and click Find:

- Application

The object name for Job Status Inquiry, which is P512000.

- Version

The name of the column version.

- Type

JC for Job Cost.

2. Choose the version you want to delete, and then click Delete.

3. On Confirm Delete, click OK.

Setting Up Supplemental Data for Job Cost

You can enter a variety of supplemental information for a job. Supplemental information can include anything from ground conditions to legal considerations that can affect the progress of a job. You can use supplemental information to track, review, and report on the progress of a project or job. You set up and maintain supplemental information by defining supplemental data types and entering information appropriate for each supplemental data type. You can define as many supplemental data types as you need. Consider the following examples:

- Suppose that you review the details of the site-work work item and find that the clearing and grading work is one month behind schedule and 10 percent over budget. You review the supplemental information related to the job and find information describing the adverse weather conditions that have delayed the work. You can then adjust the site-work work item and any other affected work.

- Suppose that you review the overall details of all of the jobs in a project and find that concrete is 10 percent under budget. The supplemental information explains that the price of rebar is lower than expected. You can adjust the budget accordingly.

See Also

- □ *Understanding Supplemental Data* in the *Address Book Guide*

Adding Data Types for Job Cost

Add data types when you need to categorize your data using user defined codes and when none of the existing user defined code types are appropriate. For example, if you need to identify all jobs in the Job Cost system that have ground conditions, you can add a search type GR to UDC (55/ST).

After you have set up the appropriate user defined codes and user defined code types, you can add specific data types for the Job Cost system that better fit your supplemental data requirements.

Prerequisite

- □ See *Customizing User Defined Code Types* and *Customizing User Defined Codes* in the *Foundation Guide* for information on adding and setting up user defined codes and code types.

    When adding or changing user defined codes for Job Cost, use product codes 55-59, inclusive, which are reserved for client use.

- □ You need to define the supplemental database code for the system to which you are adding data types. For example, the supplemental database code for the Job Cost system is JC.

    To define this supplemental database code, from the Job Cost Setup menu (G5141), right-click on Supplemental Data and choose Prompt for Values. In the first processing option field, enter the supplemental database code and click OK.

► **To add data types for Job Cost**

From the Job Cost Setup menu (G5141), choose Supplemental Database Setup.

1. On Work With Supplemental Database Setup, enter JC in the following field, and click Find.

   • SDB Code

2. Select the row, and from the Row menu, choose Work With Data Types.

3. On Work With Data Types, click Add.

4. On Data Type Revisions, to add data types for Job Cost, complete the following field:

   • Display Mode

5. Based on the display mode, do one of the following:

   For a narrative data type (display mode N), complete the following fields:

   • Type Data
   • Description

   For a code data type (display mode C), complete the following fields:

   • Type Data
   • Description
   • UDC

- Product Code
- Record Type
- Remark 1
- Display Sequence
- Search Type
- Data Class
- Amount 1
- Quantity
- Effective From
- Effective Thru
- User Date
- User Days
- User Address
- User Document

For a program data type (display mode P), complete the following fields:

- Type Data
- Description
- Application Name
- Form Name

  For a list of valid values for application name and form name, click the visual assist. Alternatively, go to the application that you want to enter and click About.

Complete the following optional fields:

- Version
- Display Sequence
- Data Class
- Search Type

6. Click OK.

Updating Job Cost Information

If your company has recently expanded or undergone a change in management, it might be necessary to change the way your company tracks and reports on the information associated with a job.

Updating Category Code Information

From the Advanced & Technical Operations menu (G5131), choose Global Update Category Codes.

After you create the cost code structure, it might be necessary to create specialized reports or maintain category codes. You can direct your system to automatically assign an entire cost code structure to the first three account master category codes. To do so, run the Global Update Category Codes program (R51807). The alternate sequence can be based on any of your three category codes.

Note

If errors occur, check your processing options for accuracy. The values entered in the processing options must be 1 through 8, and they must be contiguous. The character + can be used to indicate embedded blanks. The category code definitions must be three characters long. The alternate cost code definition must be eight characters long. If mapping is not needed, leave the processing option blank.

Prerequisite

❑ Define the alternate sequence category codes. See *Understanding Alternate Sequences* in the *Job Cost Guide*.

Processing Options for Global Update Category Codes (R51807)

Process Tab

1. Category Code 1 Mapping

Use this processing option to specify the Category Code 1 Mapping. This copies the selected digits of the cost code to G/L Category Code1.

Note: You can select up to 3 digits for Category Codes 1, 2, and 3. You can select up to 8 digits for the alternate cost code. Enter a + to specify 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.

2. Category Code 2 Mapping

Use this processing option to specify the Category Code 2 Mapping. This copies the selected digits of the cost code to G/L Category Code2.

Note: You can select up to 3 digits for Category Codes 1, 2, and 3. You can select up to 8 digits for the alternate cost code. Enter a + to specify 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.

3. Category Code 3 Mapping

Use this processing option to specify the Category Code 3 Mapping. This copies the selected digits of the cost code to G/L Category Code3.

Note: You can select up to 3 digits for Category Codes 1, 2, and 3. You can select up to 8 digits for the alternate cost code. Enter a + to specify 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.

4. Alternate Cost Code Mapping

Use this processing option to specify alternate cost code mapping. This will copy the selected digits of the cost code to G/L Alternate Cost Code.

Note: As many as three digits can be selected for category codes 1, 2, and 3. As many as eight digits can be selected for the alternate cost code. Type + 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 is not a valid numerical sequence.

Posting Committed Costs to Jobs

From the Advanced & Technical Operations menu (G5131), choose Post Committed Costs to Jobs.

Run the Post Committed Costs to Jobs program (R00932) to track your job costs. When you run this program, the system recalculates the amounts in the Account Balances table (F0902) for the purchase amount (PA) and purchase unit (PU) ledgers. The system also recalculates monthly amounts in the Account Balances table based on information in the P.O. Detail Ledger File table (F43199).

Processing Options for Repost Committed Costs (R00932)

Process Tab

1. Enter the from fiscal year. This option is required.

Fiscal Year From

Use this processing option to specify the fiscal year in which to begin reposting committed costs. If this processing option is left blank, a zero will be supplied, causing the from fiscal year to be 00.

Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 1998 and ends September 30, 1999. The end of the first period is October 31, 1998. Specify the year 98 rather than 99.

2. Enter the thru fiscal year. Leave blank (default) to use the from fiscal year.

3. Enter a '1' to process Manufacturing Encumbrances

Use this processing option to specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Valid values are:

1

The system processes financial encumbrances that are related to purchase orders, subcontracts, and manufacturing work orders.

Blank

The system only processes financial encumbrances that are related to purchase orders and subcontracts.

Updating Account Information for Draw Reporting

From the Advanced & Technical Operations menu (G5131), choose Update BU/OBJ/SUB/CO F0901>F51911.

The Update BU/OBJ/SUB/CO F0901>F51911 program (R51806) updates the business unit (job number), object (cost type), subsidiary (cost code), and company from the Account Master table (F0901) to the Draw Reporting Master table (F51911). Run this program whenever the company or account number has been changed for an account with existing draw transactions. After the Update BU/OBJ/SUB/CO F0901>F51911 program has been run, the system correctly assigns draw information to the new account number.

Updating Methods of Computation

From the Advanced & Technical Operations menu (G5131), choose Method of Computation Conversion.

Run the Method of Computation Conversion program (R519901) to update the method of computation for each account that you specify in the Account Master table (F0901). You can use the Method of Computation Conversion program to globally update the method or to quickly assign the method to the accounts in a new job. The Method of Computation Conversion program also updates the balances for projected final amounts in the Account Balances table (F0902) based on the new method of computation.

You specify the accounts that are to be updated by the system through data selection criteria. You specify the new method of computation in the processing options.

Note

With this program, there are no special edits to prevent unwanted updates.

Processing Options for Method of Computation Conversion (R519901)

Process Tab

1. New Method of Computation

Use this processing option to specify the new method of computation for updating the Account Master table (F0901). Be sure to limit the records selected for updating through data selection.

Recalculating Job Cost Projections

From the Advanced & Technical Operations menu (G5131), choose Recalculate Projections.

If there is a change within your company that requires you to use a different method of computation or if you suspect that your projected final information is incorrect, you recalculate projected final information for your projects. You can update the methods of computation and run the Recalculate Projections program (R51803) to direct the system to recalculate your projected final information. This program should be run on an exception basis only.

Processing Options for Recalculate Projections (R51803)

Process Tab

1. Period Range

Beginning Period Number

Use this processing option to specify the beginning period number for processing records.

Note: Leave the date information blank or zero to default the company's account current date.

Ending Period Number

Use this processing option to specify the ending period number for processing records.

Note: Leave the date information blank or zero to default the company's account current date.

2. Fiscal Year Range

Beginning Fiscal Year

Use this processing option to enter the beginning fiscal year for processing records. Enter four digit years, for example, 2001.

Note: Leave the date information blank or zero to default the company's account current date.

Ending Fiscal Year

Use this processing option to specify the ending fiscal year for processing records. If this field is left blank when the beginning fiscal year is specified, a report error is generated. Enter four digit years, for example, 2001.

Note: Leave the date information blank or zero to default the company's account current date.

Print Tab

1. Suppress Report

Use this processing option to specify whether to print the report. Valid values are:

Blank

Print the report. This is the default.

1

Do not print the report.

Deleting Projected Final Information

From the Report Writer menu (GH9111), choose Batch Versions.

Run the Delete Job Cost Projections program (R51997) to remove selected job cost projection and audit trail information from the Account Balances table (F0902) and the Account Ledger table (F0911). The data selection is by company. The Delete Job Cost Projections program updates ledger types HA and HU.

Processing Options for Delete Job Cost Projections (R51997)

Process Tab

1. Retain Balances

Use this processing option to specify whether to delete or retain the F0902 HA/HU ledger type balances. Valid values are:

Blank

Delete F0902 HA/HU balances. The F0911 HA/HU transactions will be deleted automatically. This is the default.

1

Retain F0902 HA/HU balances.

Summarizing Job Transactions

From the Advanced & Technical Operations menu (G5131), choose Summarize Job Transactions.

The job summarization procedure allows for the summarization of records in the Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables. The system maintains the general ledger integrity of the job that you summarize. When you summarize the number of records that a particular job processes, the performance capability and disk capacity of the system increases. After you summarize job transactions, you can choose to remove the job from the system.

You run the Summarize Job Transactions program (R09811) to direct the system to combine a range of detail information into one summary account. You do this to group prior year transactions.

The Automatic Accounting Instruction (AAI) for Summarize Job Transactions is SM01. You control the level of summarization with the AAI by specifying detail information for your summary by assigning an asterisk (*) in either the Object Account or Subsidiary fields. By assigning the asterisk to the Summarize Job Transaction Automatic Accounting Instruction (SM01), you specify that account balances are kept at either of those account levels.

Caution

PeopleSoft strongly recommends that you summarize all job transactions before you purge their journal entries. If you do not summarize all job transactions before purging, the purge will erase the job information and you will lose the records of your job transactions.

Processing Options for Summarize Transactions (R09811)

1. Number of Periods to Retain

Use this processing option to specify the number of periods that you want the system to retain in detail.

If you enter 01, the system retains only the current period.

Note: The system uses the 14 period net posting amounts from the Account Balances table (F0902) when calculating which periods to retain. If you have a 12-period fiscal year, you might want to add two to the number of periods to retain, which allows you to retain information from a prior fiscal year. For example, assume that you are in the third period of your fiscal year, and you want to retain information from the last two periods of the prior fiscal year. Enter 07 in this processing option as the number of periods to retain.

If you want to retain information only for the current fiscal year, you do not need to increase the number of periods by two. For example, assume you are in the fourth period of your fiscal year and you want to retain information from periods 2, 3, and 4 of the current fiscal year. Enter 03 in the processing option as the number of periods to retain.

2. Company

Use this processing option to specify the company number of the records that you want the system to summarize. Enter a valid company number from the Company Names & Numbers program (P0010).

3. Business Unit

Use this processing option to specify the business unit of the records that you want the system to summarize. Enter a valid business unit from the Business Unit Master table (F0006).

4. Starting Account ID Range

Use this processing option to specify a starting account ID for the range of accounts that you want the system to summarize. Enter a valid account ID from the Account Master table (F0901).

5. Ending Account ID Range

Use this processing option to specify the ending account ID for the range of accounts that you want the system to summarize. Enter a valid account ID from the Account Master table (F0901).

6. Subledger

Use this processing option to specify the subledger of the records that you want the system to summarize.

7. Subledger Type

Use this processing option to specify the subledger type of the records that you want the system to summarize. Enter a valid subledger type from UDC 00/ST.

8. Ledger Type

Use this processing option to specify the ledger type of the records that you want the system to summarize. Enter a valid ledger type from the Ledger Type Master Setup program (P0025).

What You Should Know About Processing Options

Periods to Retain
The numeric value that you enter in this field pertains to one period. The system uses the 14 period net posting amounts from the Account Balances table (F0902) when calculating which periods to retain. If you have a 12 period fiscal year, you might want to add 2 to the number of periods to retain. This allows you to retain information from a prior year. For example, to summarize an entire year, you would enter 14.

If you only want to retain information for the current fiscal year, you do not need to increase the number of periods by 2.

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Purging Prior Year Job Journal Entries

From the Summarize & Purge Data menu (G09317), choose Purge Prior Year JE's.

After you have summarized your job transactions for the prior fiscal year, you might choose to purge the journal entries associated with these jobs. The Purge Prior Year JE's program (R09911) allows you to purge and save Job Cost information associated with a job. The system stores the job in the Business Unit Master (F0006), Account Master (F0901), Account Balances (F0902), and the Draw Reporting Master (F51911) tables.

Note

PeopleSoft strongly recommends that you run a set of Job Cost and financial reports before you purge and delete a job. In addition, you should back up your Business Unit Master (F0006), Account Master (F0901), Account Balances (F0902), and Draw Reporting Master (F51911) tables. Make certain that you post all outstanding transactions against a job before you purge the job.

Prerequisite

❑ In order to purge a job, you must first access the Job Cost Master Revisions form. Change the posting edit code (PE in the grid) for that job to a P. This specifies that the job is eligible for purging.

Processing Options for Purge Prior Year JE's (R09911)

Delete Options
1. Enter a '1' to purge and delete questionable 1099 transactions that are more than three fiscal years old (current and previous two fiscal years). Leave blank (default) to purge but not delete any questionable 1099 transactions.
2. Enter a '1' to delete and purge billable transactions that have any valid 'Bill Code' attached to them. If left blank (the default) any Bill code other than an 'X' or a 'Y' will be purged but not deleted, however, all 'X' and 'Y' Billable transactions are going to be purged and deleted.

Note: This option is intended for those clients who are using Service Billing and are NOT using JD Edwards' Energy software.

Purging a Job

From the Advanced & Technical Operations menu (G5131), choose Job Cost Purge.

Run the Job Cost Purge program (R51840) to purge a job from your system. This program purges the job information from the following tables:

- F0902 (Account Balances)
- F0911 (Account Ledger)

Note

The Job Cost Purge program purges all F0902 and F0911 records related to a job. These records are not purged unless the job has a posting edit code of P. If you choose to summarize F0911 records using the Summarize Transactions program (R09811) prior to performing the purge, do not use this program to purge your F0911 records because it will purge the summarized records. Use the Purge Prior Year JEs program (R09911) to purge summarized F0911 transaction records. However, the R09911 does not edit the Posting Edit code on the Job Master record.

If you choose to delete your Account Master (F0901) records after purging your job using the Job Cost Purge Program (R51840), you must use the Delete Account Master Records program (R09814). This program removes the selected Account Master records from the system and prevents the restoration of job information from the Purge – Account Balances (F0902P) and Purge – Account Ledger (F0911P) tables.

EnterpriseOne PeopleBooks Glossary

"as of" processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can "contain" them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
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.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.

balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest 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.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.

business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.

checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.

component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
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.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.

control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
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.

current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'echange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'echange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.

delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.

embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.

environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.

fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.

hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e servicos substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.

in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).
	Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.

jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1.　　Platform-independent APIs for multidatabase access. These APIs are used in two ways: a.　　By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b.　　As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2.　　Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation 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 facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is 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 can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.

location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially.

For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6. |
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.

maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.

modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.

non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.

object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology:
	Classes.
	Polymorphism.I
	Inheritance.
	Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles:
	Classes.
	Polymorphism.I
	Inheritance.
	Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.

outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality.

parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.
	2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.
	Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.

potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary	A representation of changes to PeopleSoft software that your organization

fix (PTF)	receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
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.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.

regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.

row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.

silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.

specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).

supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.

threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.

visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means "the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules."
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
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.

Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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