

Guide
June 1996



WORLD SOFTWARE

Job Cost

Release
A7.3

JD Edwards®



Item # A73CEAJC960615

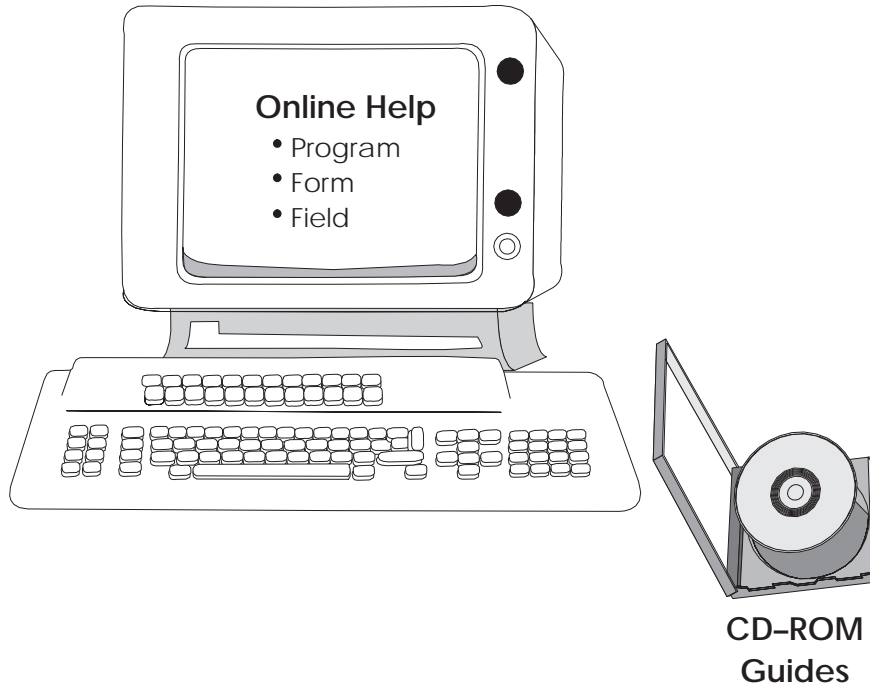
J.D. Edwards & Company
8055 E. Tufts Avenue
Denver, CO 80237

©J.D. Edwards & Company 1994, 1996
All Rights Reserved

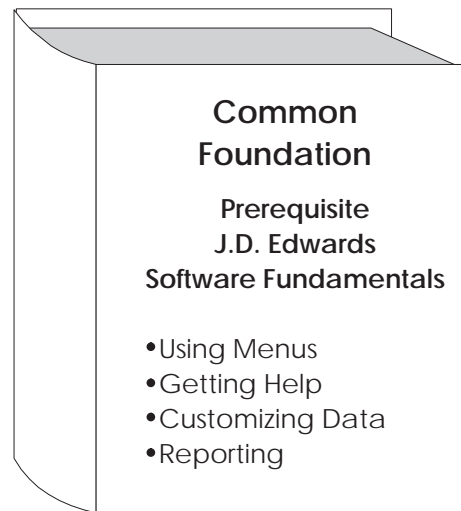
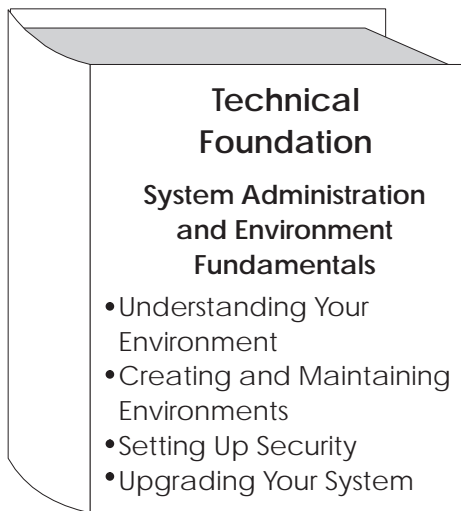
Primavera Project Planner® is a registered trademark of Primavera

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards & Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards & Company uses an automatic software disabling routine to monitor the license agreement. For more details about this routine, please refer to the *Technical Foundation Guide*.

Where Do I Look?



Guides



Important Note for Students in Training Classes

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

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

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

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

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

Audience

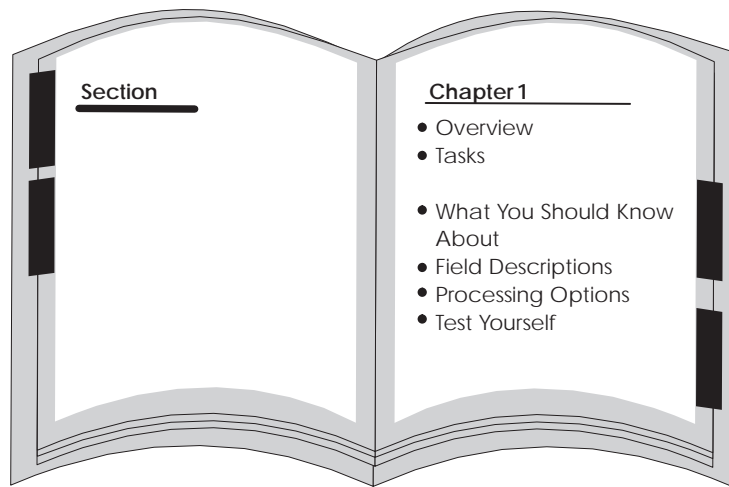
This guide is intended primarily for the following audiences:

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

Organization

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

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



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

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

Conventions Used in this Guide

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

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

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

Table of Contents

Job Cost Overview

System Integration	1-2
System Features	1-3
Final Projections	1-4
Profit Recognition	1-4
Job Status Inquiry	1-4
Audit Trail Management	1-5
Job Budget Change Management	1-5
Cost Analysis	1-5
Loan Draw Tracking	1-5
Report Generation	1-6
Job Scheduling	1-6
Job Cost Menu Overview	1-7

Daily

Job Identification

About Job Identification	2-1
Create a Job Master Record	2-3
Creating a Job Master Record	2-3
Entering Job Master Information	2-5
Processing Options for Job Master Revisions	2-9
Processing Options for Job Revisions by Company	2-11
Entering Additional Information	2-11
Test Yourself: Entering Additional Information	2-17
Enter Supplemental Information	2-19
Entering Supplemental Information	2-19
Entering Columnar Information	2-20
Entering Narrative Information	2-22
Copying Narrative Information	2-23
Test Yourself: Copying Narrative Information	2-24

Cost Code Structures

About Cost Code Structures	3-1
Understand Cost Code Structures	3-3
About Cost Code Structures	3-3
Planning Your Cost Code Structure	3-3
Components of the Cost Code Structure	3-4
The Cost Code Structure/General Accounting Relationship	3-5
Header and Detail Accounts	3-6
Levels of Detail	3-6
Example: Cost Code Structure	3-7
Cost Code Structure Database Tables	3-11
Test Yourself: Understanding Cost Code Structures	3-12
Create a Cost Code Structure	3-13
Creating a Cost Code Structure	3-13
Copying from a Chart Type	3-14
Processing Options for Copy Selected Master Codes	3-16
Copying from a Model Job	3-18
Processing Options for Copy Similar Job	3-20
Copying from an Existing Job	3-21
Creating a New Cost Code Structure	3-23
Test Yourself: Creating a Cost Code Structure	3-28
Revise a Cost Code Structure	3-29
Revising a Cost Code Structure	3-29
Test Yourself: Revising a Cost Code Structure	3-33
Assign Alternate Sequences	3-35
Assigning Alternate Sequences	3-35
Understanding Alternate Sequences	3-36
Example: Alternate Sequences	3-36
Assigning a Sequence Manually	3-38
Processing Options for Account Master Sequences	3-40
Assigning Category Codes Automatically	3-41
Assigning Category Codes with Global Updates	3-43
Processing Options for Global Update-Alternate Sequence	3-44
Processing Options	3-45
Processing Options for Original Budget Entry	3-45

Job Budgets

About Job Budgets	4-1
Work with an Original Budget	4-5
Working with an Original Budget	4-5
Entering an Original Budget	4-6
Processing Options for Speed Original Budget Entry	4-8
Copying an Existing Budget	4-10
Copying Budget Details from a PC	4-12
Test Yourself: Copying Budget Details from a PC	4-13
Change an Original Budget	4-15
Changing an Original Budget	4-15

Lock a Budget	4-19
Locking a Budget	4-19
Enter a Budget Revision	4-21
Entering a Budget Revision	4-21
Processing Options for Job Budget Revisions	4-25
Test Yourself: Entering a Budget Revision	4-27

Job Schedules

About Job Schedules	5-1
Set Up Job Schedules	5-3
Setting Up Job Schedules	5-3
Processing Options for Cost Code Schedules	5-6
Download Job Cost Information	5-7
Downloading Job Cost Information	5-7
Linking to Primavera	5-7
Downloading Schedule Information	5-9
Processing Options for JDE to Primavera Download Module ...	5-10

Job Review

About Job Review	6-1
Locate a Project or Job	6-3
Locating a Project or Job	6-3
Processing Options for Job Name Search	6-4
Processing Options for Job Revisions by Company	6-6
Work with a Project or Job	6-7
Working with a Project or Job	6-7
Reviewing a Project or Job	6-8
Processing Options for Job Status Inquiry	6-15
Review Supplemental Information	6-19
Reviewing Supplemental Information	6-19
Reviewing Supplemental Information by Job	6-20
Reviewing Supplemental Information by Data Type	6-21
Test Yourself: Reviewing Supplemental Information	6-22

Periodic

Job Cost Reports

About Job Cost Reports	7-1
Print Management Summary Reports	7-3
Printing Management Summary Reports	7-3
Printing Summary by Cost Code	7-4
Summary by Cost Code	7-5
Summary by Cost Type	7-6
Processing Options for Summary by Cost Code	7-7
Printing Job Cost Analysis	7-8

Job Cost Analysis	7-9
Processing Options for Job Cost Analysis	7-10
Printing Unit Cost Analysis	7-11
Processing Options for Unit Cost Analysis	7-12
Printing Labor Cost Analysis	7-13
Labor Cost Analysis	7-14
Processing Options for Labor Cost Analysis	7-15
Printing Contract Analysis	7-16
Processing Options for Contract Analysis	7-17
Printing Period Trend Analysis	7-17
Period Trend Analysis	7-18
Processing Options for Period Trend Analysis	7-19
Print Job and Account Setup Reports	7-21
Printing Job and Account Setup Reports	7-21
Printing Job Master List	7-22
Processing Options for Job Master List	7-23
Printing Job Account Master List	7-23
Print Detail Reports	7-25
Printing Detail Reports	7-25
Printing Detail by Job	7-26
Detail by Job	7-27
Processing Options for Detail by Job	7-28
Printing Transaction Analysis	7-29
Transaction Analysis	7-30
Processing Options for Transaction Analysis	7-31
Printing Budget Revisions Detail	7-32
Processing Options for Budget Revisions Detail	7-33
Budget Printing Job Detail By Subledger	7-34
Processing Options for Job Detail by Subledger	7-34
Print FASTR Reports	7-35
Printing FASTR Reports	7-35
Print Supplemental Data Reports	7-37
Printing Supplemental Data Reports	7-37
Printing Report by Job	7-38
Processing Options for Report by Job	7-39
Printing Report by Data Type	7-39
Processing Options for Report by Data Type	7-39

Job Progress

About Job Progress	8-1
Understanding Job Progress	8-2
Continuum of Certainty	8-2
Job Cost Ledger Types	8-4
Understand Methods of Computation	8-7
About Methods of Computation	8-7
Method of Computation Descriptions	8-9
Method A (Account Budget — Forced)	8-9
Method B (Buyout or Fixed Price Contracts)	8-9
Method C (Percent Complete from Cost Code Header)	8-10

Method D (Default)	8-10
Method E (Estimate to Complete)	8-11
Method F (Forced)	8-11
Method G (Budget Default — Forced)	8-12
Method I (Include)	8-12
Method N (No Projection)	8-12
Method O (Override)	8-13
Method P (Percent Complete)	8-15
Method Q (Quantities)	8-15
Method R (Revenue — Unit Price Contract)	8-16
Method S (Summary)	8-17
Method T (Total)	8-18
Method U (Remaining Unit Rate)	8-18
Method V (Revenue — Absolute Value)	8-18
Work with Job Progress	8-19
Working with Job Progress	8-19
Generating a Worksheet	8-20
Generating the Field Progress Report	8-21
Processing Options for Field Progress Report	8-22
Generating the Projected Final Progress Report	8-23
Processing Options for Projected Final Progress Report	8-24
Entering Job Progress Information	8-24
Processing Options for Combined Progress Entry	8-30
Updating the Method of Computation	8-32
Processing Options for Method of Computation Update	8-32
Recalculating Job Progress	8-33
Processing Options for Recalculate Projected Final	8-33
Test Yourself: Working with Job Progress	8-34

Profit Recognition

About Profit Recognition	9-1
Estimate Job Profit	9-3
Estimating Job Profit	9-3
Entering the Percentage of Completion	9-4
Generating Profit Information	9-6
Processing Options for Build Recognition Data	9-8
Test Yourself: Estimating Job Profit	9-9
Work with Estimated Profit	9-11
Working with Estimated Profit	9-11
Reviewing Profit Information	9-11
Processing Options for Single Job Adjustments	9-13
Processing Options for Group Job Adjustments	9-13
Revising Profit Information	9-14
Securing Profit Information	9-19
Test Yourself: Working with Estimated Profit	9-20
Understand Profit Recognition Journal Entries	9-21
About Profit Recognition Journal Entries	9-21
Recognized Revenue and Cost (Income Statement)	9-22
Recognized Revenue and Cost (WIP on Balance Sheet)	9-22

Overbilling	9-23
Debit Entry	9-23
Credit Entry	9-23
Underbilling	9-24
Debit Entry	9-24
Credit Entry	9-24
Provision for Loss	9-25
Debit Entry	9-25
Credit Entry	9-25
Accrued Cost	9-26
Debit Entry	9-26
Credit Entry	9-26
Deferred Cost	9-27
Debit Entry	9-27
Credit Entry	9-27
Record User Changes to Projected Final Costs	9-28
Changes to Projected Final Revenue	9-28
Changes to Projected Final Profit	9-28
Work with Profit Recognition Journal Entries	9-29
Working with Profit Recognition Journal Entries	9-29
Creating Profit Recognition Journal Entries	9-30
Processing Options for Build Recognition Data	9-31
Processing Options for Create Journal Entries	9-32
Reviewing Journal Entries	9-33
Posting Journal Entries	9-33
Test Yourself: Working with Profit Recognition Journal Entries	9-34

Job Closing

About Job Closing	10-1
Close Jobs	10-3
Closing Jobs	10-3
Closing a Job	10-4
Processing Options for Close Job	10-5
Opening a Closed Job	10-5
Processing Options for Reopen Job	10-7

Draw Processing

About Draw Processing	11-1
Generate a Draw Report	11-3
Generating a Draw Report	11-3
Printing the Work in Progress Draw Analysis Report	11-5
Processing Options for Work in Progress Draw Analysis	11-5
Printing the Draw Detail Report	11-6
Processing Options for Draw Detail	11-6
Printing the Cost of Construction — Detail Report	11-7
Processing Options for Cost of Construction Report–Detail	11-8
Printing the Cost of Construction — Summary Report	11-9

Processing Options for Cost of Construction Report–Summary	11–10
Revise the Draw	11–11
Revising the Draw	11–11
Revising the Draw Status	11–11
Revising Line Items of a Draw	11–13

Job Purging

About Job Purging	12–1
Purge Job Information	12–3
Purging Job Information	12–3
Closing Weekly Balances	12–3
Purging Projected Final Information	12–4
Purge a Completed Job	12–5
Purging a Completed Job	12–5
Copying Job Information	12–6
Processing Options for Summarize Job Detail	12–6
Purging a Job	12–7
Processing Options for Purge Job Detail	12–7

Setup

System Setup

About System Setup	13–1
Set Up System Constants	13–3
Setting Up System Constants	13–3
Define Automatic Accounting Instructions	13–11
Defining Automatic Accounting Instructions (AAIs)	13–11
Reviewing and Revising AAIs	13–12
Defining AAIs	13–13
Profit Recognition AAIs	13–13
Field Progress Protection AAIs	13–16
Draw Reporting Selection AAIs	13–16
Job Summarization AAIs	13–17
Budget Balance Ledger AAIs	13–17
Set Up Next Numbers	13–19
Setting Up Next Numbers	13–19
Set Up User Defined Codes	13–21
Setting Up User Defined Codes	13–21
Reviewing and Revising User Defined Codes	13–22
Defining User Defined Codes	13–23
Ledger Type (09/LT)	13–23
Business Unit Category Codes (00/01 – 00/30)	13–23
Account Category Codes (09/01 – 00/23)	13–24
Units of Measure (00/UM)	13–24
Contract Type (51/CT)	13–25
Projected Final Business Unit Type (51/PF)	13–25

Budget Amount Ledger Type (51/RB)	13-25
Budget Unit Ledger Type (51/RU)	13-26
Annual Close Budget Ledger Type (00/LT)	13-26
Summarize and Close Ledger Type (51/LT)	13-26
Cost Code Master Chart Type (51/TC)	13-26
Chart Type Edit Field (51/ED)	13-27
Formula Description (51/FM)	13-27
Inquiry Ledger Type (51/IL)	13-27
Profit Recognition IS Entry (51/IS)	13-28
Set Up Job Status Inquiry	13-29
Setting Up Job Status Inquiry	13-29
Defining Inquiry Columns	13-30
Defining Inquiry Formats	13-32
Defining Inquiry Paths	13-33
Set Up Data Types	13-37
Setting Up Data Types	13-37
Defining Data Type Formats	13-37
Setting Up Data Type Security	13-40
Set Up Model Chart Types and Jobs	13-43
Setting Up Chart Types and Model Jobs	13-43
Setting Up a Model Chart Type	13-44
Processing Options for Chart Type Setup	13-47
Setting Up a Model Job	13-48

Appendices

Appendix A — Job Cost Data Model	A-1
Appendix B — Test Yourself Answers	B-1
Entering Additional Information	B-1
Copying Narrative Information	B-1
Understanding Cost Code Structures	B-1
Creating a Cost Code Structure	B-1
Revising a Cost Code Structure	B-2
Copying Budget Details from a PC	B-2
Entering a Budget Revision	B-2
Reviewing Supplemental Information	B-2
Working with Job Progress	B-2
Estimating Job Profit	B-3
Working with Estimated Profit	B-3
Working with Profit Recognition Journal Entries	B-3

Glossary

Index

Exercises



Job Cost Overview

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

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

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

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



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

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

System Integration

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

Accounts Payable	The Accounts Payable system updates the appropriate accounts payable (A/P) records when you enter progress payments, record vouchers, or make payments against a job.
Accounts Receivable	The Accounts Receivable system updates the appropriate accounts receivable (A/R) records when you record contract billings against the work on your jobs.
Address Book	The Job Cost system accesses the Address Book system for the addresses of suppliers, subcontractors, and business owners. You can use this information to print payments, reports, and so on.
Change Management	The Change Management system serves as a focal point for integrating budget change orders in the Job Cost, Contract Management, and Contract Billing systems.
Contract Billing	The Contract Billing system uses the account information in the Job Cost system to generate billings for contracted work.
Contract Management	The Contract Management system updates committed units and amounts to accounts in the Job Cost system. You can manage contract budgets and cost projections through the Job Cost system.

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

System Features

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

- Final projections
- Profit recognition

- Job status inquiry
- Audit trail management
- Job budget change management
- Cost analysis
- Loan draw tracking
- Report generation
- Job scheduling

Final Projections

You can use the Job Cost system to calculate projected final values for a job at any time during the job. Final projections are calculated based on the costs, revenues, and percentage of completion associated with a job at a specified time. Final projections can include:

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

Profit Recognition

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

Job Status Inquiry

The Job Cost system provides online inquiry for viewing all of the information related to your projects or jobs. For example, you can view the following:

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

Audit Trail Management

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

Job Budget Change Management

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

Budget changes can occur as a result of the following:

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

Cost Analysis

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

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

Loan Draw Tracking

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

Report Generation

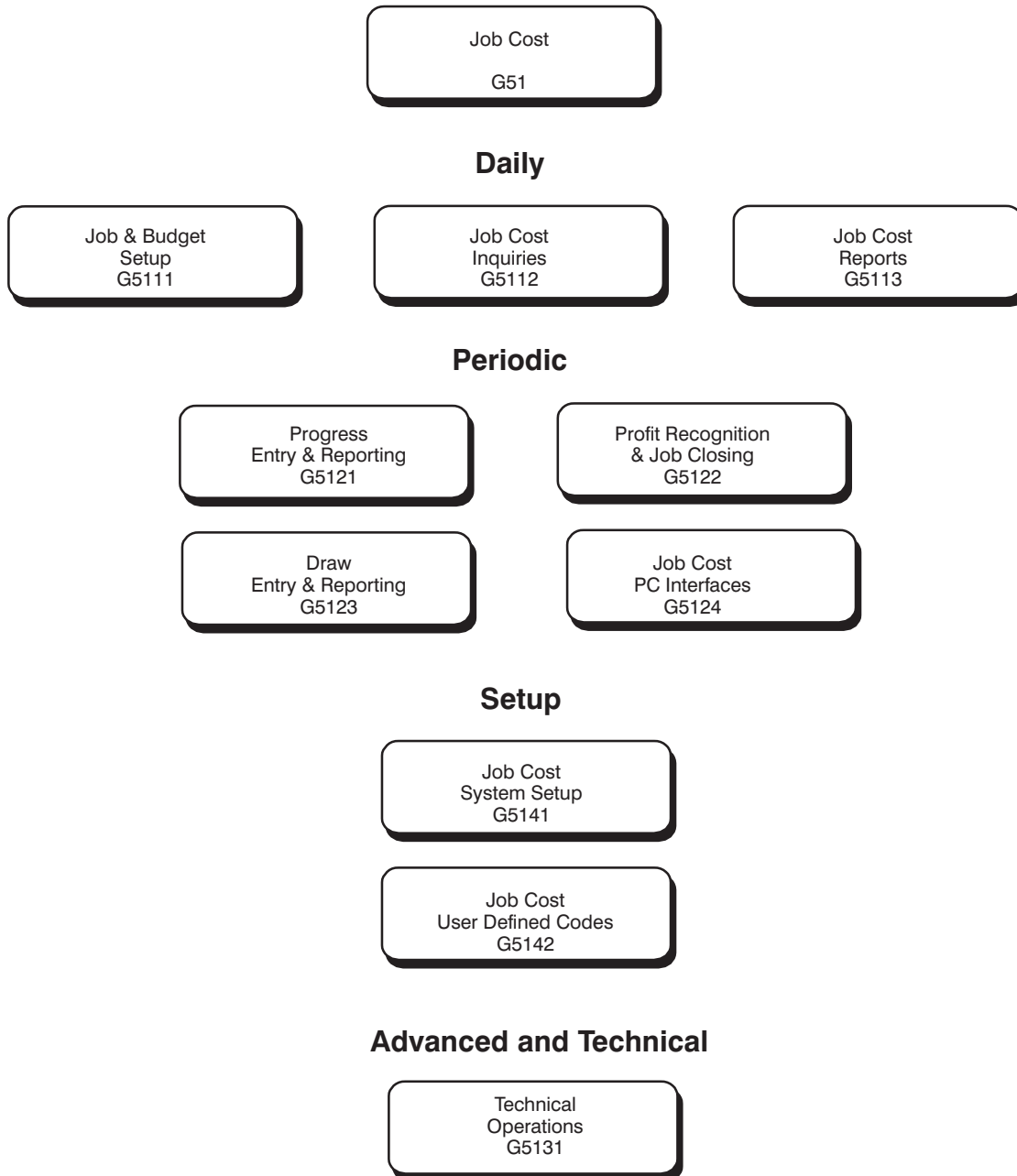
The Job Cost system provides you with a variety of reports, which you can use to manage and review your job cost information. You can generate the following types of reports:

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

Job Scheduling

The Job Cost system allows you to interface with various PC scheduling tools, such as the Primavera Project Planner, to create schedules for your jobs.

Job Cost Menu Overview



Daily



Job Identification

Objectives

- To create a job master record for each of your jobs and projects
- To enter supplemental information related to each job and project

About Job Identification

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

Depending on your business needs, you might divide a large job into a series of smaller jobs based on subprojects within it. In this case, you should consider the overall job as your project, and each of the subprojects as a separate job. Consider the following examples:

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

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

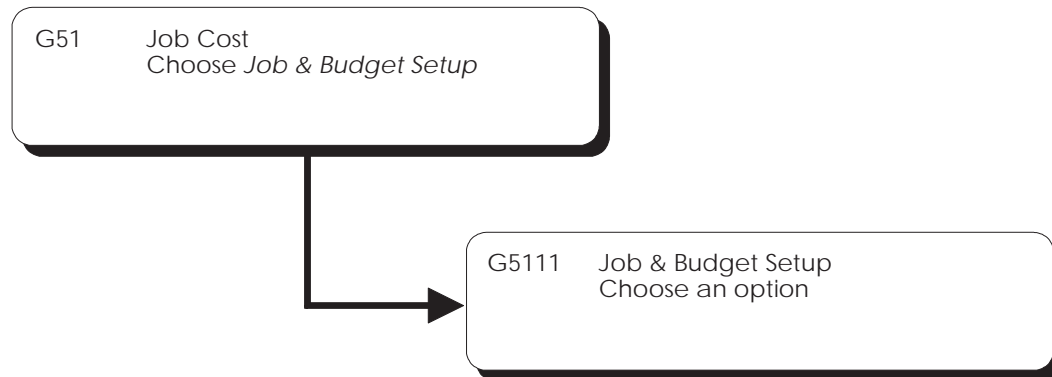
After you create your job master records, you can enter supplemental information specific to each job or project. Supplemental information can include anything from ground conditions to legal considerations that can affect a job's progress.



Complete the following tasks to identify your jobs and projects:

- Create a job master record
- Enter supplemental information

Create a Job Master Record



Creating a Job Master Record

You must create a job master record for each of your projects and jobs. The job master record provides a link between the Job Cost system and the General Accounting system. The link allows the system to manage costs, budgets, and other financial information associated with your projects and jobs.

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

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

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

Job master records include such information as:

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

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

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

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



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

- The system creates a related record in the Extended Job Master table (P5108).
- The system creates a G/L header account for the job. This enables you to adjust the percentage of completion for a specific job when you recognize profit.
- The system stores job master information in the Business Unit Master table (F0006). You can direct the system to automatically add a specified business unit type, such as JB, to the record.
- The system creates the payroll business unit constant.

Complete the following tasks to create your job master records:

- Enter job master information
- Enter additional information

Before You Begin

- Set up the company in the General Accounting system

What You Should Know About

Deleting a job

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

- The job has records in the Account Master table (F0911).
- The job has transactions entered against it.

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

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

See Also

- *Entering Job Master Information* (P510063)
- *Entering Additional Information* (P510063)

See Also

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

Entering Job Master Information

You must create a job master record for each of your projects and jobs. The job master record provides a link between the Job Cost system and the General Accounting system. The link allows the system to manage costs, budgets, and other financial information associated with your projects and jobs.

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

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

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

- Enter a single job master record
- Enter multiple job master records

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



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

▶ To enter a single job master record

On Job Master Revisions

The screenshot shows a software window titled "[510063] - Job Master Revisions". It contains a grid of input fields for job master data. The fields are organized into two columns. The left column includes fields for Job Number (5001), Level of Detail (2), Type Business Unit (JB), Model Job, Project (5000), Company (50), Job Site Address Number, Owner Address Number (5070), Contract Type (LS), State (CO), and Threshold % Complete (20.00). The right column includes Posting Edit, Subledger Inactive, Main Terminal Building, Master Project, \$2.7 Billion Budget, Denver International Airport, A Model Construction Mgmt Co, Denver City & County, Colorado, Planned Start Date (01/01/96), Actual Start Date (01/15/96), Planned Comp Date (12/19/98), Actual Comp Date, Other Date 5, and Other Date 6. Below the grid are several icons and a footer with function key shortcuts: F5=Update, F11=Address Book, F13=Job Search, F15=Category Codes, F24=More, and MW.

1. Complete the following fields:
 - Job Number
 - Name (line 1 of the description area)
 - Company
2. Complete the following optional field to assign the job to a project:
 - Project
3. Complete the following fields:
 - Business Unit Type

- Posting Edit
- Threshold % Complete

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

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



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



A processing option determines the default business unit type.

Field	Explanation
Job Number	A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.
Company	A code that identifies a specific organization, fund, entity, and so on. The code must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: Company 00000 is used for default values, such as dates and Automatic Accounting Instructions (AAIs). You cannot use it for transaction entries.
Project	A business unit within a company that groups jobs into a particular project (heirarchy) for reporting purposes. A separate job master record must be created for a project. It can also have accounts to track overhead costs related to the group. The number works in conjunction with the level of detail for business units. The business units must be numbered sequentially in order for the Financial Analysis Spreadsheet Tool and Report Writer (FASTR) facility to summarize information.
Business Unit Type	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).

Field	Explanation
Posting Edit – Business Unit	<p>Controls whether you can post transactions to the general ledger for the job (business unit). Valid codes are:</p> <p>Blank Yes, you can post transactions.</p> <p>K Yes, you can post transactions. However, the original budget is locked and change orders are required for changes to the budget.</p> <p>N No, you cannot post transactions. Use this code for a job that is not started or is closed. The job closing program automatically assigns this code to all closed jobs.</p> <p>P No, you cannot post transactions, and the job can be purged.</p>
Posting Edit	<p>A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are:</p> <p>blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.</p> <p>B Only allows posting to budget ledger types starting with B or J.</p> <p>I Inactive account. No posting allowed.</p> <p>L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in FASTR, you must use this code.</p> <p>M Machine-generated transactions only (post program creates offsets).</p> <p>N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.</p> <p>S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table.</p> <p>This code is not valid for budget entry programs.</p> <p>U Unit quantities are required for all transactions.</p> <p>X Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account.</p>

Processing Options for Job Master Revisions

DEFAULT PROCESSING:

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

DW VERSION SELECTIONS:

3. Enter the Budget Setup (P510121) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'. _____
4. Enter the Job Status Inquiry (P512000) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'. _____

PAYROLL FIELD DISPLAY SELECTION:

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

EDIT OPTION:

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

► To enter multiple job master records

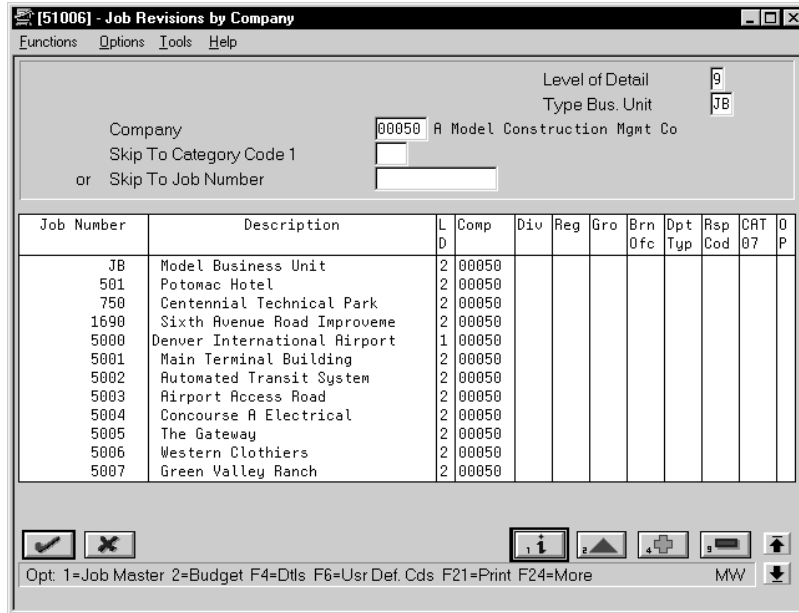
You can enter multiple job master records for a single company or for multiple companies.

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



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

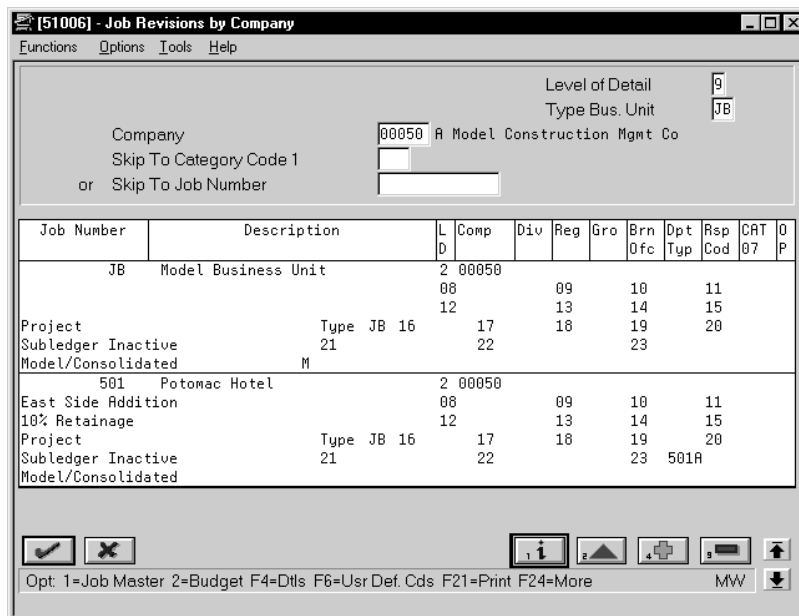
On Job Revisions by Company



1. Complete the following fields:

- Job Number
- Description
- Company

2. Access the fold area.



3. Complete the following optional fields for each job:
 - Project
 - Type (Business Unit Type)

Processing Options for Job Revisions by Company

DEFAULT OPTIONS:

1. Enter a default Business Unit ("B.U.") Type, or enter an asterisk ("*") to display all B.U. Types. Leave blank (default) to display B.U. Type ' ' (blank). _____
2. Enter a '1' to default a posting edit code of 'N' to the Job G/L account when adding a new Job. Leave blank to default a ' ' (blank) posting edit code (this account is used for Job Percent Complete). _____

DW VERSION SELECTION:

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

EDIT OPTION:

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

Entering Additional Information

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

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

► **To enter additional information**

On Job Revisions by Company

1. Complete the following field:
 - Company
2. Choose Job Master for a specific job.
3. On Job Master Revisions, complete the following optional fields to enter job site and owner information:
 - Job Site Address Number
 - Owner Address Number
 - State
4. Complete the following optional field to enter equipment information:
 - Equipment Rate Code
5. Complete the following optional fields to enter tax information:
 - Tax Entity-Property Tax
 - Tax Explanation
 - Tax Rate/Area
6. Complete the following optional fields to enter payroll information:
 - Labor Load Method
 - Flat Burden Factor
 - Certified Job
 - EEO Job Report (Y/N)
 - Tax Area - Payroll
7. Complete the following optional fields to enter job dates:
 - Planned Start Date
 - Actual Start Date
 - Planned Completion Date
 - Actual Completion Date
 - Other Date 5
 - Other Date 6



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

Note: The user defined dates listed above share a common field definition. See the field definition for Date — Other 5.

8. Choose Category Codes.

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

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



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

Field	Explanation
Owner Address Number	<p>The address book number that identifies the company or individual for which you are performing the job. Typically, this is the owner's address book number in the contract billing system or the service billing system.</p>
Equipment Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table. <p>..... <i>Form-specific information</i></p> <p>This is the second of three defaults used by Equipment Time Entry to determine the correct rate to charge the cost of equipment to the job. You can use this field to enter the rate code for the default on the job. If you do not enter the rate code here, you must key it manually in the Equipment Time Entry Program.</p>
Tax Entity – Property Tax	<p>The address number of the tax authority to which property taxes are paid. The system uses this field at year-end to update the tax address related to equipment and property.</p>
Tax Expl Code 1	<p>A user defined code (system 00, type EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. During entry, the system automatically displays the default tax code you defined. You can choose to either accept or override the default.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT taxes require only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p>
Labor Load Method	<p>Controls whether the labor costs include a flat burden for payroll taxes and benefits. Valid codes are:</p> <ul style="list-style-type: none"> 0 The flat burden factor is always 1.0000, so the resulting amount for the flat burden is zero. 1 The flat burden factor will always be greater than or equal to 1.0000, so the labor costs include a flat burden.
Flat Burden Factor	<p>A multiplier to load direct labor costs with burden. For example, a factor of 1.32 would load every dollar of labor cost with 32 cents worth of burden.</p>
Certified Job	<p>A Yes/No field that specifies whether to include information about this job in certified payroll reports used for governmental reporting.</p> <ul style="list-style-type: none"> Y Include job information on certified payroll reports N Do not include job information. This is the default code.
Equal Employment Opportunity Job Report (Y/N)	<p>Specifies whether an equal employment opportunity (EEO) minority report is required for a business unit. It is only informational. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, an EEO report is required. N No, an EEO report is not required. <p>NOTE: The information for an EEO report is kept in the Employee Master file (F06011).</p>
Tax Area – Payroll	<p>A geographic area with common tax rules for rate and distribution. A tax area must include a tax authority such as a state, county, city, and so on. This field is used for payroll tax accounting.</p>
Date – Other 5	<p>A date that relates to a business unit such as the start, completion, bid, contract, and so on. It is for information and reporting purposes.</p>

See Also

- *Setting Up User Defined Codes (P0005A)* for more information on category codes



Exercises

See the exercises for this chapter.

- *Setting Up User Defined Codes for Job Cost (P0005A)* for more information on category codes

Test Yourself: Entering Additional Information

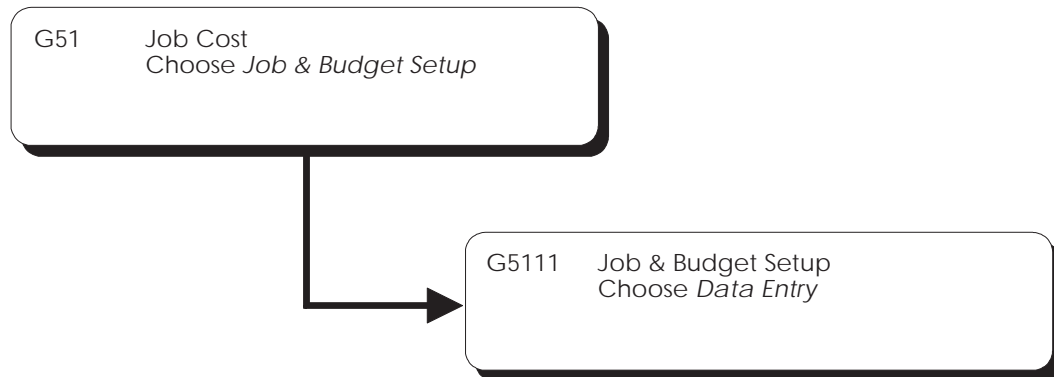
1. Why should you set up your jobs in Job Cost instead of General Accounting?

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

3. Why would you use job master category codes?

The answers to this *Test Yourself* are found in *Appendix B*.

Enter Supplemental Information



Entering Supplemental Information for Job Cost

Entering Supplemental Information

After you create your job master records, you can enter supplemental information specific to each project or job. Supplemental information can be anything relevant to the project or job.

For example, a construction project might require supplemental information regarding ground conditions that could affect the work progress. You might also need to include supplemental information regarding the permits necessary for the project.

You specify the format for your supplemental information when you set up your system. The following options are available:

Columnar format (C) You can use this format to enter information based on user defined codes. You can set up user defined codes to determine what type of information can be entered into each column.

Narrative format (N) You can use this format to enter textual information related to a job. The amount and type of information you enter is unlimited.

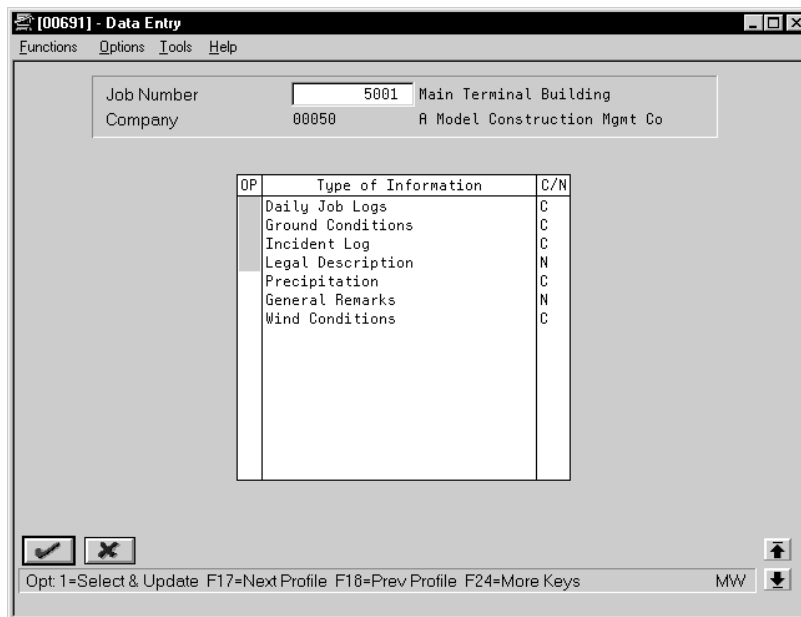
In addition, you can enter narrative text related to each columnar entry. You can also copy any narrative information, including text related to a columnar entry, from one job to another.

Complete the following tasks:

- Enter columnar information
- Enter narrative information
- Copy narrative information

Before You Begin

- Specify the format for your supplemental information. See *Setting Up Data Types (P00690)*.
- Specify the format for your supplemental information. See *Setting Up Data Types for Job Cost (P00690)*.



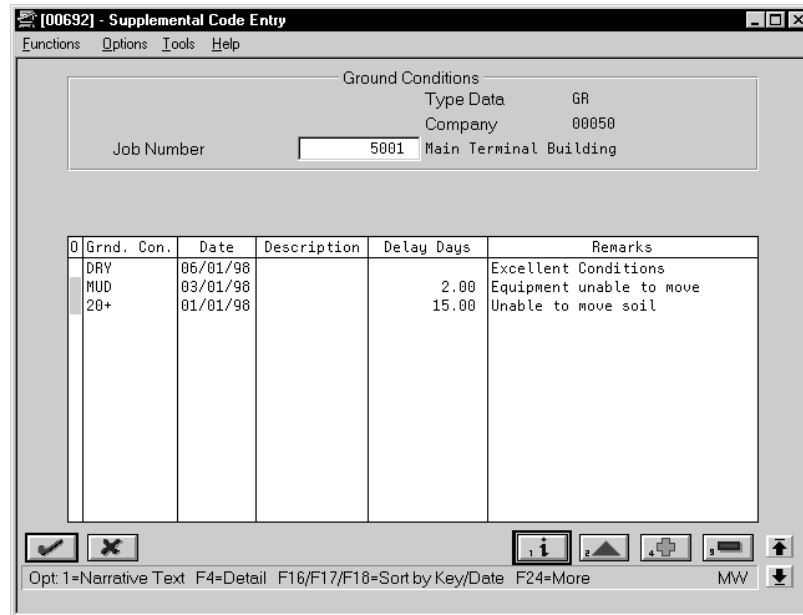
Entering Columnar Information

You can enter supplemental information for your jobs and projects based on user defined codes. You can also enter descriptive text related to each columnar entry.

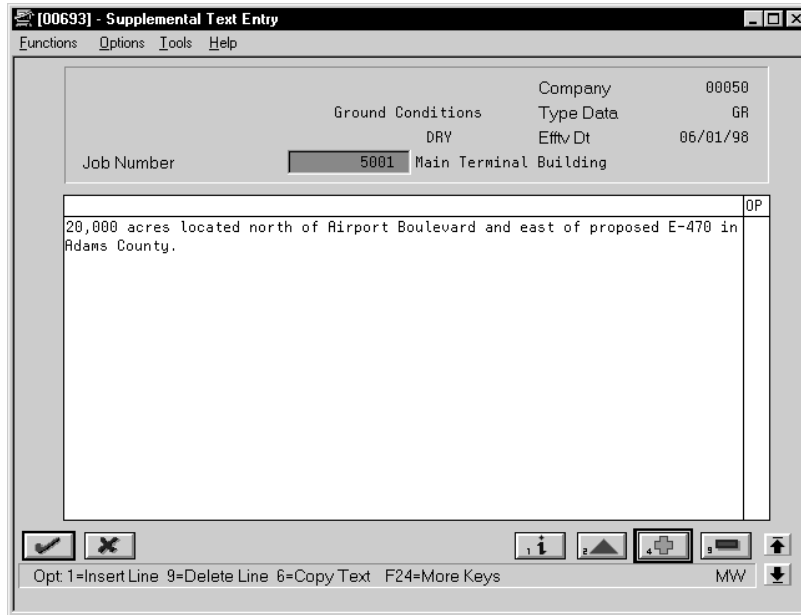
► **To enter columnar information**

On Data Entry

1. Complete the following field:
 - Job Number
2. Choose Select & Update for a specific columnar line item.



3. On Supplemental Code Entry, complete the appropriate fields.
4. Choose Narrative Text for a specific line item.



5. On Supplemental Text Entry, enter narrative text related to the line item.

► To enter columnar information

On Data Entry

6. Complete the following field:
 - Job Number
7. Choose Select & Update for a specific columnar line item.
8. On Supplemental Code Entry (P00692), complete the appropriate fields.
9. Choose Narrative Text for a specific line item.
10. On Supplemental Text Entry (P00693), enter narrative text related to the line item.

Entering Narrative Information

You can enter narrative information related to a job. The amount and type of information you enter is unlimited.

► To enter narrative information

On Data Entry

1. Complete the following field:
 - Job Number
2. Choose Select & Update for a specific narrative line item.
3. On Supplemental Text Entry, enter narrative information related to the line item.

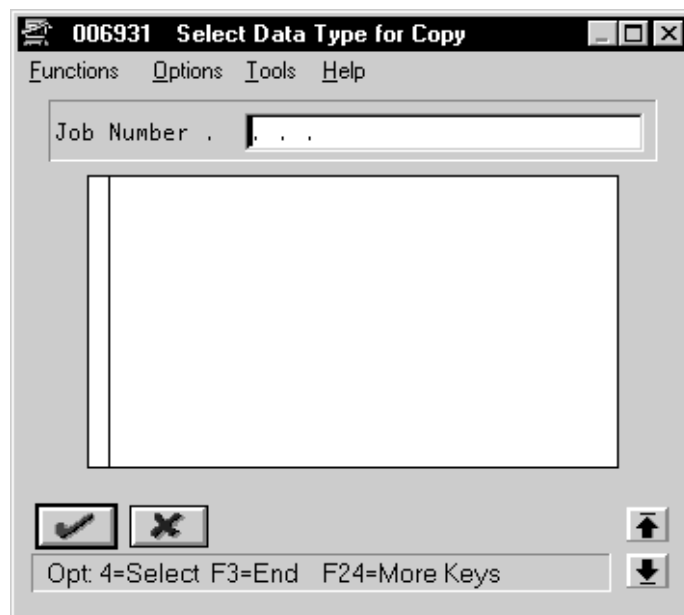
Copying Narrative Information

You can copy narrative information from one job to another. You can also copy the narrative information related to a line item of columnar information.

▶ To copy narrative information

On Data Entry

1. Complete the following field:
 - Job Number
2. Choose Select & Update for the appropriate line item.
3. On Supplemental Text Entry, choose Copy Text for each line you want to copy.



4. On Select Data Type for Copy, complete the following field for the job to which you want to copy information:
 - Job Number

5. Choose Select for the line item to which you want to copy the text.



Exercises

See the exercises for this chapter.

▶ **To copy narrative information**

On Data Entry

1. Complete the following field:
 - Job Number
2. Choose Select & Update for the appropriate line item.
3. On Supplemental Text Entry, choose Copy Text for each line you want to copy.
4. On Select Data Type for Copy (P006931), complete the following field for the job to which you want to copy information:
 - Job Number
5. Choose Select for the line item to which you want to copy the text.

Test Yourself: Copying Narrative Information

1. What are the two formats you can use for supplemental data?

2. For what types of information would you use supplemental data?

The answers to this *Test Yourself* are found in *Appendix B*.



Cost Code Structures

Objectives

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

About Cost Code Structures

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

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

Complete the following tasks:

- Understand Cost Code Structures
- Create a cost code structure
- Revise a cost code structure
- Assign alternate sequences



Understand Cost Code Structures

Understanding Cost Code Structures

About Cost Code Structures

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

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

Planning Your Cost Code Structure

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

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

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

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

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

When you create your cost codes, you can imbed codes within them for whatever structuring and reporting purposes you need. For example, you can

imbed codes defining the who, what, when, where, and so on, for each aspect of a job.

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

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

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

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

In addition, you should set up your cost code structure to reflect your overall business needs. For example, your cost code structure should establish a link between your projects, jobs, and tasks in such a way that you can easily recognize their relationships. To accomplish this, you could organize your cost code structure to create a hierarchy from the overall project level down to individual jobs and accounts.

Components of the Cost Code Structure

The cost code structure is composed of three parts.

Job number

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

Cost code

The cost code is an eight-character field that you can use to organize your cost code structure to accommodate different people, reporting purposes, and business needs. You can structure your cost codes in any way, including:

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

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

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

Cost type

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

The Cost Code Structure/General Accounting Relationship

The Job Cost cost code structure resides within the General Accounting system. The systems are linked in the following ways:

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

The account structures for the Job Cost and the General Accounting systems are shown below.

Job Cost account structure

Job Number . Cost Code . Cost Type

General Accounting account structure

Business Unit . Object Account . Subsidiary

The account structures are related as follows:

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

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

Header and Detail Accounts

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

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

Levels of Detail

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

Level 1

Reserved for the company in the Job Cost system and the General Accounting system

Level 2

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

Levels 3 through 7

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

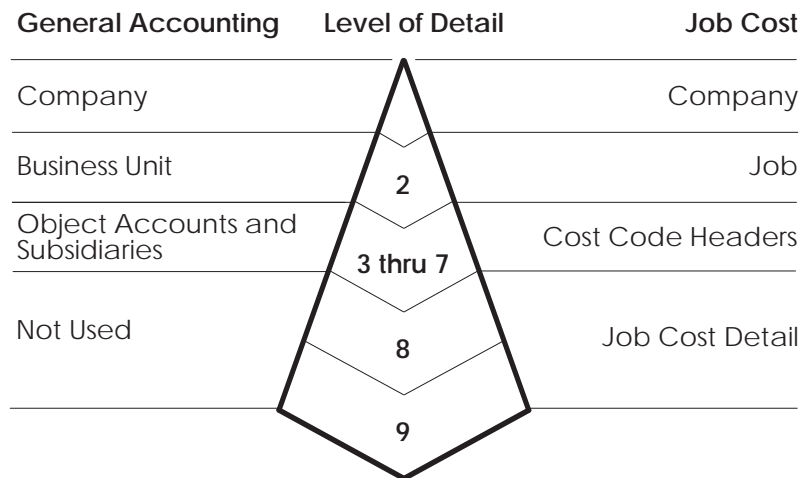
Levels 8 and 9

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



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

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



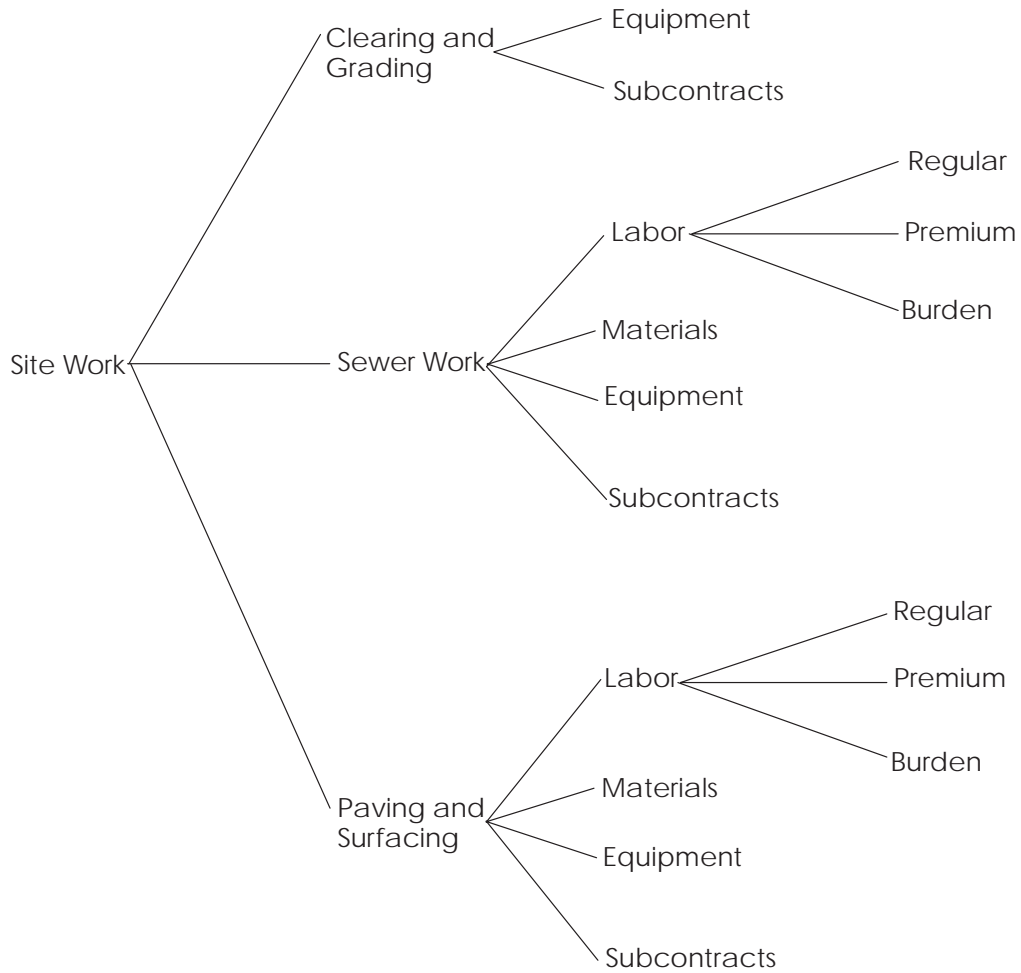
Example: Cost Code Structure

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

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

- Site work
- Electrical
- Concrete

The following illustration displays the work related to the site-work work item.



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

The following tables illustrate the numbers you assign.

Job Number

Job	Job Number
Main Terminal Building	5001

Cost Codes

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

Cost Types

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

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

Account Number	Description	LOD
5000	Regional Airport Project	1
5001	Main Terminal Building	2
5001.02000	Site Work	3
5001.02200	Clearing and Grading	4
5001.02200.1355	Equipment	8
5001.02200.1360	Subcontracts	8
5001.02600	Sewer Work	4
5001.02600.1340	Labor	8
5001.02600.1341	Regular	9
5001.02600.1342	Premium	9
5001.02600.1343	Burden	9
5001.02600.1350	Materials	8
5001.02600.1355	Equipment	8
5001.02600.1360	Subcontracts	8
5001.02800	Paving and Surfacing	4
5001.02800.1340	Labor	8
5001.02800.1341	Regular	9
5001.02800.1342	Premium	9
5001.02800.1343	Burden	9
5001.02800.1350	Materials	8
5001.02800.1355	Equipment	8
5001.02800.1360	Subcontracts	8



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

Cost Code Structure Database Tables

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

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

For more information and examples of cost code structures, see *Understanding Cost Code Structures* in the Job Cost Guide.

Test Yourself: Understanding Cost Code Structures

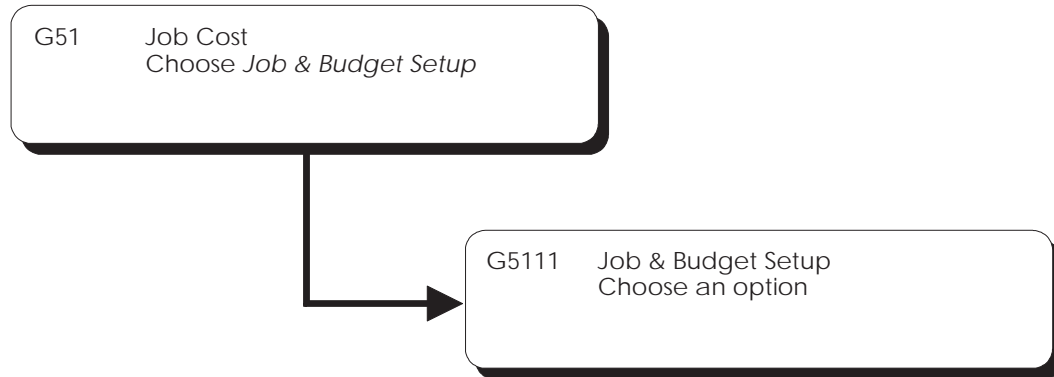
1. Which levels of detail should be reserved for the Job Cost System?

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

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

The answers to this *Test Yourself* are found in *Appendix B*.

Create a Cost Code Structure



Creating a Cost Code Structure

You must create a cost code structure for each of your jobs. A cost code structure is a list of the accounts associated with a job. It represents the structure by which you manage the information related to the job.

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

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

Complete one or more of the following tasks:

- Copy from a chart type
- Copy from a model job
- Copy from an existing job
- Create a new cost code structure

Before You Begin

- Create a master record for the job. See *Creating a Job Master Record (P510063)*.

See Also

- *About Cost Code Structures*

Copying from a Chart Type

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 associated with a job. It represents the structure by which you manage the information related to the job.

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

- Create a new cost code structure. See *Creating a New Cost Code Structure (P510121)*.
- Copy from a model chart type into a job. A model chart type is a hierarchy of cost codes and cost types organized for a particular type of job. See *Copying from a Chart Type (P510921)*.
- Select specific accounts from a chart type and copy them into the new job. See *Copying from a Chart Type (P510921)*.
- Copy the cost code structure from a model job into the new job. See *Copying from a Model Job (P518042)*.
- Select specific accounts from a model job and copy them into the new job. See *Copying from a Model Job (P518042)*.
- Copy the entire cost code structure from an existing job into the new job. See *Copying from an Existing Job (P518042)*.

- Select specific accounts from an existing job and copy them into the new job. See *Copying From an Existing Job (P518042)*.

Copying from a Chart Type

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

Complete the following tasks:

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

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



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

Before You Begin

- Create a master record for the job. See *Creating a Job Master Record (P510063)*.
- Create chart types. See *Setting Up Chart Types and Model Jobs (P00051)*.

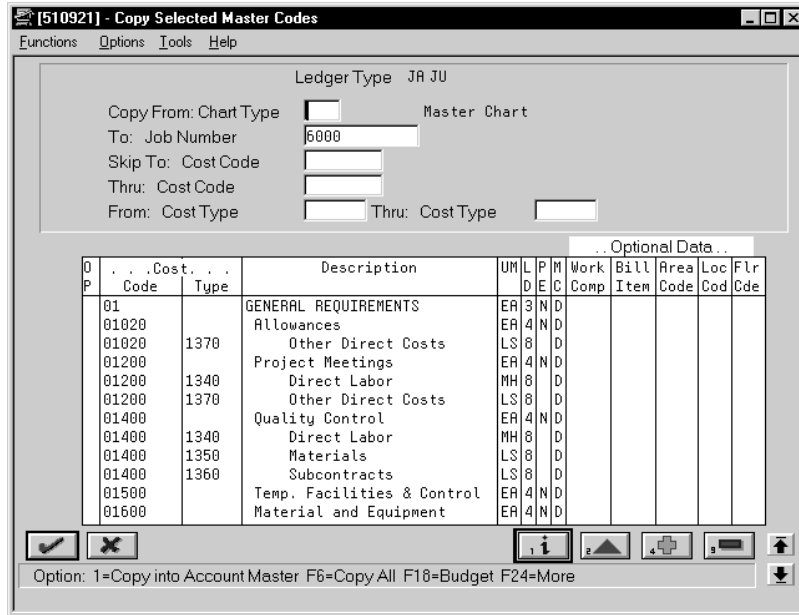


Exercises

See the exercises for this chapter.

See Also

- *Understanding Cost Code Structures (P510121)*



What You Should Know About

Copying budget information

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

► To copy an entire chart type

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

On Copy Selected Master Codes

1. Complete the following field:
 - Copy From: Chart Type (Type of Cost Code Master List)



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

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

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

- To: Job Number
3. Choose Copy All.

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

Processing Options for Copy Selected Master Codes

DISPLAY DEFAULT OPTION:

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

EDIT OPTIONS:

2. Enter a '1' to prevent changes to records copied from the Cost Code Master. Leave blank to allow changes before copying.
3. Enter a '1' to prevent changes to the Workers Compensation field.

FORMAT CONTROL:

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

UPDATE OPTIONS:

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

DW VERSION SELECTION:

7. Enter the Budget Entry (P510121) DREAM Writer version for the related function key. The default is version "ZJDE0001".

▶ **To copy selected accounts**

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

On Copy Selected Master Codes

1. Complete the following field:
 - Copy From: Chart Type (Type of Cost Code Master List)

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



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

2. Complete the following field to select the job to which you want to copy the chart type:
 - To: Job Number
3. Choose Copy into Account Master for each account you want to copy.

▶ **To copy a range of accounts**

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

On Copy Selected Master Codes

1. Complete the following fields:
 - Copy From: Chart Type
 - Skip To: Cost Code
 - Thru: Cost Code
 - From: Cost Type
 - Thru: Cost Type
2. Complete the following field to select the job to which you want to copy the chart type:
 - To: Job Number
3. Choose Copy into Account Master for the range of accounts you want to copy.



Exercises

See the exercises for this chapter.

Copying from a Model Job

Copying from a Model Job

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

Complete the following tasks:

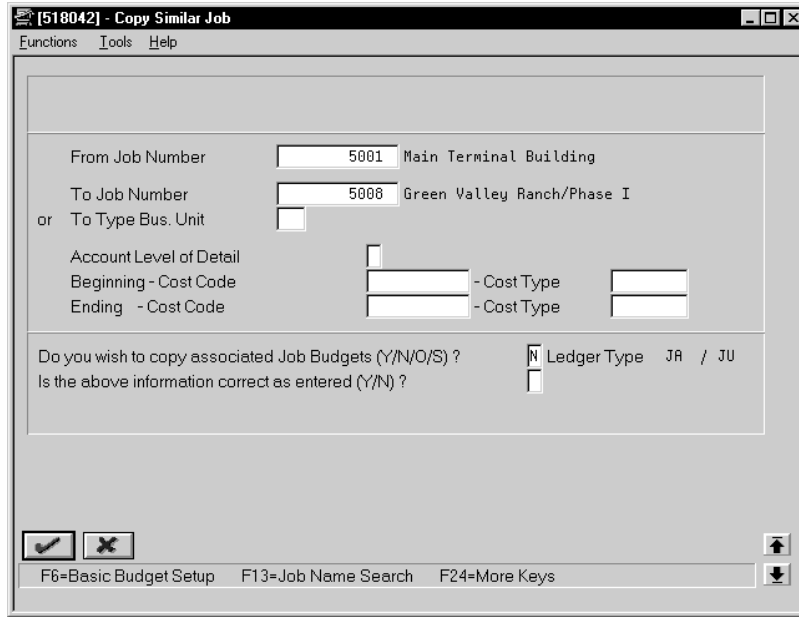
- Copy an entire model job
- Copy selected accounts

Before You Begin

- Create a master record for the job. See *Creating a Job Master Record* (P510063).
- Create model jobs. See *Setting Up Chart Types and Model Jobs* (P00051).

See Also

- *Understanding Cost Code Structures* (P510121)



What You Should Know About

Copying budget information

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

▶ To copy an entire model job

You can copy the entire cost code structure from a model job into a new job.

On Copy Similar Job

1. Complete the following field for the job from which you want to copy the cost code structure:
 - From Job Number
2. Complete one of the following fields for the job to which you want to copy the cost code structure:
 - To Job Number (BU for Account Duplication)
 - To Type Business Unit (Business Unit Type)

The system prompts you for additional information.

3. Complete the additional information.

Field	Explanation								
BU for Account Duplication	The "to" business unit to which you want to copy accounts. Use this field to copy accounts to a specific business unit.								
Business Unit Type	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).								
Create Budgets (Y/N/O/S)	Specifies whether you want to copy the budget information along with the related accounts. Valid codes are <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 10px;">N</td> <td>No, do not copy the budget. This is the default code.</td> </tr> <tr> <td>O</td> <td>Yes, copy the original budget.</td> </tr> <tr> <td>S</td> <td>Yes, copy the original budget and a summary of the revised budget. This option adds together the original budget, period balances, and the balance forward amount. The result becomes the original budget for the new account.</td> </tr> <tr> <td>Y</td> <td>Yes, copy the revised budget. The original budget, period balances and balance forward for the new account will be exact duplicates of the old account.</td> </tr> </table>	N	No, do not copy the budget. This is the default code.	O	Yes, copy the original budget.	S	Yes, copy the original budget and a summary of the revised budget. This option adds together the original budget, period balances, and the balance forward amount. The result becomes the original budget for the new account.	Y	Yes, copy the revised budget. The original budget, period balances and balance forward for the new account will be exact duplicates of the old account.
N	No, do not copy the budget. This is the default code.								
O	Yes, copy the original budget.								
S	Yes, copy the original budget and a summary of the revised budget. This option adds together the original budget, period balances, and the balance forward amount. The result becomes the original budget for the new account.								
Y	Yes, copy the revised budget. The original budget, period balances and balance forward for the new account will be exact duplicates of the old account.								

Processing Options for Copy Similar Job

DW VERSION SELECTIONS:

1. Enter the Budget Entry (P510121) _____
 DREAM Writer version for the related function key. The default is version "ZJDE0001".
2. Enter the Job Search (P51200) DREAM _____
 Writer for the related function key. The default is version "ZJDE0001".

UPDATE OPTIONS:

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

► To copy selected accounts

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

On Copy Similar Job

1. Complete the following field for the job from which you want to copy the cost code structure:
 - From Job Number
2. Complete one of the following fields for the job to which you want to copy the cost code structure:
 - To Job Number (BU for Account Duplication)
 - To Type Business Unit (Business Unit Type)
3. Complete one or more of the following optional fields:
 - Account Level of Detail
 - Beginning - Cost Code
 - Ending - Cost Code
 - Beginning - Cost Type
 - Ending - Cost Type

The system prompts you for additional information.

4. Complete the additional information.

Copying from an Existing Job

Copying from an Existing Job

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

Complete the following tasks:

- Copy an entire existing job
- Copy selected accounts

Before You Begin

- Create a master record for the job. See *Creating a Job Master Record* (P510063).

See Also

- *Understanding Cost Code Structures* (P510121)

What You Should Know About

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

To copy an entire existing job

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

On Copy Similar Job

1. Complete the following field for the job from which you want to copy the cost code structure:
 - From Job Number
2. Complete one of the following fields for the job to which you want to copy the cost code structure:
 - To Job Number (BU for Account Duplication)
 - To Type Business Unit (Business Unit Type)

The system prompts you for additional information.

3. Complete the additional information.

To copy selected accounts

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

On Copy Similar Job

1. Complete the following field for the job from which you want to copy the cost code structure:
 - From Job Number
2. Complete one of the following fields for the job to which you want to copy the cost code structure:

- To Job Number (BU for Account Duplication)
 - To Type Business Unit (Business Unit Type)
3. Complete one or more of the following optional fields:
- Account Level of Detail
 - Beginning - Cost Code
 - Ending - Cost Code
 - Beginning - Cost Type
 - Ending - Cost Type

The system prompts you for additional information.

4. Complete the additional information.



Exercises

See the exercises for this chapter.

Creating a New Cost Code Structure

Creating a New Cost Code Structure

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

Before You Begin

- Create a master record for the job. See *Creating a Job Master Record* (P510063).

See Also

- *Understanding Cost Code Structures* (P510121)

► To create a new cost code structure

On Original Budget Entry

The screenshot shows a software window titled "[510121] - Original Budget Entry". It contains several input fields and a table. The input fields include: Ledger Type (JA / JU), G/L Date (06/30/98), Level of Detail (9), Subledger (*), Job Number (5001), Main Terminal Bu, Skip To: Cost Code (00000000), Cat Code, Alt Cost Code, Seq, Thru: Cost Code (89999999), Cat Code, Alt Cost Code, From: Cost Type, and Thru: Cost Type. Below these fields is a table with columns for Cost Code, Type, Description, UM, L, P, M, E, C, and Original Budget Units. The table lists various budget entries such as GENERAL REQUIREMENTS, Job Supervision, Labor, Regular, Burden, Equipment, Project Sign, Materials, SITE WORK, and Clearing & Grading.

Cost Code	Type	Description	UM	L	P	M	E	C	Original Budget Units
01000		GENERAL REQUIREMENTS	ER	3	N	T			
01100		Job Supervision	MH	4	N	T			
01100	1340	Labor	MH	8	B	S		3,000	54,000.00
01100	1341	Regular	MH	9	I				
01100	1343	Burden	MH	9	I				
01100	1355	Equipment	HR	8	Q			1,500	9,125.00
01200		Project Sign	LS	4	N	T			
01200	1350	Materials	LS	8	D				5,625.00
02000		SITE WORK	CY	3	N	T			
02200		Clearing & Grading	CY	4	N	T		241	

1. Complete the following field:
 - Job Number
2. Complete the following fields related to each account to create your cost code structure:
 - G/L Date (Optional)
 - Cost Code
 - Cost Type
 - Description
 - Unit of Measure
 - Level of Detail
 - Posting Edit
 - Method of Computation

Note: The system provides the current date as the default.



The the system provides the current date as the default.

3. Access the fold area.

[510121] - Original Budget Entry

Functions Tools Help

Ledger Type JA / JU G/L Date 06/30/98
 Level of Detail 9
 Subledger *
 (** = All Subledgers)

Job Number 5001 Main Terminal Bu

Skip To: Cost Code: 00000000 Cat Code Alt Cost Code Seq
 Thru: Cost Code 09999999 Cat Code Alt Cost Code
 From: Cost Type Thru: Cost Type

Cost Code	Type	Description	UM	L	P	M	Original Budget	Units	Amount
01000		GENERAL REQUIREMENTS	EA	3	N	T			
3rd Acct Number							Alt Cost Code		
Bill Area	Loc	Flr	CAT	CAT	CAT	CAT	Tax	Funds	Work Equip B
Item Code	Code	Code	5	6	7	8	Sch	Stmt	Comp Rate L
									N
01100		Job Supervision	MH	4	N	T			
3rd Acct Number							Alt Cost Code		
Bill Area	Loc	Flr	CAT	CAT	CAT	CAT	Tax	Funds	Work Equip B
Item Code	Code	Code	5	6	7	8	Sch	Stmt	Comp Rate L
									N

F4=Detail F5=Update F6=Total F13=Sgl Acc Rev F16=Chart Types F24=More MW

4. Complete the following optional fields:

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

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

Field	Explanation
Cost Code	<p>The part of the account number that identifies a step, phase, or type of activity within a job, such as site work, earthwork, paving, landscaping, and so on. It is the subsidiary in a G/L account.</p> <p>NOTE: A subsidiary is optional for a G/L account. However, the cost code is required for each job cost account.</p>
Cost Type	<p>The part of the account number that identifies a cost category within a cost code, such as labor, materials, equipment, and subcontracts. It can further divide a cost category into subcategories, such as regular time, premium time, and burden for labor. The cost type is the object account in a G/L account.</p> <p>NOTE: It is required for cost type accounts, but you do not use it for cost code headers.</p>
Description	<p>A user defined name or remark that describes a field.</p>
Unit of Measure	<p>A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can represent a barrel, box, cubic yard, gallon, an hour, and so on.</p>
Level of Detail	<p>The level of detail identifies the summary and detail accounts in the general ledger and controls the totaling on screens and reports. The following are true about levels of detail:</p> <ul style="list-style-type: none"> • The valid codes are the numbers 1-9 from least detailed (1) to most detailed (9). • Level 1 is reserved for the company and level 2 is for the job (business unit). • In the Job Cost system, a cost code header, which does not have a cost type, can be a level from 3-7. Such an account has no relationship to a G/L account with the same level of detail. <ul style="list-style-type: none"> o A cost type account, which has both a cost code and cost type, can be a level 8 or 9. Such an account has a direct relationship to the G/L account at the same level. <p>NOTE: Ideally, you reserve levels 8 and 9 in the general ledger for only job cost detail. However, if this is not possible, attempt to leave at least level 9.</p> <ul style="list-style-type: none"> o A level of detail is a summary level for the related accounts at the levels below it. For example, an account with a level 3 can be a summary level for accounts that are level 4. o You do not need to use every level of detail. You can skip levels as long as you are consistent.

Field	Explanation
Posting Edit	<p>A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are:</p> <ul style="list-style-type: none"> blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry. B Only allows posting to budget ledger types starting with B or J. I Inactive account. No posting allowed. L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in FASTR, you must use this code. M Machine-generated transactions only (post program creates offsets). N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities. S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs. U Unit quantities are required for all transactions. X Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account.
Method of Computation	<p>The method the system uses to calculate the percent complete and the projected final cost and unit quantity for an account. It is a user defined code (system 51, type MC).</p>
Account Number – 3rd	<p>The third account number. This is a number in free-form format that you might use to:</p> <ul style="list-style-type: none"> • Facilitate the conversion from your old chart of accounts • Facilitate account recoding during the year • Provide an account structure required for regulatory reporting <p>The third account number must be unique system-wide, not just within a business unit. The format of this number has no correlation to the business unit/object/sub account number format in the JDE system.</p>

Field	Explanation
Category Code – G/L 001	Category code 1 associated with the Account Master file (F0901). This is a user defined code (system 09, type 01) for use in flex account mapping and in printing selected information on reports.
Equipment Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Billable	<p>Specifies whether a general ledger account should be billed. Valid codes are:</p> <p>Y Yes, the account should be billed. N No, it should not be billed. 1 It is eligible only for invoicing. 2 It is eligible only for revenue recognition. 4 It is eligible only for cost.</p> <p>NOTE: Codes 1, 2, and 4 relate only to the Service Billing system.</p>



Exercises

See the exercises for this chapter.

Test Yourself: Creating a Cost Code Structure

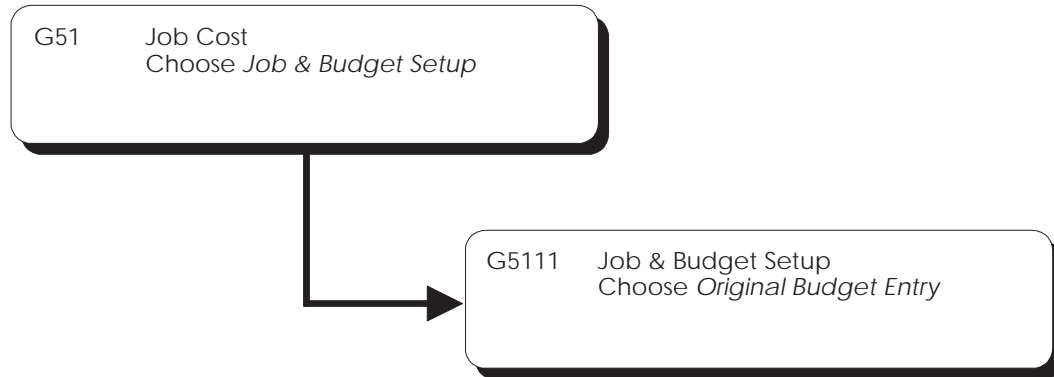
1. What are the three ways you can copy cost code structure information from a chart type?

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

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

The answers to this *Test Yourself* are found in *Appendix B*.

Revise a Cost Code Structure



Revising a Cost Code Structure

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

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

- Update BU.Obj.Sub to Acct Bal (P083092)
- Update BU.Obj.Sub to Jrnl Ent (P09806)



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

- Update BU.Obj.Sub to Acct Bal (P083092)
- Update BU.Obj.Sub to Jrnl Ent (P09806)

► To revise a cost code structure

On Original Budget Entry

.Cost. Code	Type	Description	UM	L	P	M	D	E	C	. . Original Budget . .
01000		GENERAL REQUIREMENTS	EA	3	N	T				
01100		Job Supervision	MH	4	N	T				
01100	1340	Labor	MH	8	B	S			3,000	54,000.00
01100	1341	Regular	MH	9	I					
01100	1343	Burden	MH	9	I					
01100	1355	Equipment	HR	8	Q				1,500	9,125.00
01200		Project Sign	LS	4	N	T				
01200	1350	Materials	LS	8	D					5,625.00
02000		SITE WORK	CY	3	N	T				
02200		Clearing & Grading	CY	4	N	T			241	

1. Complete the following field:
 - Job Number
2. To add an account, complete the following fields on any line:
 - Cost Code
 - Cost Type
 - Description
 - LD
 - PE
 - UM
 - MC
3. Access the fold area.

The screenshot shows a window titled "[510121] - Original Budget Entry". It contains several input fields and a table. The input fields include: Ledger Type (JA / JU), G/L Date (06/30/98), Level of Detail (9), Subledger (*), Job Number (5001), Main Terminal Bu, Skip To: Cost Code (00000000), Cat Code, Alt Cost Code, Seq, Thru: Cost Code (89999999), Cat Code, Alt Cost Code, From: Cost Type, and Thru: Cost Type. Below these fields is a table with columns for Cost Code, Type, Description, and Original Budget. The table has two main sections: "GENERAL REQUIREMENTS" and "Job Supervision".

Cost Code	Type	Description	UM	L	P	M	Original Budget	Units	Amount
01000		GENERAL REQUIREMENTS	EA	3	N	T			
3rd Acct Number							Alt Cost Code		
Bill Area	Loc	Flr	CAT	CAT	CAT	CAT	Tax	Funds	Work Equip B
Item Code	Code	Code	5	6	7	8	Sch	Stmt	Comp Rate L
									N
01100		Job Supervision	MH	4	N	T			
3rd Acct Number							Alt Cost Code		
Bill Area	Loc	Flr	CAT	CAT	CAT	CAT	Tax	Funds	Work Equip B
Item Code	Code	Code	5	6	7	8	Sch	Stmt	Comp Rate L
									N

At the bottom of the window, there are several icons and a legend: F4=Detail, F5=Update, F6=Total, F13=Sgl Acc Rev, F16=Chart Types, F24=More, and MW.

4. Complete the following optional fields:
 - 3rd Acct. Number
 - Category Codes 1 thru 10
 - Equip Rate
 - BL (Billable Y/N)
5. To change an account, enter new information over the fields you want to change.

What You Should Know About

Adding an account

You can add an account by entering new information on a blank line or over an existing record. The system retains the old information and adds the new information.

Deleting account information

You can delete any account that does not have transactions entered against it. To delete an account with only original budget transactions against it:

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

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



Exercises

See the exercises for this chapter.

Test Yourself: Revising a Cost Code Structure

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

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

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

The answers to this *Test Yourself* are found in *Appendix B*.

Assign Alternate Sequences

Assigning Alternate Sequences

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

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

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

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

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

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

- Assign a sequence manually
- Assign category codes automatically
- Assign category codes with global updates

See Also

- *Creating a Cost Code Structure (P510121)*

Understanding Alternate Sequences

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

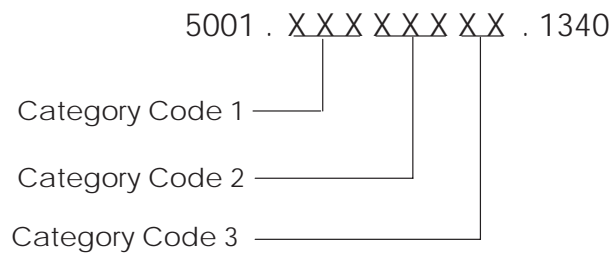
Example: Alternate Sequences

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

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

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

The following graphic illustrates this structure.



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

You can then arrange and view your cost code structure information on the basis of the category codes.

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

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



The characters you specify for the alternate sequence category codes must be in the order of their position in the Cost Code field. For example, you can specify positions 1, 2, 3 for a category code, but you cannot specify positions 1, 3, 2.

The characters you specify for the alternate sequence category codes must be in the order of their position in the Cost Code field. For example, you can specify characters 1, 2, 3 for a category code, but you cannot specify characters 1, 3, 2.

Consider the following accounts, sequenced alphanumerically.

Normal Sequence

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

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

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



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

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

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



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

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 Alternate Sequences

You normally view your cost code structures by cost code and cost type. However, you can arrange and view your cost code structures based on other sequences you choose. You can assign alternate sequences for a number of reasons, including:

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

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

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

- You can assign alternate sequence category codes and/or alternate sequence account numbers manually to each line of a cost code structure after you create it.

- You can direct your system to assign alternate sequence category codes automatically when you create a new cost code structure.
- You can use a global update program to automatically assign alternate sequence category codes to an entire cost code structure after you create it.

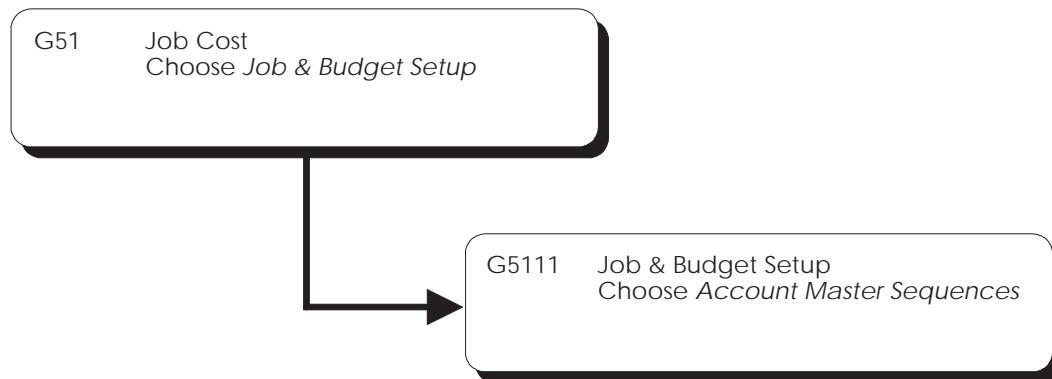
Complete the following tasks to assign alternate sequences to a cost code structure:

- Assign a sequence manually. See *Assigning a Sequence Manually (P510141)*
- Assign category codes automatically. See *Assigning Category Codes Automatically (P5108)*
- Assign category codes with global updates. See *Assigning Category Codes with Global Updates (P09807)*

See Also

- *Creating a Cost Code Structure (P510121)*
- *Understanding Alternate Sequences* for this program

Assigning a Sequence Manually



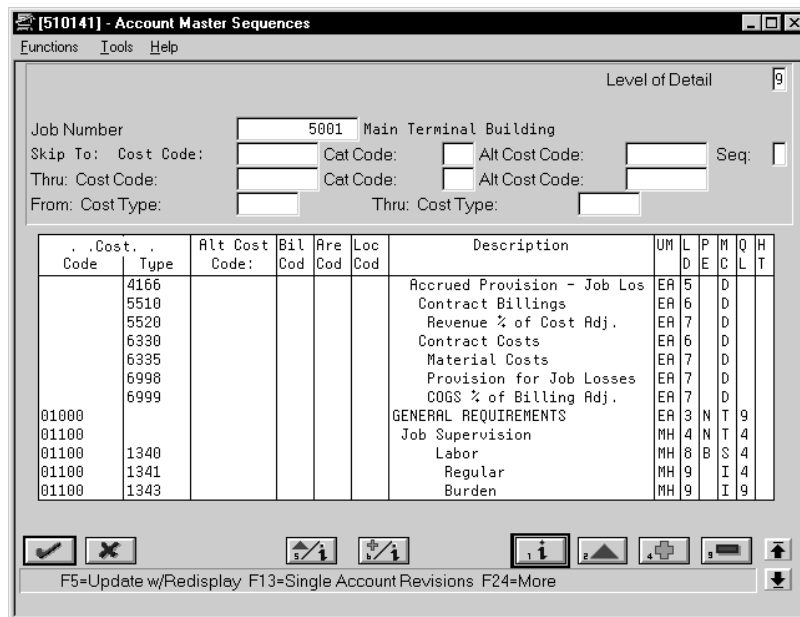
You can assign an alternate sequence manually to each line item of a cost code structure after you create it. You can do this by assigning a predefined alternate sequence category code to each account or by assigning an alternate cost code number to each account.

Before You Begin

- You must define the alternate sequence category codes.

► **To assign a sequence manually**

On Account Master Sequences



1. Locate the job by completing the following field:
 - Job Number
2. Complete the following field:
 - Sequence
3. Complete one of the following optional fields for each line item:
 - Alternate Cost Code
 - Category Code 1 (Billing Code)
 - Category Code 2 (Area Code)
 - Category Code 3 (Location Code)

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

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

See Also

- *Assigning Alternate Sequences (P09807)*

Processing Options for Account Master Sequences

DISPLAY DEFAULT OPTIONS:

1. Select the account sequence to display: _____
"1" = Account Category Code 1
"2" = Account Category Code 2
"3" = Account Category Code 3
"A" = Alternate Cost Code
Blank = Cost Code sequence
2. Enter the Cost Code range to display _____
a. From Cost Code: _____
b. Thru Cost Code: _____
3. Enter the Cost Type range to display: _____
a. From Cost Type: _____
b. Thru Cost Type: _____

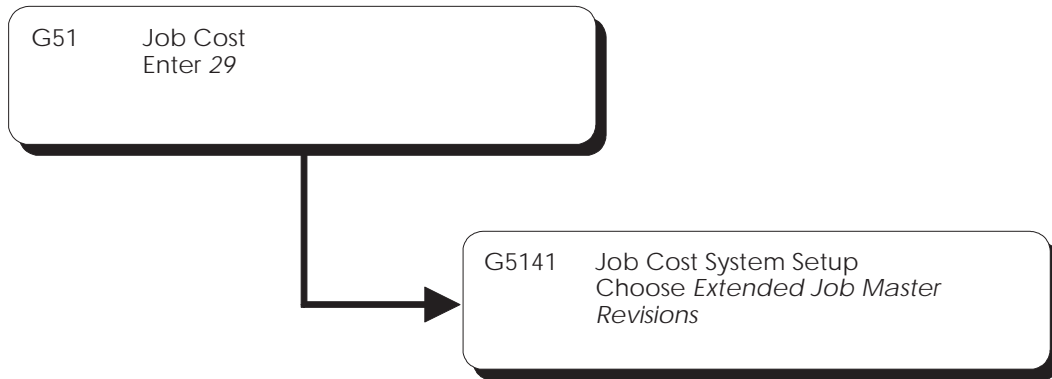
FORMAT OPTION:

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

EDIT OPTION:

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

Assigning Category Codes Automatically



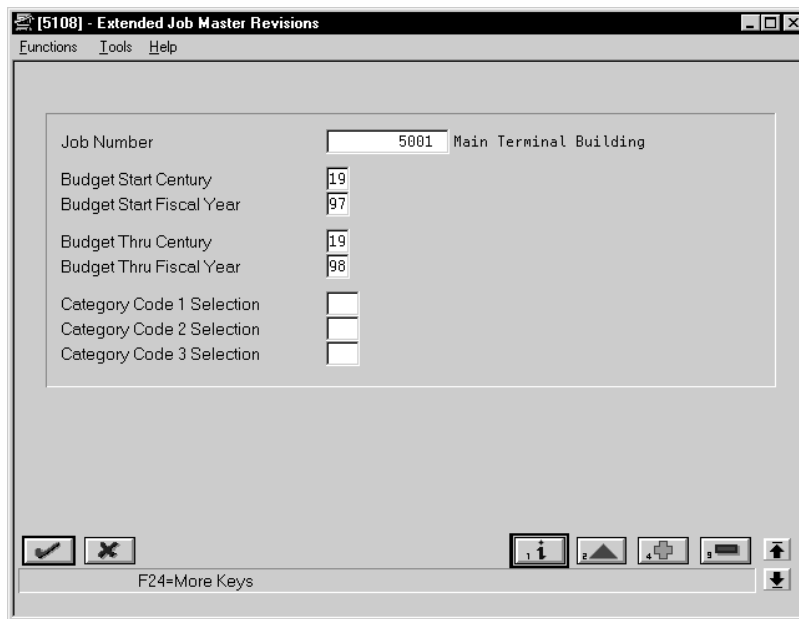
You can direct your system to automatically create an alternate sequence based on predefined category codes when you create the cost code structure for a job.

Before You Begin

- You must define the alternate sequence category codes.

► **To assign category codes automatically**

On Extended Job Master Revisions



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

2. Complete the following optional fields:

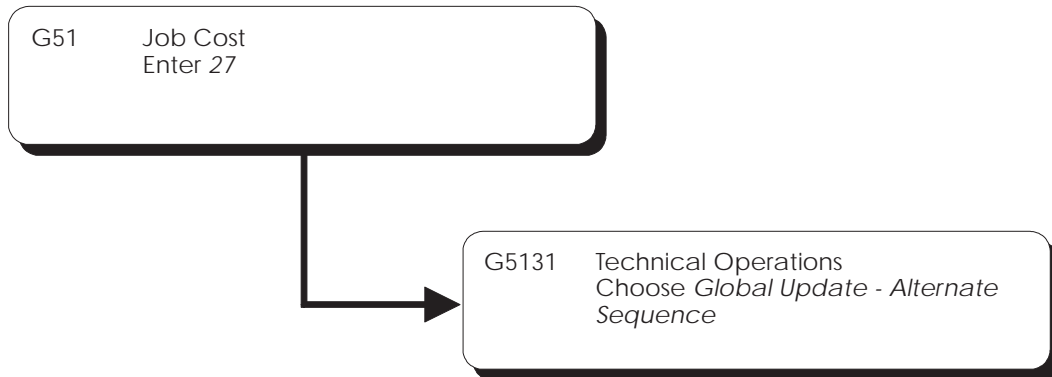
- Category Code 1 Selection
- Category Code 2 Selection
- Category Code 3 Selection

Field	Explanation
Category Code 1 Selection	<p>Specifies the characters that the system selects from the cost code of an account to create category code 01 for that account. The system does this automatically when the account is added to the Account Master file (F0901). Since a cost code can be up to eight characters, the valid characters are 1-8. You use a plus sign (+) to specify an imbedded blank in a category code.</p> <p>For example, suppose you add accounts with the cost codes 03100, 05120, and 12100.</p> <ul style="list-style-type: none"> • If you specify 123 in this field, the system selects positions one, two, and three from the cost codes. It creates the codes 031, 051, and 121 and assigns them to the respective accounts as category code 01. • If you specify 2+4, the system selects positions two and four from the cost codes and separates them with a blank. It creates the codes 3 0, 5 2, and 2 0 and assigns them to the respective accounts. <p>o If you specify 678, the system selects positions six, seven, and eight from the cost codes. Since those positions do not exist for the cost codes that were added, category code 01 is blank for those accounts.</p> <p>If you do not want to use the automatic selection feature for any category code 01, leave this field blank.</p> <p>NOTE: This feature is also available in the processing options for Global Update – Alternate Sequence.</p> <p>..... <i>Form-specific information</i></p> <p>The Category Code 2 Selection and the Category Code 3 Selection fields are used to specify the characters that the system selects from the cost code of an account to create category codes 01 and 02, respectively, for that account.</p>

See Also

- *Assigning Alternate Sequences (P09807)*

Assigning Category Codes with Global Updates



Run the Global Update - Alternate Sequence program.

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

Before You Begin

- You must define the alternate sequence category codes.

See Also

- *Assigning Alternate Sequences (P09807)*

Processing Options for Global Update-Alternate Sequence

UPDATE OPTIONS:

Notes and examples are provided on the last screen.

1. Global Update G/L Category Code 1: _____
This will copy the selected digits of the Cost Code to G/L Category Code 1. This is used by Job Cost Inquiry in Category Code 1 sequence.
2. Global Update G/L Category Code 2: _____
This will copy the selected digits of the Cost Code to G/L Category Code 2. This is used by Job Cost Inquiry in Category Code 2 sequence.
3. Global Update G/L Category Code 3: _____
This will copy the selected digits of the Cost Code to G/L Category Code 3. This is used by Job Cost Inquiry in Category Code 3 sequence.
4. Global Update Alternate Cost Code _____
This will copy the selected digits of the Cost Code to G/L Alternate Cost Code. This is used by Job Cost Inquiry in Alternate Cost Code sequence.

NOTES & EXAMPLES:

Up to 3 digits may be selected for Category Codes 1, 2, and 3. Up to 8 digits may be selected for the Alternate Cost Code. Enter a "+" to identify blank spaces. Selected digits must be in numerical sequence.

For example, "234" would copy the 2nd, 3rd and 4th digits of the cost code. "2+4" would copy the 2nd and 4th digits of the cost code with a blank embedded in the middle. "243" would not be a valid numerical sequence.

Processing Options

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

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

Processing Options for Original Budget Entry

DISPLAY DEFAULT OPTIONS:

1. Enter 1 to 5 characters for the beginning of every Cost Type (6 digit Object). The remaining characters will be displayed on the screen. For example, if 1 character is entered, 5 are displayed; if 2 are entered, 4 are displayed, and so on. This eliminates duplication where the beginning characters are the same. _____
2. Enter the Cost Code range to display:
 - a. From Cost Code: _____
 - b. Thru Cost Code: _____
3. Enter the Cost Type range to display:
 - a. From Cost Type: _____
 - b. Thru Cost Type: _____
4. Enter the account sequence to display:
 - "1" = Account Category Code 1
 - "2" = Account Category Code 2
 - "3" = Account Category Code 3
 - "A" = Alternate Cost Code
 - Blank = Cost Code sequence_____

CHART TYPE EDIT OPTIONS:

5. Enter a "1" to validate all changes and additions against a specific Cost Code Master Chart Type. NOTE: This will validate the fields in the Cost Code Master based on Data Item names stored in the User Defined Codes, system '51'/code 'ED'. _____
6. Enter the Cost Code Master Chart Type to validate against. The default is the "blank" Chart Type. (Valid only when using Option 5.) _____
7. Enter the lowest Level of Detail to _____

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

8. Enter the Cost Code range to check:
(Valid only when using Option 5.)

- a. From Cost Code: _____
- b. Thru Cost Code: _____

9. Enter the Cost Type range to check:
(Valid only when using Option 5.)

- a. From Cost Type: _____
- b. Thru Cost Type: _____

UNIT DISPLAY OPTION:

10. Enter a "1" to display units with
decimals. Leave blank to display
units with no decimals. _____

CATEGORY CODE EDIT OPTION:

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

FORMAT OPTIONS:

12. Enter a "1" to display the Speed
Budget Setup format. Leave blank
for the Original Budget Entry
format. _____

13. Enter a "1" to display detailed
heading entry and selection. Leave
blank to display simple heading. _____

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

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

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

BUDGET UPDATE SELECTION:

17. Select how to update the budget:
"1" = Update current year only
"2" = Update all years
Blank = Update selected year and
future years

NOTE: This option is valid only
when F0902 balance records exist.

FIELD PROTECTION OPTION:

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

BUDGET LEDGER TYPE SELECTION:

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

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

AMOUNT DISPLAY OPTION:

21. Enter a "1" to display amounts with
no decimals. Leave blank to display
amounts with decimals.



Job Budgets

Objectives

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

About Job Budgets

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

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

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



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

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

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

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

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



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

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

Budgets are classified as one of the following:

- Original
- Revised

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

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

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

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

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

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

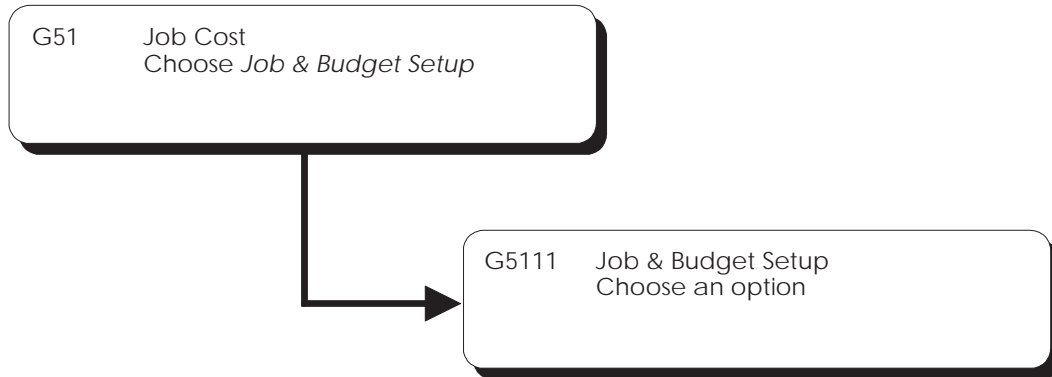
Later in the job you make another change to the same line item. You can either unlock the budget and change the BORG amount, or you can create a change order to enter a budget revision. Assume you enter a budget revision for -65,000.00. The system:

- Displays a revised budget amount of 250,000.00 for the line item
- Retains a record of the original 315,000.00 budget in the BORG field of the Account Balances table
- Can create an audit trail record of the -65,000.00 change to the line item

Complete the following tasks:

- Work with an original budget
- Change an original budget
- Lock a budget
- Enter a budget revision

Work with an Original Budget



Working with an Original Budget

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

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

Complete the following tasks:

- Enter an original budget
- Copy an existing budget
- Copy budget details from a PC

Working with an Original Budget

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

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

Complete the following tasks:

- Enter an original budget. See *Entering an Original Budget* (P510121)
- Copy an existing budget. See *Copying an Existing Budget* (P518042)
- Copy budget details from a PC. See *Transferring Budget from PC to AS/400* in the *General Accounting I Guide*.

Before You Begin

- Set up your jobs. See *Creating a Job Master Record* (P510063).
- Set up the cost code structures for your job or project. See *Creating a Cost Code Structure* (P510921).

What You Should Know About

Budget ledgers

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

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

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

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

See *Setting Up User Defined Codes* (P00051).

Entering an Original Budget

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

► To enter an original budget

On Speed Original Budget Entry

The screenshot shows the 'Speed Original Budget Entry' window with the following fields and values:

- Ledger Type: JA / JU
- G/L Date: 06/30/98
- Level of Detail: 9
- Subledger: *
- Job Number: 5001
- Main Terminal Bu: (empty)
- Skip To: Cost Code: 00000000, Cat Code: (empty), Alt Cost Code: (empty), Seq: (empty)
- Thru: Cost Code: 89999999, Cat Code: (empty), Alt Cost Code: (empty)
- From: Cost Type: (empty), Thru: Cost Type: (empty)

The table below shows the budget items:

Original Budget Amount	Units	Cost Code	Type	Description	UM	L	P	M
54,000.00	3,000	01000		GENERAL REQUIREMENTS	EA	3	N	T
		01100		Job Supervision	MH	4	N	T
		01100	1340	Labor	MH	8	B	S
		01100	1341	Regular	MH	9		I
		01100	1343	Burden	MH	9		I
9,125.00	1,500	01100	1355	Equipment	HR	8		Q
		01200		Project Sign	LS	4	N	T
5,625.00		01200	1350	Materials	LS	8		D
		02000		SITE WORK	CY	3	N	T
	241	02200		Clearing & Grading	CY	4	N	T

At the bottom of the window, there are several icons and a legend: F4=Detail, F5=Update, F6=Total, F13=Sgl Acc Rev, F16=Chart Types, F24=More, MW.

- Complete the following fields:
 - Amount
 - Job Number
- Complete the appropriate field for each line item:
 - Units
 - Amount

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



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

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

What You Should Know About

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

Processing Options for Speed Original Budget Entry

DISPLAY DEFAULT OPTIONS:

1. Enter 1 to 5 characters for the beginning of every Cost Type (6 digit Object). The remaining characters will be displayed on the screen. For example, if 1 character is entered, 5 are displayed; if 2 are entered, 4 are displayed, and so on. This eliminates duplication where the beginning characters are the same. _____
2. Enter the Cost Code range to display:
 - a. From Cost Code: _____
 - b. Thru Cost Code: _____
3. Enter the Cost Type range to display:
 - a. From Cost Type: _____
 - b. Thru Cost Type: _____
4. Enter the account sequence to display:
 - "1" = Account Category Code 1
 - "2" = Account Category Code 2
 - "3" = Account Category Code 3
 - "A" = Alternate Cost Code
 - Blank = Cost Code sequence

CHART TYPE EDIT OPTIONS:

5. Enter a "1" to validate all changes and additions against a specific Cost Code Master Chart Type.

NOTE: This will validate the fields in the Cost Code Master based on Data Item names stored in the User Defined Codes, system '51'/code 'ED'.

6. Enter the Cost Code Master Chart _____

Type to validate against. The default is the "blank" Chart Type. (Valid only when using Option 5.)

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

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

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

UNIT DISPLAY OPTION:

10. Enter a "1" to display units with decimals. Leave blank to display units with no decimals. _____

CATEGORY CODE EDIT OPTION:

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

FORMAT OPTIONS:

12. Enter a "1" to display the Speed Budget Setup format. Leave blank for the Original Budget Entry format. _____

13. Enter a "1" to display detailed heading entry and selection. Leave blank to display simple heading. _____

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

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

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

BUDGET UPDATE SELECTION:

17. Select how to update the budget:
 "1" = Update current year only
 "2" = Update all years
 Blank = Update selected year and future years

NOTE: This option is valid only when F0902 balance records exist.

FIELD PROTECTION OPTION:

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

BUDGET LEDGER TYPE SELECTION:

- 19. Enter the budget amount ledger type to update. Leave blank (default) to update Ledger Type "JA". _____

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

AMOUNT DISPLAY OPTION:

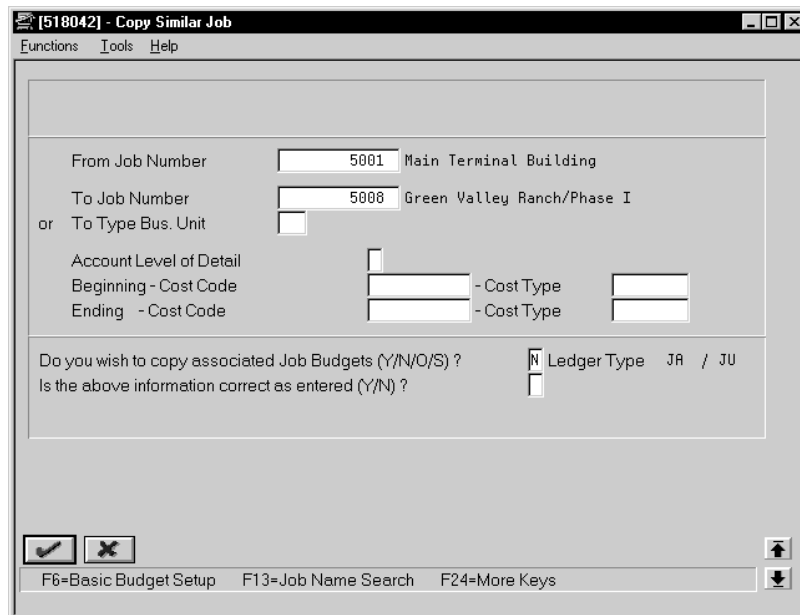
- 21. Enter a "1" to display amounts with no decimals. Leave blank to display amounts with decimals. _____

Copying an Existing Budget

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

▶ **To copy an existing budget**

On Copy Similar Job



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

2. Complete one of the following fields for the job to which you want to copy information:
 - To Job Number (BU for Account Duplication)
 - To Type Business Unit

The system prompts you for additional information.

3. Complete the additional information.

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

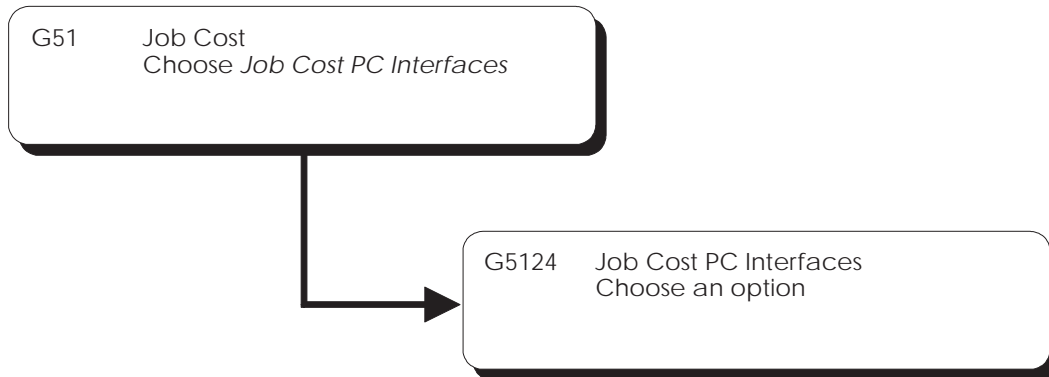
Field	Explanation
BU for Account Duplication	<p>The destination business unit that you want to copy accounts to.</p> <p>The destination branch/plant that you want to copy transaction information to.</p>
Copy Associated Job Budgets (Y/N/O/S)?	<p>Specifies whether you want to copy the budget information along with the related accounts. Valid codes are:</p> <p>N No, do not copy the budget. This is the default code.</p> <p>O Yes, copy the original budget.</p> <p>S Yes, copy the original budget and a summary of the revised budget. This option adds together the original budget, period balances, and the balance forward amount. The result becomes the original budget for the new account.</p> <p>Y Yes, copy the revised budget. The original budget, period balances and balance forward for the new account will be exact duplicates of the old account.</p>

What You Should Know About

Copying budget information

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

Copying Budget Details from a PC



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

► To copy budget details from a PC

1. Upload the budget file from the PC to the AS/400.
2. Configure the appropriate version of PC Budget Upload.
3. Run PC Budget Upload.

See Also

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

Test Yourself: Copying Budget Details from a PC

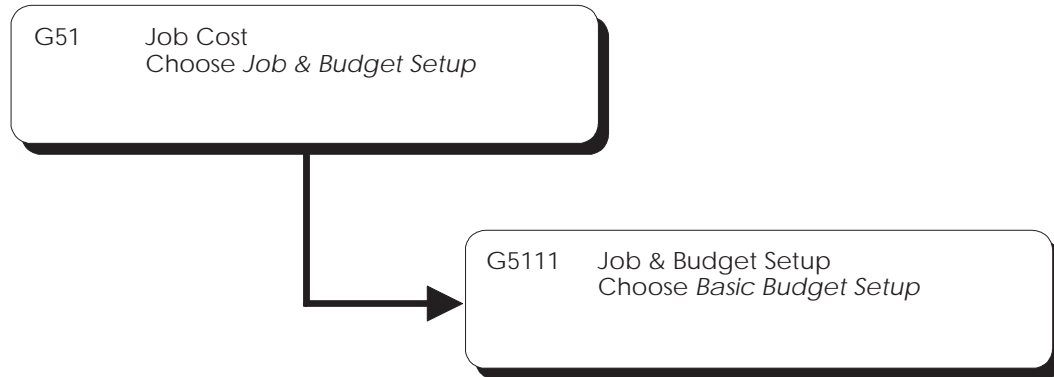
1. What is the difference between a revised budget and an original budget?

2. Where are revised budgets and original budgets stored?

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

The answers to this *Test Yourself* are found in *Appendix B*.

Change an Original Budget



Changing an Original Budget

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

Before You Begin

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

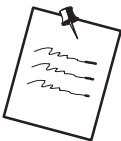
► To change an original budget

On Original Budget Entry

. . Cost . .	Description	UM	L	P	M	. . Original Budget . .
Code	Type		D	E	C	Units
01000		EA	3	N	T	
01100		MH	4	N	T	
01100	1340	MH	8	B	S	3,000
01100	1341	MH	9	I		
01100	1343	MH	9	I		
01100	1355	HR	8	Q		1,500
01200		LS	4	N	T	
01200	1350	LS	8	D		
02000		CY	3	N	T	
02200		CY	4	N	T	241

1. Complete the following field:
 - Job Number
2. Complete one or both of the following fields for each line item you want to change:
 - Original Budget Units
 - Original Budget Amount

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



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

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

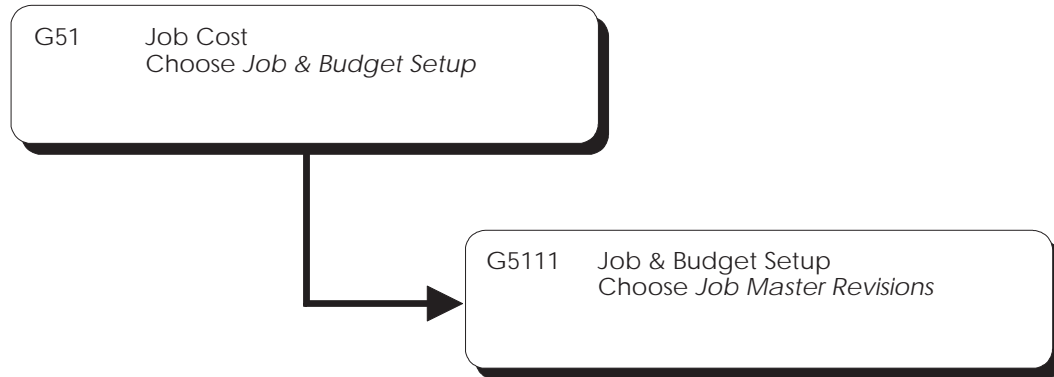
Field	Explanation
Level of Detail	<p>The level of detail identifies the summary and detail accounts in the general ledger and controls the totaling on screens and reports. The following are true about levels of detail:</p> <ul style="list-style-type: none">• The valid codes are the numbers 1-9 from least detailed (1) to most detailed (9).• Level 1 is reserved for the company and level 2 is for the job (business unit).• In the Job Cost system, a cost code header, which does not have a cost type, can be a level from 3-7. Such an account has no relationship to a G/L account with the same level of detail.<ul style="list-style-type: none">o A cost type account, which has both a cost code and cost type, can be a level 8 or 9. Such an account has a direct relationship to the G/L account at the same level. <p>NOTE: Ideally, you reserve levels 8 and 9 in the general ledger for only job cost detail. However, if this is not possible, attempt to leave at least level 9.</p> <ul style="list-style-type: none">o A level of detail is a summary level for the related accounts at the levels below it. For example, an account with a level 3 can be a summary level for accounts that are level 4.o You do not need to use every level of detail. You can skip levels as long as you are consistent.
Method of Computation	<p>The method the system uses to calculate the percent complete and the projected final cost and unit quantity for an account. It is a user defined code (system 51, type MC).</p>

Field	Explanation
Posting Edit	<p>A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are:</p> <p>blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.</p> <p>B Only allows posting to budget ledger types starting with B or J.</p> <p>I Inactive account. No posting allowed.</p> <p>L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in FASTR, you must use this code.</p> <p>M Machine-generated transactions only (post program creates offsets).</p> <p>N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.</p> <p>S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs.</p> <p>U Unit quantities are required for all transactions.</p> <p>X Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account.</p>

See Also

- *Entering a Budget Revision (P510171)* to change a revised budget
- *Locking a Budget (P510063)* to unlock a locked budget

Lock a Budget



Locking a Budget

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

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

Any authorized user can lock or unlock original budget information at any time.

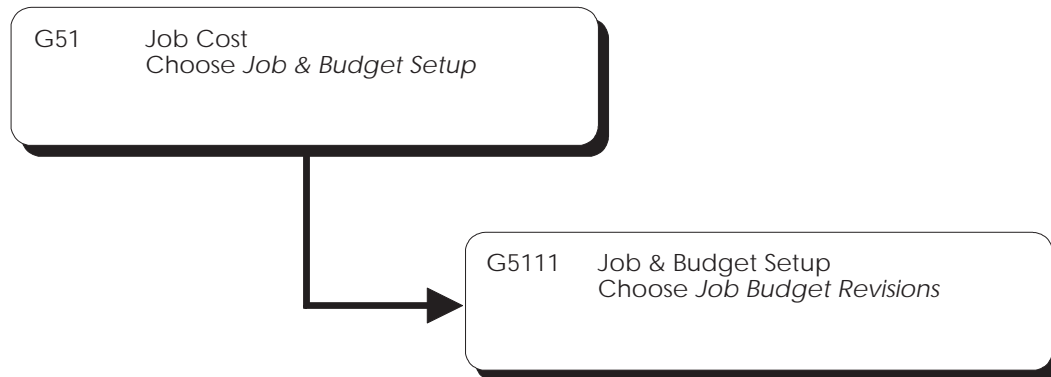
► To lock a budget

On Job Master Revisions

1. Complete the following field:
 - Job Number
2. Complete the following field to lock or unlock the budget:
 - Posting Edit

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

Enter a Budget Revision



Entering a Budget Revision

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

You can set a processing option to direct the system to create an audit trail record of each revision to a budget. Audit trail records can be recorded by the period in which they are entered. If you choose not to create an audit trail record of your budget changes, the system maintains a record of the total revised budget for each account by period.

For example, assume you enter five 1,000.00 budget revisions for an account with an original budget of 15,000.00. If you create an audit trail record, the system:

- Keeps a record of the original 15,000.00 budget in the Original Budget field of the Account Balances table
- Updates the revised budget amount for the account to 20,000.00
- Keeps an audit trail record of each budget revision for the period in which it was entered

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

- Keeps a record of the original 15,000.00 budget in the Original Budget field of the Account Balances table
- Updates the revised budget amount for the account to 20,000.00
- Does not record any of the individual changes made to the account

▶ **To enter a budget revision**

On Job Budget Revisions

Cost Code	Description	Current Balance	... This Change ... +/-	... Cumulative ...	O P
01000	GENERAL REQUIREMENTS				
01100	Job Supervision				
01100	Labor	72,000.00			
01100	Regular				
01100	Burden				
01100	Equipment	12,000.00			
01200	Project Sign				
01200	Materials	5,625.00			
02000	SITE WORK				
02200	Clearing & Grading				
02200	Equipment	5,275.00			
02200	Subcontracts	215,000.00			

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

1. Complete the following fields:
 - Job Number
 - Thru Date/Period
2. Update the form.

3. Complete the following optional fields to limit your selection:
 - Skip To: Cost Code
 - Thru: Cost Code
 - Skip To: Cat Code
 - Thru: Cat Code
 - Skip To: Alt Cost Code
 - Thru: Alt Cost Code
 - From: Cost Type
 - Thru: Cost Type
 - Seq
4. To change budgeted amounts or units, complete one of the following fields for each line item:
 - This Change +/-
 - This Change Cumulative
5. To change a unit budget or to add specific reference or explanation information to audit trail record for a dollar or unit budget revision, access the fold area.

Thru Date/Period 06/30/98
 Level of Detail 9
 Ledger Type JA *
 Cum/Per(C/P/I) I
 Subledger *
 Job Number 5001 Main Terminal Bui
 Skip To: Cost Code: 00000000 Cat Code Alt Cost Code Seq
 Thru: Cost Code 89999999 Cat Code Alt Cost Code
 From: Cost Type Thru: Cost Type

Cost Code	Description	Current Balance	. . . This Change . . .	0
			+/-	Cumulative
01000	GENERAL REQUIREMENTS			P
	PE N MC T UM EA Units			
Ref No	Explanation			
01100	Job Supervision			
	PE N MC T UM MH Units			
Ref No	Explanation			
01100	Labor	72,000.00		
1340	PE B MC S UM MH Units	4,000.00		
Ref No	Explanation			
01100	Regular			
1341	PE MC I UM MH Units			
Ref No	Explanation			

Opt: 1=Audit F4=Dtls F5=Update F6=Selected Total F11=Job Total F24=More

6. Complete one of the following fields for each line item amount or unit you want to change:
 - This Change +/-
 - This Change Cumulative

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

- Reference Number
- Explanation

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

What You Should Know About

Combined Progress Entry

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

See *Entering Job Progress Information* for more information on using the Combined Progress Entry program.

Processing Options for Job Budget Revisions

DISPLAY DEFAULT OPTIONS:

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

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

DISPLAY DEFAULT OPTIONS:

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

FORMAT OPTIONS:

4. Enter a "1" to display detailed heading entry and selection. Leave blank for simple heading. _____
5. Enter a '1' to display the Selection Exit field on the right side of the screen. Leave blank to display it on the left. _____

DISPLAY OPTIONS:

6. Enter the primary Ledger Type to be displayed. (The fold area also displays the related units Ledger Type ending in a "U", unless the primary Ledger Type ends in a "U".) _____
7. Enter a "1" to display the Amount ledger type in the fold when displaying the Units Ledger Type as the primary. Default is no amount Ledger Type in the fold when the primary is units. _____
8. To limit the account display to one Method of Computation, enter that method here. Enter an asterisk ("*") to display all methods. _____

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

DOCUMENT TYPE SELECTION:

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

AUDIT TRAIL SELECTION:

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

EDIT OPTIONS:

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



Exercises

See the exercises for this chapter.

Test Yourself: Entering a Budget Revision

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

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

The answers to this *Test Yourself* are found in *Appendix B*.



Job Schedules

Objectives

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

About Job Schedules

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

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

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

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

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

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

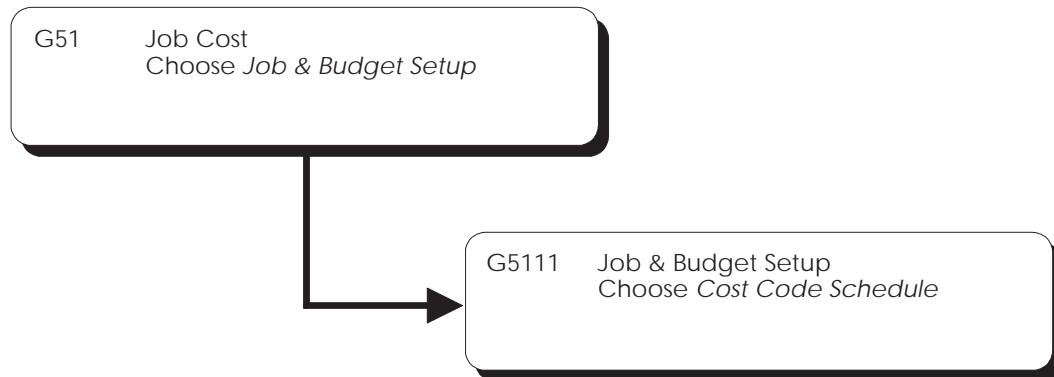


If you schedule your jobs on a PC, you can download your Job Cost information to a PC using a PC scheduling tool such as the Primavera Project Planner.

Complete the appropriate task:

- Set up job schedules
- Download job cost information

Set Up Job Schedules



Setting Up Job Schedules

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

► **To set up job schedules**

On Cost Code Schedule

Cost Code	Type	Description	L D	Planned Start	Actual Start	Planned Finish	Actual Finish
01000		GENERAL REQUIREMENTS	3				
01100		Job Supervision	4				
01200		Project Sign	4				
02000		SITE WORK	3				
02200		Clearing & Grading	4				
02600		Sewer Work	4				
02800		Paving & Surfacing	4				
03000		CONCRETE	3				
04000		MASONRY	3				
05000		METALS	3				
06000		WOODS & PLASTICS	3				
07000		THERMAL & MOISTURE PROTE	3				

1. Complete the following field:
 - Job Number
2. Complete the following optional fields for each cost code:
 - Planned Start
 - Actual Start
 - Planned Finish
 - Actual Finish
3. Access the fold area.

[51901] - Cost Code Schedule

Functions Tools Help

Level of Detail 6

Job Number 5001 Main Terminal Bu

Skip To: Cost Code 00000000 Cat Code: Alt Cost Code: Seq:

Thru: Cost Code: 99999999 Cat Code: Alt Cost Code:

From: Cost Type: Thru: Cost Type:

Cost Code	Type	Description	L	Planned Start	Actual Start	Planned Finish	Actual Finish
01000		GENERAL REQUIREMENTS	3				
Alt Cost Code	UM	EA PE	N MC	T	Schedule Number		
Cat Code 021		Cat Code 022			Cat Code 023		
01100		Job Supervision	4				
Alt Cost Code	UM	MH PE	N MC	T	Schedule Number		
Cat Code 021		Cat Code 022			Cat Code 023		
01200		Project Sign	4				
Alt Cost Code	UM	LS PE	N MC	T	Schedule Number		
Cat Code 021		Cat Code 022			Cat Code 023		
02000		SITE WORK	3				
Alt Cost Code	UM	CY PE	N MC	T	Schedule Number		
Cat Code 021		Cat Code 022			Cat Code 023		

F4=Detail F5=Update w/Redisplay F13=Single Account Revisions F24=More

4. Complete the following field for each cost code:
 - Schedule number
5. Complete the following fields to establish the link to the PC:
 - Category Code 21
 - Category Code 22
 - Category Code 23

Field	Explanation
Schedule Number	Identifies an item or line of work on a schedule outside the Job Cost system. It lets you cross-reference job costs with the scheduled task.

See Also

- *Downloading Job Cost Information (P5150)*

Processing Options for Cost Code Schedules

DISPLAY DEFAULT OPTIONS:

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

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

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

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

DISPLAY OPTIONS:

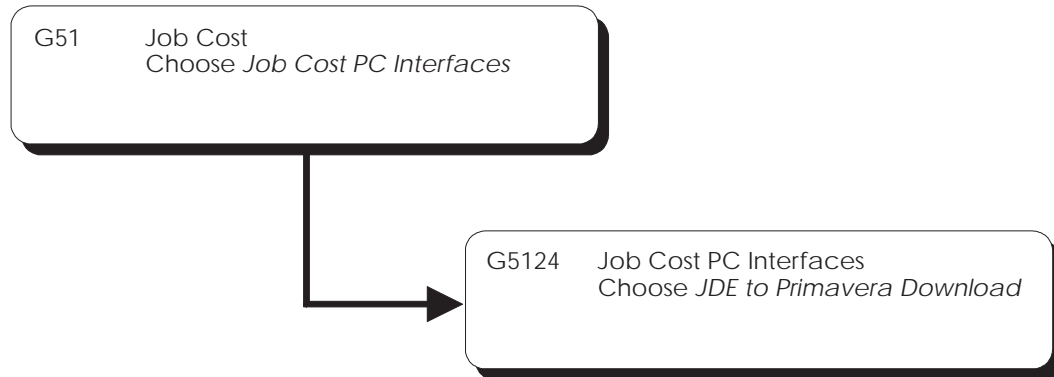
5. Enter a "1" to display detailed heading entry and selection. Leave blank for simple heading. _____

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

DEFAULT OPTION:

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

Download Job Cost Information



Downloading Job Cost Information

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

Complete the following tasks:

- Link to Primavera
- Download schedule information

Linking to Primavera

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

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

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

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

Project	You should designate business unit category code 21, 22, or 23 for the link. In the Category Code field on Category Code Revisions or Job Revisions by Company, enter the project IDs for the corresponding business units.
Activity	Use one of the following methods to set up the activity link: <ul style="list-style-type: none">• Enter the activity ID in the first eight positions of the Schedule Number field for the corresponding cost code on the Cost Code Schedule form.• Set up the activity ID so that it is the same as the corresponding cost code. For example, cost code 02200 would correspond to activity ID 02200.
Cost account	If you use Primavera cost accounts, you must set up the cost account so that it is the same as the corresponding cost type. For example, cost type 1340 would correspond to cost account 1340.
Resource and resource designator	You should designate account master category code 21, 22, or 23 for the link. In the Schedule field on Cost Code Schedule, enter the information. The first eight positions of the field are for the resource ID and the remaining positions are for the resource designator.

Before You Begin

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

See Also

- *The Primavera Project Planner User's Guide*

Downloading Schedule Information

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

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

- Project
- Activity
- Resource
- Resource designator
- Cost account
- Actual amounts and units

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

See Also

- *The Primavera Project Planner User's Guide*
- *Linking to Primavera*

Processing Options for JDE to Primavera Download Module

FISCAL PERIOD SELECTION:

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

REPORT OPTION:

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

MAPPING INSTRUCTIONS:

3. Enter the Job category code that contains the P3 Project ID (valid category codes are 21, 22, or 23). This information is required. _____
4. Enter the Account Master category code that contains both the P3 Resource ID and Resource Designator (valid category codes are 21, 22, or 23). This information is required. _____
5. Enter a '1' to use the Schedule Number from the F51901 file as the P3 Activity ID. Leave blank (default) to use the JDE Cost Code. _____
6. Enter a '1' to use the JDE Cost Type as the P3 Cost Account. Leave blank (default) to not use the Cost Account. _____



Job Review

Objectives

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

About Job Review

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

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

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

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

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

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



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

- Clearing and grading
- Sewer work
- Paving and surfacing

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

For example, assume you review the details of the site-work work item and find that the clearing and grading work is one month behind schedule and 10% over budget. You review the supplemental information related to the site-work work item and find information describing the adverse weather conditions that have delayed the work. You can then adjust the rest of the site-work work item and any other affected work, accordingly.

In addition, assume that you review the overall details of all of the jobs in the airport project and find that the concrete job is 10% under budget. The supplemental information explains that the price of rebar is lower than expected. You can adjust the budget accordingly.

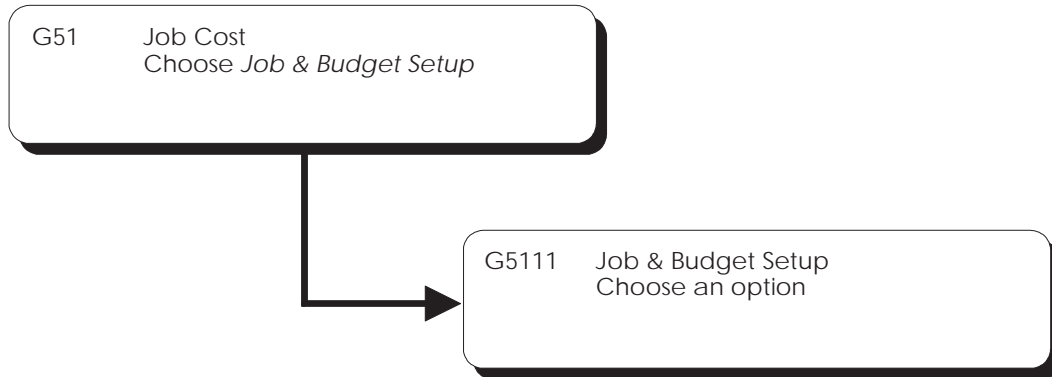
You also review the costs associated with the plumbing subcontractor working on the sewer-work work item and find that the actual costs are greater than the commitments. You can adjust the commitments to compensate for the extra costs.

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

Complete the following tasks:

- Locate a project or job
- Work with a project or job
- Review supplemental information

Locate a Project or Job



Locating a Project or Job

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

Complete the following tasks:

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

Locating a Project or Job

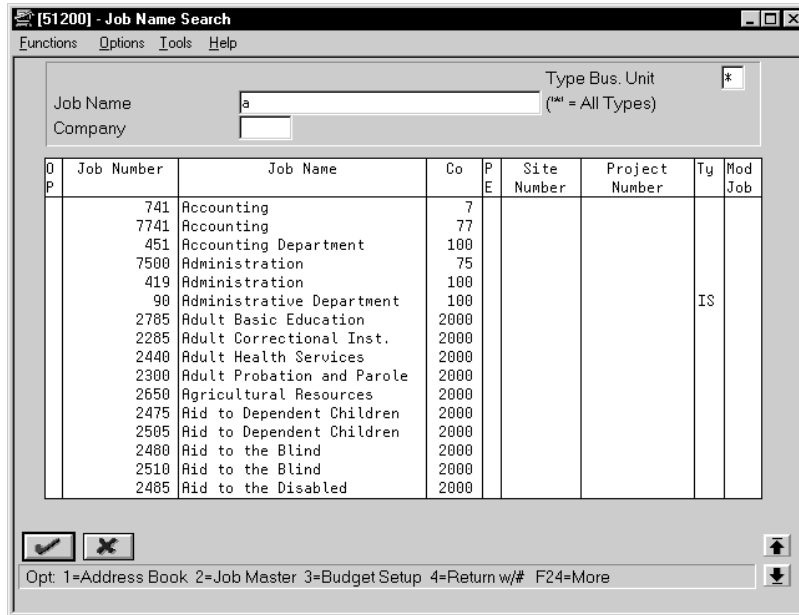
You must know the job number of a project or job in order to review it. If you do not know the job number, you can find it by locating the job by name or by the company to which it belongs.

Complete the following tasks:

- Locate a project or job by name. See *Locating a Project or Job (P51200)*
- Locate a project or job by company. See *Locating a Project or Job (51006)*

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

On Job Name Search



Complete the following field with the project or job name:

- Job Name

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

Locating a Project or Job

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

Complete the following tasks:

- Locate a project or job by name. See *Locating a Project or Job* (P51200)

- Locate a project or job by company. See *Locating a Project or Job* (51006)

Processing Options for Job Name Search

COST CENTER TYPE SELECTION:

1. Enter a specific Cost Center Type or '*' to display all Cost Center Types. The default type is blank.

DW VERSION FOR P510121:

2. Enter the Budget Setup DREAM Writer Version number for the related Option Key. The default is "ZJDE0001".

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

On Job Revisions by Company

The screenshot shows a window titled "[51006] - Job Revisions by Company". It has a menu bar with "Functions", "Options", "Tools", and "Help". The window contains several input fields and a table.

Search options:

- Level of Detail: 9
- Type Bus. Unit: JB
- Company: 00050 A Model Construction Mgmt Co
- Skip To Category Code 1: []
- or Skip To Job Number: []

Job Number	Description	L	Comp	Div	Reg	Gro	Brn	Dpt	Rsp	CAT	O
D							Ofc	Typ	Cod	07	P
JB	Model Business Unit	2	00050								
501	Potomac Hotel	2	00050								
750	Centennial Technical Park	2	00050								
1690	Sixth Avenue Road Improve	2	00050								
5000	Denver International Airport	1	00050								
5001	Main Terminal Building	2	00050								
5002	Automated Transit System	2	00050								
5003	Airport Access Road	2	00050								
5004	Concourse A Electrical	2	00050								
5005	The Gateway	2	00050								
5006	Western Clothiers	2	00050								
5007	Green Valley Ranch	2	00050								

At the bottom, there are several icons and a status bar: "Opt: 1=Job Master 2=Budget F4=Dtl's F6=Usr Def. Cds F21=Print F24=More".

1. Complete the following field:
 - Company
2. Complete the following optional fields:
 - Level of Detail
 - Type Bus. Unit
 - Skip to Category Code 1
 - Skip to Job Number

Processing Options for Job Revisions by Company

DEFAULT OPTIONS:

1. Enter a default Business Unit ("B.U.") Type, or enter an asterisk ("*") to display all B.U. Types. Leave blank (default) to display B.U. Type ' ' (blank). _____
2. Enter a '1' to default a posting edit code of 'N' to the Job G/L account when adding a new Job. Leave blank to default a ' ' (blank) posting edit code (this account is used for Job Percent Complete). _____

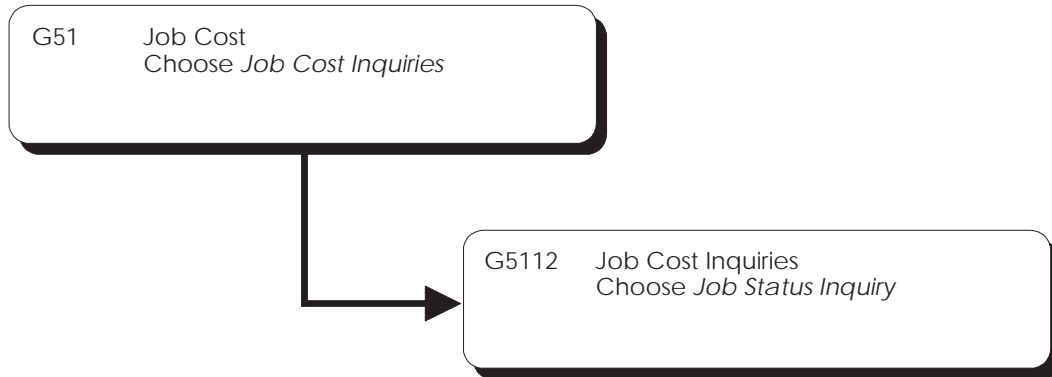
DW VERSION SELECTION:

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

EDIT OPTION:

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

Work with a Project or Job



Working with a Project or Job

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

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

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

You can review such information as:

- Actual amounts and quantities
- Budget and commitment information
- Projected final amounts and quantities
- Percentage of completion information
- User defined budget ledger amounts and quantities



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

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

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

Complete the following tasks:

- Review a project or job
- Review additional information
- Transfer account information

What You Should Know About

Sources of job cost information

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

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

Reviewing a Project or Job

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

- User defined columns that you can set up to calculate account balance information specific to your business needs.
- The ability to select specific ranges of cost codes, cost types, and category codes to review.
- The ability to sequence cost code structures by cost code, category code, or alternate cost code.
- Summarized account information per project or job.

- Formats that you can set up to group your user defined columns to suit your business needs.
- Paths that you can define to sequentially move through different formats
- Six activity options that determine the type of information you review. For example, you can choose to view only information related to accounts with a level of detail of 5 that have projected over amounts.

Before You Begin

- Set up the user defined columns, formats, and paths you use on Job Status Inquiry. See *Setting Up Job Status Inquiry (P51921)*.

▶ **To review a project or job**

On Job Status Inquiry

Account Description	Revised Budget Amt	Open Commitments	Actual Amount	Estimate at Completion	M C
SITE WORK					T
Clearing & Grading					Q
Equipment	5,275			5,275	B
Subcontracts	215,000	139,000	162,000	521,000	T
Clearing & Grading	220,275	139,000	162,000	526,275	T
Sewer Work					T
Labor	16,650			16,650	S
Regular			4,996		I
Premium			93		I
Burden			1,835		I
Labor	16,650		6,925	16,650	S
Materials	345,350	163,000	153,000	345,350	F
Equipment	5,600		2,275	5,501	Q

1. Complete the following field to review a job:
 - Job Number
2. Complete the following fields to review a project:
 - Job Number
 - Project
3. Complete the following optional fields to select a cost code range:
 - Display From: Cost Code
 - Display Thru: Cost Code

4. Complete the following optional fields to select a cost type range:
 - Display From: Type
 - Display Thru: Type
5. Complete the following optional fields to select a category code range:
 - Display From: Cat Code
 - Display Thru: Cat Code
6. Complete the following optional fields to select an alternate cost code range:
 - Display From: Alt Cost
 - Display Thru: Alt Cost
7. Complete the following optional fields:
 - Level of Detail
 - Sequence
 - Activity
 - P/C/I
 - Days
 - Subledger
 - Subledger Type
8. Complete the inquiry column fields to select specific user defined columns.
9. Choose Formats to select a viewing format.
10. Choose Next Format on Inquiry Path to view the next format.
11. Choose Project Inquiry Details to review summarized account information per job in a project.

The screenshot shows a window titled "[512010] - Project Inquiry Details". It contains the following information:

- Denver International Airport
- Project 5000
- Cost Code 02200
- Cost Type
- Thru Date/Period 06/30/98
- Subledger *
- LOD 4
- C/P/I I
- Days

Below this information is a table with columns: Job Number, Job Description, Revised Budget Amt, Open Commitments, Actual Amount, and Estimate at Completion. The table contains the following data:

Job Number	Job Description	Revised Budget Amt	Open Commitments	Actual Amount	Estimate at Completion
5001	Main Terminal Bu				
5002	Automated Transi	100,000			100,000
	Project Total	100,000			100,000

At the bottom of the window, there are navigation buttons and a legend: Opt. 1=Audit 2=More Detl 3=Commitments 5=Transfer F9=Formats F24=More

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

Field	Explanation
Level of Detail	<p>The level of detail identifies the summary and detail accounts in the general ledger and controls the totaling on screens and reports. The following are true about levels of detail:</p> <ul style="list-style-type: none"> • The valid codes are the numbers 1-9 from least detailed (1) to most detailed (9). • Level 1 is reserved for the company and level 2 is for the job (business unit). • In the Job Cost system, a cost code header, which does not have a cost type, can be a level from 3-7. Such an account has no relationship to a G/L account with the same level of detail. <ul style="list-style-type: none"> o A cost type account, which has both a cost code and cost type, can be a level 8 or 9. Such an account has a direct relationship to the G/L account at the same level. <p>NOTE: Ideally, you reserve levels 8 and 9 in the general ledger for only job cost detail. However, if this is not possible, attempt to leave at least level 9.</p> <ul style="list-style-type: none"> o A level of detail is a summary level for the related accounts at the levels below it. For example, an account with a level 3 can be a summary level for accounts that are level 4. o You do not need to use every level of detail. You can skip levels as long as you are consistent.

Field	Explanation
Sequence Code	<p>Controls the sequence of the accounts that are displayed.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> Blank Cost code and cost type 1 Category code 01 2 Category code 02 3 Category code 03 A Alternate cost code <p>This field also controls whether you can enter codes in the range-related fields for category codes and alternate cost codes.</p>
Activity Option	<p>Limits the display of accounts to a specific condition. This field includes or excludes information from the Account Master and Account Balances files (F0901 and F0902, respectively) based on prior and current activity. The description of the condition is displayed on the left side of the screen above the account information.</p> <p>NOTE: The screen displays header accounts related to the detail accounts that meet the condition in the Act field. This is true even if a header account does not seem to meet the same condition.</p>
Period, Cumulative, or Inception	<p>Specifies the type of totals that are displayed. Valid codes are:</p> <ul style="list-style-type: none"> C Cumulative (year-to-date). I Inception-to-date (job-to-date). With this code, projected costs include all budgets, commitments, and actual costs. P Period (financial period-to-date)
Project Level Inquiry	<p>Use this field to indicate whether you are inquiring on a single job or on a project that includes multiple jobs.</p> <ul style="list-style-type: none"> 1 Indicates that you are inquiring on a project number. The information displayed is a consolidation of all of the jobs for the project number. 0 Indicates that you are inquiring on a single job. The information displayed is only for the job number you enter. blank Same as entering 0.
Days Prior to Date	<p>The number of days prior to the date contained in the Thru Date/Period field. You can use this field to display information for an irregular period of time such as a five day workweek that occurs in the middle of a financial period. It relates only to actual amounts and unit quantities (ledger types AA and AU).</p> <p>NOTE: The Days field affects only columns with formulas that include code 10, 30, or 50. It has no effect on any other columns.</p>

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

What You Should Know About

Accessing additional information

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

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

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

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

Additional inquiry programs

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

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

Processing Options for Job Status Inquiry

DEFAULT DISPLAY OPTIONS:

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

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

DEFAULT DISPLAY OPTIONS (Cont'd):

3. Enter the Cost Type Range to display:
 - a. From Cost Type: _____
 - b. Thru Cost Type: _____
 NOTE: Leave ranges blank to include all Cost Codes and Cost Types.

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

DEFAULT DISPLAY OPTIONS (Cont'd):

5. To designate a default inquiry format or path, enter ONE of the following:
 - a. The default inquiry FORMAT: _____
 - OR-
 - b. The default inquiry PATH: _____
6. Enter "1" to display the account number and Unit of Measure in the Description column. Leave blank to display the account description. _____

DEFAULT DISPLAY (Cont'd):

7. Enter "1" to display the Level of Detail in the last column. Leave blank to display the Method of Computation. _____

DW VERSION SELECTION:

8. Enter the Scheduling Workbench (P48201) DREAM Writer version for the related option selection. Default is version "ZJDE0001". _____

Reviewing Additional Information for Job Cost

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

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

On Job Status Inquiry

1. Complete the following required field:
 - Job Number
2. Choose More Detail for a line item to review the account details.

The screenshot shows a window titled "[512131] - Cost Account Details". It displays the following information:

- Job Number: 5001
- Main Terminal Building
- Thru Date/Period: 06/30/98
- Level of Detail: 8
- Subledger: *

Description	Budget & Changes	To Date Actual	Cmp	Projected Over/Under	M C
Materials	345,350.00	153,000.00	45		0
02600 1350					
	Units	Amount	Unit Cost		
Original Budget	6,900	313,950.00	45.50		
Change Orders	690	31,400.00	45.51		
Revised Budget	7,590	345,350.00	45.50		
Total Commitments . .	7,000	316,000.00	45.14		
Open PO/Contracts	3,600	163,000.00	45.28		
Week to Date					
Current Period					
Actual to Date	3,400	153,000.00	45.00		
Projected Final	7,590	341,517.86	45.00		
Projected Over/Under					

At the bottom of the window, there are checkboxes for "F24=More Keys" and "MW", and a "Project" button.

3. On Cost Account Details, review the information per account.
4. Return to Job Status Inquiry.
5. On Job Status Inquiry, choose Audit for a line item to review the sources of the account information.

From Date/Period 01/01/98 Thru Date/Period 06/30/98
 Account 5001.1350.0260 Bill Code-From * To
 Materials Subledger *
 (* = All Subledgers)

DT	Document	Date	Explanation	Units	Amount	B	P
PV	628	02/28/98	Universal Supply	1,000.00	33,000.00		P
PV	629	02/28/98	Quality Concrete Product	2,400.00	120,000.00		P

Opt: 1=JE Reclassification 3=Hold 6=Release F6=Update F24=More Keys MW

- On Account Ledger Inquiry – JE, review the information for specific ledger types and time frames.

Transferring Account Information for Job Cost

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

► To transfer account information for job cost

On Job Status Inquiry

- Complete the following required field:
 - Job Number
- Choose Transfer for a line item.

[09204] - Account Ledger Inquiry - JE

Functions Options Tools Help

From Date/Period 01/01/98 Thru Date/Period 06/30/98

Account 5001.1350.02600 Bill Code-From * To *
 Materials Subledger *
 (* = All Subledgers)

DT	Document	Date	Explanation	Units	Amount	B	P
PV	628	02/28/98	Universal Supply	1,000.00	33,000.00		P
PV	629	02/28/98	Quality Concrete Product	2,400.00	120,000.00		P

Opt: 1=JE Reclassification 3=Hold 6=Release F6=Update F24=More Keys MW

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

[09104] - Journal Entry Reclassification

Functions Tools Help

Batch Added 6067720
 Document Added 17333

As Entered		Should be
Doc Type	PV	
Doc #/Key Co	628 00000	
G/L Date	02/28/98	02/28/98
Ledger Type	AA	
Batch Number	3552	
Business Unit	5001	5001
Object Account	1350	1350
Subsidiary	02600	02600
Subledger/Type		
Explanation 1	Universal Supply	Universal Supply
Explanation 2	10" Ceramic Pipe	10" Ceramic Pipe
Units	1,000.00	
Amount	33,000.00	
Unit of Measur	LS	LS
Asset ID		
Bill Code		
Job Type/Step		
Phase		

F24=More Keys MW

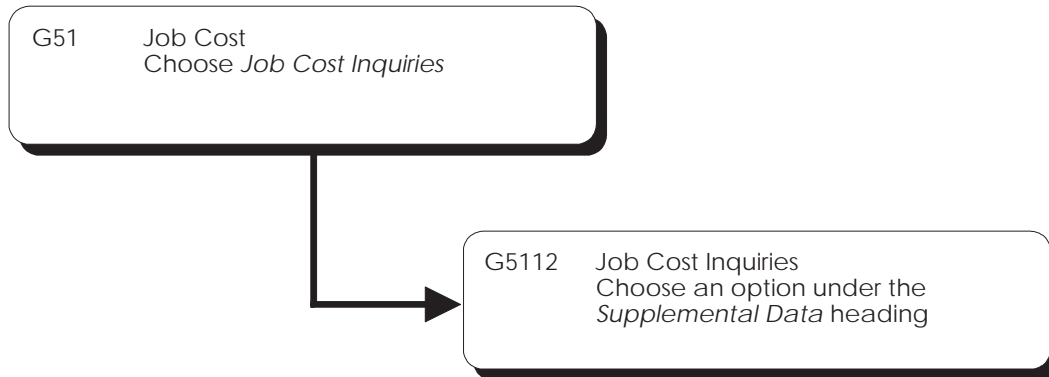
5. On Journal Entry Reclassification, revise any necessary information.



Exercises

See the exercises for this chapter.

Review Supplemental Information



Reviewing Supplemental Information

You can review all of the supplemental information related to a project or job. For example, you can review data entries describing ground conditions at a construction site, materials status, subcontractor information, and so on. You can review supplemental information by job or by the specific data type of the supplemental information.

Complete the following tasks:

- Review supplemental information by job
- Review supplemental information by data type

Reviewing Supplemental Information for Job Cost

You can review all of the supplemental information related to a project or job. For example, you can review data entries describing ground conditions at a construction site, materials status, subcontractor information, and so on. You can review supplemental information by job or by the specific data type of the supplemental information.

Complete the following tasks:

- Review supplemental information by job. See *Reviewing Supplemental Information for Job Cost (P00620)*

- Review supplemental information by data type. See *Reviewing Supplemental Information for Job Cost (P00610)*

Reviewing Supplemental Information by Job

You can review the supplemental information related to a specific job.

► To review supplemental information by job

On Inquiry by Job

Log Type	Date	Description	Summary Description
MATERIAL	06/20/98		Recd. 10" Ceramic Sewer Pipe
End Dt		Entered By Bill Bailey	
Received 10 pallets of 10" Ceramic Pipe 6/20/98. Inspected for damage, none found.			
SUBCONTR	01/21/98		Approved Schedule - Digger Inc
End Dt		Entered By John Smith	
Reviewed and Approved schedule for Digger, Inc. Fits into overall project schedule.			

Grnd. Con.	Date	Description	Delay Days	Remarks
DRY	06/01/98			Excellent Conditions

At the bottom of the window, there are navigation buttons (checkmark, X, up/down arrows) and a label 'F24=More Keys'.

Complete the following field:

- Job Number

Reviewing Supplemental Information for Job Cost

You can review all of the supplemental information related to a project or job. For example, you can review data entries describing ground conditions at a construction site, materials status, subcontractor information, and so on. You can review supplemental information by job or by the specific data type of the supplemental information.

Complete the following tasks:

- Review supplemental information by job. See *Reviewing Supplemental Information for Job Cost (P00620)*
- Review supplemental information by data type. See *Reviewing Supplemental Information for Job Cost (P00610)*

Reviewing Supplemental Information by Data Type

You can review the supplemental information related to a specific data type.

► To review supplemental information by data type

On Inquiry by Data Type

The screenshot shows a window titled "[00610] - Inquiry by Data Type" with a menu bar (Functions, Options, Tools, Help). Below the menu bar, there are two input fields: "Type of Data" with the value "IN" and "Incident Log", and "Skip To Value" which is empty. The main area contains a table with the following data:

Type	Name	From	Entered By	Damage Est
EQUIP	Main Terminal B	05/31/98	Ron Smith	3,500.00
INJURY	Main Terminal B	05/15/98	John Jones	45,000.00
PROP	Main Terminal B	04/30/98	Bill Bailey	2,500.00
Total				51,000.00

At the bottom of the window, there are navigation buttons (checkmark, X, up/down arrows) and a status bar with the text: "Opt. 1=Data Entry 2=Text Entry F4=Detail F19/20=Prev/Next Type F24=More".

Complete the following required field:

- Type of Data

Field	Explanation
Type Data	Identifies a data type, which is used to group similar information.

Test Yourself: Reviewing Supplemental Information

1. How do you display specific information in a column?

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

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

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

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

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

7. How can supplemental information be used to explain project variances?

The answers to this *Test Yourself* are found in *Appendix B*.

Periodic



Job Cost Reports

Objectives

- To assist in reviewing and managing Job Cost information

About Job Cost Reports

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

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

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

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

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

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

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

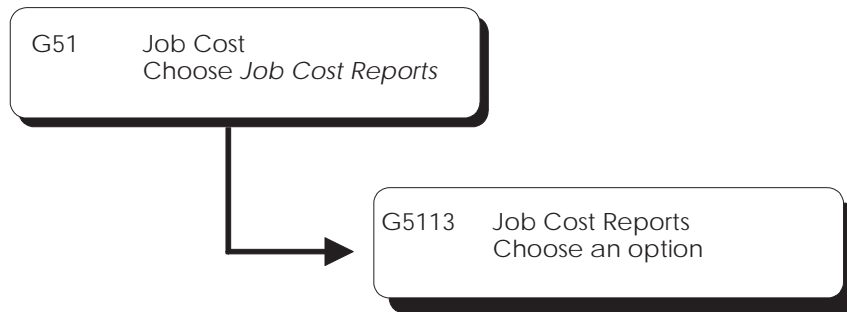
You can generate supplemental data reports to view the supplemental information associated with a specific job. You can also generate a report displaying supplemental information by data type.



Complete the following tasks:

- Print management summary reports
- Print job and account setup reports
- Print detail reports
- Print FASTR reports
- Print supplemental data reports

Print Management Summary Reports



Printing Management Summary Reports

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

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

Complete the following tasks:

- Print Summary by Cost Code
- Print Job Cost Analysis
- Print Unit Cost Analysis
- Print Labor Cost Analysis
- Print Contract Analysis
- Print Period Trend Analysis



When you select a report from the menu, the system displays a DREAM Writer version list. You can copy, change or run a version of the report using this list.

What You Should Know About

Additional report columns

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

See Also

- The *Technical Foundations Guide* for information about running DREAM Writers

Printing Summary by Cost Code

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

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

Summary by Cost Code

51412

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

Page - 3
 Date - 12/15/98

5001 Main Terminal Building
 Bid Package #1
 Prime Contractor

Main Terminal Building
 7699 N. Airport Blvd.
 Denver

CO 80202

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

Summary by Cost Type

7-6

Job Cost

51412

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

Page - 4
Date - 12/15/98

5001 Main Terminal Building

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

Processing Options for Summary by Cost Code

DATE SELECTION:

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

SUBLEDGER SELECTION:

2. Enter a specific subledger, or enter an asterisk ("*") for all subledgers. _____
3. Enter a subledger type if you entered a specific subledger above. _____

PRINT OPTIONS:

4. Specify the lowest account level of detail to print (3 thru 9). _____
5. Enter "1" to print Cost Type Summary (summary will be inception-to-date). _____
6. Enter "1" to print headings on every page. _____
7. Enter "1" to print the job address and who's who information on the headings. Leave blank to print no job address information. _____
8. Enter "1" to begin printing on a new page for each job encountered. _____
9. Enter "L" or "1" to print the long form on 198 column paper. Leave blank to print on 132 column paper. _____
10. Enter "1" to print the Cost Code and a short description. Leave blank to print the full description. _____
11. Enter "1" to print the Cost Code title instead of the account title (used in Labor Cost Analysis). _____
12. Enter "1" to suppress the printing of detail accounts with zero amounts (suppression is by level of detail). _____

CALCULATION SELECTION:

13. Select the unit cost calculation:
"1" = Cost Type unit cost.
"2" = Cost Code header unit cost.
"3" = Cost Code units without unit cost.
Blank = No units or unit cost. _____
14. Enter the Cost Type range for unit cost calculations:
a. From Cost Type: _____
b. Thru Cost Type: _____

Printing Job Cost Analysis

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

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

Job Cost Analysis

51412

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

Page - 3
Date - 11/17/98

5001 Main Terminal Building
Bid Package #1
Prime Contractor

Main Terminal Building
7699 N. Airport Blvd.
Denver

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

CO 80202

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

Processing Options for Job Cost Analysis

DATE SELECTION:

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

SUBLEDGER SELECTION:

2. Enter a specific subledger, or enter an asterisk ("*") for all subledgers. _____
3. Enter a subledger type if you entered a specific subledger above. _____

PRINT OPTIONS:

4. Specify the lowest account level of detail to print (3 thru 9). _____
5. Enter "1" to print Cost Type Summary (summary will be inception-to-date). _____
6. Enter "1" to print headings on every page. _____
7. Enter "1" to print the job address and who's who information on the headings. Leave blank to print no job address information. _____
8. Enter "1" to begin printing on a new page for each job encountered. _____
9. Enter "L" or "1" to print the long form on 198 column paper. Leave blank to print on 132 column paper. _____
10. Enter "1" to print the Cost Code and a short description. Leave blank to print the full description. _____
11. Enter "1" to print the Cost Code title instead of the account title (used in Labor Cost Analysis). _____
12. Enter "1" to suppress the printing of detail accounts with zero amounts (suppression is by level of detail). _____

CALCULATION SELECTION:

13. Select the unit cost calculation: _____
"1" = Cost Type unit cost.
"2" = Cost Code header unit cost.
"3" = Cost Code units without unit cost.
Blank = No units or unit cost.
14. Enter the Cost Type range for unit cost calculations:
a. From Cost Type: _____
b. Thru Cost Type: _____

Printing Unit Cost Analysis

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

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

514121		J.D. Edwards & Company				Page - 3					
		Unit Cost Analysis				Date - 10/26/98					
		As of - 06/30/98									
5001 Main Terminal Building											
Bid Package #1											
Prime Contractor											
Main Terminal Building											
7699 N. Airport Blvd											
Denver											
CO 80202											
UM	Units	Budget Amount	\$/Unit	Actual Units	Actual Amount	\$/Unit	Unit \$ Var	% Comp	Projected Final	Projected Over/Under	M C
GENERAL REQUIREMENTS	EA										T
Job Supervision	MH										T
Labor	MH	4,000	72,000	18.00			18.00-		72,000		S
Regular	MH			256	5,888	23.00	23.00				I
Burden	MH				2,077						I
Labor	MH	4,000	72,000	18.00	7,965		18.00-	11.1	72,000		T
Equipment	HR	2,000	12,000	6.00	256	1,472	5.75	0.25-	12.8	12,000	Q
Job Supervision	MH		84,000		9,437			11.2	84,000		T
Project Sign	LS										T
Materials	LS		5,625		2,697			47.9	5,625		D
Project Sign	LS		5,625		2,697			47.9	5,625		T
GENERAL REQUIREMENTS	EA		89,625		12,134			13.5	89,625		T
SITE WORK	CY										T
Clearing & Grading	CY	241									T
Equipment	HR	200	5,275	26.38			26.38-		5,275		Q
Subcontracts	LS	1	1,215,000	000.00		81,000	000.00-	36.8	220,000	995,000-	B
Clearing & Grading	CY	241	1,220,275	063.38	81,000		063.38-	36.0	225,275	995,000-	T
Sewer Work	LF										T
Labor	MH	810	16,650	20.56			20.56-		16,650		S
Regular	MH			274	4,996	18.23	18.23				I
Premium	MH				93						I
Burden	MH				1,835						I
Labor	MH	810	16,650	20.56	6,925		20.56-	41.6	16,650		T
Materials	LF	7,590	345,350	45.50	3,400	153,000	45.00	0.50-	44.8	345,350	F
Equipment	HR	220	5,600	25.46	91	2,275	25.00	0.46-	41.4	5,501	100-Q
Subcontracts	LS	1	1,165,000	000.00		68,000	000.00-	41.2	165,000	1,000,000-	B
Sewer Work	LF		1,532,600		230,200			43.2	532,501	1,000,100-	T

Processing Options for Unit Cost Analysis

DATE SELECTION:

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

SUBLEDGER SELECTION:

2. Enter specific subledger, or enter an asterisk ("*") for all subledgers. _____
3. Enter a subledger type if you entered a specific subledger above. _____

PRINT OPTIONS:

4. Specify the lowest account level of detail to print (3 thru 9). _____
5. Enter "1" to print Cost Type Summary. This summary is inception-to-date. _____
6. Enter "1" to page skip and to print headings on every page. _____
7. Enter "1" to start a new page when a new job is encountered. _____
8. Select the report heading format:
"1" = Job address and who's who information.
Blank = No job address information on the report heading. _____
9. Enter "1" to print the Cost Code and short description. Leave blank to print the description only. _____
10. Enter "1" to use Cost Code Header units for unit cost calculations. _____
11. Enter "L" or "1" to print the long form on 198 column paper. Leave blank to print on 132 column paper. _____
12. Enter "1" to suppress printing of accounts with zero amounts. (Suppression is by level of detail). _____

Printing Labor Cost Analysis

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

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

Labor Cost Analysis

51412

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

Page - 3
Date - 10/26/98

5001 Main Terminal Building
Bid Package #1
Prime Contractor

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

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

7-14

Release A7.3 (June 1996)

Job Cost

Processing Options for Labor Cost Analysis

DATE SELECTION:

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

SUBLEDGER SELECTION:

2. Enter a specific subledger, or enter an asterisk ("*") for all subledgers. _____
3. Enter a subledger type if you entered a specific subledger above. _____

PRINT OPTIONS:

4. Specify the lowest account level of detail to print (3 thru 9). _____
5. Enter "1" to print Cost Type Summary (summary will be inception-to-date). _____
6. Enter "1" to print headings on every page. _____
7. Enter "1" to print the job address and who's who information on the headings. Leave blank to print no job address information. _____
8. Enter "1" to begin printing on a new page for each job encountered. _____
9. Enter "L" or "1" to print the long form on 198 column paper. Leave blank to print on 132 column paper. _____
10. Enter "1" to print the Cost Code and a short description. Leave blank to print the full description. _____
11. Enter "1" to print the Cost Code title instead of the account title (used in Labor Cost Analysis). _____
12. Enter "1" to suppress the printing of detail accounts with zero amounts (suppression is by level of detail). _____

CALCULATION SELECTION:

13. Select the unit cost calculation:
"1" = Cost Type unit cost.
"2" = Cost Code header unit cost.
"3" = Cost Code units without unit cost.
Blank = No units or unit cost. _____
14. Enter the Cost Type range for unit cost calculations:
a. From Cost Type: _____
b. Thru Cost Type: _____

Printing Contract Analysis

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

- Budget amount
- Associated contract extended amount
- Invoiced amount
- Paid amount
- Retained amount
- Percent invoiced
- Percent retained

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

434201		J.D. Edwards & Company				Page - 2					
		Contract Summary - Job 5001				Date - 10/26/93					
						As of - 06/30/98					
5001 Main Terminal Building											
7699 N. Airport Blvd.											
Denver											
		CO 80202									
Vendor Number	Cost Code	Sub Type	T Ledger Y	Vendor Name	Budget	PO/Contract	Invoiced	%	Paid	Retained	%
2250	12000	1360		Office Warehouse,	687,000.00	687,000.00	500,000.00	73		50,000.00	10
3480	02200	1360		Digger, Inc.	1,215,000.00	220,000.00	81,000.00	37	72,900.00	8,100.00	10
4008	05000	1360		Allied Steel	360,000.00	360,000.00	100,000.00	28		10,000.00	10
4344	02600	1350		Venus Universal S	345,350.00	66,000.00					
5231	02800	1360		Bestway Paving	550,000.00	550,000.00					
6314	16000	1360		Great Southwest U	1,297,000.00	1,297,000.00					
6331	02600	1360		Atlantis Water an	1,165,000.00	165,000.00	68,000.00	41	61,200.00	6,800.00	10
6349	03000	1360		Canadian Concrete	595,000.00	595,000.00					
6488	04000	1360		Stone Brothers	750,000.00	750,000.00	180,000.00	24		18,000.00	10
6496	06000	1360		Modern Millwork	510,000.00	107,000.00	50,000.00	47		5,000.00	10
6509	07000	1360		Eagle Insulation	220,000.00	220,000.00	180,000.00	82		18,000.00	10
6517	08000	1360		Northern Glazing	855,000.00	855,000.00	600,000.00	70		60,000.00	10
6525	09000	1360		Preferred Paintin	750,000.00	625,000.00	400,000.00	64		40,000.00	10

Processing Options for Contract Analysis

PRINT OPTIONS:

1. Enter '1' to print the Job address. _____
Leave blank to omit it.
2. Enter '1' to suppress the printing of budget information. _____
3. Enter '1' to suppress the totaling of budget information. _____
4. Enter '1' to print the subledger and subledger type. Leave blank to omit them. _____

DATE SELECTION:

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

Printing Period Trend Analysis

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

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

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

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

Period Trend Analysis

J.D. Edwards & Company													Page	-		5				
Period Trend Analysis Report													Date	-		11/17/98				
													As of	-		06/30/98				
Cost Code	Cost Type	Description	Amount/Units	Budget & Changes	06/02/98	06/09/98	06/16/98	06/23/98	06/30/98	Rolling Total	Rolling Average	Job To Date	% Spnt % Cmpl	Remaining	Projected Final	Over/Under				
Cost Code . . . 02600																				
02600		Amount												36.81						
02600	1340	Amount	16,650.00												16,650.00	16,650.00				
		Man Hour	810.00												810.00	810.00				
		Amt /MH	20.5555												20.5555	20.5555				
		Gain/Loss												1,650.00	1,650.00	330.00				
02600	1341	Amount			437.20		437.20	437.20	437.20	1,748.80	349.76	4,995.90		4,995.90-						
		Man Hour			24.00		24.00	24.00	24.00	96.00	19.20	274.00		274.00-						
		Amt /MH			18.2166		18.2166	18.2166	18.2166	18.2166	18.2166	18.2332		18.2332						
02600	1342	Amount												93.36	93.36-					
02600	1343	Amount			149.32		143.82	143.83	139.07	576.04	115.20	1,835.19		1,835.19-						
02600	1350	Amount	345,350.00												153,000.00	44.30	192,350.00	345,350.00		
		Linear Fe	7,590.00												3,400.00	44.79	4,190.00	7,590.00		
		Amt /LF	45.5006												45.0000		45.9069	45.5006		
		JTD Phy %												44.3000	44.3000	44.3000	44.3000	44.3000		
		Gain/Loss												29,350.00	29,350.00	5,870.00				
02600	1355	Amount	5,600.00	200.00			200.00	200.00	200.00	800.00	160.00	2,275.00	41.36	3,225.48	5,500.48	99.52-				
		Hour	220.00	8.00			8.00	8.00	8.00	32.00	6.40	91.00	41.36	129.00	220.00					
		Amt /HR	25.4545	25.0000			25.0000	25.0000	25.0000	25.0000	25.0000	25.0000		25.0037	25.0021					
		Per Phy %												3.6300	3.6300	3.6300	3.6300			
		JTD Phy %												30.4500	30.4500	34.0800	37.7200	41.3600		
		Gain/Loss												100.00-			500.48	400.48	80.09	99.52-
02600	1360	Amount	165,000.00												68,000.00	41.21	97,000.00	165,000.00		
		Lump Sum	1.00														1.00	1.00		
		Amt /LS	5,000.0000														7,000.0000	5,000.0000		
		JTD Phy %												41.2100	41.2100	41.2100	41.2100	41.2100		
	02600	Amount	532,600.00	786.52			781.02	781.03	776.27	3,124.84	624.96	230,199.45	43.22	302,301.03	532,500.48	99.52-				
		Square F	7,590.00												3,400.00	44.79	4,190.00	7,590.00		
		Amt /SF	70.1712												67.7057		72.1482	70.1581		

Processing Options for Period Trend Analysis

DATE SELECTION:

1. Enter the As Of date on which to base the report. Leave blank (default) to use the current financial reporting date. _____
2. Enter the number of days for each interval. Leave blank (default) to use 7 days (weekly report). _____

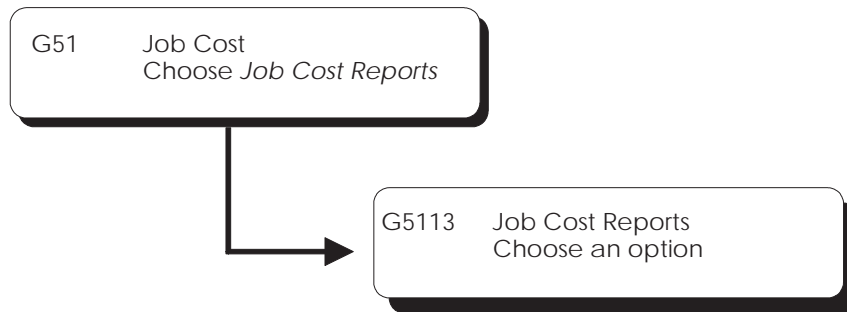
DETAIL PRINT SELECTIONS:

3. Enter a '1' to print unit rate based on header units. Leave blank to omit. _____
4. Enter a '1' to print detail units to header units ratio. Leave blank to omit. _____
5. Enter a '1' to print header units to detail units ratio. Leave blank to omit. _____
6. Enter a '1' to print period physical percent which is a ratio of actual amount for the interval to projected final. Leave blank to omit. _____
7. Enter a '1' to print Job To Date physical percent which is a ratio of Actual Job To Date Amount for the interval to projected final. Leave blank to omit. _____
8. Enter a '1' to print current period gain or loss which is computed as a change in projected final amount within the interval range. Leave blank to omit. _____
9. Enter a '1' to suppress ratio amounts on accounts with no amounts/units. Leave blank to print all information. _____

PRINT OPTIONS:

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

Print Job and Account Setup Reports



Printing Job and Account Setup Reports

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

Complete the following tasks:

- Print Job Master List
- Print Job Account Master List



When you select a report from the menu, the system displays a DREAM Writer version list. You can copy, change or run a version of the report using this list.

What You Should Know About

Additional Report Columns

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

See Also

- The *Technical Foundations Guide* for information about running DREAM Writers

Printing Job Master List

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

51006P		J.D. Edwards & Company													Page - 2				
		Job Master List Detail													Date - 11/15/98				
		By Company																	
	Reporting Codes.																	
Job Number	Description	Co	Div	Reg	Grp	Brn	Mgr	Sup	Est	445	W/C	End	Project Number	PlanStrt Act Date	PlanComp Act Date	Type	State	P	
	JB Model Business Unit	00050															FF		
501	Potomac Hotel East Side Addition 10% Retainage	00050													04/15/98 05/01/98	08/01/99	FF	Virginia 47	
750	Centennial Technical Par	00050											750	01/01/98 01/01/98	12/31/99	FF	Colorado		
1690	Sixth Avenue Road Improv 4 Lane Existing Road Storm Sewer, Irrigation,	00050													09/01/98 09/15/98	12/31/99	FF	Oklahoma	
5000	Denver International Air Master Project \$2.7 Billion Budget	00050													01/01/96 01/15/96	12/19/98	FF	Colorado	N
5001	Main Terminal Building Bid Package #1 Prime Contractor	00050											5000	01/01/96 01/15/96	12/19/98	FF	Colorado		
5002	Automated Transit System Agency Contract Owners Representative	00050											5000	01/01/96 01/15/96	12/19/98	T&M	Colorado		
5003	Airport Access Road Bid Package #2 Prime Contract	00050											5000	01/01/96 01/15/96	12/19/98	UP	Colorado		
5004	Concourse A Electrical First Tier Subcontract Bid Package #1	00050											5000	06/01/96 06/01/96	12/19/98	FF	Colorado		
5005	The Gateway 4500 Acres	00050											5000	06/01/96 06/01/96	12/19/98	DEV	Colorado		
5006	Western Clothiers	00050											5000	01/01/98 02/01/98	12/19/98	FF	Colorado		
5007	Green Valley Ranch	00050															FF	Colorado	
5008	Green Valley Ranch/Phase	00050															FF	Colorado	
5009	Green Valley Ranch/Tract Phase I	00050															FF	Colorado	
5010	Green Valley Ranch/Tract Phase I	00050															FF	Colorado	

Processing Options for Job Master List

PRINT OPTIONS:

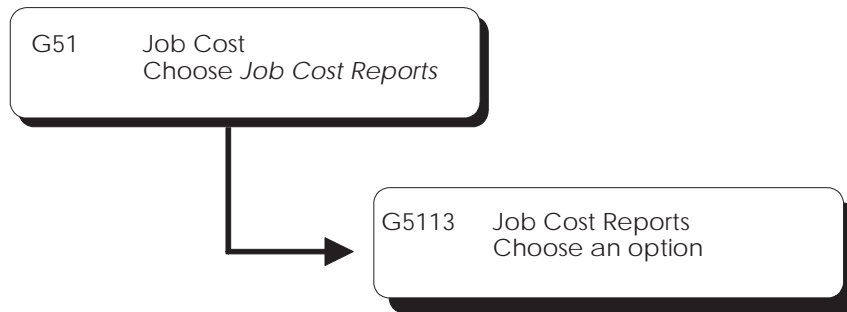
1. Enter a '1' to print three lines of Job Description, Dates, and Job Category Codes 1 thru 20. Leave blank (default) to print a one line summary by job.

Printing Job Account Master List

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

510901		J.D. Edwards & Company				Page -	2	
		Account Master List				Date -	10/26/98	
		Job Cost Sequence						
5001 Main Terminal Buildin								
Cost Code	Cost Type	Description	Account ID	LUM	PMDEC	Co	Bil Are Loc Flr Alt Cost Code	
01000		GENERAL REQUIREMENTS	00024703	EA	3	N	T	50
01100		Job Supervision	00024704	MH	4	N	T	50
01100	1340	Labor	00024705	MH	8	B	S	50
01100	1341	Regular	00024706	MH	9	I		50
01100	1343	Burden	00024707	MH	9	I		50
01100	1355	Equipment	00020934	HR	8	Q		50
01200		Project Sign	00024708	LS	4	N	T	50
01200	1350	Materials	00024709	LS	8	D		50
02000		SITE WORK	00024710	CY	3	N	T	50
02200		Clearing & Grading	00024711	CY	4	N	T	50
02200	1355	Equipment	00024712	HR	8	Q		50
02200	1360	Subcontracts	00024713	LS	8	B		50
02600		Sewer Work	00024714	LF	4	N	T	50
02600	1340	Labor	00024715	MH	8	B	S	50
02600	1341	Regular	00024716	MH	9	I		50
02600	1342	Premium	00024717	MH	9	I		50
02600	1343	Burden	00024718	MH	9	I		50
02600	1350	Materials	00024719	LF	8	F		50
02600	1355	Equipment	00024720	HR	8	Q		50
02600	1360	Subcontracts	00024721	LS	8	B		50
02800		Paving & Surfacing	00024722	SF	4	N	T	50
02800	1340	Labor	00024723	MH	8	B	S	50
02800	1341	Regular	00024724	MH	9	I		50
02800	1342	Premium	00024725	MH	9	I		50
02800	1343	Burden	00024726	MH	9	I		50
02800	1350	Materials	00024727	LS	8	D		50
02800	1355	Equipment	00024728	HR	8	Q		50
02800	1360	Subcontracts	00024729	LS	8	B		50
03000		CONCRETE	00024730	LS	3	N	T	50
03000	1340	Labor	00024731	MH	8	B	S	50
03000	1341	Regular	00024732	MH	9	I		50
03000	1342	Premium	00024733	MH	9	I		50
03000	1343	Burden	00024734	MH	9	I		50
03000	1355	Equipment	00020931	HR	8	Q		50
03000	1360	Subcontracts	00024735	LS	8	D		50
04000		MASONRY	00024736	LS	3	N	T	50
04000	1360	Subcontracts	00024737	LS	8	D		50
05000		METALS	00024738	LS	3	N	T	50
05000	1360	Subcontracts	00024739	LS	8	D		50
06000		WOODS & PLASTICS	00024740	LS	3	N	T	50
06000	1360	Subcontracts	00024741	LS	8	D		50
07000		THERMAL & MOISTURE PROTECTION	00024742	LS	3	N	T	50
07000	1360	Subcontracts	00024743	LS	8	D		50

Print Detail Reports



Printing Detail Reports

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

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

Complete the following tasks:

- Print Detail by Job
- Print Transaction Analysis
- Print Budget Revisions Detail
- Print Job Detail by Subledger



When you select a report from the menu, the system displays a DREAM Writer version list. You can copy, change, or run a version of the report using this list.

What You Should Know About

Additional Report Columns

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

See Also

- The *Technical Foundations Guide* for information about running DREAM Writers

Printing Detail by Job

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

- Budget information
- Commitment information
- Actual cost information

Detail by Job

51420

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

Page - 5
 Date - 10/26/98
 As Of - 06/30/98

5001 Main Terminal Building
 Bid Package #1
 Prime Contractor

Main Terminal Building
 7699 N. Airport Blvd.
 Denver

CO 80202

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

Processing Options for Detail by Job

DATE SELECTION:

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

COST CODE/COST TYPE RANGE SELECTION:

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

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

SUBLEDGER SELECTION:

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

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

PRINT OPTIONS:

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

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

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

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

10. Enter a "1" to print Committed Units and Amounts on 198 column paper. _____

11. Enter a "1" to print the vendor name on the commitment lines. Leave blank (default) to print _____

the commitment description.

12. Enter a "1" to print the job address and who's who information on the report headings. Leave blank to print no job address information. _____
13. Enter "D" (default) or leave blank to print detail records. Enter "S" or "1" to print summarized records. (This option checks for summarized records from the G/L Summarization.) _____
14. Enter "1" to print both posted and unposted transactions. Leave blank (default) to print only posted transactions. _____
15. Enter "1" to suppress printing Description Line 2, Reference 1, and Reference 2. Leave blank (default) to print them. _____
16. Enter "1" to print budget change amounts from the Account Balances file (F0902). Leave blank (default) to print budget amounts from the Account Detail file (F0911). _____

Printing Transaction Analysis

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

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

Transaction Analysis

7-30

Job Cost

51425

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

Page - 5
Date - 10/27/98
As of - 06/30/98

Cost Code/Typ	Description	G/L Date	Do Ty	Document Number	Supplier Number	Invoice Number	Purchase Order	Amount	Units	LT

Job Number . .	5001	Main Terminal Building								

Equipment										
02600		06/26/98	T5	158				200.00	8.00	AA
02600		06/18/98	T5	154				200.00	8.00	AA
02600		06/10/98	T5	150				200.00	8.00	AA
02600		06/02/98	T5	146				200.00	8.00	AA
02600		06/30/98	FP	1928				500.48	20.00	HA
02600	Hard Hat JE	06/30/98	JE	1913				500.00	20.00	JA

Cost Type 1355 Equipment								1,800.48	72.00	

Cost Code 02600 Sewer Work								68,175.32	1,848.00	

Paving & Surfacing Labor										
02800		06/30/98	FP	1928				2,400.00	120.00	HA
02800	Hard Hat JE	06/30/98	JE	1913				2,400.00	120.00	JA

Cost Type 1340 Labor								4,800.00	240.00	

Regular										
02800		06/30/98	T2	160				437.20	24.00	AA
02800		06/22/98	T2	156				519.15	29.00	AA
02800		06/12/98	T2	148				437.20	24.00	AA
02800		06/04/98	T2	144				437.20	24.00	AA

Cost Type 1341 Regular								1,830.75	101.00	

Premium										
02800		06/22/98	T2	156				40.99		AA

Cost Type 1342 Premium								40.99		

Burden										
02800		06/30/98	T2	160				78.70		AA
02800		06/30/98	T3	161				7.54		AA
02800		06/30/98	T3	161				58.38		AA
02800		06/22/98	T2	156				100.83		AA
02800		06/22/98	T3	157				77.82		AA
02800		06/12/98	T2	148				78.70		AA
02800		06/12/98	T3	149				65.20		AA
02800		06/04/98	T2	144				78.70		AA
02800		06/04/98	T3	145				2.53		AA
02800		06/04/98	T3	145				68.09		AA

Cost Type 1343 Burden								616.49		

Equipment										
02800		06/30/98	T5	162				200.00	8.00	AA
02800		06/22/98	T5	158				225.00	9.00	AA
02800		06/12/98	T5	150				800.00	8.00	AA
02800		06/04/98	T5	146				800.00	8.00	AA

Processing Options for Transaction Analysis

LEDGER TYPE SELECTION:

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

DATE SELECTION:

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

DOCUMENT TYPE SELECTION:

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

SUBLEDGER SELECTION:

5. Enter specific subledger or "*" for all subledgers. (See Option #6) _____
6. Enter a subledger type if you have selected a specific subledger. (See Option #5) _____
7. Enter a "1" to print subledger and subledger Type. Leave blank for no subledger and type. _____

POSTED/UNPOSTED TRANSACTION OPTION:

8. Enter "1" for Posted Transactions
"2" for Unposted Transactions
Leave blank for default of all. _____

PRINT OPTIONS:

9. Enter a "1" to print a balance forward for each account. Leave blank for no balance forward. _____
10. Enter a "1" to print the Vendor name. Leave blank to not print. _____

Printing Budget Revisions Detail

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



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

Cost Code	Cost Type	Description	Orig. Budget Estimate	Budget Changes This Month	Accum. Changes To Estimate	Revised Budget Estimate	Number of Changes
51540							
		J.D. Edwards & Company				Page - 3	
		Estimated Budget Revisions				Date - 10/27/98	
		Detail Records - F0911				As of - 06/30/98	
Company	00050	A Model Construction Mgmt Co					
Job & Phase . . .		5001 Main Terminal Building					
01000		GENERAL REQUIREMENTS					
01100		Job Supervision					
	1340	Labor	54,000.00	18,000.00	18,000.00	72,000.00	1.00
	1341	Regular					
	1343	Burden					
	1340	Labor	54,000.00	18,000.00	18,000.00	72,000.00	1.00
	1355	Equipment	9,125.00	2,875.00	2,875.00	12,000.00	1.00
01100		Job Supervision	63,125.00	20,875.00	20,875.00	84,000.00	2.00
01200		Project Sign					
	1350	Materials	5,625.00			5,625.00	
01200		Project Sign	5,625.00			5,625.00	
01000		GENERAL REQUIREMENTS	68,750.00	20,875.00	20,875.00	89,625.00	2.00
02000		SITE WORK					
02200		Clearing & Grading					
	1355	Equipment	4,750.00	525.00	525.00	5,275.00	1.00
	1360	Subcontracts	1,215,000.00			1,215,000.00	
02200		Clearing & Grading	1,219,750.00	525.00	525.00	1,220,275.00	1.00
02600		Sewer Work					
	1340	Labor	15,000.00	1,650.00	1,650.00	16,650.00	1.00
	1341	Regular					
	1342	Premium					
	1343	Burden					
	1340	Labor	15,000.00	1,650.00	1,650.00	16,650.00	1.00
	1350	Materials	313,950.00	31,400.00	31,400.00	345,350.00	1.00
	1355	Equipment	5,100.00	500.00	500.00	5,600.00	1.00
	1360	Subcontracts	1,165,000.00			1,165,000.00	
02600		Sewer Work	1,499,050.00	33,550.00	33,550.00	1,532,600.00	3.00
02800		Paving & Surfacing					
	1340	Labor	21,600.00	2,400.00	2,400.00	24,000.00	1.00
	1341	Regular					
	1342	Premium					
	1343	Burden					
	1340	Labor	21,600.00	2,400.00	2,400.00	24,000.00	1.00
	1350	Materials	15,000.00			15,000.00	
	1355	Equipment	20,000.00			20,000.00	
	1360	Subcontracts	550,000.00			550,000.00	
02800		Paving & Surfacing	606,600.00	2,400.00	2,400.00	609,000.00	1.00
02000		SITE WORK	3,325,400.00	36,475.00	36,475.00	3,361,875.00	5.00

Processing Options for Budget Revisions Detail

DATE SELECTION:

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

BUDGET TOTAL SELECTION:

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

LEDGER TYPE SELECTION:

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

LEVEL OF DETAIL SELECTIONS:

4. Specify the lowest account level of detail to print (3 thru 9). _____
5. Enter the Level of Detail (LOD) for account print suppression. All accounts with this LOD and greater will not print if all amounts equal zero (3 thru 9). _____

Budget Printing Job Detail By Subledger

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

Sub Ledger	Cost Code	Cost Type	Document Date	Document Number	Do Ty	Invoice Number	Payment Number	Contract Number	Description	Amount
51530 J.D. Edwards & Company Page - 19 Job Detail by Subledger Date - 10/27/98 As of - 06/30/98										
Company 00050 A Model Construction Mgmt Co Job & Phase . . YARD Yard Address Number 00004005 A & D Parts Company										
Sub Ledger 00003252 Subledger Type W Work Order Number										
00003252	110	8486	04/04/98	670	PV				A & D Parts Company	127.50
									Work Order Number	127.50
									00003252	127.50
Sub Ledger 00003261 Subledger Type W Work Order Number										
00003261	140	8486	04/04/98	670	PV				A & D Parts Company	36.00
									Work Order Number	36.00
									00003261	36.00
									A & D Parts Company	163.50

Processing Options for Job Detail by Subledger

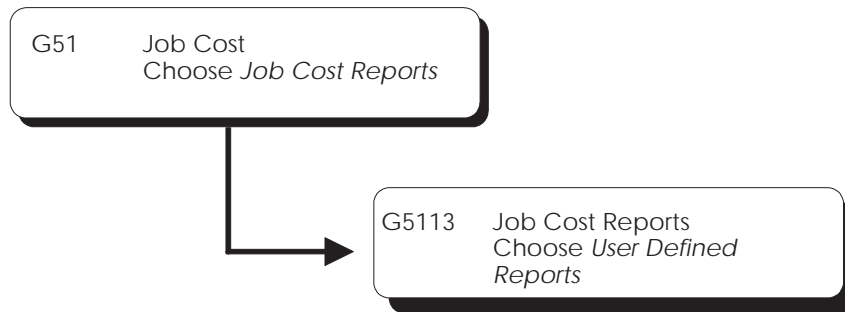
DATE SELECTION:

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

PRINT OPTION:

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

Print FASTR Reports



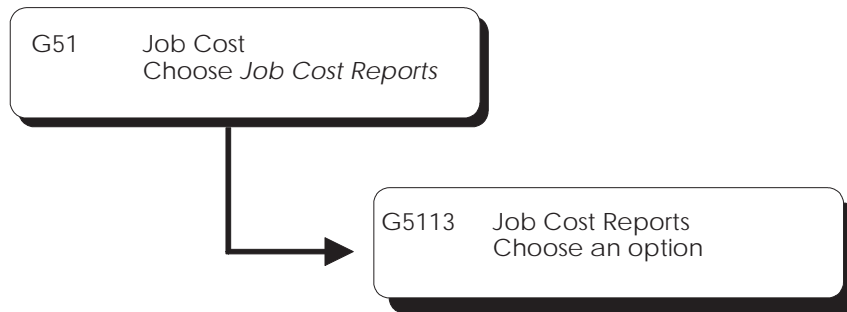
Printing FASTR Reports

You can use the FASTR Report Writer to create custom reports on any of the information in your Job Cost system.

See Also

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

Print Supplemental Data Reports



Printing Supplemental Data Reports

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

Complete the following tasks:

- Print Report by Job
- Print Report by Data Type



When you select a report from the menu, the system displays a DREAM Writer version list. You can copy, change or run a version of the report using this list.

What You Should Know About

Additional report columns

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

See Also

- The *Technical Foundation Guide* for information about running DREAM Writers

Printing Report by Job

You can review all of the supplemental information related to a specific job on the Report by Job report.

00650	J.D. Edwards & Company		Page Number	2
	Business Unit Supplemental Data - By BU #		Date	11/04/98
Business Unit	5001			
	Main Terminal Building	Level of Detail	2	
	Bid Package #1	Posting Edit		
	Prime Contractor	Division		
Company	50 A Model Construction Mgmt Co	Region		
Type Business Unit .	JB Job Cost	Group		
Daily Job Logs				
=====				
	Effective			
Log Type	From	Through	Summary Description	Entered By

MATERIAL	06/20/98		Recd. 10" Ceramic Sewer Pipe	Bill Bailey
			Received 10 pallets of 10" Ceramic Pipe 6/20/98. Inspected for damage, none found.	
SUBCONTR	01/21/98		Approved Schedule - Digger Inc	John Smith
			Reviewed and Approved schedule for Digger, Inc. Fits into overall project schedule.	
Ground Conditions				
=====				
	Effective			
Grnd. Con.	From	Through	Remarks	Delay Days

DRY	06/01/98		Excellent Conditions	
MUD	03/01/98		Equipment unable to move	2.00
			Attempting to pour concrete footers. Concrete trucks unable to get to forms due to severe mud conditions.	
20+	01/01/98		Unable to move soil	15.00
			40" of frost, unable to break up soil. Earthwork contractor unable to move earth to prep. for grade beams.	
			Total	17.00

Incident Log				
=====				
	Effective			
Type	From	Through	Entered By	Damage Est

EQUIP	05/31/98		Ron Smith	3,500.00
INJURY	05/15/98		John Jones	45,000.00
			Ironworker fell from second level deck. Railings not installed. OSHA to investigate.	
PROP	04/30/98		Bill Bailey	2,500.00
			High winds in excess of 45 mph blew decking off second level.	
			Total	51,000.00

Processing Options for Report by Job

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

Printing Report by Data Type

You can review supplemental information by data type on the Report by Data Type report.

00640		J.D. Edwards & Company		Page Number 3	
		All Business Units by Data Type - BU number		Date 11/04/98	
Ground Conditions					
=====					
Bus. Unit	Name	Effective Date		Remarks	Delay Days
		From	Through		

Grnd. Con.	DRY			
				
	5001 Main Terminal Building	06/01/98		Excellent Conditions	
					Total for: DRY
Grnd. Con.	MUD			
				
	5001 Main Terminal Building	03/01/98		Equipment unable to move Attempting to pour concrete footers. Concrete trucks unable to get to forms due to severe mud conditions.	2.00
					Total for: MUD
					2.00
Grnd. Con.	20+			
				
	5001 Main Terminal Building	01/01/98		Unable to move soil 40" of frost, unable to break up soil. Earthwork contractor unable to move earth to prep. for grade beams.	15.00
					Total for: 20+
					15.00
					Total for: Ground Conditions
					17.00

Processing Options for Report by Data Type

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



Job Progress

Objectives

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

About Job Progress

You use job progress to enter information used to calculate the overall percentage of completion and projected final values for a job.

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

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

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

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



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

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

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

Complete the following tasks:

- Understand methods of computation
- Work with job progress

Understanding Job Progress

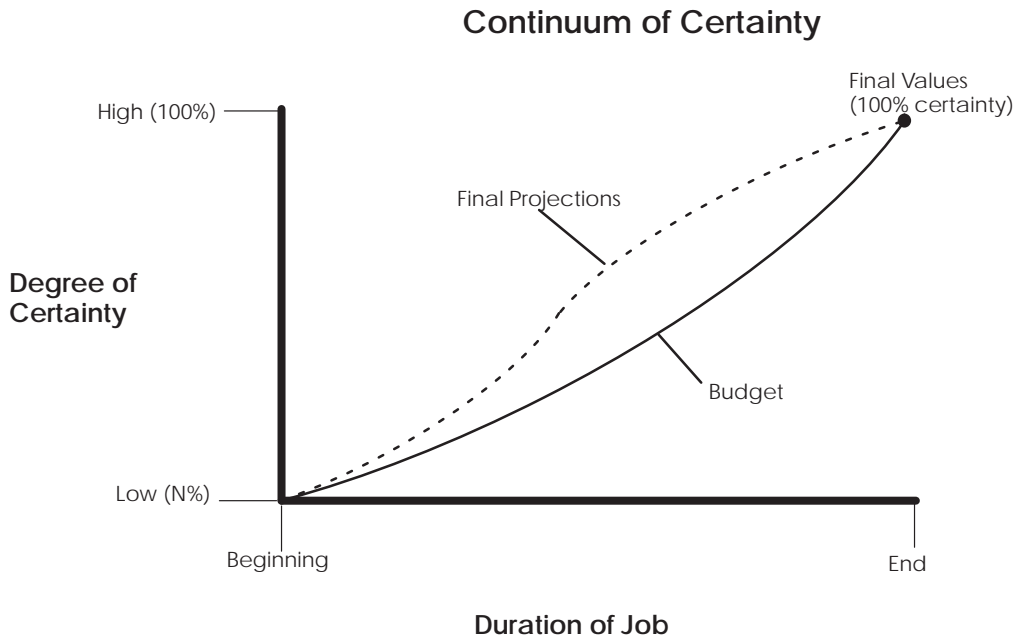
You should understand the following topics related to job progress:

- Continuum of certainty
- Job cost ledger types

Continuum of Certainty

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

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



The graph shows the certainty of the projected final values and budget, relative to the actual final values and budget, over the course of a job. As your projected final values change, you can adjust your budget to compensate. At the end of the job, your projected values, actual final values, and final budget should all be the same.

As your projected final values change, you can adjust your budget to compensate. At the end of the job, your projected values, actual final values, and final budget should all be the same.

Your projected final values give you a point of reference from which to make changes to your job. The sooner you react to variances in your projected final and budgeted final values, the sooner you can identify problems and correct them.

Job Cost Ledger Types

The data used to calculate job progress is stored in the Account Balances table. The ledgers in the Account Ledger table (F0911) can contain both amounts and quantities that support the information in the Account Balances table, including:

- Budget information
- Commitment information
- Actual information
- Field progress information
- Forecasts and estimates
- Projected final information

The Job Cost system uses the following user defined ledger types (system 09, type LT):

AA and AU	Actual amounts (AA) and actual units (AU).
JA and JU	Job budgeted amounts (JA) and job budgeted units (JU).
PA and PU	Committed amounts (PA) and committed units (PU). These are related to purchase orders and subcontracts.
HA and HU	Projected final amounts (HA) and projected final units (HU).
FA and FU	Field progress amounts (FA) and field progress units (FU). These are related to the difference between the job cost budget and the projected final values.
F%	Percent of job complete.
IA and IU	Budget change amounts (IA) and budget change units (IU). These are related to methods of computation R and A and are maintained by the system.
RA	Remaining unit rate. This is related to method of computation U.

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



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

Note that any budget ledgers included in these tables will be used in projected final calculations.

See Also

- *Understanding Methods of Computation (P510211)*
- *Working with Job Progress (P510211)*

Understand Methods of Computation

Understanding Methods of Computation

About Methods of Computation

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

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

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

Caution: The methods of computation are central to the processes related to the Job Cost system. Do not change the user defined codes associated with them.



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

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

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

Method of Computation Selection Table

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

	A	B	C	D	E	F	G	I	N	O	P	Q	R	S	T	U	V
What kind of account is it?																	
Revenue Account							Y										Y
Header Account	Y												Y		Y		
Detail Account		Y	Y					Y								Y	
Header or Detail Account				Y	Y	Y			Y	Y	Y	Y		Y			Y
How does the account affect detail budgets?														Y			
Drives Header Percentage Change to Detail																	
Forces Budget Equal to Actual	Y																
What is the best predictor available?																	
Contracts/Purchase Orders		Y															
Quantities - Unit Rate												Y	Y			Y	
Estimate Percentage Complete			Y								Y						
Forecast Over/Under Budget						Y	Y										
Estimate to Complete					Y												
What does the detail take from the header?																	
Percentage of Completion			Y														
Units/Quantities																Y	
Progress entry is not required.				Y													Y
Allow the system to select the best method?										Y					Y		
Is the sum total from the detail?															Y		
Is the account included in the summary?									Y								
No projections are desired.										Y							

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

Input Eligible Ledger Types by Method of Computation

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



The system updates the HA and HU ledgers automatically. Input values depend on the method of computation.

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

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

Method of Computation Descriptions

Method A (Account Budget — Forced)

You use method A for a header account where subordinate accounts share a common cost code. The system forces the revised budget values to equal the actual values for the header and subordinate accounts.

When you choose method A:

- The revised budget equals the actual amount for all of the accounts in the cost code range.
- The projected final values are determined by the method of computation at the detail level. At the header level, the projected final values are calculated like the default method (method D).
- Budget adjustments are stored in the IA/IU ledger.

For method A, the following applies:

- You can enter actual units and force over/under units
- Must be used at the header level

Method B (Buyout or Fixed Price Contracts)

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

- Projected final = actual + open commitments.

- If open commitments + actuals = zero, the revised budget equals the projected final values.
- Percent complete = (actual / projected final) x 100.

For Method of Computation B, the following applies:

- You can enter actual units
- Must be used at the detail level

Method C (Percent Complete from Cost Code Header)

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

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

For method C, the following applies:

- You can enter actual units
- Must be used at the detail level

Method D (Default)

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

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

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



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

For method D, the following applies:

- You can enter actual values

Method E (Estimate to Complete)

You use method E for accounts where the estimated actual cost or quantity to complete the work can be determined.

Projected final values are equal to revised budget values until an estimate to complete values is entered. When you enter an estimate to complete, the value is added to the actual value to calculate the projected final value. The projected final value remains the same until a new estimate to complete is entered.

For method E, the following applies:

- You can enter estimate to complete
- You can enter estimate at completion
- You can enter actual units

Method F (Forced)

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

- Percent complete and projected final amount and quantity
- Projected over/under amount and quantity

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

If projected over/under values or projected final values are entered, the projected final values equal the projected over/under values plus the revised budget.

If the actual values exceed the new projected final values, the projected final values equal the actual values.

For method F, the following applies:

- You can enter projected final units and amounts

- You can enter projected over/under units and amounts
- Percent complete can be entered, but not used to calculate projections
- You can enter actual units

Method G (Budget Default — Forced)

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

- The projected final values can be less than zero.
- The projected final value can be less than the actual value.
- If no projected over/under values or projected final values are entered, projected final values equal the revised budget values.

For method G, the following applies:

- You can enter projected final units and amounts
- Projected over/under units and amounts
- Percent complete can be entered, but not used to calculate projections
- You can enter actual units

Method I (Include)

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

For method I, the following applies:

- Must be used with method S
- Must be used at the detail level
- You can enter actual units

Method N (No Projection)

You use method N for the header and detail accounts that you do not want to calculate final projections. This eliminates the chance of error with duplicate projected final values when budgeting is done at the header level.

For method N, the following applies:

- Can be used at the header or detail level

- You can enter actual units

Method O (Override)

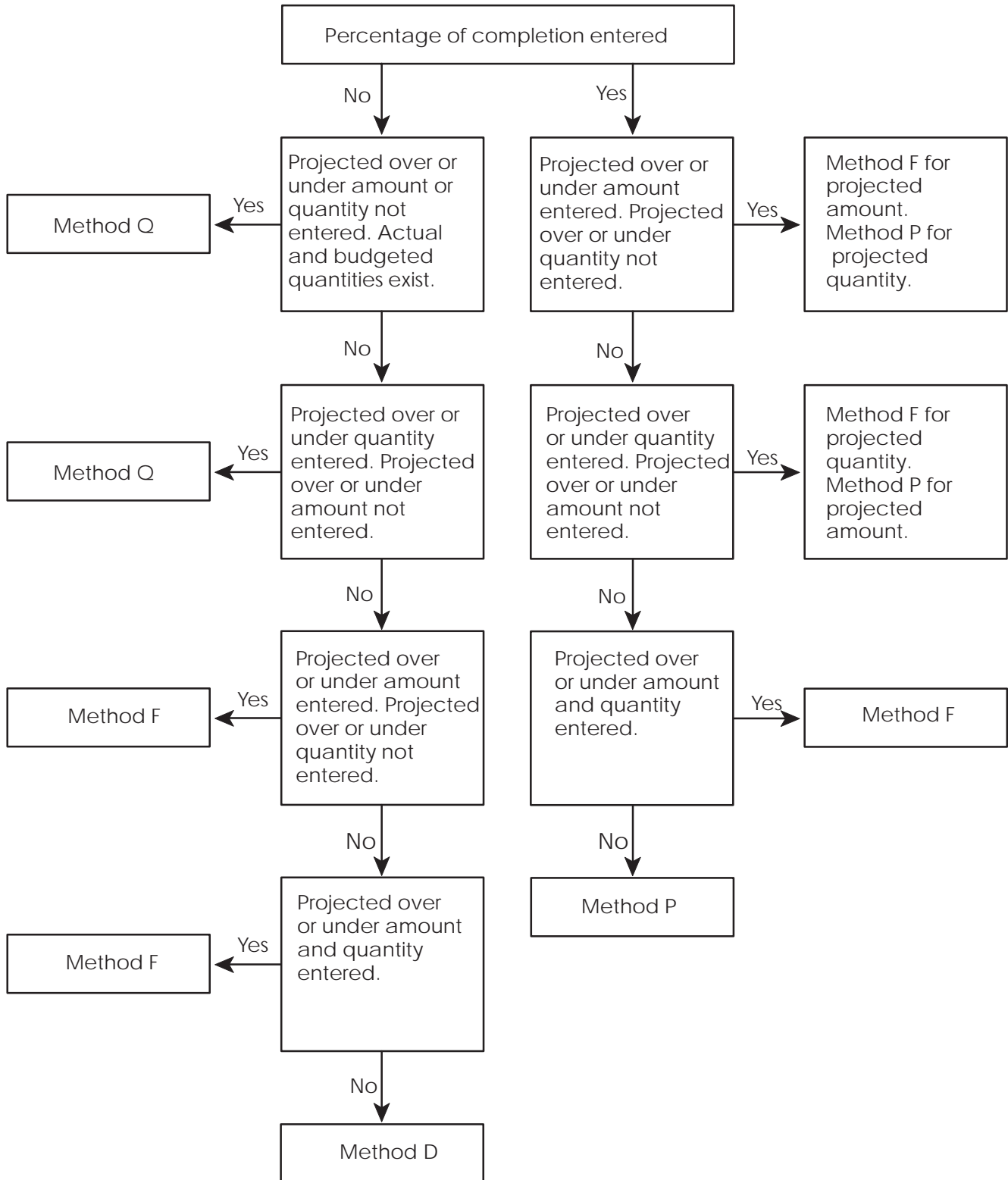
You use method O for both header and detail accounts.

For method O, the following applies:

- All input is allowed.

Method O can function like method D, Q, F, or P, depending on the information you provide. The following flowchart illustrates how the system determines which method to use.

Method O can function like method D, Q, F, or P, depending on the information you provide.



Method P (Percent Complete)

You use method P for both header and detail accounts for which you want to enter a percentage of completion to estimate the final projections. When you choose this method of computation:

- If the percent complete is less than the threshold percent complete, or if no percentage of completion is entered, method P functions like the default method.
- If the percent complete is greater than the threshold percent complete, then the Actual cost / % complete = projected final cost.
- Actual units / % complete = projected final units.

For method P, the following applies:

- You can enter actual units
- You can enter percent complete

Method Q (Quantities)

You use method Q for both header and detail accounts in which progress is measured by unit quantity. When you choose this method of computation:

- Percent complete = (actual quantity / projected final quantity) x 100.
- If the percent complete is greater than the threshold, then the Projected final amount = actual amount / percent complete.
- Projected final units are calculated like method F.
- If the actual amount is zero and the account percentage of completion is 100%, one of the following applies:
 - The projected final amount is the greater value of either the committed or budgeted amount.
 - If the account is a revenue account (the original budget is negative), the projected final amount is the lesser value of either the committed or budgeted amount.
- If the percent complete is less than the threshold, method Q works like the default method.

For method Q, the following applies:

- You can enter projected final quantity
- You can enter projected over/under quantity
- You can enter actual units

Method R (Revenue — Unit Price Contract)

You use method R for header accounts and when a contractor is paid based on the quantity in place. Budgets of detail accounts are revised based on changes to budgets at the header level.

The system calculates the ratio of change in the quantity at the header level and automatically applies the percent change to the budget values for the related detail accounts. The new information for the revised budget is maintained in ledger type IA and IU.

For method R, the following applies:

- You can enter actual units
- You can enter projected final quantity
- You can enter projected over/under quantity
- Must be used at the header level

Note: The user defined codes (system 51, type RB and system 51, type RU) identify which ledger types are included in the revised budget amount and quantity.



The user defined codes (system 51, type RB and system 51, type RU) identify which ledger types are included in the revised budget amount and quantity.

Header Accounts

For method R, projected final values are calculated like the default method.

Detail Accounts

Method R calculates the values in the detail accounts as follows:

- $\text{New revised budget} = \text{old budget} \times \text{ratio of change from the header account.}$
- Projected finals are calculated based on the method of computation of the detail account

Method S (Summary)

You use method S to summarize amounts at a lower level of detail with method of computation I. The system summarizes only the actual, committed, and budgeted amounts. The unit quantities and any other information are not summarized. This method is valid for an account that satisfies the following requirements:

- It can be either a header or detail account.
- It has a higher level of detail than the related accounts with method I which you want to summarize together.
- It must be within the same cost code as the accounts to be summarized into it.

After the accounts have been summarized, the system uses the same logic as method O to process the information for the account with method S.

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

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

For method S, the following applies:

- All input is allowed at S lines.
- For method I, you can enter the actual units.

Method T (Total)

You use method T for a header account. Projections are calculated like method D.

When level of detail totals are seen on reports and inquiries, method T is assigned as the method of computation for the subtotal line.

For method T, the following applies:

- You can enter actual units
- Must be used at the header level

Method U (Remaining Unit Rate)

You use method U for a detail account for which you want to calculate the remaining amount required to complete it. To do this, the system uses the remaining quantity from its related header account. You can enter the remaining unit rate. Method U calculates the following values:

- Remaining amount = remaining quantity x remaining unit rate
- Projected final = remaining amount + actual amount

You can use this method on both the Combined Progress Entry program and the Unit Rate Progress Entry program.

For Method of Computation U, the following applies:

- You can enter actual units
- You can enter the remaining unit rate
- Must be used at the detail level

Method V (Revenue — Absolute Value)

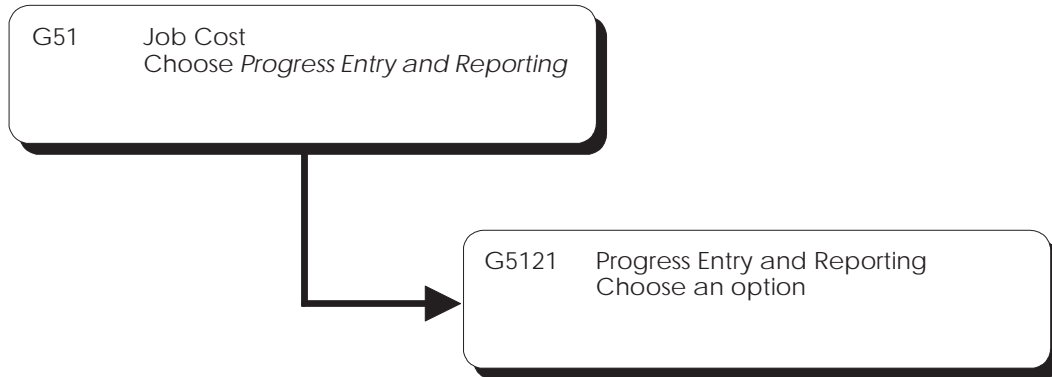
You use method V for header and detail accounts with credit balances, such as revenue accounts. With this method, the final projections can be less than zero. Method V calculates the following values:

- Projected final = equals the greater of the absolute value of the revised budget, the absolute value of the actual plus the open commitments, or the absolute value of the actual

For method V, the following applies:

- You can enter actual units

Work with Job Progress



Working with Job Progress

You use job progress to enter information used to calculate the overall percentage of completion and projected final values for a job.

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

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

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

In addition, if your job progress information does not suit your business needs, you can update the methods of computation you selected and recalculate the job progress information.

Complete the following tasks:

- Generate a worksheet
- Enter job progress information
- Update the method of computation
- Recalculate job progress

Working with Job Progress

You use job progress enter information used to calculate the overall percentage of completion and projected final values for a job.

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

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

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

In addition, if your job progress information does not suit your business needs, you can update the methods of computation you selected and recalculate the job progress information.

Complete the following tasks:

- Generate a worksheet. See *Working with Job Progress (P51432)* or *(P514321)*
- Enter job progress information. See *Working with Job Progress (P510211)*
- Update the method of computation. See *Working with Job Progress (P10211)* or *(P519901)*
- Recalculate job progress. See *Working with Job Progress (P51803)*

You use job progress to calculate the overall percentage of completion and projected final values for a job, based on the percentage of completion and actual costs and quantities of each task within the job.

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

See Also

- *Understanding Methods of Computation (P510211)*

Working with Job Progress

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

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

In addition, if your job progress information does not suit your business needs, you can update the methods of computation you selected and recalculate the job progress information.

Complete the following tasks:

- Generate a worksheet. See *Working with Job Progress (P51432)* or *(P514321)*
- Enter job progress information. See *Working with Job Progress (P510211)*
- Update the method of computation. See *Working with Job Progress (P10211)* or *(P519901)*
- Recalculate job progress. See *Working with Job Progress (P51803)*

See Also

- *Understanding Methods of Computation (P510211)*

Generating a Worksheet

To calculate projected final information, you must first estimate the progress information for each task in the job.

You can generate a worksheet to use as a turnaround document on which you can record percentage of completion information and relevant amounts and quantities for each task in a job. You can also use the percentage of completion and projected final values when you perform profit recognition for the job.

You can generate the following two reports to use as worksheets:

- Generate the Field Progress Report
- Generate the Projected Final Progress Report

Generating the Field Progress Report

The Field Progress Report shows projected final amounts and quantities or projected over/under amounts and quantities. It also shows the budgeted and actual amounts and quantities for the tasks in your job.

51432		J.D. Edwards & Company				Page	-		3
As of - 06/30/98		Labor Progress Report				Date	- 10/28/98		
5001 Main Terminal Building									
.. Cost Budget ..		Units	%	.. Projected Final ..		M
Code	Type	Description	Units	UM	In Place	Comp	Units	Amount	C
01000		GENERAL REQUIREMENTS		EA	Last Reported -				T
					New Estimates -				
01100		Job Supervision		MH	Last Reported -				T
					New Estimates -				
	1340	Labor	4,000.00	MH	Last Reported -		4,000.00	72,000.00	S
					New Estimates -				
	1341	Regular		MH	Last Reported -	256.00			I
					New Estimates -				
	1343	Burden		MH	Last Reported -				I
					New Estimates -				
	1355	Equipment	2,000.00	HR	Last Reported -	256.00	12.80	2,000.00	12,000.00
					New Estimates -				Q
01200		Project Sign		LS	Last Reported -				T
					New Estimates -				
	1350	Materials		LS	Last Reported -		47.94	5,625.00	D
					New Estimates -				
02000		SITE WORK		CY	Last Reported -				T
					New Estimates -				
02200		Clearing & Grading	241.00	CY	Last Reported -			241.00	T
					New Estimates -				
	1355	Equipment	200.00	HR	Last Reported -			200.00	5,275.00
					New Estimates -				Q
	1360	Subcontracts	1.00	LS	Last Reported -		36.82	1.00	220,000.00
					New Estimates -				B
02600		Sewer Work		LF	Last Reported -				T
					New Estimates -				
	1340	Labor	810.00	MH	Last Reported -			810.00	16,650.00
					New Estimates -				S
	1341	Regular		MH	Last Reported -	274.00			I
					New Estimates -				
	1342	Premium		MH	Last Reported -				I
					New Estimates -				
	1343	Burden		MH	Last Reported -				I
					New Estimates -				

Processing Options for Field Progress Report

DATE SELECTION:

1. Enter the "As Of" date on which to base this report. Leave blank to use the current financial reporting date. _____

PRINT OPTIONS:

2. To print a specific subledger, enter that subledger. Enter an asterisk ("*") to print all subledgers. _____
3. Enter the subledger type if you entered a specific subledger above. _____
4. Specify the lowest account level of detail to print (3 thru 9). _____
5. Enter a "1" to start printing on a new page whenever a new job is encountered. _____
6. Enter a "1" to page skip and to print headings on every page. _____
7. Enter the date to print on the report. Leave blank to print the As Of date. NOTE: If you enter a date here, the report will still be based on the As Of date. _____
8. Enter a "1" to print a total at the end of each job. Leave blank to print no job totals. _____
9. Enter a "1" to print the Projected Final. Leave blank to print the Projected Over/Under. _____
10. Enter a "1" to print underlines for entry fields based on the method of computation. Leave blank to print underlines for all fields. _____
11. Enter a "1" to print budget and actual amounts on 198 column width form. Leave blank to print units only on 132 column width form. _____

Generating the Projected Final Progress Report

The Projected Final Progress Report shows the projected final values, and budgeted and actual amounts and quantities for the tasks in your job.

514321		J.D. Edwards & Company				Page	-		3
		Labor Progress Report				Date	- 11/15/98		
						As of	- 06/30/98		
5001 Main Terminal Building									
Code	Acct	Description	Units	Amount	UM	Units	Amount	M % C Cmp	Projected Final Units Amount
01000		GENERAL REQUIREMENTS			EA Lst Rep: New Est:			T	
01100		Job Supervision			MH Lst Rep: New Est:			T	
1340		Labor	4,000	72,000	MH Lst Rep: New Est:			S	4,000 72,000
1341		Regular			MH Lst Rep: New Est:	256	5,888	I	
1343		Burden			MH Lst Rep: New Est:		2,077	I	
1355		Equipment	2,000	12,000	HR Lst Rep: New Est:	256	1,472	Q 13	2,000 12,000
01200		Project Sign			LS Lst Rep: New Est:			T	
1350		Materials		5,625	LS Lst Rep: New Est:		2,697	D 48	5,625
02000		SITE WORK			CY Lst Rep: New Est:			T	
02200		Clearing & Grading	241		CY Lst Rep: New Est:			T	241
1355		Equipment	200	5,275	HR Lst Rep: New Est:			Q	200 5,275
1360		Subcontracts	1	215,000	LS Lst Rep: New Est:		81,000	B 37	1 220,000

Working with Job Progress

You use job progress enter information used to calculate the overall percentage of completion and projected final values for a job.

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

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

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

In addition, if your job progress information does not suit your business needs, you can update the methods of computation you selected and recalculate the job progress information.

Complete the following tasks:

- Generate a worksheet. See *Working with Job Progress* (P51432) or (P514321)
- Enter job progress information
- Update the method of computation
- Recalculate job progress. See *Working with Job Progress* (P51803)

You use job progress to calculate the overall percentage of completion and projected final values for a job, based on the percentage of completion and actual costs and quantities of each task within the job.

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

See Also

- *Understanding Methods of Computation* (P510211)

Processing Options for Projected Final Progress Report

DATE SELECTION:

1. Enter the "As Of" date on which to base this report. Leave blank to use the current financial reporting date. _____

PRINT OPTIONS:

2. To print a specific subledger, enter that subledger. Enter an asterisk ("*") to print all subledgers. _____
3. Enter the subledger type if you entered a specific subledger above. _____
4. Specify the lowest account level of detail to print (3 thru 9). _____
5. Enter a "1" to begin printing on a new page whenever a new job is encountered. _____
6. Enter a "1" to page skip and to print headings on every page. _____
7. Enter the date to print on the report. Leave blank to print the As Of date on the report. NOTE: If you enter a date here, the report will still be based on the As Of date. _____
8. Enter a "1" to print a total for each job. Leave blank to print no job totals. _____
9. Enter a "1" to print underlines for entry fields based on the method of computation. Leave blank to print underlines for all fields. _____

Entering Job Progress Information

You use job progress to enter information used to calculate the overall percentage of completion and projected final values for a job.

You can use the Job Cost system to generate a worksheet on which you can record your job progress information. You can then enter the information into your system and review it before you calculate your percentage of completion and projected final values.

Complete the following tasks:

- Input job progress information
- Review job progress information. See *Reviewing Job Progress Information* (P512000)

- Review job progress information

► **To input job progress information**

On Combined Progress Entry

510211 - Combined Progress Entry

Functions Options Tools Help

Thru Date/Period 06/30/98

Job Number 5001 Main Terminal Buildi

Cost Code 02600 Regular Subledger

Cost Code/Type 02600 1341 Regular

Ref No Description

M

C UM . . . Actual . . . Force +/- . . . Force Total . . . % Complete .

0 MH 274 274

Amt 4,995.90

			ABUR	AUR	BARV	ECUR	
P	Account Description	L	UM	Rev Budget	Actual Unit	Rate Var.	Est. at Comp
		D	C	Unit Rate	Rate	(Bud-Act)	Unit Rate
	Regular	9	0		18.2332	18.2332-	18.2332
	Premium	9	I				
	Burden	9	I				
	Materials	8	F	45.5007	45.0000	.5007	45.5007
	Equipment	8	0	25.4546	25.0000	.4546	25.0022
	Subcontracts	8	B	5,000.0000		5,000.0000	5,000.0000
	Total Accounts			5,070.9552	88.2332	4,982.7220	5,088.7361

Opt 1=Audit F5=Update F17/F18=Roll Acct F19/20=Roll Range F24=More MW

1. Complete the following field to locate the job:
 - Job Number
2. Complete the following optional fields to select a specific account:
 - Cost Code
 - Cost Type
 - Thru Date/Period

3. Depending on the method of computation, complete the following optional fields per line item (some fields are not shown above):
 - Actual
 - Force +/-
 - Force Total
 - % Complete
 - Estimate to Complete
 - Estimate at Completion
 - Units (Entered on the first line designated by the Unit of Measure, UM, heading.)
 - Amount (Entered on the Amt line designated by the Unit of Measure, UM, heading.)
 - Unit Rate (Entered on the A/U line designated by the Unit of Measure, UM, heading.)



The method of computation determines the fields in which you can enter information per line item. See *Understand Methods of Computation (P510211)*.

4. Toggle to Budget Change Order Entry.

[510211] - Combined Progress Entry

Functions Options Tools Help

Thru Date/Period 06/30/98

Job Number 5001 Main Terminal Buildi

Cost Code 02600 Regular Subledger *

Cost Code/Type 02600 1341 Regular

Ref No Description

M Job Cost Budget Amou Memo Budget Chang

C UM Incremental Cumulative Incremental Cumulative

0 MH Amt

			ABUR	AUR	BARV	ECUR		
P	Account Description	L	M	UM	Rev Budget	Actual Unit	Rate Var.	Est.at Comp
		D	C		Unit Rate	Rate	(Bud-Act)	Unit Rate
	Regular	9	0	MH		18.2332	18.2332-	18.2332
	Premium	9	I	MH				
	Burden	9	I	MH				
	Materials	8	0	LF	45.5007	45.0000	0.5007	44.9958
	Equipment	8	0	HR	25.4546	25.0000	0.4546	25.0022
	Subcontracts	8	B	LS	5,000.0000		5,000.0000	5,000.0000
	Total Accounts				5,070.9552	88.2332	4,982.7220	5,088.2312

Opt: 1=Audit F5=Update F17/F18=Roll Acct F19/20=Roll Range F24=More MW

5. Complete the following fields to adjust your budget units (entered on the appropriate column of the first line designated by the Unit of Measure, UM, heading):
 - Incremental
 - Cumulative
6. Complete the following fields to adjust your budget amounts (entered on the appropriate column of the Amt line designated by the Unit of Measure, UM, heading):
 - Incremental
 - Cumulative



You assign the budget ledger types in the processing options for Combined Progress Entry.

Note: You assign the budget ledger types in the processing options for Combined Progress Entry..

What You Should Know About

Combined Progress Entry fields

Input fields by line:

- Unit: This field represents the user-specified unit for the line item.
- Amt: This field represents the dollar amount for the line item.
- A/U: This field represents the dollar amount, per unit, remaining to complete work on the line item.

Actual: Enter the actual value for the line item.

Force +/-: Enter the value by which you want to change the line item.

Force Total: Enter the total value that you want the system to use in progress calculations for the line item.

% Complete: Enter the percentage of completion for the work related to the line item.

Estimate at Completion: Enter the total value that you want the system to use for progress calculations. For method of computation E only.

Estimate to Complete: Enter the value you want to add to the actual value to calculate new projected final values. For method of computation E only.

Unit Rate: Enter the rate per unit that you want to apply to remaining units to calculate projected final costs.

Incremental: Enter the value by which you want the budget to change for the line item.

Cumulative: Enter the total value to which you want the budget to change for the line item.

Inquiry Columns: The values in these fields are determined by a processing option.

See *Setting Up Job Status Inquiry (P51921)* for more information on inquiry columns.

Field protection

You can use the JC01-99 AAIs to protect the Actual fields from being changed when the values associated with a line item can be affected by other systems, such as Accounts Payable and Payroll.

See *Defining Automatic Accounting Instructions (P00121)*.

Additional progress entry and reporting programs

In addition to the Job Status Inquiry program, you can use the following programs on the Job Entry and Reporting menu to enter job progress information:

- Projected Final Progress Entry — Use this program to enter projected final information related to a specific cost code in a job.
- Cost Code Progress Entry — Use this program to enter progress information by a cost code or range of cost codes within a job.
- Unit Rate Progress Entry — Use this program to enter unit amount progress information for a job.

Processing Options for Combined Progress Entry

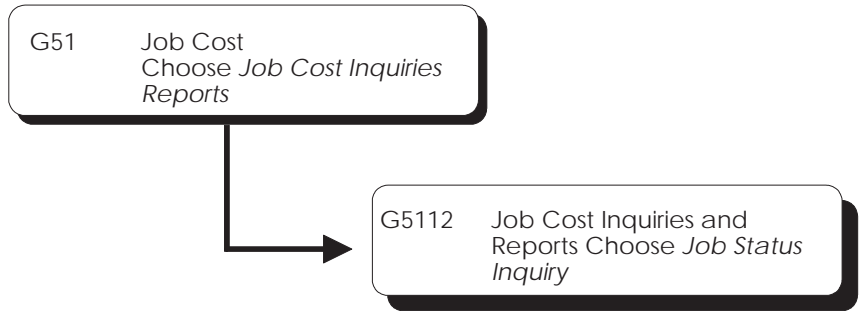
DISPLAY DEFAULT OPTIONS:

1. Enter the account sequence to display: _____
 "1" = Account Category Code 1
 "2" = Account Category Code 2
 "3" = Account Category Code 3
 "4" = Alternate Cost Code
 "5" = Major Cost Code Header
 Blank = Cost Code sequence.
2. Enter the Code Code range to display: _____
 a. From Cost Code: _____
 b. Thru Code Code: _____
3. Enter the Cost Type range to display: _____
 a. From Cost Type: _____
 b. Thru Cost Type: _____
 NOTE: Leave ranges blank to include
 all Cost Codes and Cost Types

AUDIT TRAIL SELECTION:

4. Select one of the following: _____
 "1" = Create audit trail records
 (F0911s) for every change.
 "2" = Do not create F0911s.
 Blank = Create F0911s summarized by
 G/L Date.
5. Designate an inquiry format: _____
6. Identify Budget Ledgers:
 Enter up to two Budget Ledgers to
 be updated.
 a. Budget Ledger One _____
 b. Budget Ledger Two _____
 NOTE: If Both Ledgers are blank,
 Budget processing will not work
7. Enter a "1" to display units with
 decimals. Default is no decimals. _____
8. Enter a "1" to bypass G/L date
 editing. Leave blank to perform
 all G/L date edits. _____
9. Enter a "1" to prevent changes to
 the Method of Computation field. _____

▶ To review job progress information

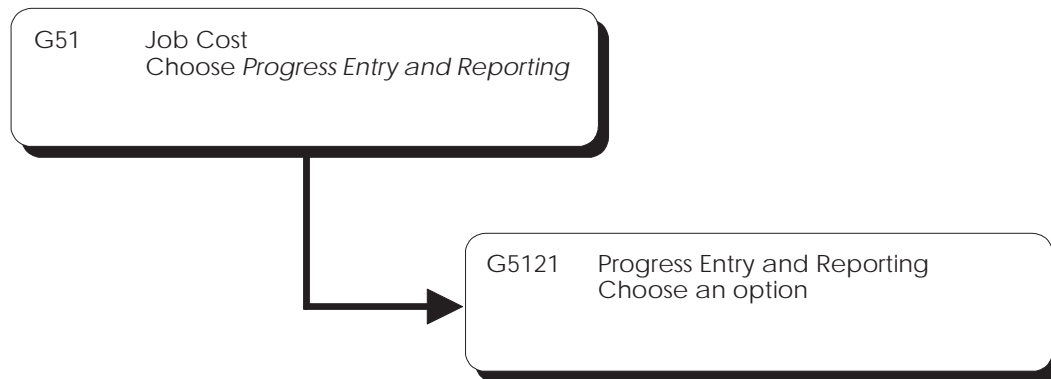


On Job Status Inquiry

Account Description	Revised Budget Amt	Open Commitments	Actual Amount	Estimate at Completion	M
SITE WORK					T
Clearing & Grading					T
Equipment	5,275			5,275	Q
Subcontracts	215,000	139,000	162,000	521,000	B
Clearing & Grading	220,275	139,000	162,000	526,275	T
Sewer Work					T
Labor	16,650			16,650	S
Regular			4,996		I
Premium			93		I
Burden			1,835		I
Labor	16,650		6,925	16,650	S
Materials	345,350	163,000	153,000	345,350	F
Equipment	5,600		2,275	5,501	Q

1. Complete the following field to locate the job:
 - Job Number
2. Review and update the information as needed.

Updating the Method of Computation



Final projections are calculated using a method of computation you choose. The system provides you with a number of different methods of computation to meet your specific business needs.

You can change the method of computation you use for each line item of your cost code structure.

Note: You can also change the method of computation for all of the accounts in a cost code structure at the same time by running the Method of Computation Update program on the Technical Operations menu.



You can also change the method of computation for all of the accounts in a cost code structure at the same time by running the Method of Computation Update program on the Technical Operations menu.

► To update the method of computation

On any Progress Entry form

1. Complete the following field to locate the job:
 - Job Number
2. Complete the following field per line item:
 - Method of Computation

Working with Job Progress

You use job progress enter information used to calculate the overall percentage of completion and projected final values for a job.

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

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

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

In addition, if your job progress information does not suit your business needs, you can update the methods of computation you selected and recalculate the job progress information.

Complete the following tasks:

- Generate a worksheet. See *Working with Job Progress* (P51432) or (P514321)
- Enter job progress information. See *Working with Job Progress* (P510211)
- Update the method of computation. See *Working with Job Progress* (P10211) or (P519901)
- Recalculate job progress. See *Working with Job Progress* (P51803)

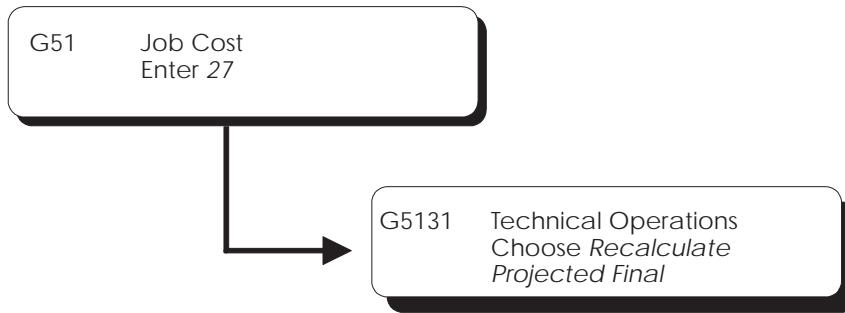
Processing Options for Method of Computation Update

MOC SELECTION:

1. Enter the new Method of Computation
for update to the Account Master
file (F0901).

NOTE: Be sure to limit the records
selected for update through DREAM
Writer Data Selection.

Recalculating Job Progress



If your projected final information is incorrect, you can update the methods of computation and run the Recalculate Projected Final program to direct the system to recalculate your projected final information. You should run this program on an exception basis only.

Processing Options for Recalculate Projected Final

DATE RANGE SELECTION:

Job Cost Projections will be recalculated for the fiscal years starting with the "From" fiscal period/year and ending with the "Thru" fiscal period/year specified below.

1. Enter the From fiscal period number: _____
2. Enter the From fiscal year: _____
3. Enter the Thru fiscal period number: _____
4. Enter the Thru fiscal year: _____



Exercises

See the exercises for this chapter.

Test Yourself: Working with Job Progress

1. For what purpose do you use job progress worksheets?

2. What limits the progress information that can be entered?

3. Which ledger types are updated when you enter progress information for your job?

The answers to this *Test Yourself* are found in *Appendix B*.



Profit Recognition

Objectives

- To recognize and adjust the profit, revenue, and cost details of a job at any time during the job
- To create journal entries related to profit recognition information

About Profit Recognition

You perform profit recognition to estimate the profit for a job at any time during the job. The system calculates job profit by creating journal entries to adjust the actual costs and revenue for the job to what they should be, based on the percentage of completion of the job. The profit estimates can reflect either a net profit or a net loss.

When you perform profit recognition, you can create journal entries to recognize your estimated profit for financial reporting purposes. You do this to adjust actual profit to what it should be, based on the percentage of completion of the job. You can also move costs from work-in-progress (WIP) to your income statement.

Profit recognition is independent of the billing status of the job. For example, you can recognize profit for a job even if you have not billed for all of the work that is complete.

You can use profit recognition to:

- Record job-to-date revenue and expenses on your income statement
- Relieve the WIP amounts from your balance sheet
- Record overbilling and underbilling amounts
- Enter adjustments for stored materials and accrued costs
- Record provision for projected loss



Complete the following tasks:

- Estimate job profit
- Work with estimated profit
- Understand profit recognition journal entries
- Work with profit recognition journal entries

Estimate Job Profit

Estimating Job Profit

You perform profit recognition to estimate the profit for a job at any time during the job. The system calculates job profit by creating journal entries to adjust the actual costs and revenue for the job to what they should be, based on the percentage of completion of the job. The profit estimates can reflect either a net profit or a net loss.

Profit recognition is independent of the billing status of the job. For example, you can recognize profit for a job even if you have not billed for all of the work that is complete.

The system calculates estimated profit based on the following criteria:

- The percent complete is based on either the current cost or the current revenue for the job.
- Earned amounts are calculated as the projected final amounts multiplied by the percent complete.
- Over/under amounts are calculated as the actual amounts minus the earned amounts.

You must determine and enter the percentage of completion for a job before you can estimate its profit information.

Complete the following tasks:

- Enter the percentage of completion. See *Entering the Percentage of Completion (P511112)*
- Generate profit information. See *Generating Profit Information (P51800)*
- Enter the percentage of completion
- Generate profit information

What You Should Know About

Profit recognition thresholds

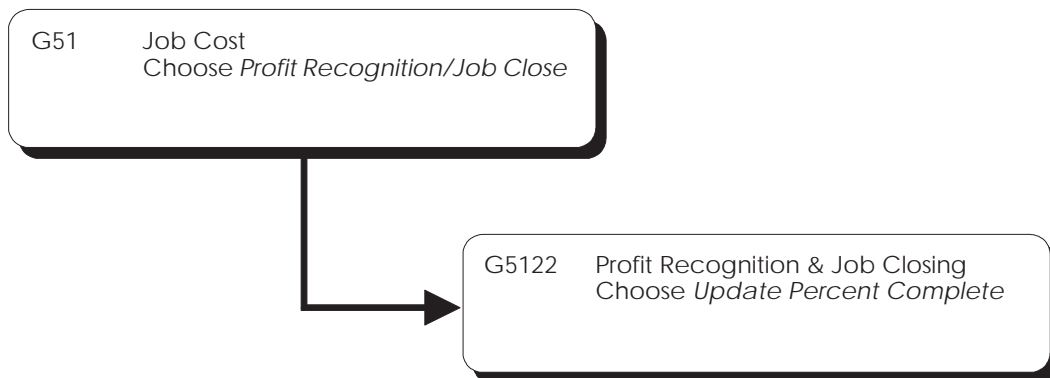
You can set up your system so that it does not calculate the profit for a job until the percentage of completion is greater than or equal to a certain amount. This amount is called a profit recognition threshold.

The system recognizes profit for accounts with a profit recognition threshold in the following ways:

- If the percentage of completion is less than the threshold amount, the earned job-to-date profit is recorded as zero.
- If the percentage of completion is based on cost, the system forces the earned revenue to equal the earned cost. If it is based on revenue, the system forces the earned cost to equal the earned revenue.
- After the threshold is reached, the deferred profit can be recognized immediately or amortized over the remaining life of the job.

See the *Build Recognition Data* program (P98300) and *Reviewing Profit Information* (P51440).

Entering the Percentage of Completion



You must determine the percentage of completion for a job before you can estimate its profit information. You can either manually enter a percentage of completion for the job, or you can direct the system to calculate it using the actual and projected final amounts.

► **To enter the percentage of completion**

On Update Percent Complete

1. Complete the following field to locate the company:
 - Company
2. Complete the following field for the job:
 - Percent Complete

Field	Explanation
Percent Complete	<p>A measurement that identifies the progress being made on an item such as an account, work order, and so on. (It is not always a calculated field and may need to be updated manually.)</p> <p>..... <i>Form-specific information</i></p> <p>The percent complete that overrides the percent complete calculated during profit recognition for the job. The calculated percent complete is based on the actual and projected final cost. In this case, the projected final amount is equal to the job-to-date actual cost for the job divided by the percent complete.</p>

What You Should Know About

Percentage of completion records

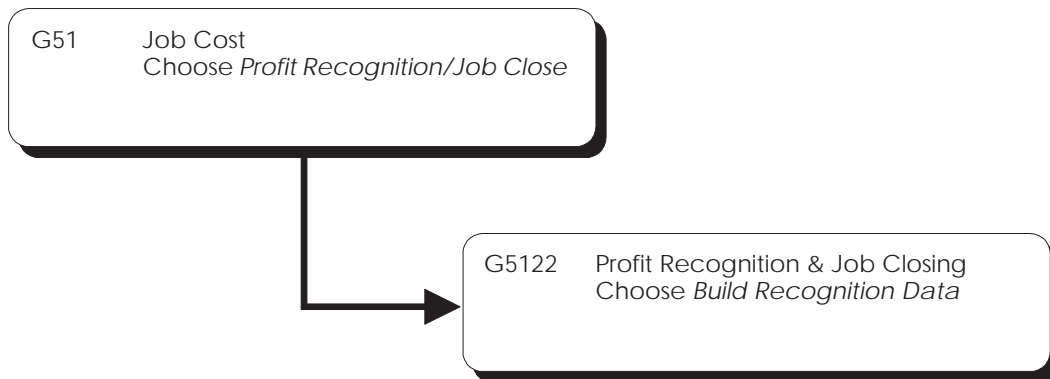
The percentage of completion information is stored in the following account, which is created when you set up the job:

- Job Number . Blank Cost Code . Blank Cost Type

See Also

- *Working with Job Progress (P510212)* to determine the percentage of completion for a job

Generating Profit Information



After you enter the percentage of completion for a job, run the Build Recognition Data program to estimate its profit information. The system estimates profit information by multiplying the percentage of completion by the projected final costs and revenue.

When you estimate profit information, the system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. You can calculate estimated profit information by period, by quarter-to-date, by year-to-date, and by job-to-date to meet your financial reporting needs.

Profit recognition is independent of the billing status of the job. For example, you can recognize profit for a job even if you have not billed for all of the work that is complete.

The system calculates projected final information in one of the following ways:

- Directly from the percentage of completion you enter for the job
- Based on the projected amounts you create when you calculate job progress

Profit can be recognized at the project, job, or subledger level. In addition, you can regenerate profit information for a closed period when adjustments are needed.

The Build Recognition Data program calculates:

- Percentage of completion
- Earned cost and revenue
- Over/under amounts

See Also

- *Estimating Job Profit (P511112)*
- *Entering the Percentage of Completion (P51800)*
- *Entering the Percentage of Completion (P511112)*

Processing Options for Build Recognition Data

EXECUTION PARAMETER SELECTION:

1. Enter the period ending date through _____
which profit will be recognized.
You MUST enter a valid date here.

2. Enter the prior quarter ending date. _____
This date should have an existing
profit recognition history record.
If you do not enter a valid prior
quarter ending date, the Earned
Current Quarter amounts will be set
to the Earned Job to Date amounts.

3. Enter the company number for which _____
Profit Recognition will be performed.

EXECUTION PARAMETER SELECTION (Cont'd):

4. Enter the summarization level to _____
store financial data:
'1' = Project level
'2' = Job level (default)
'3' = Subledger level

5. Enter the profit recognition _____
threshold (for example, enter
10% as '10').

EXECUTION PARAMETER SELECTION (Cont'd):

6. Enter the deferred profit recognizing _____
method:
'1' = Recognize deferred profit all
at once (default).
'2' = Defer recognition over the
life of the Job/Profit.

7. Enter '1' to derive Projected Final _____
Cost using the percent of completion
from the F% ledger with a blank Cost
Code and Cost Type. Leave blank
(default) to accumulate the Projected
Final Cost stored in the HA ledger.

EXECUTION PARAMETER SELECTION (Cont'd):

8. Enter the Profit Recognition Method _____
to load into each project, job, or
subledger processed as follows:
'1' = Percent of Cost (default).
'2' = Percent of Revenue.
'3' = Percent of Cost or Revenue,
whichever gives lower profit.

PRINT OPTION:

9. Enter '1' to print the "Executive _____
Summary" report format. Leave blank
(default) to print the "worksheet"
report format.

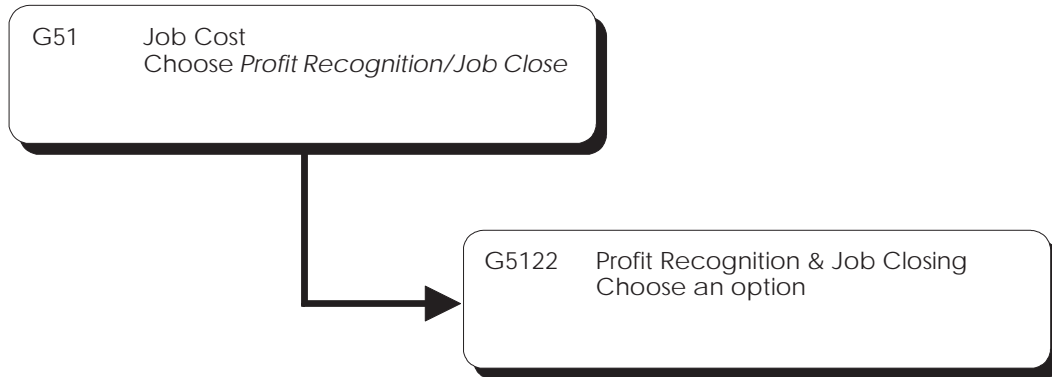
Test Yourself: Estimating Job Profit

1. In profit recognition, how can you determine projected final values for your job?

2. What does the Build Recognition Data program do?

The answers to this *Test Yourself* are found in *Appendix B*.

Work with Estimated Profit



Working with Estimated Profit

When you estimate profit information, the system calculates the estimated profit-to-date and projected final profit, revenue, and cost details for the job. You use estimated profit information for financial reporting purposes.

You can review your job profit information and revise it to reflect your business needs. You can also secure it to prevent unauthorized changes.

Complete the following tasks:

- Review profit information
- Revise profit information
- Secure profit information
- Review profit information. See *Reviewing Profit Information (P51440)*
- Revise profit information. See *Revising Profit Information (P51440)*
- Secure profit information. See *Securing Profit Information (P51440)*

Reviewing Profit Information

You can review the estimated profit and projected final information for single or multiple jobs.

Complete the following tasks:

- Review profit information for a single job
- Review profit information for multiple jobs

▶ To review profit information for a single job

On Single Job Adjustments

	Revenue	Cost	Profit	%
Proj Final (Amt/%)	13,388,000	12,494,250	893,750	6.67576
Accrual/Deferral				
Original Budget	12,600,000	11,800,000	800,000	6.34921
Change Orders	788,000	689,350	98,650	12.51904
Revised Budget	13,388,000	12,489,350	898,650	6.71235
Actual To Date		3,853,241	3,853,241-	
Remaining	13,388,000	8,641,009	4,746,991	35.45786
Earned Current Per .	3,776,973	3,523,488	253,485	6.71132
Earned Year To Date	4,128,874	3,853,241	275,634	6.67576
Earned Job To Date	4,128,874	3,853,241	275,634	6.67576
Unearned Backlog	9,259,126	8,641,009	618,117	6.67576
Under Billing. . . .		4,128,874		
% Complete			30.84011	

Complete one or both of the following fields:

- Version
- Job Number

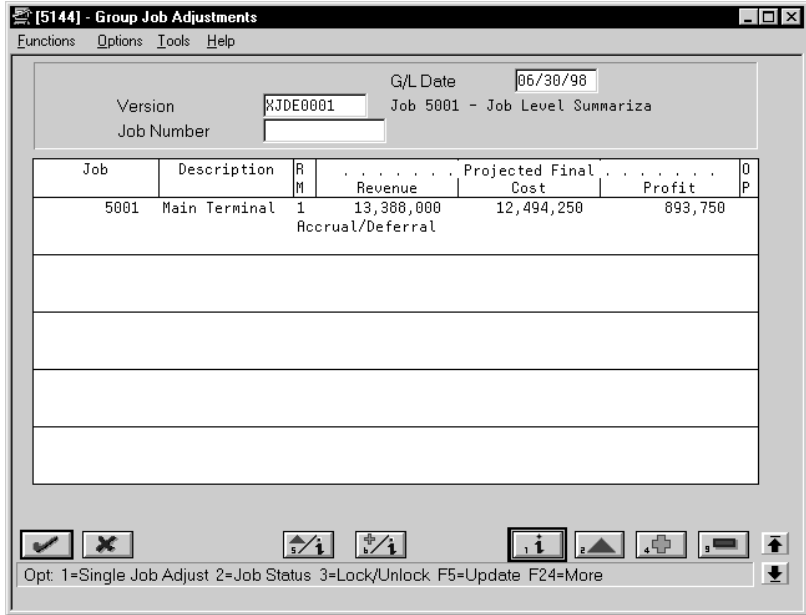
Field	Explanation
Version	<p>Identifies a group of items that can be processed together such as reports, business unit, or subledgers.</p> <p>..... <i>Form-specific information</i></p> <p>On the Group Job Adjustments screen (P5144), this field identifies the DREAM Writer version of the Build Recognition Data program (P51800) with which the information was created.</p> <p>NOTE: Once journal entries have been made for a version, this field becomes blank.</p>

Processing Options for Single Job Adjustments

- DW VERSION SELECTION:
1. Enter the Job Status Inquiry (P512000) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'.

▶ To review profit information for multiple jobs

On Group Job Adjustments



Complete the following field:

- Version

Reviewing Profit Information

You can review the estimated profit and projected final information for single or multiple jobs.

Complete the following tasks:

- Review profit information for a single job
- Review profit information for multiple jobs. See *Reviewing Profit Information (P5144)*

▶ To review profit information for a single job

On Single Job Adjustments

Complete one or both of the following fields:

- Version
- Job Number

Reviewing Profit Information

You can review the estimated profit and projected final information for single or multiple jobs.

Complete the following tasks:

- Review profit information for multiple jobs
- Review profit information for a single job. See *Reviewing Profit Information (P51440)*

▶ To review profit information for multiple jobs

On Group Job Adjustments

Complete the following field:

- Version

Processing Options for Group Job Adjustments

DW VERSION SELECTION:

1. Enter the Job Status Inquiry (P512000) DREAM Writer version for the related option selection. The default is version 'ZJDE0001'.

Revising Profit Information

After you review your estimated profit and projected final information, you can revise it by changing the percentage of completion information for the job.

You can revise the following to change the percentage of completion:

- The profit recognition method
- The projected final costs and revenue
- The accrued or deferred costs

Complete the following tasks:

- Change the profit recognition method
- Change the projected final values
- Change the accrued or deferred costs

What You Should Know About

Deleting estimated profit information

You can delete the estimated profit information from your system by running the *Remove a Recognition Version* program.

To change the profit recognition method

On Single Job Adjustments

1. Complete one or both of the following fields:
 - Job Number
 - Version
2. Revise one or more of the following fields:
 - Profit Percentage
 - Deferral Method

- Recognition Method

Field	Explanation
Profit Threshold Percent	<p>The level of completion at which the actual cost becomes significant for recognizing profit on a job. If the percent complete for a job is less than this threshold percent, profit recognition is deferred. If the percent complete is equal to or greater than this threshold, profit recognition can occur. You can recognize the entire deferred profit toward the current recognition period or recognize it proportionately over the life of the job.</p> <p>You can specify the threshold percent with either of the following:</p> <ul style="list-style-type: none"> • A processing option for the Build Recognition Data program (P51800) • The Profit % field on the Single Job Adjustments screen (P51440)
Deferred Profit Recognizing Method	<p>Controls how to recognize the deferred profit that accrues while the percent complete for a job is less than the threshold percent for profit recognition. Valid codes are:</p> <ol style="list-style-type: none"> 1 Recognize all the accrued profit in the first period that the percent complete is equal to or greater than the threshold. 2 Recognize the accrued profit proportionately over the life of the job beginning with the first period that the percent complete is equal to or greater than the threshold. The total profit recognized is equal to: $[(\% \text{ Complete} - \text{Threshold } \%) / (1 - \text{Threshold } \%)] * \text{Projected Final Profit.}$
Recognition Method	<p>The method of recognition for job-to-date earned profit. It controls whether the percent complete is applied to costs or billings (revenue). Valid codes are:</p> <ol style="list-style-type: none"> 1 Percent of cost (cost to cost). 2 Percent of revenue. 3 The percent complete applies to the lesser of the two, cost or revenue. The system applies the percentage to the one that results in a lower job-to-date earned profit. <p>NOTE: If the job-to-date earned profit is equal for both cost and revenue, the system uses method 1.</p>

What You Should Know About

Changing the profit recognition method for multiple jobs

You can change the profit recognition method for multiple jobs by using the Group Job Adjustments program.

You can only change the profit recognition method for jobs where the version is non-history.

▶ To change the projected final values

On Single Job Adjustments

1. Complete the following fields:
 - Job Number
 - Version
2. Complete one or more of the following fields:
 - Projected Final Revenue
 - Projected Final Cost
 - Projected Final Profit

Field	Explanation
Projected Final Revenue Adjusted	<p>The projected final amount (ledger type HA) in the Account Balances file (F0902) for a job's revenue accounts. Initially, this amount is equal to the projected final revenue that results when the Build Recognition Data program (P51800) is run. You can then use this field to manually adjust the amount. You can also enter a percentage, and the system automatically calculates the amount.</p> <p>If you enter a percentage, which is the percent complete as it applies to revenue, type the number preceded or followed by a percent sign (%). For example, you can type 20 percent as either %20 or 20%.</p> <p>NOTE: Automatic accounting instructions (items JCCAxX) control the ranges of accounts that are considered as revenue accounts.</p>

Field	Explanation
Projected Final Cost Adjusted	<p>The projected final amount (ledger type HA) in the Account Balances file (F0902) for a job's cost accounts. Initially, this amount is equal to the projected final cost that results when the Build Recognition Data program (P51800) is run. You can then use this field to manually change the amount. You can also enter a percentage, and the system automatically calculates the amount.</p> <p>If you enter a percentage, which is the percent complete as it applies to cost, type the number preceded or followed by a percent sign (%). For example, you can type 20 percent as either %20 or 20%.</p> <p>NOTE: Automatic accounting instructions (items JCSTxx) control the ranges of accounts that are considered as cost accounts.</p>
Projected Final Profit	<p>The projected final profit is equal to the projected final revenue minus the projected final cost. You can use this field in one of the following ways</p> <ul style="list-style-type: none"> • To display the projected final profit. • To calculate the projected final revenue! You enter the percentage of the current projected final profit to the previous projected final profit. For example, 20 percent would be typed as %20 or 20%. The Projected Final Revenue field, must also be blank when you press Enter. • To calculate the projected final cost. You enter the percentage of the current projected final profit to the previous projected final profit. The Projected Final Cost field, must also be blank when you press Enter.

What You Should Know About

Changing the projected final values for multiple jobs You can change the projected final values for multiple jobs by using the Group Job Adjustments program.

► To change the accrued or deferred costs

On Single Job Adjustments

1. Complete one or both of the following fields:
 - Job Number
 - Version
2. Revise the following field:
 - Accrual/Deferral

Field	Explanation
Accrual/Deferral (Stored Materials)	<p>You use this field to either accrue or defer additional costs to a job. A deferred cost can be the value of stored materials, which have been received but not yet used on a job. A positive amount in this field is a deferred cost that decreases the job-to-date actual costs. A negative amount is an accrued cost that increases the job-to-date actual costs. In the profit recognition process, this amount is initially set to zero.</p> <p>NOTE: The automatic accounting instructions JCSMI and JCSMJ identify the accounts for deferred costs. JCAPC and JCAPO identify the accounts for accrued costs.</p>

What You Should Know About

Changing the accrued or deferred costs for multiple jobs

You can change the accrued or deferred costs for multiple jobs by using the Group Job Adjustments program.

Securing Profit Information

You can secure your estimated profit and projected final information to prevent unauthorized changes. To make changes to locked information, you must unlock it. Locked profit information can only be unlocked by the person who locked it.

To secure profit information

On Single Job Adjustments

1. Complete the following fields for the job you want to secure:
 - Job Number
 - Version
2. Choose Lock/Unlock.
3. On the Check Password window, complete the following field:
 - Password

Test Yourself: Working with Estimated Profit

- 1. How can you prevent unauthorized changes to profit recognition information?

- 2. How do you adjust the estimated profit information that is generated by the system?

- 3. How can the deferred profit be recognized after the threshold percent complete has been exceeded?

The answers to this *Test Yourself* are found in *Appendix B*.

Understand Profit Recognition Journal Entries

About Profit Recognition Journal Entries

Understanding Profit Recognition Journal Entries

The last step in the profit recognition process is to create journal entries for your profit information. The Create Journal Entries program creates journal entries for each profit recognition record you process.

The system creates journal entries for the Account Ledger table. This process results in a batch of documents with document type JE (journal entry).

One type of journal entry contains the entries for cost and revenue to be recognized on the income statement from work in progress on the balance sheet. It also shows the changes to the projected final cost, revenue, and profit or loss for all jobs. The system does not reverse this information in the next period.

Another type of journal entry contains the entries for over/under billings or costs, deferred costs, accrued payables, and recognition of estimated projected final loss. The system reverses this information in the next period.

The following tables identify the types of profit recognition journal entries your system creates. They also show the sources of information that the system uses to construct accounts for profit recognition journal entries. The left column in each table lists the Job Cost element. The right column in each table lists the sequence of accounting sources that the system follows until it identifies the valid element.

Note: After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change a journal entry, you must post it to the Account Balances table and regenerate the profit recognition record using the Job Rebuild program for the same period. Journal entries that are created in this way include only the incremental change to the original information.



After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change a journal entry, you must post it to the Account Balances table and regenerate the profit recognition record using the Job Rebuild program for the same period. Journal entries that are created in this way include only the incremental change to the original information.

Recognized Revenue and Cost (Income Statement)

The IS and AS AAIs are used to move work-in-progress (WIP) amounts from WIP on the balance sheet to cost of sales and revenue accounts on the income statement.

Business Unit	1. Processing option 2. IS series (AAI) 3. Current version in the Profit Recognition History table (F5144)
Object	IS series (AAI)
Subsidiary	IS series (AAI)
Subledger	Current version in the Profit Recognition History table (F5144)
Subledger Type	Current version in the Profit Recognition History table (F5144)

The system uses a user defined code (system 51, type IS) to find the AAI to use, instead of IS, to recognize revenue and cost amounts according to different business unit types. If the specified AAI cannot be found, the system uses the IS AAI.

To record specific costs or revenues to different accounts, you define ISXXXX and BSXXXX, where XXXX is the first four digits of the object account from WIP. If ISXXXX is not set up, the object account from the IS item is used. If BSXXXX is not set up, the object account from the BS item is used.

You must set up the IS and BS AAIs only if the object cost type of the original entry is within the account range identified by the GLG2 and GLG5 AAIs. GLG2 and GLG5 are defined in the General Accounting system.

Recognized Revenue and Cost (WIP on Balance Sheet)

Business Unit	Current version in the Profit Recognition History Table (F5144)
Object	BS series (AAI)
Subsidiary	BS series (AAI)
Subledger	Current version in the Profit Recognition History table
Subledger Type	Current version in the Profit Recognition History table

Overbilling

You overbill when your actual revenue is more than your earned-to-date revenue on a job. The system creates a journal entry for a revenue account. It also creates an offsetting credit for an unearned revenue liability account.

You calculate overbilling amounts if the percent of cost method is used. Costs are adjusted if the percent of revenue method is used.

Debit Entry

Business Unit	1. Processing option 2. JCCOUA (AAI) 3. Current version in the Profit Recognition History table (F5144)
Object	JCCOUA (AAI)
Subsidiary	JCCOUA (AAI)
Subledger	1. Processing option 2. Current version in the Profit Recognition History table (F5144)
Subledger Type	1. Processing option 2. Current version in the Profit Recognition History table (F5144)

If you use the percent of revenue method, the debit entry AAI is JCBOUA.

Credit Entry

Business Unit	1. JCBE (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCBE (AAI)
Subsidiary	JCBE (AAI)
Subledger	Blank
Subledger Type	Blank

Underbilling

You underbill when your actual revenue is less than your earned-to-date revenue on a job. The system creates a journal entry for a revenue account, such as Unbilled Revenue. It also creates an offsetting debit for an accrued revenue asset account.

You calculate underbilling amounts if the percent of cost method is used. Costs are adjusted if the percent of revenue method is used.

Debit Entry

Business Unit	1. JCCE (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCCE (AAI)
Subsidiary	JCCE (AAI)
Subledger	Blank
Subledger Type	Blank

Credit Entry

Business Unit	1. Processing option 2. JCCOUA (AAI) 3. Current version in the Profit Recognition History table (F5144)
Object	JCCOUA (AAI)
Subsidiary	JCCOUA (AAI)
Subledger	1. Processing option 2. Current version in the Profit Recognition History table (F5144)
Subledger Type	1. Processing option 2. Current version in the Profit Recognition History table (F5144)

If you use the percent of revenue method, the credit entry AAI is JCBOUA.

Provision for Loss

When the projected final amounts result in a projected loss, the entire loss amount is recorded in the period when the loss occurs. Cost and revenue amounts are adjusted depending on the profit recognition method used. The offset for the provision for loss is recorded to the BSLOSS AAI. If the BSLOSS AAI is not defined, the JCBE AAI is used.

Debit Entry

Business Unit	<ol style="list-style-type: none"> 1. Processing option 2. JCLOSS (AAI) 3. Current version in the Profit Recognition History table (F5144)
Object	JCLOSS (AAI)
Subsidiary	JCLOSS (AAI)
Subledger	<ol style="list-style-type: none"> 1. Processing option 2. Current version in the Profit Recognition History table (F5144)
Subledger Type	<ol style="list-style-type: none"> 1. Processing option 2. Current version in the Profit Recognition History table (F5144)

Credit Entry

Business Unit	<ol style="list-style-type: none"> 1. BSLOSS (AAI) 2. JCBE (AAI) 3. Current version in the Profit Recognition History table (F5144)
Object	<ol style="list-style-type: none"> 1. BSLOSS (AAI) 2. JCBE (AAI)
Subsidiary	<ol style="list-style-type: none"> 1. BSLOSS (AAI) 2. JCBE (AAI)
Subledger	Blank
Subledger Type	Blank

Accrued Cost

If the number in the Accrual/Deferral field on the Group Job Adjustments and Single Job Adjustments forms is negative, it represents an additional cost. The system uses the JCAPO and JCAPC AAIs to record the accrued cost.

Debit Entry

Business Unit	1. JCAPC (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCAPC (AAI)
Subsidiary	JCAPC (AAI)
Subledger	Current version in the Profit Recognition History table (F5144)
Subledger Type	Current version in the Profit Recognition History table (F5144)

The system uses the IS series and BS series AAIs to recognize the accrued cost on the income statement and relief from the balance sheet. These journal entries are automatically reversed out in the following month.

If the account number defined in the JCAPC AAI is on the balance sheet, an entry to the IS and BS AAI journal entries is created.

Credit Entry

Business Unit	1. JCAPO (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCAPO (AAI)
Subsidiary	JCAPO (AAI)
Subledger	Blank
Subledger Type	Blank

Deferred Cost

If the number in the Accrual/Deferral field on the Group Job Adjustments and Single Job Adjustments forms is positive, it represents a deferred cost or stored material. The system uses the JCSMI and JCSMJ AAI's to record the deferred cost.

Debit Entry

Business Unit	1. JCSMI (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCSMI (AAI)
Subsidiary	JCSMI (AAI)
Subledger	Blank
Subledger Type	Blank

Credit Entry

Business Unit	1. JCSMJ (AAI) 2. Current version in the Profit Recognition History table (F5144)
Object	JCSMJ (AAI)
Subsidiary	JCSMJ (AAI)
Subledger	Current version in the Profit Recognition History table (F5144)
Subledger Type	Current version in the Profit Recognition History table (F5144)

If the account number defined in the JCSMI AAI is on the balance sheet, an entry to the IS and BS AAI journal entries is created.

Record User Changes to Projected Final Costs

The method of computation should be G (Budget Default — Forced) for all of the accounts that are defined for projected final costs.

Business Unit	Current version in the Profit Recognition History table (F5144)
Object	JCPFC (AAI)
Subsidiary	JCPFC (AAI)
Subledger	Current version in the Profit Recognition History table (F5144)
Subledger Type	Current version in the Profit Recognition History Table (F5144)

Changes to Projected Final Revenue

The system uses the same sources for changes to the projected final revenue as it does for the projected final cost. However, it uses JCPFR as the AAI.

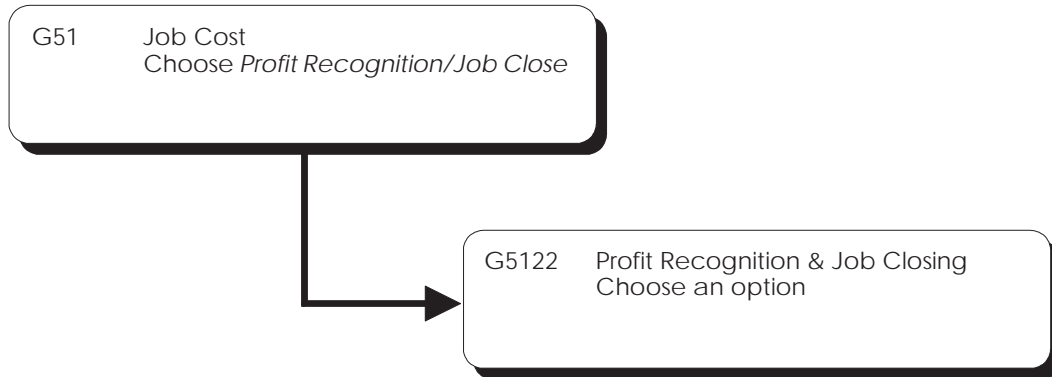
The method of computation should be G (Budget Default — Forced) for all of the accounts that are defined for revenue.

Changes to Projected Final Profit

The system uses the same sources for changes to the projected final profit as it does for projected final cost. However, it uses JCPFP as the AAI.

The method of computation should be G (Budget Default — Forced) for all of the accounts that are defined for projected final profit.

Work with Profit Recognition Journal Entries



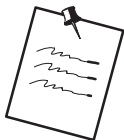
Working with Profit Recognition Journal Entries

After you generate and revise your profit recognition information, you can create profit recognition journal entries and post them to the Account Balances table. The Create Journal Entries program creates journal entries for each profit recognition record you process. Profit recognition records are created when you run the Build Recognition Data program. They include overbilling and underbilling information, revenue and cost information, projected amounts, and so on.

You use profit recognition journal entries to create a batch of unposted Account Balances journal entries for the profit recognition information calculated by the Build Recognition Data program.

You must first create your profit recognition journal entries. You can then review them and post them to the Account Balances table.

Note: After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change the estimated profit, you must post it to the Account Balances table and regenerate the profit recognition record using the Build Recognition Data program for the same period, making any necessary changes. You must then create new journal entries. Journal entries that are created in this way include only the incremental change to the original information.



After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change the estimated profit, you must post it to the Account Balances table and regenerate the profit recognition record using

the Build Recognition Data program for the same period, making any necessary changes. You must then create new journal entries. Journal entries that are created in this way include only the incremental change to the original information.

Complete the following tasks:

- Create profit recognition journal entries
- Review journal entries
- Post journal entries
- Review journal entries. See helps for (P00201)
- Post journal entries. See helps for (P09800)

See Also

- *About Profit Recognition Journal Entries (P51444)*
- *Understanding Profit Recognition Journal Entries (P51444)*

Creating Profit Recognition Journal Entries

After you generate and revise your profit recognition information, you can create profit recognition journal entries and post them to the Accounts Balance table. The Create Journal Entries program creates journal entries for each profit recognition record you process. Profit recognition records are created when you run the Build Recognition Data program. They include overbilling and underbilling information, revenue and cost information, projected amounts, and so on.



After journal entries are created, the profit recognition record is moved to history and cannot be revised. To change the estimated profit, you must post it to the Account Balances table and regenerate the profit recognition record using the Build Recognition Data program for the same period, making any necessary changes. You must then create new journal entries. Journal entries that are created in this way include only the incremental change to the original information.

Processing Options for Build Recognition Data

EXECUTION PARAMETER SELECTION:

1. Enter the period ending date through _____
which profit will be recognized.
You MUST enter a valid date here.

2. Enter the prior quarter ending date. _____
This date should have an existing
profit recognition history record.
If you do not enter a valid prior
quarter ending date, the Earned
Current Quarter amounts will be set
to the Earned Job to Date amounts.

3. Enter the company number for which _____
Profit Recognition will be performed.

EXECUTION PARAMETER SELECTION (Cont'd):

4. Enter the summarization level to _____
store financial data:
'1' = Project level
'2' = Job level (default)
'3' = Subledger level

5. Enter the profit recognition _____
threshold (for example, enter
10% as '10').

EXECUTION PARAMETER SELECTION (Cont'd):

6. Enter the deferred profit recognizing _____
method:
'1' = Recognize deferred profit all
at once (default).
'2' = Defer recognition over the
life of the Job/Profit.

7. Enter '1' to derive Projected Final _____
Cost using the percent of completion
from the F% ledger with a blank Cost
Code and Cost Type. Leave blank
(default) to accumulate the Projected
Final Cost stored in the HA ledger.

EXECUTION PARAMETER SELECTION (Cont'd):

8. Enter the Profit Recognition Method _____
to load into each project, job, or
subledger processed as follows:
'1' = Percent of Cost (default).
'2' = Percent of Revenue.
'3' = Percent of Cost or Revenue,
whichever gives lower profit.

PRINT OPTION:

9. Enter '1' to print the "Executive _____
Summary" report format. Leave blank
(default) to print the "worksheet"
report format.

Processing Options for Create Journal Entries

RECORDING PROJECTED FINALS:

1. Enter '1' to create journal entries for changes to Projected Final Cost, Revenue, and Profit. Leave blank (default) to not book these entries. _____

2. To create entries for changes to Projected Finals, enter the Ledger Type to use. Leave blank (default) to use Ledger Type 'FA'. _____

NOTE: If using Ledger Type 'FA', the Method of Computation should be 'F' or 'G' in order for Projected Final Amounts to be recalculated correctly.

OVERRIDE OPTION:

3. To override the account when creating entries for cost, revenue and over/under billings on the Invoice Statement, enter the following:
 - a. Job (Business Unit): _____
 - b. Subledger: _____
 - c. Subledger Type: _____

NOTE: The Job, Subledger, and Subledger Type entered here will override the corresponding values provided by AAIs: ISxxxx, JCCOUA, JCBOUA, JCLOSS.

Reviewing Journal Entries

After you create your profit recognition journal entries, you can review them to determine if they are correct.

► **To review journal entries**

On General Journal Review

App	Batch Number	Ty	Date	Difference Input Total	Documents	Status	User
P	2768	G	11/26/91	2,785,000-	1-	Pendin	DEMO
	3152	G	06/29/92	422,688-	1-	Pendin	DEMO
	3537	G	09/30/93	49,250,000-	1	Pendin	DEMO
	4312	G	11/19/93	25,000,000	1	Pendin	DEMO
	74600	G	02/22/95	60-	2-	Approv	DEMO
	78721	G	04/03/95	3,200,000-	1-	Approv	DEMO
	83257	G	04/24/95	400,000-	3-	Approv	DEMO
	85936	G	05/08/95	119,500-	1-	Approv	DEMO
	113715	G	11/10/95	100,000-	1-	Approv	DEMO

Complete one of the following fields:

- User ID
- Batch Number
- Batch Status

Posting Journal Entries

After you create and review your profit recognition journal entries, run the Post General Journal program to post your profit recognition journal entries to the Account Balances table.



Exercises

See the exercises for this chapter.

Test Yourself: Working with Profit Recognition Journal Entries

1. After the profit recognition journal entries are created, can you revise the estimated profit amounts?

2. Which profit recognition journal entries are automatically reversed in the next period?

The answers to this *Test Yourself* are found in *Appendix B*.



Job Closing

Objectives

- To close a job
- To revise a closed job

About Job Closing

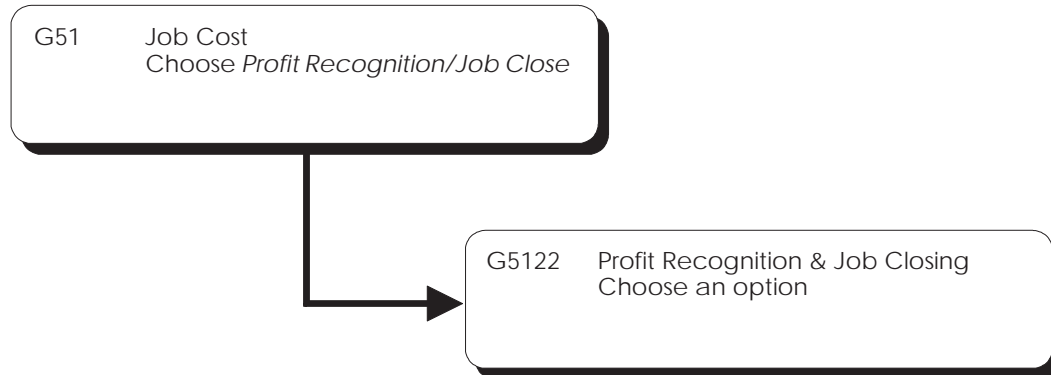
After a job is complete and all of the transaction information related to it is posted, you should close it. When you close a job, the system verifies that all of the costs and revenue related to it are recognized. The system also checks the Account Ledger table for unposted transactions related to the job.

The system prevents you from closing a job if either of the following occur:

- Unrecognized revenue related to the job exists.
- Unposted transactions related to the job exist.



Close Jobs



Closing Jobs

After a job is complete and all of the transaction information related to it is posted, you should close it. When you close a job, the system verifies that all of the costs and revenue related to it are recognized. The system also checks the Account Ledger table for unposted transactions related to the job.

The system prevents you from closing a job if either of the following occur:

- Unrecognized revenue related to the job exists.
- Unposted transactions related to the job exist.

After you close a job, you cannot change the information related to it. You must reopen a closed job to post new transactions to it or change the information related to it.

Complete the following tasks:

- Close a job
- Open a closed job
- Close a job. See *Closing a Job (P51924)*
- Open a closed job. See *Opening a Closed Job (P510063)*

Closing a Job

After a job is complete, and all of the transaction information related to it is posted, you should close it. When you close a job, the system verifies that all of the cost and revenue related to it are recognized. The system also checks the Account Ledger table for unposted transactions related to the job. After a job is closed, the system changes the Posting Edit code for the job to N.

▶ **To close a job**

On Close Job

	Job-to-Date	Recognized	Remaining
Billing/Revenue	4,692,180		4,692,180
Costs	3,936,937	329,753	3,607,185
Gross Profit	755,243	329,753-	1,084,996

1. Complete the following field to locate the job:
 - Job Number
 - Thru Date/Period
2. Review the job-to-date amounts for the following fields:
 - Billing/Revenue
 - Costs
 - Gross Profits
3. Choose Close Job.

What You Should Know About

Resolving errors

The system displays an error message and does not close a job if any of the following occur:

- Unposted transactions against the job exist in the Account Ledger table. You must post or delete the unposted transactions.
- All of the revenue and costs for the job are not recognized. You must complete the steps for profit recognition.
- The cumulative revenue and costs do not equal the total revenue and costs. You must complete the steps for profit recognition.

See *Profit Recognition* in this guide.

Processing Options for Close Job

FINAL CLOSE OPTION:

1. Enter '1' for a final Job Closing.
This will update the Posting Edit in the Job Master record to an 'N'. If a job is to be re-opened at a later date, this code must be changed to a blank.

Opening a Closed Job

After you close a job, you cannot change the information related to it. You must reopen a closed job to post new transactions to it or change the information related to it.

▶ **To open a closed job**

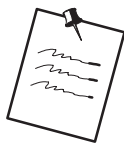
On Reopen Job

Job Number	5001	Posting Edit	<input type="checkbox"/>
Level of Detail	2	Subledger Inactive	<input type="checkbox"/>
Type Business Unit	JB	Main Terminal Building	
Model Job		Master Project	
Project	5000	\$2.7 Billion Budget	
Company	50		
Job Site Address Number		Denver International Airport	
Owner Address Number	5070	A Model Construction Mgmt Co	
Contract Type	LS		
State	CO	Denver City & County	
Threshold % Complete	20.00		
... Job Dates and Other Information ...			
Equipment Rate Code		Planned Start Date	01/01/96
Tax Entity-Property Tax		Actual Start Date	01/15/96
Tax Expl-Tax Rate/Area		Planned Comp Date	12/19/96
Labor Load Method	1	Actual Comp Date	
Flat Burden Factor	1.0000	Other Date 5	
Certified Job	Y	Other Date 6	
EEO Job Report (Y/N)	N		
Tax Area - Payroll			

F5=Update F11=Address Book F13=Job Search F15=Category Codes F24=More MW

1. Complete the following field to locate the job:
 - Job Number
2. Change the following field to blank or K:
 - Posting Edit
3. Make changes as necessary.

Note: After you revise your job information, you must close the job again.



After you revise your job information, you must close the job again.

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

Processing Options for Reopen Job

DEFAULT PROCESSING:

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

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

DW VERSION SELECTIONS:

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

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

PAYROLL FIELD DISPLAY SELECTION:

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

EDIT OPTION:

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



Draw Processing

Objectives

- To generate a draw report for loan allocation
- To revise your draw report information

About Draw Processing

You perform draw processing if your company has a construction loan or line of credit with a financial institution. You can use draw processing for situations in which you receive disbursements of your loan money based on the eligible costs you incur during a given period.

An eligible cost is a cost stipulated in the loan agreement. You receive disbursements for eligible costs after you incur them, up to the total amount of the loan. You generate a draw report to show the eligible costs you incur during a given period.

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

The main terminal building job can be divided into a number of work items, such as site work, concrete, and masonry. Each work item can be further divided into various tasks. The tasks related to the site-work work item are:

- Clearing and grading
- Sewer work
- Paving and surfacing

You receive a construction loan of 25 million dollars for the main terminal building job, with 3 million dollars designated for the site-work work item. One million dollars in eligible costs exist for each of the site-work tasks.



At the end of a reporting period, you perform draw processing on the eligible costs for the site-work work item. The system generates a draw report that shows the following eligible costs for the period:

- 250,000.00 against the clearing and grading task
- 95,000.00 against the sewer work task
- 55,000.00 against the paving and surfacing task

You submit the report to your lending institution and draw 400,000.00 against the loan for the period.

After you generate your draw report, you can revise its information before you submit it to your lending institution.

Complete the following tasks:

- Generate a draw report
- Revise the draw

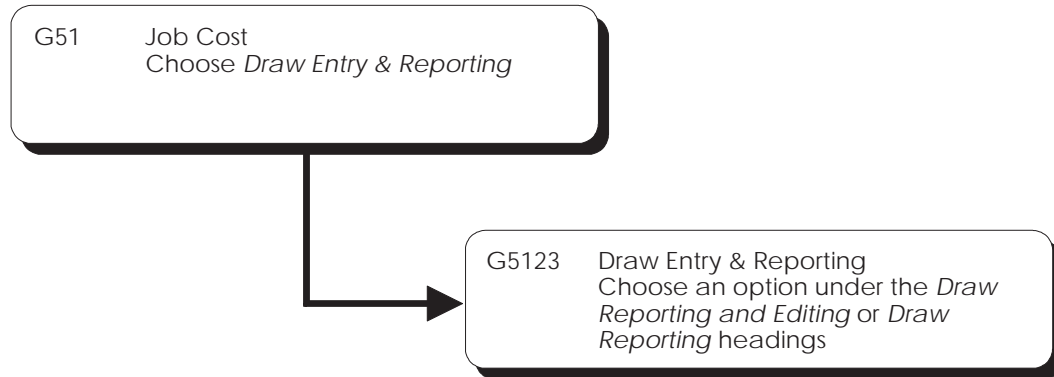
Before You Begin

- Set up the automatic accounting instructions to identify the eligible accounts for draw processing.

See Also

- *Defining Automatic Accounting Instructions (P00121)*

Generate a Draw Report



Generating a Draw Report

You perform draw processing if your company has a construction loan or line of credit with a financial institution. Use draw processing for situations in which you receive disbursements of your loan money based on the eligible costs you incur during a given period.

An eligible cost is a cost stipulated in the loan agreement. You receive disbursements for eligible costs after you incur them, up to the total amount of the loan. You generate a draw report to show the eligible costs you incur during a given period.

Draw reports can also indicate:

- Transactions per account over a specified period of time
- Account details
- Transaction details

After you generate the draw report, you can submit it to your lending institution.

You can choose one of the following formats for your report:

Work in progress draw analysis Use this format to view the total costs for a job. You can view job-to-date costs or costs for a selected range of dates.

Draw detail Use this format to view transaction information per account over a selected period of time.

Cost of construction — detail Use this format to view cost details per account over a selected period of time.

Cost of construction — summary Use this format to view summarized cost information per account over a selected period of time.

Complete the following tasks:

- Print the Work in Progress Draw Analysis report
- Print the Draw Detail report
- Print the Cost of Construction — Detail report
- Print the Cost of Construction — Summary report
- Print the Work in Progress Draw Analysis report. See program (*P51500*)
- Print the Draw Detail report. See program (*P51510*)
- Print the Cost of Construction — Detail report. See program (*P51520*)
- Print the Cost of Construction — Summary report. See program (*P51525*)

What You Should Know About

Draw number Draw information is placed in a batch and numbered by the Next Number facility. This number becomes the draw number.

Draw Reporting Master table (F51911) The Draw Reporting Master table is created from details from the Account Ledger table. It identifies the draw number and status of each eligible cost.

Draw status

The draw status of a cost determines if it is included in the draw.

Caution: If you change the company or account number for an account with existing draw transactions, you must run the Update Business Unit/Object/Subsidiary F0901>F51911 program. This enables the system to assign the draw information to the correct account number.



If you change the company or account number for an account with existing draw transactions, you must run the Update Business Unit/Object/Subsidiary F0901>F51911 program. This enables the system to assign the draw information to the correct account number.

Printing the Work in Progress Draw Analysis Report

You can use this report to view the draw status information for a job. You can view job-to-date information for a selected range of dates. You can also specify whether to review status information for the entire job or a specified range of accounts.

51500	J.D. Edwards & Company			Page	-	3
	Work In Progress Draw Analysis			Date	-	11/17/98
	Selected Jobs			As of	-	06/30/98
Draw Number . .	1					
Job Number	Job Description	Cost To Date	Previously Reported	Cost This Period		
-----	-----	-----	-----	-----		
5001 Main	Terminal Building	27,896.86		9,506.73		

Processing Options for Work in Progress Draw Analysis

DATE SELECTION:

1. Enter the date range to process the Draw Report:
 - a. From Date: _____
 - b. Thru Date: _____

PRINT AND UPDATE SELECTION:

2. Choose whether to run the Draw in final or edit mode, and whether to print a detail listing:
 - "1" = Final mode; detail listing.
 - "2" = Final mode; no detail listing.
 - "3" = Edit mode; detail listing.
 - Blank = Edit mode; no detail listing.

DW VERSION SELECTION:

3. Enter the Draw Detail report (P51510) DREAM Writer version to print with this Draw generation. The default is version 'ZJDE0001'. _____

LEDGER TYPE SELECTION:

4. Enter the ledger type to include in addition to the actual ledger type (AA). This feature can be used for draw estimates. _____

PRINT SELECTION:

5. Enter a "1" to suppress the printing of jobs with no selected balances. Leave blank to print all selected jobs. _____

Printing the Draw Detail Report

You can use this report to view transaction information per account over a selected period of time.

51510

J.D. Edwards & Company
Draw Detail Report

Page - 2
Date - 11/17/98
As of - 06/30/98

Draw Number . .	00000001						Payment	Contract	Description	Amount
Job & Phase . .	5001	Main Terminal Building				Number	Number			
	00050	A Model Construction Mgmt Co								
Cost Code	Cost Type	Sub Ledger	Document Date	Document Number	Do Ty	Invoice Number				
01100	1341		06/30/98	160	T2				184.00	
01100	1341		06/26/98	156	T2				184.00	
01100	1341		06/24/98	156	T2				184.00	
01100	1341		06/22/98	156	T2				184.00	
01100	1341		06/18/98	152	T2				184.00	
01100	1341		06/16/98	152	T2				184.00	
01100	1341		06/12/98	148	T2				184.00	
01100	1341		06/10/98	148	T2				184.00	
01100	1341		06/08/98	148	T2				184.00	
01100	1341		06/04/98	144	T2				184.00	
01100	1341		06/02/98	144	T2				184.00	
01100	1343		06/30/98	160	T2				33.12	
01100	1343		06/30/98	161	T3				3.33	
01100	1343		06/30/98	161	T3				24.57	
01100	1343		06/26/98	156	T2				33.12	
01100	1343		06/26/98	157	T3				24.54	
01100	1343		06/24/98	156	T2				33.12	
01100	1343		06/24/98	157	T3				24.57	
01100	1343		06/22/98	156	T2				33.12	
01100	1343		06/22/98	157	T3				24.57	
01100	1343		06/18/98	152	T2				33.12	
01100	1343		06/18/98	153	T3				24.57	
01100	1343		06/16/98	152	T2				33.12	
01100	1343		06/16/98	153	T3				24.57	
01100	1343		06/12/98	148	T2				33.12	
01100	1343		06/12/98	149	T3				24.54	
01100	1343		06/10/98	148	T2				33.12	
01100	1343		06/10/98	149	T3				24.57	
01100	1343		06/08/98	148	T2				33.12	
01100	1343		06/08/98	149	T3				24.57	
01100	1343		06/04/98	144	T2				33.12	
01100	1343		06/04/98	145	T3				1.33	
01100	1343		06/04/98	145	T3				24.57	
01100	1343		06/02/98	144	T2				33.12	
01100	1343		06/02/98	145	T3				1.33	
01100	1343		06/02/98	145	T3				24.57	

Cost Code 01100									2,664.52	

02600	1341		06/26/98	156	T2				437.20	
02600	1341		06/18/98	152	T2				437.20	
02600	1341		06/10/98	148	T2				437.20	
02600	1341		06/02/98	144	T2				437.20	
02600	1343		06/26/98	156	T2				78.70	
02600	1343		06/26/98	157	T3				60.37	
02600	1343		06/18/98	152	T2				78.70	
02600	1343		06/18/98	153	T3				65.13	
02600	1343		06/10/98	148	T2				78.70	

Processing Options for Draw Detail

DRAW NUMBER SELECTION:

1. Enter the Draw Number to print. _____

Printing the Cost of Construction — Detail Report

You can use this report to view cost details per account over a selected period of time.

Job Cost

51520

J.D. Edwards & Company
Cost of Construction - Detail

Page - 3
Date - 11/03/98
As of - 05/31/98

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

Document Number	Do Ty	Document Date	Cost Code	Cost Type	Sub-Ledger	Payment Number	Invoice Number	Contract Number	Desc	Cost This Draw	Cost To Date
Cost Code . . .			02800	Paving & Surfacing							
140	T2	05/27/98	02800	1341						437.20	437.20
132	T2	05/15/98	02800	1341						437.20	437.20
128	T2	05/07/98	02800	1341						437.20	437.20
Cost Type 1341										1,311.60	1,311.60
140	T2	05/27/98	02800	1343						78.70	78.70
141	T3	05/27/98	02800	1343						74.17	74.17
132	T2	05/15/98	02800	1343						78.70	78.70
133	T3	05/15/98	02800	1343						85.51	85.51
128	T2	05/07/98	02800	1343						78.70	78.70
129	T3	05/07/98	02800	1343						85.46	85.46
Cost Type 1343										481.24	481.24
Cost Code . . .			02800	CONCRETE							
Cost Code . . .										1,792.84	1,792.84
Cost Code . . .			03000	CONCRETE							
140	T2	05/29/98	03000	1341						437.20	437.20
136	T2	05/19/98	03000	1341						437.20	437.20
132	T2	05/11/98	03000	1341						514.60	514.60
122	T2	05/01/98	03000	1341						437.20	437.20
Cost Type 1341										1,826.20	1,826.20
132	T2	05/11/98	03000	1342						38.71	38.71
Cost Type 1342										38.71	38.71
140	T2	05/29/98	03000	1343						78.70	78.70
141	T3	05/29/98	03000	1343						74.25	74.25
136	T2	05/19/98	03000	1343						78.70	78.70
137	T3	05/19/98	03000	1343						81.57	81.57
132	T2	05/11/98	03000	1343						99.61	99.61
133	T3	05/11/98	03000	1343						108.18	108.18

Processing Options for Cost of Construction Report-Detail

DRAW SELECTION:

1. Enter the Draw Number to process as the current period on this report. _____

PRINT OPTIONS:

2. Enter a "1" or "Y" to single space after printing total lines. Leave blank to double space. _____
3. Enter a "1" or "Y" to print Cost Type headings before detail. Leave blank to print no Cost Type headings. _____

Printing the Cost of Construction — Summary Report

You can use this report to view summarized cost information over a selected period of time.

51525		J.D. Edwards & Company				Page	-		2
		Cost of Construction - Summary				Date	-		11/03/98
		Level of Detail 9				As of	-		05/31/98
Company 00050		A Model Construction Mgmt Co							
Job & Phase . . .		5001 Main Terminal Building							
Cost Code	Cost Type	Description	Original Estimate	Revisions	Revised Estimate	Cost This Period	Cost To Date	Balance To Complete	
01000		GENERAL REQUIREMENTS							
01100		Job Supervision							
	1340	Labor	54,000.00		54,000.00			54,000.00	
	1341	Regular				1,840.00	1,840.00	1,840.00-	
	1343	Burden				669.58	669.58	669.58-	
	1340	Labor	54,000.00		54,000.00	2,509.58	2,509.58	51,490.42	
	1355	Equipment	9,125.00		9,125.00			9,125.00	
01100		Job Supervision	63,125.00		63,125.00	2,509.58	2,509.58	60,615.42	
01200		Project Sign							
	1350	Materials	5,625.00		5,625.00			5,625.00	
01200		Project Sign	5,625.00		5,625.00			5,625.00	
01000		GENERAL REQUIREMENTS	68,750.00		68,750.00	2,509.58	2,509.58	66,240.42	
02000		SITE WORK							
02200		Clearing & Grading							
	1355	Equipment	4,750.00		4,750.00			4,750.00	
	1360	Subcontracts	215,000.00		215,000.00			215,000.00	
02200		Clearing & Grading	219,750.00		219,750.00			219,750.00	
02600		Sewer Work							
	1340	Labor	15,000.00		15,000.00			15,000.00	
	1341	Regular				1,311.60	1,311.60	1,311.60-	
	1342	Premium							
	1343	Burden				488.60	488.60	488.60-	
	1340	Labor	15,000.00		15,000.00	1,800.20	1,800.20	13,199.80	

Processing Options for Cost of Construction Report-Summary

DRAW NUMBER DATE SELECTION:

1. Enter the Draw Number to process as
the current period on this report. _____

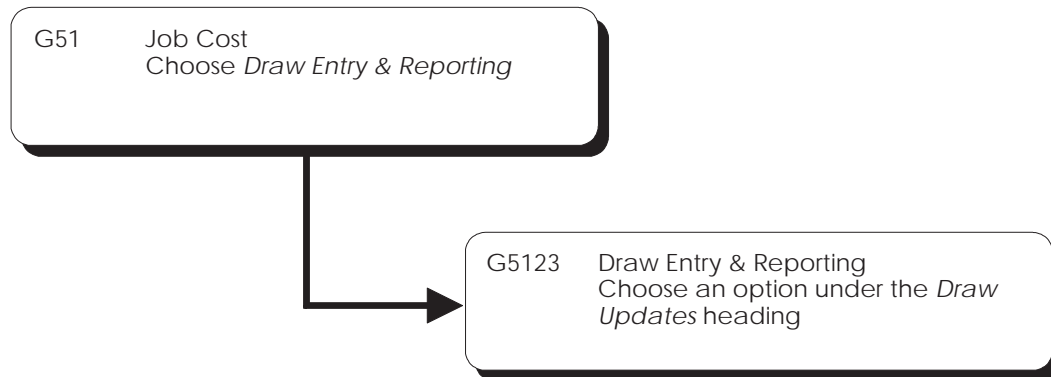
BUDGET TOTAL SELECTION:

2. Enter a "1" to accumulate budget
revisions from summary records
(F0902). Leave blank to accumulate
budget revision totals from detail
records (F0911). _____

PRINT OPTIONS:

3. Specify the lowest account level of
detail to print (3 thru 9). _____
4. Enter the level of detail (LOD) for
account print suppression. All
accounts with this LOD and greater
will not print if all amounts equal
zero (3 thru 9). _____

Revise the Draw



Revising the Draw

You can revise a draw by adding or removing transactions from it. To include additional accounts in a draw, you must adjust your AAIs to include the new account ranges and regenerate the draw report. To remove transactions from a draw, you can revise the information by line item. If an entire draw is incorrect, you can revise its status and generate a new draw.

Complete the following tasks:

- Revise the draw status
- Revise line items of a draw
- Revise the draw status. See *Revising the Draw Status (P515001)*
- Revise line items of a draw. See *Revising Line Items of a Draw (P515003)*

See Also

- *Setting Up AAIs for Job Cost (P00121)*
- *Defining Automatic Accounting Instructions (P00121)*

Revising the Draw Status

You can change the status of an entire draw if the draw was generated incorrectly or if you want to revise individual line items.

► **To revise the draw status**

On Draw Status Update

[515001] - Draw Status Update

Functions Tools Help

Draw Number 105

Number of Jobs

Ending Date

Draw Amount

Draw Status

✓ ✕ ⓘ ▲ + 🖨️ ↻

F24=More MW

1. Complete the following field:
 - Draw Number
2. Review the summarized cost in the following field:
 - Draw Amount
3. Complete the following field:
 - Draw Status

Field	Explanation
Draw Number	<p>A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.</p> <p>..... <i>Form-specific information</i></p> <p>A draw is a reimbursement for costs incurred during a specified period of time. The draw number, which is a batch number, identifies those costs. It is automatically assigned by the system.</p>
Draw Status Code	<p>The current status of specific information related to draw reporting in the Account Ledger file (F0911). Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="776 783 1398 842">Blank The information is not included in the costs for the current draw. <li data-bbox="776 848 1398 936">1 The information is included in the costs for the current draw. It cannot be included in a new draw. <li data-bbox="776 942 1349 1001">H The information is on hold and will not be included on a draw until released. <li data-bbox="776 1008 1373 1096">P The information is in a preliminary or proof status and is not included in the costs for the current draw. <li data-bbox="776 1102 1409 1161">X The information cannot be included in the costs for future draws.

Revising Line Items of a Draw

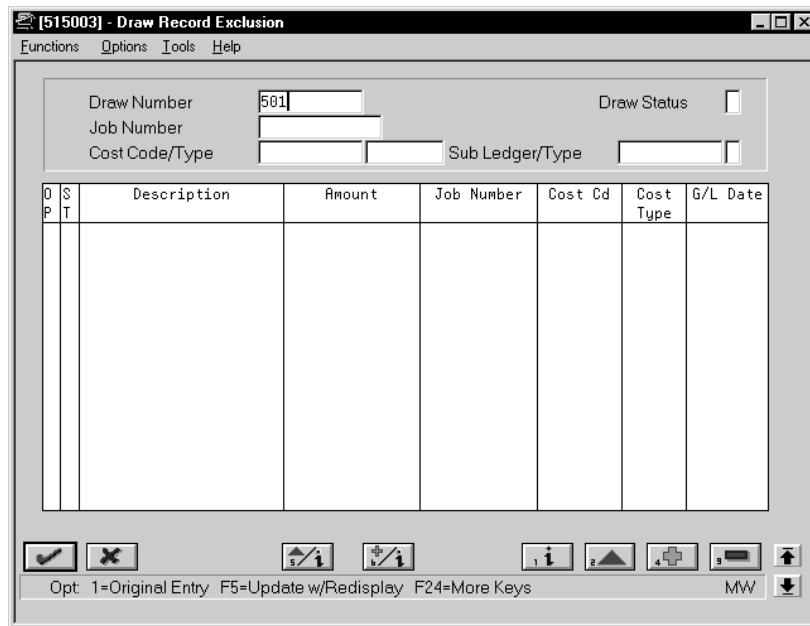
After you change the status of the entire draw, you can revise line item details of your draw information to remove transactions from your draw. You do this by applying a hold status to the transaction. You can also release transactions that are on hold. When you release a transaction, the system includes the transaction in the draw. In addition, you can cancel a draw pay request that was entered incorrectly.

Complete the following tasks:

- Hold or release accounts
- Cancel a pay request

▶ **To hold or release accounts**

On Draw Record Exclusion



1. Complete the following field to locate the draw:
 - Draw Number
2. Complete the following field to change the status of a transaction:
 - Draw Status

What You Should Know About

Changing the draw status

You must regenerate the entire draw request if you change the draw status from 1 to any other value.

▶ **To cancel a pay request**

On Draw Status Update

1. Complete the following field to locate the draw:
 - Draw Number
2. Complete the following field:
 - Draw Status

What You Should Know About

Canceling a pay request Changing the draw status from 1 or P to a blank cancels a pay request. This allows you to make changes to the individual transactions and to regenerate the draw.



Job Purging

Objectives

- To periodically purge outdated job information from your system while a job is in progress
- To purge a job from your system after the work is complete

About Job Purging

You can periodically purge outdated or completed job information from your Account Balances and G/L Account Ledger tables to free disk space.

After you complete a job and all of the transactions against it are complete, you can purge the entire job from your system.

Complete the following tasks:

- Purge job information
- Purge a completed job



Purge Job Information

Purging Job Information

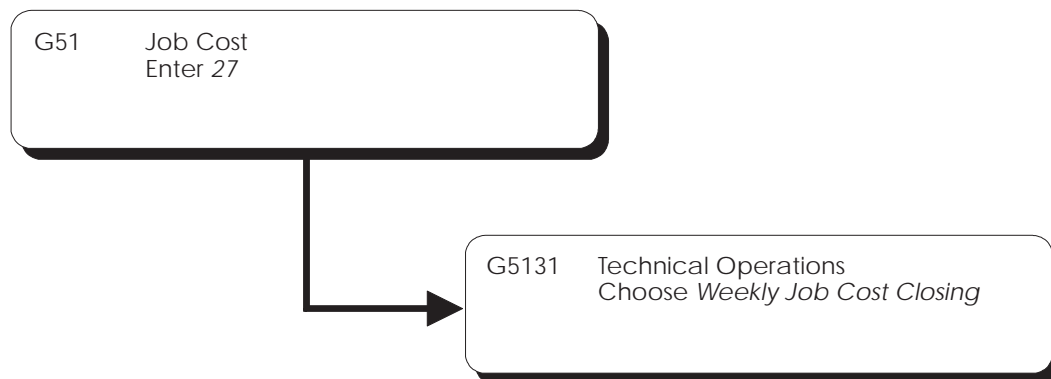
You can periodically purge outdated or completed information from your Account Balances and G/L Account Ledger tables to free space. For example, you can purge projected final information from your system as it becomes outdated.

In addition, you can close out your weekly balances to prepare your system to accept data for the next week.

Complete the following tasks:

- Close weekly balances
- Purge projected final information
- Close weekly balances. See *Closing Weekly Balances (P51910)*
- Purge projected final information. See *Purging Projected Final Information (P51997) and (P51998)*

Closing Weekly Balances



Run the Weekly Job Cost Closing program to close out your work-to-date account balances on a weekly basis. This clears the Week-to-date field on the Account Balances table and prepares your system to accept data for the next week.

Note: You must close out your weekly balances after all of the weekly information is entered and all of the weekly reports are run, but before you enter any information for the next week.



You must close out your weekly balances after all of the weekly information is entered and all of the weekly reports are run, but before you enter any information for the next week.

Before You Begin

- Establish a weekly cutoff schedule for accurate reporting

What You Should Know About

Reviewing week-to-date balances

You can review the weekly balances on the Daily or Weekly Comparisons form or with FASTR reports.

See also *Printing FASTR Reports*.

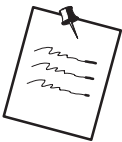
Purging Projected Final Information

You can purge projected final information from your system as it becomes outdated to free space on your system.

▶ **To purge projected final information**

Run the following programs to purge your projected final information:

- Delete Job Cost Projected Final - HA/HU
- Delete Projected Final Audit Trail - HA/HU



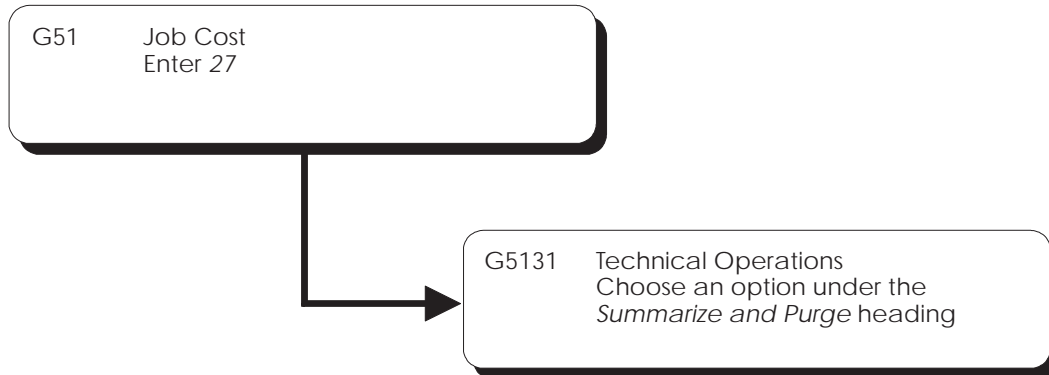
You must manually locate these programs from the Version List of the DREAM Writer facility to run them.

Note: You must manually locate these programs from the Version List of the DREAM Writer facility to run them.

See Also

- *The Technical Foundation Guide*

Purge a Completed Job



Purging a Completed Job

You can purge a job from your system after all of the outstanding transactions against the job are posted.

Before you purge a job from your system, you should summarize and copy the related information in your Account Master, Account Balances, and Account Ledger tables. A copy of the job information is made so that you can restore your original information, if needed.

Complete the following tasks:

- Copying job information
- Purge a job
- Copying job information. See *Copying Job Information (P51830)*
- Purge a job. See *Purging a Job (P51840)*

Before You Begin

- Back up your system on tape. See the *Technical Foundation Guide*.
- Ensure that all outstanding transactions against a job are posted.
- Run any necessary reports.

Copying Job Information

Before you purge a job from your system, you should run the Summarize Job Detail program. You should first run the program in edit mode, then run it again in final mode.

The Summarize Job Detail program:

- Creates a duplicate job, to the company you specify, with a business unit that consists of the original job number and a two-character prefix
- Summarizes the original job information to accounts specified in the SM01 AAI
- Changes the Posting Edit code of the original job to N and the new job to P
- Creates summarized copies of the data tables from the original job in the new job
- Terminates the summary process if the original job number contains more than 10 characters



An AAI, item number SM01, controls whether the information is summarized at the cost code or cost type level.

Processing Options for Summarize Job Detail

FINAL OR PROOF OPTION:

1. Enter "1" to run this program as a final update. Leave blank (default) to run it as a proof report. _____

COMPANY NUMBER SELECTION:

2. Enter the company number to contain the detail records. Leave blank (default) to use the company number defined by the Data Dictionary item #DCO. _____

SUMMARIZE OPTIONS:

3. Enter the prefix of the summarized Job Number. Leave blank (default) to use the prefix defined by the Data Dictionary item #DMC. _____
4. Enter "1" to summarize units. Leave blank (default) for no summarization of units. _____

Note: An AAI, item number SM01, controls whether the information is summarized at the cost code or cost type level.

Purging a Job

After you summarize the job information, run the Purge Job Detail program to purge a job from your system. This program purges the job information from the following tables:

- Job Master
- Account Master
- Account Balances
- Account Ledger
- Draw Reporting Master

The system stores the purged information from the Account Balances table in the F0902XXXX table and the Account Ledger table in the F0911XXXX table. The first X in each of these tables represents the Julian Year. The remaining Xs represent the Julian Day. For example, January 01, 1998, is 8001 and December 31, 1998, is 8365.

Processing Options for Purge Job Detail

PURGE OPTIONS:

1. Enter the tape or diskette location to which file(s) will be saved. _____
Valid values are *M12, *M1, *M2, *S1, *S2, *S3, *S12, *S23, *S123, *TAPE, *DISK, or *NOSAVE. The default is *DISK.

NOTE: If "*NOSAVE" is entered, the reorganization of the file will be executed with selected records being removed. The records removed from the base file will not be saved.

2. Enter '1' to remove deleted records from the processed file (REORG). _____
3. Enter the library name in which the Business Unit Master file (F0006) exists. _____

Setup



System Setup

Objectives

- To understand how to set up the controls that let you use the Job Cost system
- To understand how to customize the Job Cost system to your specific business needs

About System Setup

Before you use the Job Cost system, you should define certain information to customize the system to your business needs. The system uses the information you define to work with your jobs. You should set up the following information:

System constants

You set up Job Cost system constants to determine whether your system:

- Calculates projected final costs and unit quantities
- Maintains an audit trail of changes to projected final cost and unit quantities
- Maintains an audit trail of changes to budget information related to methods of computation A and R
- Automatically relieves open commitments when you post A/P vouchers to the Account Ledger table (F0911)
- Displays the committed amount on reports and forms as total commitments or total contracts

Automatic accounting instructions

Automatic accounting instructions (AAIs) define the link between the Job Cost, Contract Management, and General Accounting systems.

Next numbers

You use next numbers to assign numbers to items that must have unique numbers, such as draw reports. The Next Numbers program determines how these numbers are assigned.

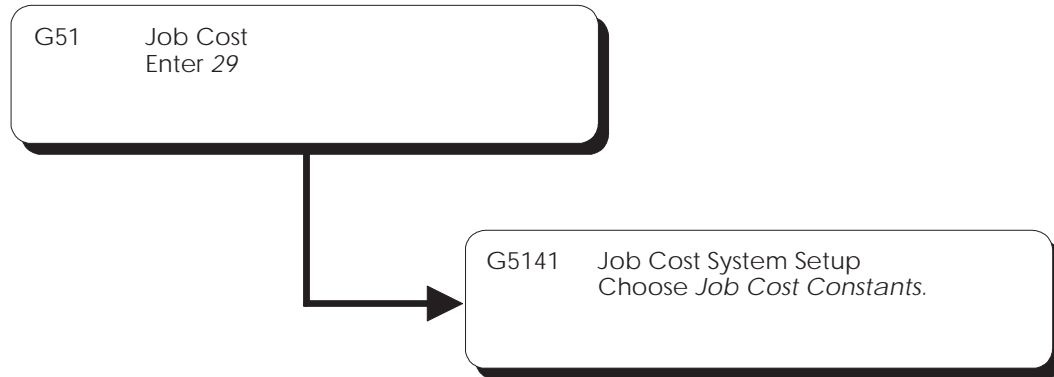


User defined codes	<p>You use user defined codes to customize your system to your specific business needs. You can set up many user defined codes, including codes for the following:</p> <ul style="list-style-type: none">• Job categories• Ledger types• Account categories• Units of measure• Projected final business unit types• Budget amount and unit ledger types• Annual close budget ledger types• Contract types• Summarize and close ledger types• Cost code master chart types• Chart type edit fields• Inquiry ledger types• Profit recognition entries
Job status inquiry	<p>You set up the columns, formats, and paths used to display job status information on the Job Status Inquiry form.</p>
Data types	<p>You set up the data types and security for supplemental information, such as logs.</p>
Model chart types and jobs	<p>You set up model chart types and jobs to create standard cost code structure information that you can copy into your jobs and then modify for each job.</p>

System setup consists of:

- Setting up system constants
- Defining automatic accounting instructions
- Setting up next numbers
- Setting up user defined codes
- Setting up Job Status Inquiry
- Setting up data types
- Setting up model chart types and jobs

Set Up System Constants



Setting Up System Constants

Setting Up System Constants for Job Cost

You set up Job Cost system constants to determine whether your system:

- Calculates projected final costs and unit quantities
- Maintains an audit trail of changes to projected final cost and unit quantities
- Maintains an audit trail of changes to budget information related to methods of computation A and R
- Automatically relieves open commitments when you post A/P vouchers to the Account Ledger table (F0911)
- Displays the committed amount on reports and forms as total commitments or total contracts

Projected final costs and unit quantities are an estimate of the total cost and unit quantities required for the completion of a job. If you set up the system to create projected final information, it estimates the final costs and unit quantities for each account based on:

- The percentage of completion of the account
- The field progress values related to the account

- The actual costs against the account
- The budgeted and committed values
- The method of computation you select when you calculate job progress

You can use projection audit trail to track changes to projected costs and unit quantities. You use budget audit trails to track changes to budgeted costs and unit quantities in the IA and IU ledgers.

You can set up the system to automatically reduce open commitments by the amount of payments posted against their accounts.

You can display commitment information as total commitments or as total contracts. Total commitments is the sum of all open commitments and all actuals. Total contracts is the sum of the committed costs only.

The Job Cost system shares its system constants with the Contract Management system and the Purchase Management system. You should work with the system administrators of both of these systems to ensure that your constants are set up the same way. You define Job Cost constants and Contract Management constants on the same form, which updates the Job Cost Company Constants table (F0026).

You must set up your system constants for company 00000. This provides default constants for companies that do not have specific constants defined for them. To save time, you should set up your default company constants as the constants most commonly used by companies on your system. This enables you to make changes only when you must define the constants that are specific to a company.

▶ **To set up system constants**

On Job Cost Constants

Company	00050 R Model Construction Mgmt Co
Job Cost Projections (Y/N)	<input checked="" type="checkbox"/>
Projection Audit Trail (Y/N)	<input checked="" type="checkbox"/>
Budget Audit Trail (Y/N)	<input checked="" type="checkbox"/>
Commitment Relief (Y/N)	<input checked="" type="checkbox"/>
Commitment Display Option	<input type="checkbox"/>

1. Complete the following field to locate the company:
 - Company
2. Complete the following fields:
 - Job Cost Projections
 - Projection Audit Trail
 - Budget Audit Trail
3. Complete the following fields:
 - Commitment Relief
 - Commitment Display Options



To create projected final amounts and unit quantities for the jobs in a company, you must activate the Job Cost Projections (Y/N) field and define the types of business units (user defined codes table 51/PF) for which you will calculate projections.

Note: To create projected final amounts and unit quantities for the jobs in a company, you must activate the Job Cost Projections (Y/N) field and define the types of business units (user defined codes table 51/PF) for which you will calculate projections.

Field	Explanation
Job Cost Projections	<p>Controls whether the system updates and saves projected final amounts and quantities (ledger types HA and HU, respectively) in the Account Balances table (F0902). Valid codes are:</p> <ul style="list-style-type: none">Y Yes, update and save projections.N No, do not update and save projections. <p>..... <i>Form-specific information</i></p> <p>If you change this field from Y to N, the system displays a warning indicating that you might already have Account Balances records for ledger types HA and HU. You can continue by pressing Enter again.</p> <p>If you do change this constant, you can delete the existing Account Balances and Account Ledger Detail records by running the Delete Job Cost Projected Final program (P51997) from the DREAM Writer Versions List form. This program deletes all records in the Account Balances (F0902) and Account Ledger (F0911) tables that have ledger type HA or HU for the company specified.</p>

Field	Explanation
Projection Audit Trail	<p>Controls whether the system creates an audit trail (F0911 records) for changes to the job cost projections (ledger types HA and HU).</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, create an audit trail for changes to the job cost projections. N No, do not create an audit trail. <p>..... <i>Form-specific information</i></p> <p>This field works together with the Job Cost Projections field and is activated for all methods of computation. If you assign Y to this field, the Job Cost Projections field must also contain Y.</p> <p>This constant does not have to be set during initial setup procedures. You can set it to Y after you are familiar with the Job Cost projections logic. The audit trail created by this constant provides information about the balance in the associated ledger type and is in addition to the actual transaction that caused the projected final change.</p> <p>To determine whether to set this constant to Y, you should consider the amount of disk space required for the additional audit trail records.</p> <p>If you change this constant from Y to N, the system displays a warning that you might already have created records in the Account Ledger table (F0911) for ledger types HA and HU. If you have, you can change the constant to N, but you might also want to delete all existing records. To do this, you can run the Delete Projected Final Audit Trail program (P51998) from the DREAM Writer Versions List form.</p>
Budget Audit Trail	<p>Controls whether the system creates audit trail records (F0911) for changes to a budget, which are kept in ledgers that are user defined codes (system 51, types RB and RU). This constant relates only to methods of computation A and R. Valid codes are:</p> <ul style="list-style-type: none"> Y Yes, create an audit trail for budget changes. N No, do not create an audit trail.

Field	Explanation
Commitment Relief	<p>A code that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger. These vouchers are related to non-inventory purchase orders and contract progress payments.</p> <p>Valid codes are:</p> <ul style="list-style-type: none">Y Yes, automatically relieve open commitments.N No, do not automatically relieve open commitments. <p>..... <i>Form-specific information</i></p> <p>Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.</p>

Field	Explanation
Commitment Display Options	<p>A code that specifies whether committed amounts and unit quantities (ledger types PA and PU, respectively) are shown as total commitments or total contracts when you process information from the Account Balances table (F0902). It also controls whether the committed amounts are rolled forward into the future years of a job's budget. The total amount is stored in the Account Balances table in the Original/Beginning Budget (BORG) field. This field affects any form that shows commitments. Valid codes are:</p> <ul style="list-style-type: none"> Blank Show as total commitments, and roll BORG forward. 1 Show as total contracts, and roll BORG forward. 2 Show as total commitments, and do not roll BORG forward. 3 Show as total contracts, and do not roll BORG forward. <p>The commitment feature tracks the following values:</p> <ul style="list-style-type: none"> • Total contracts, which is the sum of all contracts and purchase orders • Open commitments, which is total contracts minus the payments against specific lines of the commitment • Total commitments, which is the open commitments plus actual payments <p>You can set or change this constant without changing the logic for accumulating and storing these balances. The committed amount is defined in user defined codes (system 40, type CT).</p> <p>..... <i>Form-specific information</i></p> <p>If you change the setting from rolling forward to not rolling forward or vice versa, the system displays a warning. To continue, press Enter. You will then need to run the Repost Committed Costs program (P00932) to recalculate commitment balances in the Account Balances table (F0902).</p>

See Also

- *Setting Up User Defined Codes (P00051)*

Define Automatic Accounting Instructions

Defining Automatic Accounting Instructions (AAIs)

Defining Automatic Accounting Instructions for Job Cost

Automatic accounting instructions (AAIs) define the link between the Job Cost, Contract Management, and General Accounting systems.

The following five categories of AAIs are relevant to the Job Cost system:

Profit recognition AAIs	Use these AAIs to specify the accounts that the system uses to create journal entries for profit recognition.
Field progress protection AAIs	Use these AAIs to protect the actual unit amounts in certain accounts from being updated as a result of job progress calculations.
Draw reporting selection AAIs	Use these AAIs to specify the accounts that are eligible for construction costs related to draw reporting.
Job summarization AAIs	Use these AAIs to direct the system to summarize the detail information for existing accounts into a single summary account.
Budget balance ledger AAIs	Use these AAIs to force general ledger entries to always be in balance.

You should first review the AAIs in your system to ensure that the AAIs you want to include are not already defined. You can then define your new AAIs.

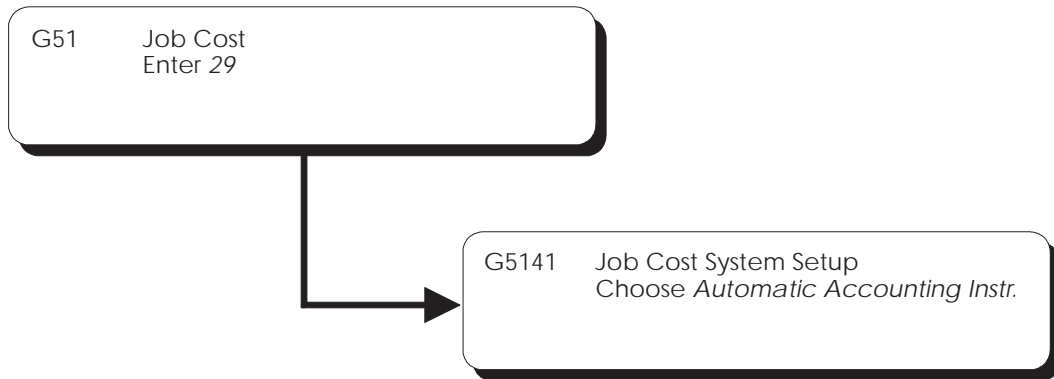
Complete the following tasks:

- Review and revise AAIs
- Define AAIs

See Also

- *Reviewing AAI*s and *Revising AAI*s in the *General Accounting I Guide*

Reviewing and Revising AAI



Before you define your AAI

s, you should review your system to ensure that they are not already defined. You can then revise your AAIs as necessary.

▶ **To review and revise AAI**s

▶ **To define AAI**s for Job Cost

On Automatic Accounting Instructions

[00121] - Automatic Accounting Instr.

Functions Options Tools Help

Skip to Sequence Number

		Company				
0	Sequence		Bus. Unit	Object	Sub	Item
P	Number					
	51.010	Job Cost Accounting			Seq #	JC

		Profit Recog/Job Close			51.100	
		Field Progress Protect			51.200	
		Draw Reporting Select			51.300	
	51.010	Job Summarize/Purge			51.400	JC1
	51.100	Profit Recognition				JC100

		These AAI's identify your				
		accounts for:				
	51.100	1)Default WIP offset and WIP				JC101

Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys MW

1. Complete the following optional field:
 - Skip to Sequence Number
2. Do one of the following:
 - Choose AAI Revisions for the AAI you want to change
 - Choose AAI Revisions on a blank line to add a new AAI



The sequence numbers for AAIs related to the Job Cost system begin with 51.

Note: The sequence numbers for AAIs related to the Job Cost system begin with 51.

Defining AAIs

You can define the following categories of AAIs related to the Job Cost system:

- Profit recognition AAIs
- Field progress protection AAIs
- Draw reporting selection AAIs
- Job summarization AAIs
- Budget balance ledger AAIs

Profit Recognition AAIs

Profit recognition AAIs specify the accounts that the system uses when it creates journal entries for profit recognition.

BS

This AAI defines the offset (contra) account when work-in-progress (WIP) needs to be reflected on the income statement. The system posts offset amounts to this contra asset account.

You can summarize the amounts into a single account (BS) or show detail for each account (BS1344 for cost type 1344, BS1380 for cost type 1380, and so on). The system automatically uses BS when you do not specify a cost type in the item number.

This AAI is not required if you set up jobs on the income statement. However, for jobs on the balance sheet, the BS AAI must at least be defined for the default company 00000.

IS

This AAI defines the account for revenue and cost of sales reported on the income statement. The system creates entries for costs and billings when it relieves WIP amounts, then uses this AAI to transfer those entries from the balance sheet to the income statement.

You can summarize the amounts into a single account (IS) or show detail for each account (IS1344 for cost type 1344, IS1380 for cost type 1380, and so on). The system automatically uses IS when you do not specify a cost type in the item number. If you set up jobs on the income statement, this AAI is not required.

JCBE

This AAI defines the account for overbillings. Overbillings are billings in excess of costs and estimated earnings. You can also use it for the credit offset to JCLOSS, if BSLOSS is not set up.

This account is generally a liability account. The amounts are reversed monthly.

JCCE

This AAI defines the account for underbillings. Underbillings are costs and estimated earnings in excess of billings.

This account is generally an asset account. The amounts are reversed monthly.

JCBOUA	<p>This AAI defines the account for adjustments to the income statement related to the cost of sales. The system posts over and under entries to this account when the percentage of completion is based on billings.</p> <p>The account is the offset for entries posted to the accounts related to JCBE and JCCE. The amount is reversed monthly.</p>
JCCOUA	<p>This AAI defines the account for adjustments to the income statement related to revenue. The system posts profit and loss entries to this account when the percentage of completion is based on cost.</p> <p>The account is the offset for entries posted to the accounts related to JCBE and JCCE. The amount is reversed monthly.</p>
JCLOSS	<p>This AAI defines the account for the entries related to a provision for loss. Such an entry is created when a job has a projected final loss. The amount is reversed monthly.</p>
BSLOSS	<p>This AAI defines the offset (contra) account for the provision for loss. It is the offset for entries posted to the account related to JCLOSS. The amount is reversed monthly.</p> <p>This AAI is optional. If it is not set up, the system uses JCCE.</p>
JCAPC	<p>This AAI defines the account for accrued cost on the job account. Any amounts are automatically reversed in the next month.</p>
JCSMJ	<p>This AAI defines the account for deferred cost on the job account. You typically use this AAI for stored materials. Any amounts are automatically reversed in the next month.</p>
JCAPO	<p>This AAI defines the offset (contra) account for accrued costs. It is the offset for entries posted to the account related to JCAPC.</p>
JCSMI	<p>This AAI defines the offset (contra) account for deferred costs. It is the offset for entries posted to the account related to JCSMJ.</p>

JCPFC	This AAI defines the account for adjustments to the projected final cost. This AAI requires the object account. The subsidiary is optional, and the business unit is not used.
JCPFP	<p>This AAI defines the account for adjustments to the projected final profit. You typically set up this AAI only if your company posts profit to an account and maintains balanced budgetary ledger types.</p> <p>This AAI requires the object account. The subsidiary is optional, and the business unit is not used.</p>
JCPFR	This AAI defines the account for adjustments to the projected final revenue. This AAI requires the object account. The subsidiary is optional, and the business unit is not used.
JCCAxX — JCCAxX+1	This AAI defines the beginning and ending object accounts for a range of revenue accounts. Profit recognition can include up the 49 ranges from JCCA01 – JCCA02 to JCCA97 – JCCA98.
JCSTxx — JCSTxx+1	This AAI defines the beginning and ending object accounts for a range of cost accounts. Profit recognition can include the 49 ranges from JCST01 – JCST02 to JCST97 – JCST98.

Field Progress Protection AAIs

Field progress protection AAIs protect the actual units in specific accounts from updates in related job progress entry programs . These AAIs prevent you from entering quantities when the actual quantities come from other J.D. Edwards systems.

JCxx — JCxx+1	<p>This AAI defines the beginning and ending object accounts for the range of labor accounts. Field progress protection can include the five ranges from JC01 – JC02 to JC09 – JC10.</p> <p>This AAI requires the object account. The subsidiary is optional, and the business unit is not used.</p>
----------------------	--

Note: You should set up an AAI range of cost types for any actual quantities that are automatically posted from another J.D. Edwards system.



You should set up an AAI range of cost types for any actual quantities that are automatically posted from another J.D. Edwards system.

Draw Reporting Selection AAI

Draw reporting selection AAI's specify the construction cost accounts that are eligible for draw reporting. The system does not process any other accounts for draw reporting.

DWxx — DWxx+1

This AAI defines the beginning and ending object accounts for two ranges of eligible accounts. Draw reporting selection can include the 10 ranges from DW01 – DW02 to DW19 – DW20.

This AAI requires the object account. The subsidiary is optional, and the business unit is not used.

Job Summarization AAI

Job summarization AAI's direct the system to summarize the detail information from many existing accounts into one summary account. An asterisk (*) in either the Object Account or Subsidiary field specifies that account balances are kept at that level.

SM01

This AAI summarizes all object accounts within their respective subsidiaries. It also specifies an object account that the system creates to keep the summarized information.

The business unit, object account, and subsidiary are all optional for this AAI.

Budget Balance Ledger AAI

Budget balance ledger AAI's force the system to keep balanced ledger entries for accounts on the Combined Progress Entry form.

FPBAL

This AAI defines the offset account used for maintaining balanced entries to ledgers defined on user defined codes table (09/LP).

Set Up Next Numbers

From the General Systems Menu (G00), choose Next Numbers.

Setting Up Next Numbers

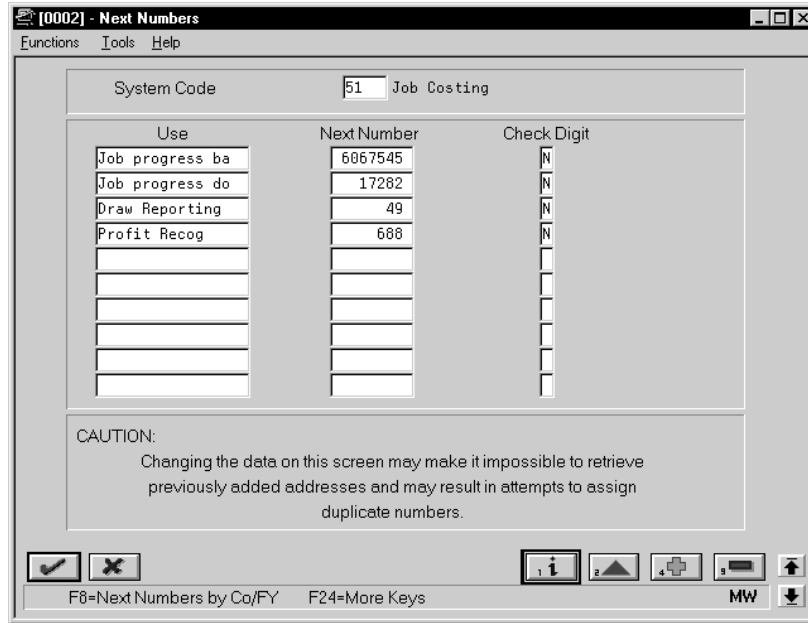
You use next numbers to assign numbers to items that must have unique numbers, such as draw reports, batch numbers, and document numbers. The next numbers program determines how these numbers are assigned.

Next numbers for the Job Cost system are stored in system 51. The Job Cost system uses next numbers for the following purposes:

- To assign progress entry batch numbers
- To assign progress entry document numbers
- To assign draw report numbers.
- To link profit recognition tables



Next numbers are central to J.D. Edwards systems. You must be thoroughly familiar with next numbers before you change them.



What You Should Know About

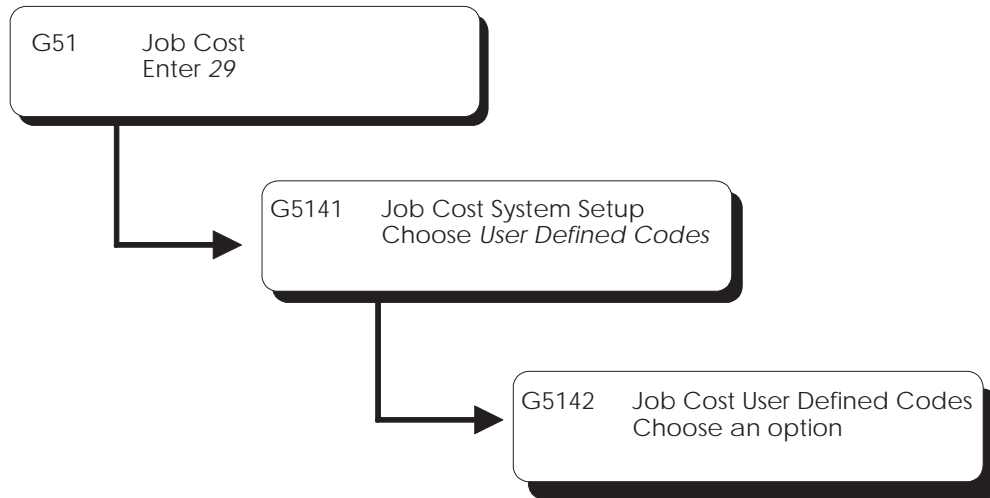
Next numbers by company/fiscal year

You can also assign next numbers for the Job Cost system by company or by company and fiscal year for selected documents.

See Also

- *Working With Next Numbers* in the *General Accounting I Guide* for more information about next numbers

Set Up User Defined Codes



Setting Up User Defined Codes for Job Cost

Setting Up User Defined Codes

You can customize many of the fields in your Job Cost system by setting up user defined codes to meet the needs of your business environment.

User defined codes are stored in tables related to a specific system and code type. These tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error. For example, you can only enter codes in the Business Unit Type field that exist in the table for system 00 and code type MC. The system stores the tables for all of your user defined codes in the User Defined Codes table (F0005).



User defined codes are central to J.D. Edwards systems. You must be thoroughly familiar with user defined codes before you change them.

You should first review the user defined codes in your system. You can then define your new user defined codes.

Complete the following tasks:

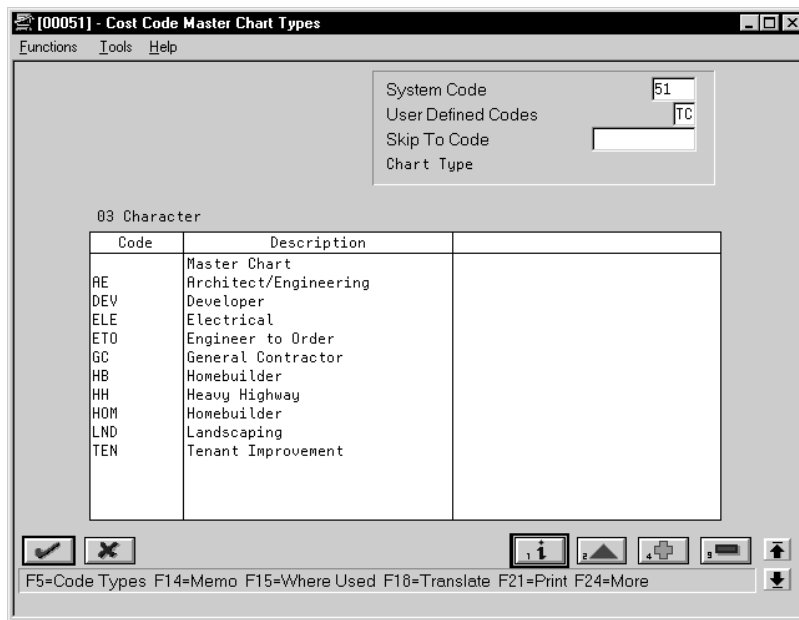
- Review and revise user defined codes
- Define user defined codes

Reviewing and Revising User Defined Codes

Before you define your user defined codes, you should review your system to ensure that they are not already defined. You can then revise your user defined codes as necessary.

► **To review and revise user defined codes**

On any user defined codes form



1. Complete the following fields:
 - System Code
 - User Defined Codes
2. Revise information as necessary.

Defining User Defined Codes

You should define the following user defined codes related to the Job Cost system:

- Ledger type (09/LT)
- Business unit category codes (00/01 – 00/30)
- Account category codes (09/01 – 09/23)
- Units of measure (00/UM)
- Contract type (51/CT)
- Projected final business unit type (51/PF)
- Budget amount ledger type (51/RB)
- Budget unit ledger types (51/RU)
- Annual close budget ledger type (00/LT)
- Summarize and close ledger type (51/LT)
- Cost code master chart type (51/TC)
- Chart type edit field (51/ED)
- Formula description (51/FM)
- Inquiry ledger type (51/IL)
- Profit recognition IS entry (51/IS)

Ledger Type (09/LT)

Use ledger type category codes to keep detailed information in more than one ledger within the Account Ledger table (F0911). The detail supports the information in the Account Balances table and provides an audit trail for the G/L transactions.

Business Unit Category Codes (00/01 – 00/30)

Use business unit category codes to identify different groups of jobs for reporting purposes.

You can define up to 30 different category code types, including the 10 menu selections for job category codes. For code types 01 – 20, the codes are 3 characters in length. For code types 21 – 30, the codes are 10 characters in length.

You can assign job category codes to a job from either Job Category Code Revisions or Job Revisions by Company. The system stores these codes in the Job (Business Unit) Master table (F0006). All the J.D. Edwards systems that use this table share the same business unit category codes.

If you use the Service and Contract Billing system, reserve codes 11 and 12 for cost-plus billing. If you use base agreements in Contract Management, reserve codes 19 and 20 for base contracts.

Account Category Codes (09/01 – 00/23)

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 4 menu selections for account category codes. For code types 01 – 20, the codes are 3 characters in length. For code types 21 – 23, the codes are 10 characters in length.

Use the following methods to assign the category codes to an account:

- Assign codes 01 – 08 from account-related forms, such as Chart Type Setup, Basic Budget Setup, and so on.
- Assign codes 01 – 20 from the Account Category Codes form, which you access from the Revise Single Account form in the General Accounting system.
- Assign codes 21 – 23 from the Cost Code Schedule form. These provide a link between the Job Cost system and the Primavera Project Planner. They can also be used with the accounts in a secondary chart of accounts.
- Assign codes 01 – 03 to accounts for the purpose of alternate sequences.

The system stores these codes in the Account Master table (F0901). All the J.D. Edwards systems that use this table share the same account category codes.

Units of Measure (00/UM)

Use units of measure category codes to identify the different types of units related to your accounts. The codes are two characters in length. For example, you can define CF for cubic feet, CY for cubic yards, SF for square feet, and so on. The unit of measure is assigned to an account from account-related forms, such as Chart Type Setup, Basic Budget Setup, and so on.

Contract Type (51/CT)

Use contract type category codes to identify the type of contract to which a job is related. You only define contract type codes if you use the Service Billing system. The codes are four characters in length and are for informational and reporting purposes only.

You assign the contract type to a job from the Job Master Revisions form.

Code FF relates to fixed-fee or fixed-price contracts.

Projected Final Business Unit Type (51/PF)

Use projected final business unit type category codes to identify the jobs for which you want to project final amounts (ledger type HA) and unit quantities (ledger type HU).

The code is the same as the business unit type you assign to a job from Job Master Revisions or Job Revisions by Company.

If a business unit type is not defined for projected final values, the system cannot create project final values for the business units to which the type has been assigned.

For the code to be valid, it must also be defined in the primary table for business unit type category codes (00/MC).

The Job Cost Projections (Y/N) field on Job Cost Constants must be set to allow projected final amounts and unit quantities for jobs within a company.

See Also

- *Setting Up System Constants (P0026)*

Budget Amount Ledger Type (51/RB)

Use budget amount ledger type category codes to identify the budget ledgers for amounts to be included in the revised budget and to calculate projected final values.

The ledgers exist in the Account Ledger table (F0911) and support the information in the Account Balances table (F0902).

The first two characters of the Description-2 field must contain the unit ledger type that corresponds to the amount ledger type in the Code field. The ledger types must be uppercase.

For the code to be valid, you must also define it in the primary table for ledger type category codes (09/LT).

Budget Unit Ledger Type (51/RU)

Use budget amount ledger type category codes to identify the budget ledgers for units to be included in the revised budget and to calculate projected final values.

The ledgers exist within the Account Ledger table (F0911) and support the information in the Account Balances table (F0902).

The first two characters of the Description-2 field must contain the amount ledger type that corresponds to the unit ledger type in the Code field.

The ledger types must be uppercase.

For the code to be valid, you must also define it in the primary table for ledger type category codes (09/LT).

Annual Close Budget Ledger Type (00/LT)

Use annual close budget ledger type category codes to identify the ledgers that the system uses in job closing.

The Job Cost system does not spread budget amounts and usually rolls the original budget into the next fiscal year. The ledger types have R (roll budget) as the first character in the Description-2 field.

A ledger type with B or S as the first character in the Description-2 field is not applicable to the Job Cost system.

For the code to be valid, you must also define it in the primary table for ledger type category codes (09/LT).

Any budget ledger types not included in your revised budget must be defined here for them to be entered into the Job Cost system.

Summarize and Close Ledger Type (51/LT)

Use summarize and close ledger type category 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 category codes (09/LT).

Cost Code Master Chart Type (51/TC)

Use cost code master chart type category codes to identify a model chart of accounts for a type of job or a standard range of cost codes within a job.

The codes are three characters in length. For example, you can define RAB for roads and bridges, RET for retail stores, and so on. A blank chart type usually relates to the most commonly used model.

You set up the model related to the chart type on Chart Type Setup.

A model chart of accounts is optional.

Chart Type Edit Field (51/ED)

Use chart type edit field category codes to identify the fields for the accounts in a job that you want the system to verify against a model cost code structure. The codes help maintain uniformity within jobs related to a given chart type.

If a job and chart type share a common account (cost code and cost type), this table ensures that the values agree for the specified fields.

The code can be up to six characters in length. Use the data item name for the field in the Cost Code Master table (F5109). For example, use GJERC for the equipment rate code, GJPEC for the posting edit code, GJUM for the unit of measure, and so on.

The system verifies that the level of detail for the cost code is the same as the level of detail for the job. You must define data item GJLDA (level of detail) in the user defined code table.

The processing options for Basic Budget Setup and Speed Budget Setup control whether the system verifies the fields and allow you to specify the chart type for comparison.

Formula Description (51/FM)

Use formula description category codes to identify the valid values for descriptions of the codes that are available on Define Inquiry Columns. Each description relates to a ledger type or group of ledgers from which the system can retrieve amounts or unit quantities for Job Status Inquiry. You cannot change the values of the codes. However, you can change the description of the codes.

Inquiry Ledger Type (51/IL)

Use inquiry ledger type category codes to identify additional ledgers that you want to include on Define Inquiry Columns. The system can retrieve amounts or unit quantities for Job Status Inquiry from these ledgers.

You can define up to 10 additional ledger types. These ledger types can appear on Define Inquiry Columns as codes 11 – 20 for amounts, codes 31 – 40 for units, and codes 51 – 60 for header units.

The first two characters of the Description-2 field must specify the amount ledger type. The third and fourth characters of the field must specify the corresponding unit ledger type, if one exists.

The ledger types must be uppercase.

The Special Handling Code field in the fold area must contain 1 if the ledger type relates to a budget ledger.

For a ledger type to be valid, you must also define it in the primary table for ledger type category codes (09/LT).

See Also

- *Setting Up Job Status Inquiry (P51921)*

Profit Recognition IS Entry (51/IS)

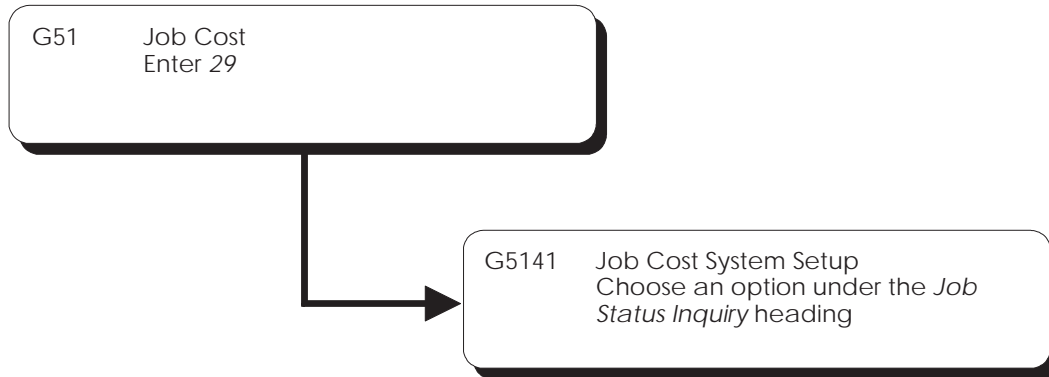
Use profit recognition IS entry category codes to identify the automatic accounting instructions (AAIs) for income statement entries based on different job types. This allows you to recognize the revenue and cost amounts according to the different job types. The Code field contains the job type, or a combination of a job type and an object account (cost type). The Description-2 field contains the related AAI that identifies the account to which you want to use in place of the ISXXXX AAI.

When you run the Create Journal Entries program in the profit recognition process, the system determines the account for the income statement entry by:

1. Checking the table for a combination of the job type and cost type. If the system does not find the correct combination, it performs step 2.
2. Checking the table for the job type. If the system does not find the correct job type, it performs step 3.
3. Referring to the IS series of AAIs, which is the standard AAI for income statement entries.

You do not have to set up this table if your IS AAIs are specific enough for the entries on your income statement.

Set Up Job Status Inquiry



Setting Up Job Status Inquiry

You set up the columns, formats, and paths used to display job status information on the Job Status Inquiry form. Column definitions are required, but formats and paths are optional.

Columns determine how your information is displayed. You can define columns by setting up specific formulas by which the system calculates the value that it displays.

After you define your columns, you can place them into groups of up to four columns. This creates specific form formats that you can select to view the information.

After you define your formats, you can create inquiry paths by which you can toggle through a specified sequence of formats.

Complete the following tasks:

- Define inquiry columns
- Define inquiry formats
- Define inquiry paths
- Define inquiry columns. *See [Defining Inquiry Columns \(P51921\)](#)*
- Define inquiry formats. *See [Defining Inquiry Formats \(P5193\)](#)*

- Define inquiry paths. See *Defining Inquiry Paths (P51941)*

Defining Inquiry Columns

You must define the columns you use on Job Status Inquiry to display your information. When you define a column, you can specify the following:

- Column name
- Column heading
- The formula by which the information displayed in the column is calculated
- The glossary item name in the data dictionary

The information is stored in the Inquiry Columns table (F5192).



The inquiry columns are also used on the Combined Progress Entry form.

Note: The inquiry columns are also used on the Combined Progress Entry form.

► To define inquiry columns

On Define Inquiry Columns

Description	Amount	Units	Header Units
Actual Values	1	21	41
JR/JU Original Budget Values	2	22	42
JR/JU Revised Budget Values	3	23	43
51/RB 51/RU Original Budget	4	24	44
51/RB 51/RU Revised Budget	5	25	45
Open Commitment Values	6	26	46
Total Contract Values	7	27	47

1. Complete the following fields:
 - Column Name
 - Formula
2. Complete the following optional fields:
 - Description
 - Column Heading 1
 - Column Heading 2
 - Decimal Positions
 - Edit Code
 - Multiplier
 - Glossary Item

Field	Explanation
Formula – Inquiry Column	<p>Used to calculate an amount or unit quantity for the respective column on the Job Status Inquiry screen. The calculation can be the combination of one or more codes from the lower part of the Define Inquiry Columns screen along with the necessary mathematical symbols.</p> <ul style="list-style-type: none"> • Each code is a variable the system uses to retrieve the related amount or quantity from a ledger or other source. • The calculation can include the four basic mathematical functions along with parentheses for nesting amounts or quantities. The valid symbols for these functions are: + (addition), – (subtraction), * (multiplication), / (division), & () (left and right parentheses). • If a column relates to a specific amount or quantity contained in a ledger, the calculation consists only of one code.

What You Should Know About

Formula codes

The system uses each code described in the table to retrieve a related amount or unit quantity. The codes, which are user defined (51/FM and IL), identify the ledger or group of ledgers that are the source of the information. You must match the following fields with the appropriate codes:

- For amounts, the valid codes are 1 – 20.
- For unit quantities, the valid codes are 21 – 40.
- For header units, the valid codes are 41 – 60.
- For percent complete, the valid code is 61.

Formula examples

The following list includes examples of different ways you can combine the codes and mathematical functions to create formulas:

- Actual amount: 1
- Actual unit rate: 1/21
- Total commitments: 1+6
- Unit rate variance: (1/21) – (5/25)

The formula consists of a single code if the column relates to a specific value contained in the ledger.

See Also

- *Setting Up User Defined Codes (P00051)*

Defining Inquiry Formats

After you define the columns for Job Status Inquiry, you can group them into formats. A format can include up to four columns, which appear on Job Status Inquiry in the same order you define them in the format. You are not required to assign a column to each of the four column fields. The format definitions are stored in the Inquiry Formats table (F5193).

► To define inquiry formats

On Define Inquiry Formats

The screenshot shows a window titled '[5193] - Define Inquiry Formats'. At the top, there is a menu bar with 'Functions', 'Tools', and 'Help'. Below the menu bar is a text input field labeled 'Skip to Format Name' containing 'FORMAT01' and a preview of the format: 'Rev Bud,Open Comm,Actual,EAC'. The main area contains a table with the following data:

Format Name	Description	Col 1	Col 2	Col 3	Col 4
FORMAT01	Rev Bud,Open Comm,Actual,EAC	RBA	OCA	AA	EAC
FORMAT02	Rev Bud,Actual,ETC,EAC	RBA	AA	ETC	EAC
FORMAT03	Rev Bud,Actual,Proj O/U,EAC	RBA	AA	POU	EAC
FORMAT04	Rev Bud,Actual,% Comp,EAC	RBA	AA	PC	EAC
FORMAT05	Rev Bud,Days Prior,Actual,EAC	RBA	DPA	AA	EAC
FORMAT06	Rev Bud,Days Prior,Actual,ETC	RBA	DPA	AA	ETC
FORMAT07	Org Bud,Chg Orders,Rev Budget	OBA	CHGO	RBA	
FORMAT08	Rev Bud,Tot Con,Uncomm,Tot Con	RBA	TCA	UCA	TOTC
FORMAT09	Bud,Comm,Act,EAC, Unit Rate	ABUR	OCUR	AUR	ECUR
FORMAT10	Bud,Act,Variance,EAC,Unit Rate	ABUR	AUR	BARV	ECUR
FORMAT11	Bud,Act,EAC,Act-EAC,Unit Rate	ABUR	AUR	ECUR	AERV
FORMAT12	Bud,Act,Bud-Act,EAC Units/Hour	BUH	AUH	BAUH	ECUH
FORMAT13	Bud,Act,EAC,Act-EAC Units/Hour	BUH	AUH	ECUH	AEUH
FORMAT14	Act Amt,Act Units, Unit Rate	AA	AU	AUR	
FORMAT15	Adopted Bud, Act, Enc, Variance	RBA	AA	OCA	RB

At the bottom of the window, there are several icons for navigation and a status bar that reads 'F24=More Keys'.

Complete the following fields for each format:

- Format Name
- Description
- Column 1
- Column 2
- Column 3
- Column 4

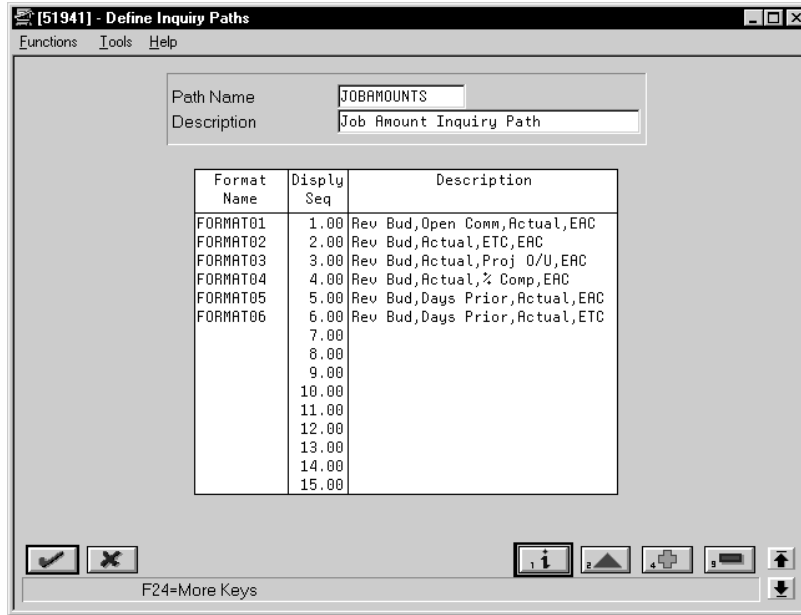
Defining Inquiry Paths

After you define the formats for Job Status Inquiry, you can group them into paths. A path is a sequence of more than one format through which you can toggle to view your information. The path definitions are stored in the Inquiry Paths table (F5194).

After you define your paths, you can rearrange the formats into a new sequence.

Complete the following tasks:

- Define an inquiry path
- Rearrange formats



► To define an inquiry path

On Define Inquiry Paths

1. Complete the following fields:
 - Path Name
 - Description
2. Complete the following field for each format in the path:
 - Format Name
 - Sequence Number

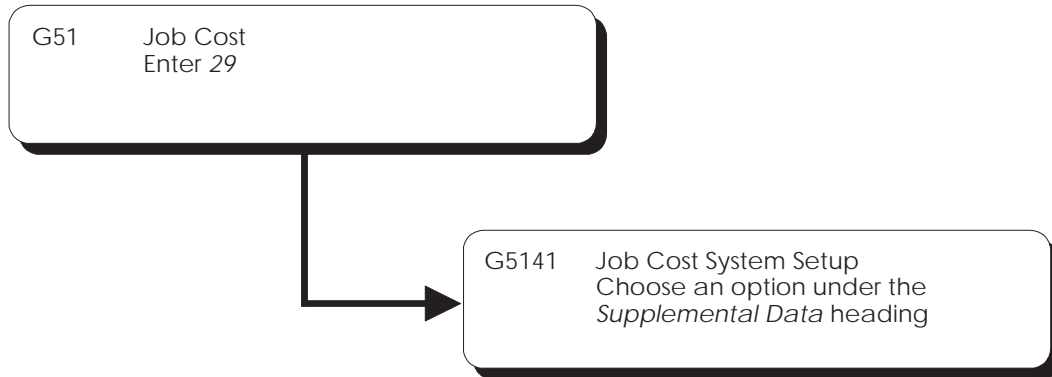
► To rearrange formats

On Define Inquiry Paths

1. Complete the following field to locate the path:
 - Path Name

2. Complete the following field for each format according to the new sequence:
 - Sequence Number

Set Up Data Types



Setting Up Data Types

Setting Up Data Types for Job Cost

You must set up data types for the supplemental information you want to store and track for a job. You can define the format of the supplemental information. For example, you can enter supplemental information in a columnar format or as free-form text. You can also define security for the data types to limit the users who have access to the supplemental information.

Complete the following tasks:

- Define data type formats
- Set up data type security
- Define data type formats for Job Cost. See helps for *Define Data Types (P00690)*
- Set up data type security for Job Cost. See helps for *Supplemental Data Security (P0082)*

Defining Data Type Formats

Defining Data Type Formats for Job Cost

You define the format of the supplemental information you can add to your jobs. You can choose between the following formats:

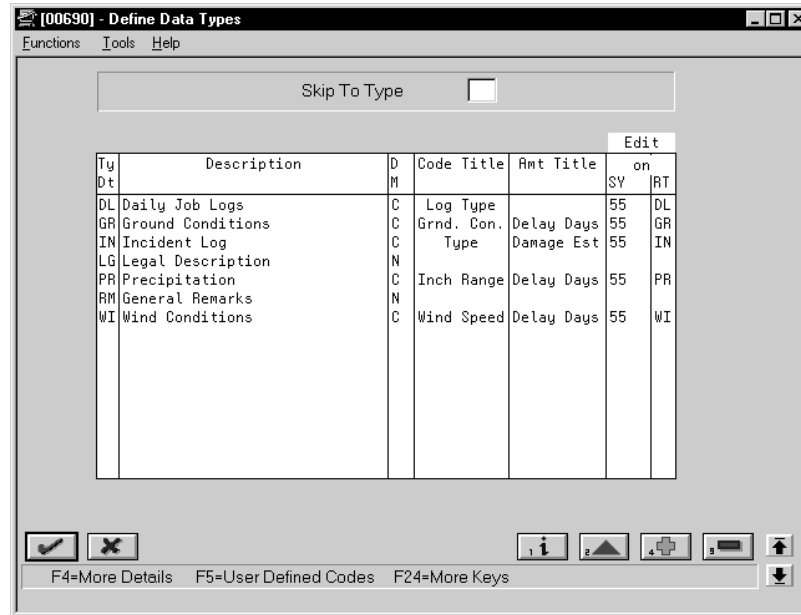
- | | |
|-------------------------|---|
| Columnar format | Use this format for supplemental information, such as dates, amounts, and additional information related to your user defined codes. You can specify the names of the columns. You can also specify whether the system verifies the codes against established user defined codes. |
| Narrative format | Use this format for supplemental information that must be entered as free-form text. |

Complete the following tasks:

- Define columnar formats
- Define narrative formats

Before You Begin

- Set up the appropriate user defined codes if you want the system to verify columnar information against them. See *Setting Up User Defined Codes (P00051)*.



What You Should Know About

Verifying columnar information against user defined codes

You can verify your columnar data against user defined codes. The data is verified in the following ways:

- The system uses the description for a code from the user defined codes table as the description on supplemental data forms and reports.
- The user defined codes must be set up before you can set up the data type.
- To assign the code type table, specify the install system and code type in the Edit on System and Record Type fields.
- If the data type does not relate to an existing user defined code, you can set up a new code type table that relates only to the supplemental data. You should define the code type for system 55, 56, 57, 58, or 59. This protects that code type table during a reinstall process.

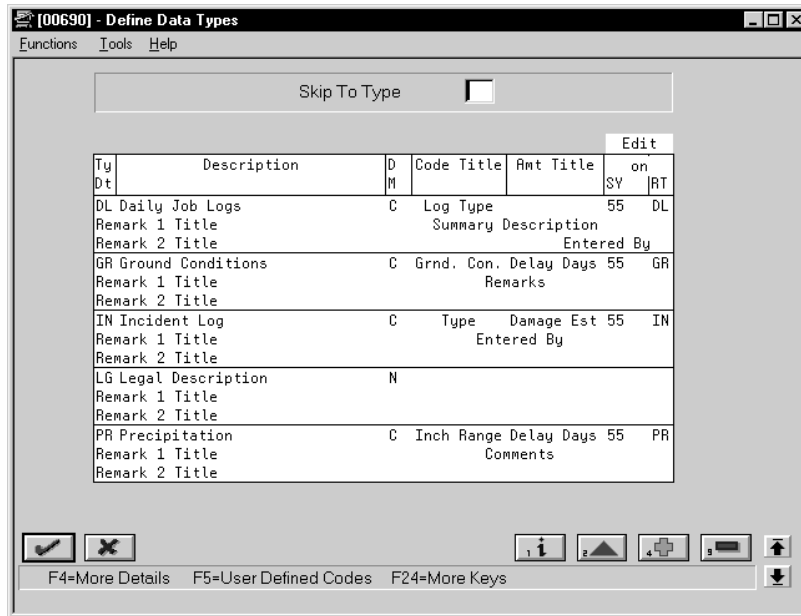
► To define columnar formats

On Define Data Types

1. Complete the following fields for each data type:
 - Type Data

- Description
- Display Mode
- Code Title
- Amount Title

2. Access the fold area.



3. Complete the following fields for each columnar format:

- Remark 1 Title
- Remark 2 Title

► To define narrative formats

On Define Data Types

Complete the following fields:

- Type Data
- Description
- Display Mode

Setting Up Data Type Security

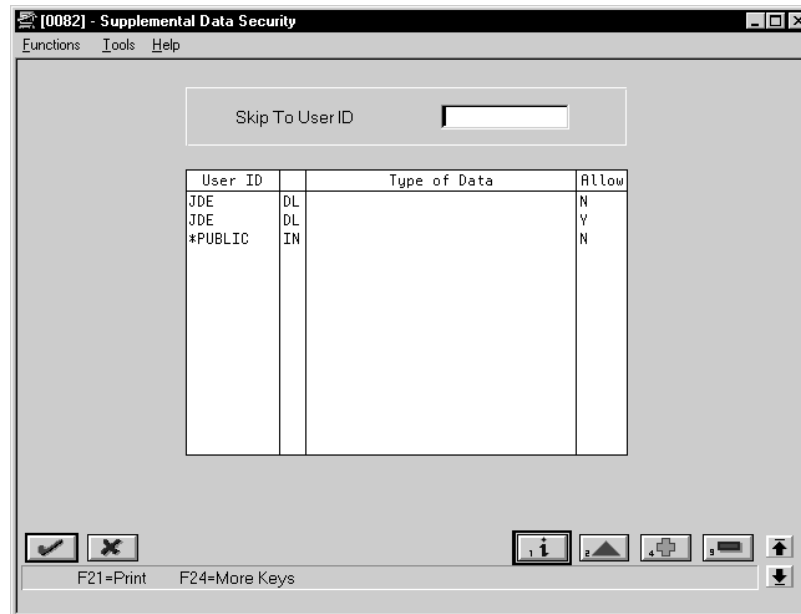
Setting Up Data Type Security for Job Cost

You can set up security for data types to limit the users who can access supplemental information. Unless security is set up, all users can access all supplemental data.

The security information is stored in the Supplemental Data Type Security table (F0080).

► To set up data type security

On Supplemental Data Security



The screenshot shows a window titled "[0082] - Supplemental Data Security" with a menu bar containing "Functions", "Tools", and "Help". Below the menu bar is a "Skip To User ID" label and an empty text input field. The main area contains a table with three columns: "User ID", "Type of Data", and "Allow". The table has three rows of data. At the bottom of the window, there are several icons and keyboard shortcuts: a checkmark icon, an 'X' icon, an information icon, a home icon, a plus icon, a printer icon, and a double arrow icon. Below these icons are the labels "F21=Print" and "F24=More Keys".

User ID	Type of Data	Allow
JDE	DL	N
JDE	DL	Y
*PUBLIC	IN	N

Complete the following fields:

- User ID
- Type of Data
- Allow

Field	Explanation
User ID	<p>The IBM-defined user identification.</p> <p>..... <i>Form-specific information</i></p> <p>The Skip To User ID field in the upper part of the screen lets you specify the user ID you want displayed at the top of the list. If the list includes many pages of information, this field eliminates the need to scroll through the list when searching for a specific user.</p> <p>If you use *PUBLIC in the User ID field, you can secure a data type for all users that are not specified individually.</p>
Type Data	<p>Identifies a data type, which is used to group similar information.</p>
Prompt – Allow Usage (Y/N)	<p>A code that indicates whether a user is allowed access to the data type. Valid codes are:</p> <p>Y Yes, allow access.</p> <p>N No, prevent access.</p> <p>blank Allow access. This is the default.</p>



Exercises

See the exercises for this chapter.

Set Up Model Chart Types and Jobs

Setting Up Chart Types and Model Jobs

Setting Up Chart Types and Model Jobs for Job Cost

You can create model chart types and model jobs from which you can copy standard cost code structure details into your jobs.

A chart type is a model cost code structure. You can copy all of the accounts or selected ranges of the accounts in a model chart type into a job. You can set up model chart types for any type of job in which your cost code structure is based on a standard model.

For example, assume you are contracted to construct a 10-story office building. In this case, the office building is your project and each floor is a separate job. In addition, assume that each floor will be based on one of three different floor plans. You can set up a model chart type for each floor plan. Then, when you create the job master record for each floor, you can copy the cost code structure from the appropriate floor plan into each job.

A model job is also a model cost code structure. However, it is based on the job type. You can copy all of the accounts or selected ranges of the accounts in a model job into a new job of the same type. You can also use a model job to update the cost code structures of all jobs of the same type without changing each cost code structure individually.

You do this by first updating the model job's cost code structure. Then, when you post vouchers against the new account in the real job, the system automatically adds the new account information to the cost code structure of the real job.

For example, assume you use a model job to set up the cost code structure in each of five jobs. After you set up the cost code structures, you need to add an additional account to each of them. You can add the new account to the model job. Then, when you post vouchers against the new account in each of the five jobs, the system updates their cost code structures with the new account.

Complete the following tasks:

- Set up a model chart type

- Set up a model job
- Set up a model chart type. See *Setting Up a Model Chart Type for Job Cost (P0051) and (P51091)*
- Set up a model job. See *Setting Up a Model Job (P510063) and (P510121)*

Setting Up a Model Chart Type

Setting Up a Model Chart Type for Job Cost

A chart type is a model cost code structure. You can copy all of the accounts or selected ranges of the accounts in a model chart type into a job. You can set up model chart types for any type of job in which your cost code structure is based on a standard model.

Chart types are defined by the user defined category codes (system 51, type TC) for cost code master chart types. For example, you can define chart type PLB for plumbing jobs, ELE for electrical jobs, and so on. You must set up a unique code for each chart type you use.



You should define the blank chart type for the cost code structure information you use most often.

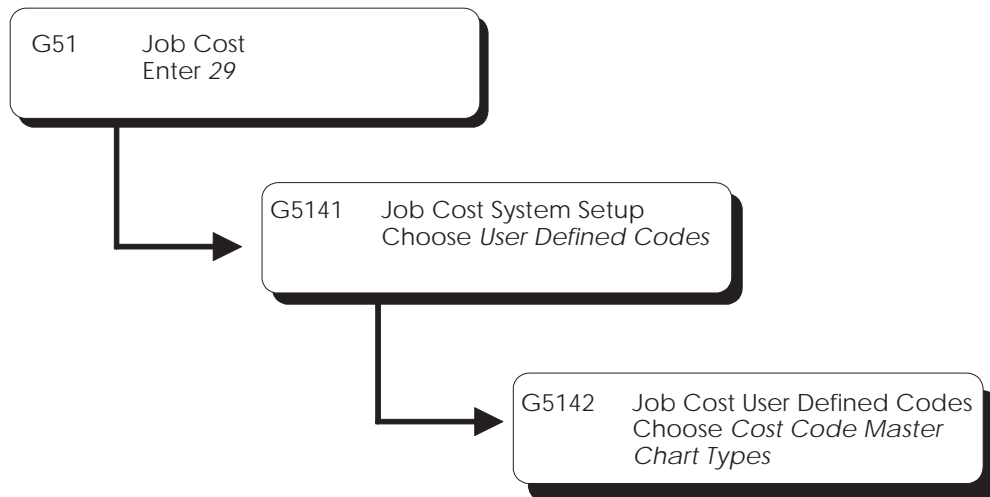
Note: You should define the blank chart type for the cost code structure information you use most often.

After you define the codes you use to identify your chart types, you enter the model cost code structure information for each chart type.

Complete the following tasks:

- Define chart type codes
- Enter model cost code structures
- Define chart type codes
- Enter model cost code structures. See *Setting Up Chart Types and Model Jobs for Job Cost (P51091)*

► **To define chart type codes**



On User Defined Code Revisions

[00051] - Cost Code Master Chart Types

Functions Tools Help

System Code

User Defined Codes

Skip To Code

Chart Type

03 Character

Code	Description
	Master Chart
AE	Architect/Engineering
DEV	Developer
ELE	Electrical
ETO	Engineer to Order
GC	General Contractor
HB	Homebuilder
HH	Heavy Highway
HOM	Homebuilder
LND	Landscaping
TEN	Tenant Improvement

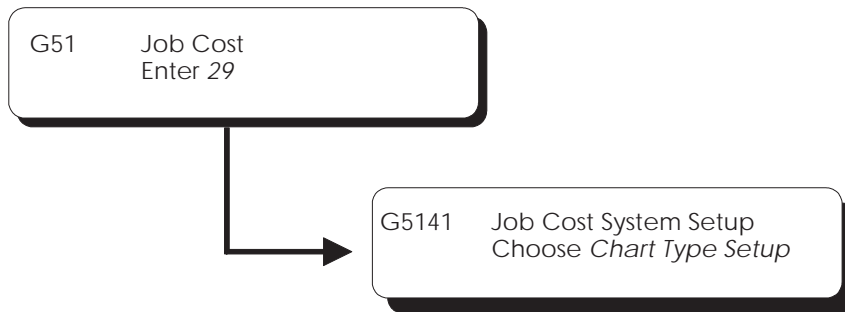
F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

1. Locate system 51, type TC by completing the following fields:
 - System Code
 - User Defined Codes
2. Complete the following fields for each chart type you want to define:
 - Code
 - Description

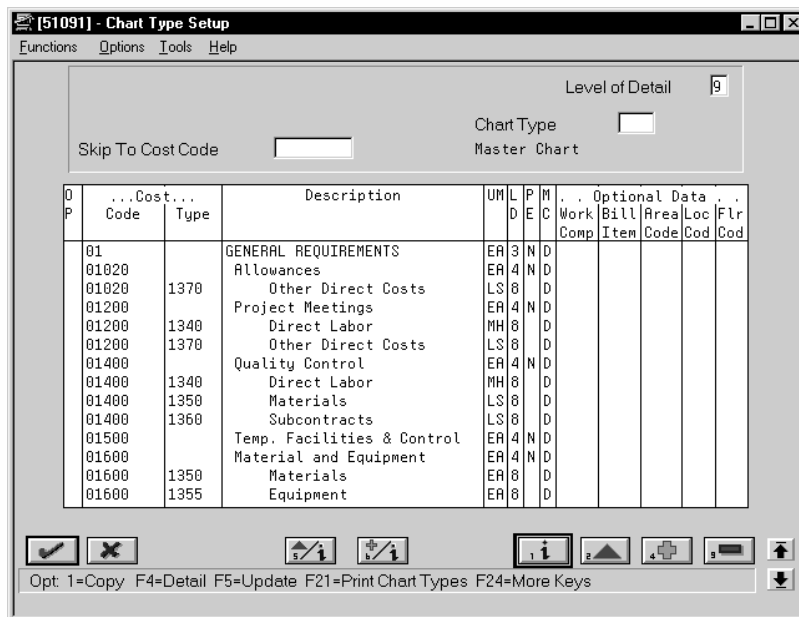
See Also

- *Setting Up User Defined Codes (P00051)* for more information on setting up cost code master chart type codes (system 51, type TC)

▶ **To enter model cost code structures**



On Chart Type Setup



1. Complete the following fields to select the chart type:
 - Chart Type

2. Complete the following fields for each line item:

- Cost Code
- Cost Type
- Description
- Unit of Measure
- Level of Detail
- Posting Edit
- Method of Computation



You can also copy cost code structure details into a new chart type from an existing chart type.

Setting Up a Model Chart Type for Job Cost

A chart type is a model cost code structure. You can copy all of the accounts or selected ranges of the accounts in a model chart type into a job. You can set up model chart types for any type of job in which your cost code structure is based on a standard model.

Chart types are defined by the user defined category codes (system 51, type TC) for cost code master chart types. For example, you can define chart type PLB for plumbing jobs, ELE for electrical jobs, and so on. You must set up a unique code for each chart type you use.

Note: You should define the blank chart type for the cost code structure information you use most often.

After you define the codes you use to identify your chart types, you enter the model cost code structure information for each chart type.

Complete the following tasks:

- Define chart type codes. See *Setting Up Chart Types and Model Jobs for Job Cost (P00051)*
- Enter model cost code structures

► To enter model cost code structures

On Chart Type Setup

1. Complete the following fields to select the chart type:

- Chart Type
2. Complete the following fields for each line item:
 - Cost Code
 - Cost Type
 - Description
 - Unit of Measure
 - Level of Detail
 - Posting Edit
 - Method of Computation

Note: You can also copy cost code structure details into a new chart type from an existing chart type.

See Also

- *Creating a Cost Code Structure (P510921)* for more information on creating and copying cost code structure information

Processing Options for Chart Type Setup

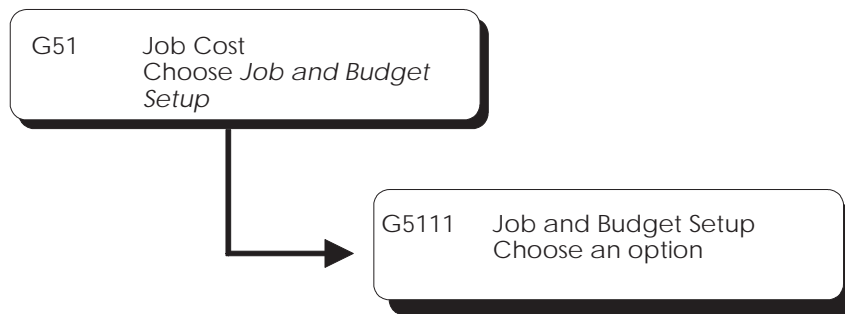
COST TYPE DISPLAY OPTION:

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

EDIT OPTION:

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

Setting Up a Model Job



A model job is a model cost code structure. However, it is based on the job type. You can copy all of the accounts or selected ranges of the accounts in a model job into a new job of the same type. You can also use a model job to update the cost code structures of all jobs of the same type without changing each cost code structure individually.

You do this by first updating the model job's cost code structure. Then, when you post vouchers against the new account in the real job, the system automatically adds the new account information to the cost code structure of the real job.

You must first set up a job master record for each of your model jobs. You can then enter the cost code structures for each model job.



The job number of the model job must be the same as the type business unit of the model job. For example, if you create a model job with type business unit JB, you must enter job number JB for the model job.

Note: The job number of the model job must be the same as the type business unit of the model job. For example, if you create a model job with type business unit JB, you must enter job number JB for the model job.

Complete the following tasks:

- Set up a model job master record
- Enter model job cost code structures
- Set up a model job master record
- Enter model job cost code structures. See *Setting Up a Model Job (P510121)*

What You Should Know About

Updating accounts Automatically

You can use your model jobs to automatically update the cost code structures of all jobs with the same job type. You do this by entering the new account information into the model job. Then, when you post vouchers against the new account in the other jobs, the system adds the new account information from the model job to the cost code structure of the real jobs.

In order for the system to copy the account information, you must do the following:

- On the General Accounting Constants form, set the Allow Invalid Accounts field to yes.
- When you enter vouchers against accounts that are not in the cost code structure of a job, enter a pound sign (#) in the first space of the Account Number field.

▶ To set up a model job master record

On Job Master Revisions

The screenshot shows a software window titled "[510063] - Job Master Revisions". The window contains several input fields and checkboxes for job configuration. The fields are organized into two columns. The left column includes: Job Number (JB), Level of Detail (2), Type Business Unit (JB), Model Job (M), Project, Company (50), Job Site Address Number, Owner Address Number, Contract Type (FF), State, Threshold % Complete, Equipment Rate Code, Tax Entity-Property Tax, Tax Expl-Tax Rate/Area, Labor Load Method (1), Flat Burden Factor (1.0000), Certified Job (N), EEO Job Report (Y/N), and Tax Area - Payroll. The right column includes: Posting Edit, Subledger Inactive, Model Business Unit, A Model Construction Mgmt Co, Fixed Price (improvised), Planned Start Date, Actual Start Date, Planned Comp Date, Actual Comp Date, Other Date 5, and Other Date 6. At the bottom, there are several icons and a legend: F5=Update, F11=Address Book, F13=Job Search, F15=Category Codes, F24=More, and MW.

Complete the following fields:

- Job Number
- Name (line 1 of the description area)
- Model Job
- Company
- Business Unit Type

Field	Explanation
Model Accounts and Consolidation Flag	A flag indicating either a model/consolidated account or a model/consolidated business unit. Possible values are: blank Non-model business unit or account. M Model business unit or account. C Consolidated business unit or account. This is a program-generated (P10862) value and is not user accessible.

See Also

- *Creating a Job Master Record (P510063)*

► To enter model job cost code structures

On Original Budget Entry

.Cost. Code	Type	Description	UM	L	P	M	E	C	. . Original Budget . . Units
01000		GENERAL REQUIREMENTS	ER	3	N	T			
01100		Job Supervision	MH	4	N	T			
01100	1340	Labor	MH	8	B	S			3,000
01100	1341	Regular	MH	9	I	I			
01100	1343	Burden	MH	9	I	I			
01100	1355	Equipment	HR	8	Q				1,500
01200		Project Sign	LS	4	N	T			
01200	1350	Materials	LS	8	D				5,625.00
02000		SITE WORK	CY	3	N	T			
02200		Clearing & Grading	CY	4	N	T			241

1. Complete the following field:
 - Job Number
2. Complete the following fields related to each account to create your cost code structure:
 - G/L Date
 - Code
 - Type
 - Description
 - Unit of Measure
 - Level of Detail
 - Posting Edit
 - Method of Computation

What You Should Know About

Copying account information into a model job

You can create the cost code structures for your model jobs by copying in the account information from existing cost code structures. You can:

- Copy accounts from a model chart type. See *Copying from a Model Chart Type (P510921)*.
- Copy accounts from a model job. See *Copying from a Model Job (P518042)*.
- Copy accounts from an existing job. See *Copying from an Existing Job (P518042)*.

Setting Up a Model Job

A model job is a model cost code structure. However, it is based on the job type. You can copy all of the accounts or selected ranges of the accounts in a model job into a new job of the same type. You can also use a model job to update the cost code structures of all jobs of the same type without changing each cost code structure individually.

You do this by first updating the model job's cost code structure. Then, when you post vouchers against the new account in the real job, the system automatically adds the new account information to the cost code structure of the real job.

You must first set up a job master record for each of your model jobs. You can then enter the cost code structures for each model job.

Note: The job number of the model job must be the same as the type business unit of the model job. For example, if you create a model job with type business unit JB, you must enter job number JB for the model job.

Complete the following tasks:

- Set up a model job master record. See *Setting Up a Model Job (P510063)*
- Enter model job cost code structures

What You Should Know About

Updating accounts Automatically

You can use your model jobs to automatically update the cost code structures of all jobs with the same job type. You do this by entering the new account information into the model job. Then, when you post vouchers against the new account in the other jobs, the system adds the new account information from the model job to the cost code structure of the real jobs.

In order for the system to copy the account information, you must do the following:

- On the General Accounting Constants form, set the Allow Invalid Accounts field to yes.
- When you enter vouchers against accounts that are not in the cost code structure of a job, enter a pound sign (#) in the first space of the Account Number field.

► **To enter model job cost code structures**

On Original Budget Entry

1. Complete the following field:
 - Job Number
2. Complete the following fields related to each account to create your cost code structure:
 - G/L Date
 - Code
 - Type
 - Description
 - Unit of Measure
 - Level of Detail
 - Posting Edit
 - Method of Computation

What You Should Know About

Copying account information into a model job

You can create the cost code structures for your model jobs by copying in the account information from existing cost code structures. You can:

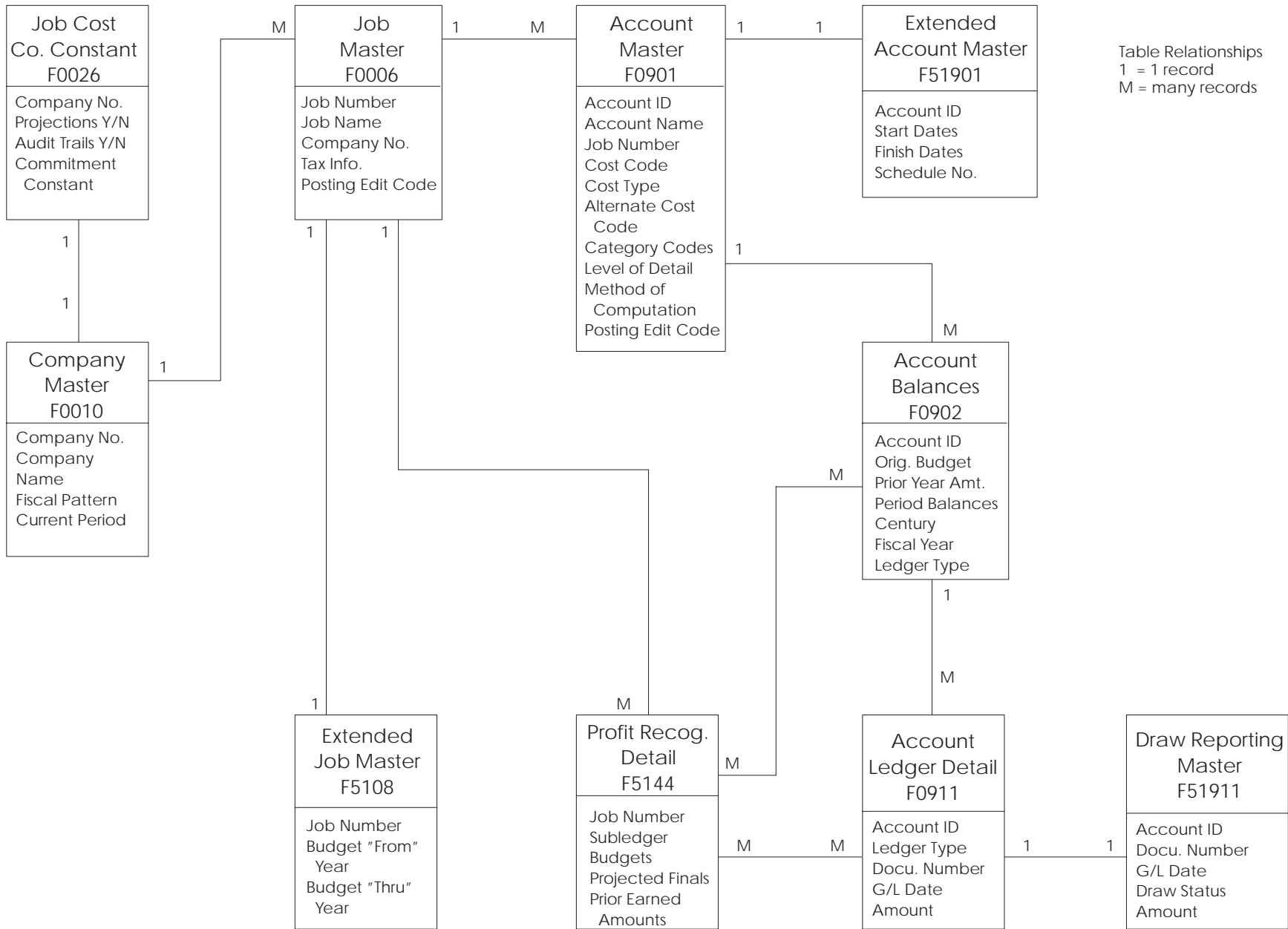
- Copy accounts from a model chart type
- Copy accounts from a model job
- Copy accounts from an existing job

See *Copying from a Model Chart Type*, *Copying from a Model Job*, and *Copying from an Existing Job*.

Appendices

Appendix A — Job Cost Data Model

Data Model for Job Cost



Appendix B — Test Yourself Answers

Entering Additional Information

1. The system creates the extended job master.

The system creates the G/L header account for the job.

You can direct the system to set the default business unit type to JB.

2. Use the Job Revisions by Company program
3. To group jobs for reporting purposes

Copying Narrative Information

1. Columnar and narrative.
2. To track information by business unit that is not currently on the standard system, for example, weather conditions and legal considerations.

Understanding Cost Code Structures

1. Levels 8 and 9.
2. A cost code header is an account that does not have an object (Cost Type) associated with it. You use cost code headers to summarize detail accounts.
3. The Job Cost and General Ledger systems switch the order of the Cost Code and Cost Type fields.

Creating a Cost Code Structure

1. Copy the entire chart type.

Copy selected accounts.

Copy a range of accounts.

2. Yes. You must enter the budget information at the same time you copy the specific accounts in your new job.
3. The Copy Similar Job and the Original Budget Entry programs.

Revising a Cost Code Structure

1. No.
2. You must run the global update programs to maintain system integrity.
3. First, delete the budget with an asterisk (*) in the first position of the cost code. Then, delete the account by removing the values in the fields.

Copying Budget Details from a PC

1. The revised budget equals the original budget plus any changes.
2. Budget revisions are stored by the period for which they occur. Original budget information is stored in the BORG field of the Account Balances table (F0902).
3. You can force changes by locking the original budget.

Entering a Budget Revision

1. Incremental (+/-) or in total as the new cumulative amount
2. In the fold area.

Reviewing Supplemental Information

1. Use a code that was established in define inquiry columns at the top of any of the four columns.
2. Use the Display From and Display Thru fields for Cost Code and Cost Type.
3. Use the Proj. field with 1.
4. Select the More Details option.
5. Use the P/C/I field with C for cumulative year-to-date.
6. Use the From Date/Period and Thru Date/Period fields.
7. It can be used to track problems on the job, for example, weather conditions and so on.

Working with Job Progress

1. They are used as turnaround and input documents.
2. The method of computation determines which fields are input capable.
3. AU, F%, FA, FU, HA, HU, IA, and IU.

Estimating Job Profit

1. Use the balances stored in the HA ledger from progress entry, or enter a percent complete for the entire job.
2. It estimates the job profit information.

Working with Estimated Profit

1. Lock it.
2. Use Single Job Adjustments and Group Job Adjustments.
3. You can recognize the entire deferred profit to the current period, or you can recognize it proportionately over the remaining life of the project.

Working with Profit Recognition Journal Entries

1. Yes, but you need to regenerate the profit records by rerunning the Build Recognition Data program.
2. The entries for over/under billings and costs, deferred costs, accrued payables, and recognition of estimated profit and loss.

Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method*.

AZ ledger. The ledger type used for cash basis accounting.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's accounts receivable transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphabetic character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

“as of” report. A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment*.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *currency restatement*.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary*.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one company's bank account to that of another company.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

expedient method. See *A/P Ledger method*.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method*.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary*.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method*.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

- A=Major Product Directories
- B=Product Groups
- 1=Basic Operations
- 2=Intermediate Operations
- 3=Advanced Operations
- 4=Computer Operations
- 5=Programmers
- 6=Advanced Programmers

Also known as *menu levels*. (2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged vouchers. See *voucher logging*.

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail*.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand*.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

payment group. See *payment control group*.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

realized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also *unrealized gain/loss*.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code*.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also called a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

supplier payment. The payment your company makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

translation adjustment account. An optional G/L account used in currency restatement to record the total adjustments at a company level.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

unrealized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss*.

update. Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

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 or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

Index

Index

A

AAIs. *See* Automatic accounting instructions
Account, adding, 3-31
Account Ledger Inquiry form (P09200), 6-17
Account Master Sequences, processing options, 3-40
Account Number – 3rd, defined, 3-26
Account structure
 general accounting, 3-6
 job cost, 3-6
Accounts Payable system, 1-2
Accounts Receivable system, 1-2
Accrual/Deferral (Stored Materials), defined, 9-18
Accrued cost
 credit entry, 9-26
 debit entry, 9-26
 journal entry, 9-26
Activity link, 5-8
Activity Option, defined, 6-12
Additional information
 entering, 2-11
 master record, 2-11
 reviewing, 6-16
Additional inquiry programs, 6-14
Address Book system, 1-2
Alternate Cost Code , defined, 3-39
Alternate sequence
 Account Master Sequences form (P51041), 3-39
 assigning, 3-35
 assigning manually, 3-38
Amount – Inquiry Column 1, defined, 6-13
Audit trail management, 1-5
Automatic accounting instructions
 Automatic Accounting Instructions form (P00121), 13-12
 BS, 13-13
 budget balance ledger, 13-17
 categories, 13-11
 defining, 13-13

 draw reporting selection, 13-16
 field progress protection, 13-16
 FPBAL, 13-17
 IS, 13-14
 JCAPC, 13-15
 JCAPO, 13-15
 JCBE, 13-14
 JCBOUA, 13-14
 JCCE, 13-14
 JCCOUA, 13-14
 JCLOSS, 13-15
 JCPFC, 13-15
 JCPFP, 13-15
 JCPFR, 13-15
 JCSMI, 13-15
 JCSMJ, 13-15
 job summarization, 13-17
 profit recognition, 13-13
 reviewing and revising, 13-12
 SM01, 13-17
 system setup, 13-1, 13-11

B

Billable, defined, 3-27
BORG, field, 4-3, 4-6
BU for Account Duplication, defined, 3-19, 4-11
Budget
 changing original, 4-15
 Copy Similar Job form (P518042), 4-10
 copying an existing, 4-10
 copying details from a PC, 4-12
 deleting account information, 3-31
 entering a budget revision, 4-21
 entering original, 4-5
 Job Budget Revisions form (P510171), 4-22
 Job Master Revisions form (P510063), 4-20
 ledgers, 4-6
 locking a budget, 4-19

- overview, 4-1
 - revision, 4-21
 - Speed Original Budget Entry form (P510121), 4-7
 - Budget Audit Trail, defined, 13-7
 - Budget balance ledger AAls, 13-11, 13-17
 - Budget Original. *See* BORG
 - Budget Revisions Detail, processing options, 7-33
 - Budget Revisions Detail report (P51540), 7-32
 - Build Recognition Data, processing options, 9-8, 9-31
 - Business Unit Type, defined, 2-7, 3-19
- ## C
- Category Code – G/L 001, defined, 3-27
 - Category Code 1 Selection , defined, 3-42
 - Category codes
 - assigning alternate sequence, 3-35
 - assigning automatically, 3-41
 - assigning with global updates, 3-43
 - defining, 3-36
 - Extended Job Master Revisions form (P5108), 3-41
 - Certified Job, defined, 2-15
 - Change Management system, 1-2
 - Chart type
 - copying from, 3-14
 - cost code structure, 3-14
 - Chart Type Setup, processing options, 13-47
 - Chart Type Setup form (P51091), 13-46
 - Close Job, processing options, 10-5
 - Close Job form (P51924), 10-4
 - Closing a job, 10-4
 - See also* Job closing
 - Columnar data format
 - defining data types, 13-37
 - supplemental information, 2-19
 - verifying against user defined codes, 13-39
 - Columnar information, entering, 2-20
 - Combined Progress Entry, processing options, 8-30
 - Combined Progress Entry form (P510211), 8-25
 - Commitment Display Options, defined, 13-9
 - Commitment Relief, defined, 13-8
 - Company, defined, 2-7
 - Computation methods, 8-7
 - Continuum of certainty, 8-3
 - Contract Analysis, processing options, 7-17
 - Contract Analysis report (P434201), 7-16
 - Contract Billing system, 1-2
 - Contract Management system, 1-2
 - Copy Associated Job Budgets (Y/N/O/S)?, defined, 4-11
 - Copy Selected Master Codes, processing options, 3-16
 - Copy Similar Job, processing options, 3-20
 - Copying
 - budget information, 3-15, 3-18, 3-21
 - Copy Selected Master Codes form (P510921), 3-15
 - Copy Similar Job form (P518042), 3-19
 - from a model job, 3-18
 - from an existing job, 3-21
 - from chart type, 3-14
 - Cost Account Details form (P512131), 6-16
 - Cost analysis, 1-5
 - Cost Code
 - assignment example, 3-9
 - defined, 3-25
 - Cost Code Master Chart Types form (P00051), 13-45
 - Cost Code Schedules, processing options, 5-6
 - Cost code structure
 - assigning a sequence manually, 3-38
 - assigning alternate sequences, 3-35
 - assigning category codes automatically, 3-41
 - assigning category codes with global updates, 3-43
 - components of, 3-4
 - copying from a chart type, 3-14
 - copying from a model job, 3-18
 - copying from an existing job, 3-21
 - cost code, 3-5, 3-9
 - cost type, 3-5, 3-9
 - creating, 3-13
 - creating new, 3-23
 - database tables, 3-11
 - detail accounts, 3-6
 - example, 3-7

- general accounting relationship, 3-5
- header accounts, 3-6
- job number, 3-4
- levels of detail, 3-6
- Original Budget Entry form (P510121), 3-23, 3-30
- overview, 3-1
- planning and considerations, 3-3
- revising, 3-29
- understanding, 3-3

Cost of Construction Report-Detail, processing options, 11-8

Cost of Construction Report-Summary, processing options, 11-10

Cost Type

- assignment example, 3-9
- defined, 3-25

Create Budgets (Y/N/O/S), defined, 3-19

Create Journal Entries, processing options, 9-32

Credit entry

- accrued cost, 9-26
- deferred cost, 9-27
- overbilling, 9-23
- provision for loss, 9-25
- underbilling, 9-24

D

Data Entry form (P00691), 2-20

Data types, 13-2

- columnar, 13-37
- Define Data Types form (P00690), 13-38
- defining formats, 13-37
- narrative, 13-38
- setting up, 13-37
- setting up security, 13-40
- Supplemental Data Security form (P0082), 13-41

Date - Other 5, defined, 2-15

Days Prior to Date, defined, 6-12

Debit entry

- accrued cost, 9-26
- deferred cost, 9-27
- overbilling, 9-23
- provision for loss, 9-25
- underbilling, 9-24

Deferred cost

- credit entry, 9-27
- debit entry, 9-27
- journal entry, 9-27

Deferred Profit Recognizing Method , defined, 9-15

Definitions of terms, g-1

Deleting account information, 3-31

Description, defined, 3-25

Detail Accounts, assigning, 3-6

Detail accounts, method of computation, 8-16

Detail by Job, processing options, 7-28

Detail by Job report (P51420), 7-27

Downloading

- job cost information, 5-7
- schedule information, 5-9

Draw

- canceling a pay request, 11-15
- changing the status, 11-14
- Draw Record Exclusion form (P515003), 11-14
- Draw Reporting Master table (F51911), 11-4
- Draw Status Update form (P515001), 11-12
- generating report, 11-3
- number, 11-4
- printing reports, 11-5
- processing, 11-1
- report formats, 11-4
- revising, 11-11
- revising line items, 11-13
- revising the status, 11-11
- status, 11-4

Draw Detail, processing options, 11-6

Draw Number, defined, 11-12

Draw reporting selection AAls, 13-11, 13-16

Draw Status Code, defined, 11-13

E

Equal Employment Opportunity Job Report (Y/N), defined, 2-15

Equipment Rate Code, defined, 2-14, 3-27

Equipment/Plant Management system, 1-3

Errors, resolving, 10-5

Estimated profit, 9-11

F

FASTR system, 1-3

Field progress protection AAIs, 13-11, 13-16

Field Progress Report, processing options, 8-22

Fields

Account Number – 3rd, 3-26

Accrual/Deferral (Stored Materials), 9-18

Activity Option, 6-12

Alternate Cost Code , 3-39

Amount – Inquiry Column 1, 6-13

Billable, 3-27

BU for Account Duplication, 3-19, 4-11

Budget Audit Trail, 13-7

Business Unit Type, 2-7, 3-19

Category Code – G/L 001, 3-27

Category Code 1 Selection , 3-42

Certified Job, 2-15

Commitment Display Options, 13-9

Commitment Relief, 13-8

Company, 2-7

Copy Associated Job Budgets

(Y/N/O/S)?, 4-11

Cost Code, 3-25

Cost Type, 3-25

Create Budgets (Y/N/O/S), 3-19

Date – Other 5, 2-15

Days Prior to Date, 6-12

Deferred Profit Recognizing Method , 9-15

Description, 3-25

Draw Number, 11-12

Draw Status Code, 11-13

Equal Employment Opportunity Job

Report (Y/N), 2-15

Equipment Rate Code, 2-14, 3-27

Flat Burden Factor, 2-15

Formula – Inquiry Column, 13-31

From Cost Type, 4-24

Job Cost Projections, 13-6

Job Name, 6-4

Job Number, 2-7

Labor Load Method, 2-15

Level of Detail, 3-25, 4-17, 6-11

Method of Computation, 3-26, 4-17

Model Accounts and Consolidation Flag, 13-50

Original Budget Amount, 4-7

Owner Address Number , 2-14

Percent Complete, 9-5

Period, Cumulative, or Inception , 6-12

Posting Edit, 2-8, 3-26, 4-18

Posting Edit – Business Unit, 2-7, 4-20, 10-7

Profit Threshold Percent, 9-15

Project, 2-7

Project Level Inquiry, 6-12

Projected Final Cost Adjusted, 9-17

Projected Final Profit, 9-17

Projected Final Revenue Adjusted, 9-16

Projection Audit Trail, 13-7

Prompt – Allow Usage (Y/N), 13-42

Recognition Method , 9-15

Schedule Number, 5-5

Sequence Code, 3-40, 4-24, 6-12

Skip To Alternate Cost Code, 4-24

Skip To Category Code, 4-24

Skip To Cost Code, 4-24

Tax Area – Payroll, 2-15

Tax Entity – Property Tax , 2-14

Tax Expl Code 1, 2-14

Tax Rate/Area, 2-15

This Change +/- , 4-24

This Change Cumulative , 4-24

Thru Alternate Cost Code, 4-24

Thru Cost Code, 4-24

Thru Cost Type, 4-24

Thru Date/Period , 3-24, 4-24

Thru Reporting Code, 4-24

Type Data, 6-21, 13-41

Type of Cost Code Master List, 3-16

Unit of Measure, 3-25, 4-16

Units, 4-7

User ID, 13-41

Version, 9-12

Files. *See* Tables

Final projections, 1-4

Fixed Assets system, 1-3

Flat Burden Factor, defined, 2-15

Formats, draw processing, 11-4

Forms

Account Ledger Inquiry, 6-17

Account Master Sequences, 3-39

Automatic Accounting Instructions, 13-12

Chart Type Setup, 13–46
Close Job, 10–4
Combined Progress Entry, 8–25
Copy Selected Master Codes, 3–15
Copy Similar Job, 3–19, 4–10
Cost Account Details, 6–16
Cost Code Master Chart Types, 13–45
Cost Code Schedule, 5–4
Data Entry, 2–20
Define Data Types, 13–38
Define Inquiry Columns, 13–30
Define Inquiry Formats, 13–33
Define Inquiry Paths, 13–34
Draw Record Exclusion, 11–14
Draw Status Update form (P515001),
11–12
Extended Job Master Revisions, 3–41
Group Job Adjustments, 9–13
Inquiry by Data Type, 6–21
Inquiry by Job, 6–20
Job Budget Revisions, 4–22
Job Category Code Revisions, 2–13
Job Cost Constants, 13–5
Job Master Revisions, 2–6, 4–20, 13–49
Job Name Search, 6–4
Job Revisions by Company, 2–10, 6–5
Job Status Inquiry, 6–9, 8–31
Next Numbers, 13–20
Original Budget Entry, 3–23, 3–30, 4–16,
13–50
Project Inquiry Details, 6–11
Reopen Job, 10–6
Single Job Adjustments, 9–12
Speed Original Budget Entry, 4–7
Supplemental Code Entry, 2–21
Supplemental Data Security, 13–41
Supplemental Text Entry, 2–21
Update Percent Complete, 9–5
User Defined Codes, 13–22
Formula – Inquiry Column, defined, 13–31
FPBAL AAIs, 13–17
From Cost Type, defined, 4–24

G

General Accounting system, 1–3
 account structure, 3–6

Global Update–Alternate Sequence,
processing options, 3–44
Group Job Adjustments, processing options,
9–13

H

Header Accounts, assigning, 3–6

I

Imbedded codes, 3–36
Inquiry. *See* Job status inquiry
Integration, 1–2
Inventory Management system, 1–3

J

J.D. Edwards systems, 1–2
JDE to Primavera Download Module,
processing options, 5–10
Job
 deleting, 2–5
 locating, 6–3
 reviewing, 6–1, 6–7
Job Account Master List report (P510901),
7–23
Job budget changes, 1–5
Job Budget Revisions, processing options,
4–25
Job closing, 10–3
 overview, 10–1
 reopening a closed job, 10–5
 resolving errors, 10–5
Job Cost Analysis, processing options, 7–10
Job Cost Analysis report (P51412), 7–9
Job Cost Constants table (F0026), 13–4
Job Cost Projections, defined, 13–6
Job Detail by Subledger, processing
options, 7–34
Job Detail by Subledger report (P51530),
7–34
Job identification, 2–1
 overview, 2–1
Job Master List, processing options, 7–23

- Job Master List report (P51006P), 7-22
 - Job master record, 2-3
 - See also* Master record
 - Job Master Revisions, processing options, 2-9
 - Job Name, defined, 6-4
 - Job Name Search, processing options, 6-4
 - Job Number
 - assignment example, 3-9
 - cost code structure, 3-4
 - defined, 2-7
 - Job profit. *See* Profit recognition
 - Job progress
 - Combined Progress Entry form (P510211), 8-25
 - continuum of certainty, 8-3
 - entering information, 8-24
 - generating a worksheet, 8-20
 - Job Status Inquiry form (P51200), 8-31
 - ledger types, 8-4
 - methods of computation, 8-7
 - overview, 8-1
 - projected final values, 8-19
 - recalculating, 8-33
 - updating method of computation, 8-32
 - working with, 8-19
 - Job purging
 - closing weekly balances, 12-3
 - completed job, 12-5
 - outdated information, 12-3
 - overview, 12-1
 - projected final information, 12-4
 - Purge Job Detail program, 12-7
 - summarizing information, 12-6
 - tables, 12-7
 - Job review, 6-7
 - additional information, 6-16
 - additional inquiry programs, 6-14
 - Inquiry by Job form (P00620), 6-20
 - Job Name Search form (P51200), 6-4
 - Job Revisions by Company form (P51006), 6-5
 - Job Status Inquiry form (P512000), 6-9
 - overview, 6-1
 - supplemental information, 6-19
 - Job Revisions by Company, processing options, 2-11, 6-6
 - Job schedules, 5-1
 - Cost Code Schedule form (P51901), 5-4
 - downloading information, 5-9
 - setting up, 5-3
 - Job scheduling, 1-6
 - Job Status Inquiry, processing options, 6-15
 - Job status inquiry, 1-4, 13-2
 - Define Inquiry Columns form (P51921), 13-30
 - Define Inquiry Formats form (P5193), 13-33
 - Define Inquiry Paths form (P51941), 13-34
 - defining inquiry columns, 13-30
 - defining inquiry formats, 13-32
 - defining inquiry paths, 13-33
 - formula codes, 13-31
 - formula examples, 13-32
 - setting up, 13-29
 - Job Status Inquiry form (P51200), 8-31
 - Job summarization AAIs, 13-11, 13-17
 - Journal entries
 - accrued cost, 9-26
 - changes to projected final, 9-28
 - changes to projected final cost, 9-28
 - changes to projected final revenue, 9-28
 - creating for profit recognition, 9-30
 - deferred cost, 9-27
 - overbilling, 9-23
 - posting, 9-33
 - profit recognition, 9-21, 9-29
 - provision for loss, 9-25
 - recognized revenue and cost, 9-22
 - reviewing for profit recognition, 9-33
- ## L
- Labor Cost Analysis, processing options, 7-15
 - Labor Cost Analysis report (P51412), 7-14
 - Labor Load Method, defined, 2-15
 - Ledger types, job progress, 8-4
 - Level of Detail
 - assigning to account, 3-6
 - cost code structure, 3-6
 - defined, 3-25, 4-17, 6-11
 - detail accounts, 3-6
 - header accounts, 3-6
 - Loan draw tracking, 1-5
 - Locating a project or job, 6-3

M

Management summary reports, generating, 7-3

Master record

- contents of, 2-4

- creating, 2-3

- deleting a job, 2-5

- entering additional information, 2-11

- entering job master information, 2-5

- entering supplemental information, 2-19

- Job Category Code Revisions form (P510062), 2-13

- Job Master Revisions form (P510063), 2-6

- Job Revisions by Company form (P51006), 2-10

- multiple jobs, 2-9

- single job, 2-6

Menus, overview, 1-7

Method of Computation

- defined, 3-26, 4-17

- selection table, 8-8

Method of Computation Update, processing options, 8-32

Methods of computation, 8-7

- detail accounts, 8-16

- method A, 8-9

- method B, 8-9

- method C, 8-10

- method D, 8-10

- method E, 8-11

- method F, 8-11

- method G, 8-12

- method I, 8-12

- method N, 8-12

- method O, 8-13

- method P, 8-15

- method Q, 8-15

- method R, 8-16

- method S, 8-17

- method T, 8-18

- method U, 8-18

- method V, 8-18

Model Accounts and Consolidation Flag, defined, 13-50

Model chart types, setting up, 13-43

Model chart types and jobs, 13-2

Model job

- copying account information to, 13-51

- copying from, 3-18

- Job Master Revisions form (P510063), 13-49

- setting up, 13-43, 13-48

- updating accounts automatically, 13-49

N

Narrative data format

- defining data types, 13-38

- supplemental information, 2-19

Narrative information

- copying, 2-23

- entering, 2-22

Next numbers, 13-1

- by company fiscal year, 13-20

- setting up, 13-19

Next Numbers form (P0002), 13-20

O

Original budget, 4-5

- See also* Budget

- changing, 4-15

- entering, 4-6

- Original Budget Entry form (P510121), 4-16

- Speed Original Budget Entry form (P510121), 4-7

Original Budget Amount, defined, 4-7

Original Budget Entry, processing options, 3-45

Original Budget Entry form (P510121), 13-50

Overbilling, 9-23

- credit entry, 9-23

- debit entry, 9-23

Overview, 1-1

- menu, 1-7

- system features, 1-3

- system integration, 1-2

Owner Address Number , defined, 2-14

P

- Payroll system, 1-3
- Percent Complete, defined, 9-5
- Percentage of completion
 - entering, 9-4
 - records, 9-6
 - Update Percent Complete form (P511112), 9-5
- Period Trend Analysis, processing options, 7-19
- Period Trend Analysis report (P51430), 7-18
- Period, Cumulative, or Inception , defined, 6-12
- Posting Edit, defined, 2-8, 3-26, 4-18
- Posting Edit – Business Unit, defined, 2-7, 4-20, 10-7
- Primavera Project Planner
 - activity, 5-8
 - cost account, 5-8
 - downloading schedule information, 5-9
 - linking to, 5-7
 - resource designator, 5-8
 - setting up link, 5-8
- Printing
 - Budget Revisions Detail report, 7-32
 - Contract Analysis report, 7-16
 - Detail by Job report, 7-26
 - draw reports, 11-5
 - Job Account Master List report, 7-23
 - Job Cost Analysis report, 7-8
 - Job Detail by Subledger report, 7-34
 - Job Master List report, 7-22
 - Labor Cost Analysis report, 7-13
 - Period Trend Analysis report, 7-17
 - Report by Data Type report, 7-39
 - Summary by Cost Code report, 7-4
 - Transaction Analysis report, 7-29
 - Unit Cost Analysis report, 7-11
- Processing options
 - Account Master Sequences, 3-40
 - Budget Revisions Detail, 7-33
 - Build Recognition Data, 9-8, 9-31
 - Chart Type Setup, 13-47
 - Close Job, 10-5
 - Combined Progress Entry, 8-30
 - Contract Analysis, 7-17
 - Copy Selected Master Codes, 3-16
 - Copy Similar Job, 3-20
 - Cost Code Schedules, 5-6
 - Cost of Construction Report–Detail, 11-8
 - Cost of Construction Report–Summary, 11-10
 - Create Journal Entries, 9-32
 - Detail by Job, 7-28
 - Draw Detail, 11-6
 - Field Progress Report, 8-22
 - Global Update–Alternate Sequence, 3-44
 - Group Job Adjustments, 9-13
 - JDE to Primavera Download Module, 5-10
 - Job Budget Revisions, 4-25
 - Job Cost Analysis, 7-10
 - Job Detail by Subledger, 7-34
 - Job Master List, 7-23
 - Job Master Revisions, 2-9
 - Job Name Search, 6-4
 - Job Revisions by Company, 2-11, 6-6
 - Job Status Inquiry, 6-15
 - Labor Cost Analysis, 7-15
 - Method of Computation Update, 8-32
 - Original Budget Entry, 3-45
 - Period Trend Analysis, 7-19
 - Projected Final Progress Report, 8-24
 - Purge Job Detail, 12-7
 - Recalculate Projected Final, 8-33
 - Reopen Job, 10-7
 - Report by Data Type, 7-39
 - Report by Job, 7-39
 - Single Job Adjustments, 9-13
 - Speed Original Budget Entry, 4-8
 - Summarize Job Detail, 12-6
 - Summary by Cost Code, 7-7
 - Transaction Analysis, 7-31
 - Unit Cost Analysis, 7-12
 - Work in Progress Draw Analysis, 11-5
- Profit. *See* Profit recognition
- Profit recognition, 1-4, 9-1
 - AAIs, 13-11
 - changing accrued or deferred costs, 9-18
 - changing method for multiple jobs, 9-16
 - changing projected final values for multiple jobs, 9-17
 - deleting estimated, 9-14
 - entering percentage of completion, 9-4
 - estimated profit, 9-11
 - estimating profit, 9-3
 - generating information, 9-6

Group Job Adjustments form (P5144), 9–13
 journal entry, 9–21, 9–29
 reviewing profit information, 9–11
 securing profit information, 9–19
 Single Job Adjustments form (P51440), 9–12
 thresholds, 9–4
 Profit Threshold Percent, defined, 9–15
 Programs and IDs
 P0002 (Next Numbers), 13–20
 P00051 (Cost Code Master Chart Types), 13–45
 P00051 (User Defined Codes), 13–22
 P00121 (Automatic Accounting Instructions), 13–12
 P0026 (Job Cost Constants), 13–5
 P00610 (Inquiry by Data Type), 6–21
 P00620 (Inquiry by Job), 6–20
 P00640 (Report by Data Type), 7–39
 P00690 (Define Data Types), 13–38
 P00691 (Data Entry), 2–20
 P00692 (Supplemental Code Entry), 2–21
 P00693 (Supplemental Text Entry), 2–21
 P0082 (Supplemental Data Security), 13–41
 P09200 (Account Ledger Inquiry), 6–17
 P410121 (Original Budget Entry), 3–23, 3–30
 P434201 (Contract Analysis), 7–16
 P51006 (Job Revisions by Company), 2–10, 6–5
 P510062 (Job Category Code Revisions), 2–13
 P510063 (Job Master Revisions), 2–6, 4–20, 13–49
 P510063 (Reopen Job), 10–6
 P51006P (Job Master List), 7–22
 P510121 (Original Budget Entry), 4–16, 13–50
 P510121 (Speed Original Budget Entry), 4–7
 P510141 (Account Master Sequences), 3–39
 P510171 (Job Budget Revisions), 4–22
 P510211 (Combined Progress Entry), 8–25
 P5108 (Extended Job Master Revisions), 3–41
 P510901 (Job Account Master List), 7–23
 P51091 (Chart Type Setup), 13–46
 P510921 (Copy Selected Master Codes), 3–15
 P511112 (Update Percent Complete), 9–5
 P51200 (Job Name Search), 6–4
 P51200 (Job Status Inquiry), 8–31
 P512000 (Job Status Inquiry), 6–9
 P512010 (Project Inquiry Details), 6–11
 P512131 (Cost Account Details), 6–16
 P51412 (Job Cost Analysis), 7–9
 P51412 (Labor Cost Analysis), 7–14
 P51412 (Summary by Cost Code), 7–5
 P51412 (Summary by Cost Type), 7–6
 P514121 (Unit Cost Analysis), 7–11
 P51420 (Detail by Job), 7–27
 P51425 (Transaction Analysis), 7–30
 P51430 (Period Trend Analysis), 7–18
 P5144 (Group Job Adjustments), 9–13
 P51440 (Single Job Adjustments), 9–12
 P515001 (Draw Status Update), 11–12
 P515003 (Draw Record Exclusion), 11–14
 P51530 (Job Detail by Subledger), 7–34
 P51540 (Budget Revisions Detail), 7–32
 P518042 (Copy Similar Job), 3–19, 4–10
 P51830 (Summarize Job Detail), 12–6
 P51901 (Cost Code Schedule), 5–4
 P51921 (Define Inquiry Columns), 13–30
 P51924 (Close Job), 10–4
 P5193 (Define Inquiry Formats), 13–33
 P51941 (Define Inquiry Paths), 13–34
 Project
 defined, 2–7
 locating, 6–3
 Project Inquiry Details form (P512010), 6–11
 reviewing, 6–7
 reviewing supplemental information, 6–19
 Project Level Inquiry, defined, 6–12
 Projected final cost, changes to, 9–28
 Projected Final Cost Adjusted, defined, 9–17
 Projected Final Profit, defined, 9–17
 Projected Final Progress Report, processing options, 8–24
 Projected Final Revenue Adjusted, defined, 9–16
 Projection Audit Trail, defined, 13–7
 Prompt – Allow Usage (Y/N), defined, 13–42
 Property Management system, 1–3

Provision for loss
 credit entry, 9-25
 debit entry, 9-25
 journal entry, 9-25
Purchase Management system, 1-3
Purge. *See* Job purging
Purge Job Detail, processing options, 12-7

R

Recalculate Projected Final, processing options, 8-33
Recognition Method , defined, 9-15
Recognized revenue and cost, 9-22
Reopen Job, processing options, 10-7
Reopen Job form (P510063), 10-6
Report by Data Type, processing options, 7-39
Report by Data Type report (P00640), 7-39
Report by Job, processing options, 7-39
Report generation, 1-6
Reports
 additional columns, 7-4
 Budget Revisions Detail, 7-32
 Contract Analysis, 7-16
 Detail by Job, 7-27
 generating detail reports, 7-25
 generating draw, 11-3
 generating FASTR, 7-35
 generating job and account setup, 7-21
 generating management summary reports, 7-3
 Job Account Master List, 7-23
 Job Cost Analysis, 7-9
 Job Detail by Subledger, 7-34
 Job Master List, 7-22
 Labor Cost Analysis, 7-14
 overview, 7-1
 Period Trend Analysis, 7-18
 printing Job Cost Analysis, 7-8
 printing Summary by Cost Code, 7-4
 Report by Data Type, 7-39
 Report by Job, 7-38
 Summary by Cost Code, 7-5
 Summary by Cost Type, 7-6
 Supplemental Data, 7-37
 Transaction Analysis, 7-30
 Unit Cost Analysis, 7-11

 using FASTR, 7-1
Resource designator, 5-8
Review. *See* Job review

S

Schedule Number, defined, 5-5
Schedules. *See* Job schedules
Screens. *See* Forms
Security, data type, 13-40
Sequence Code, defined, 3-40, 4-24, 6-12
Service Billing system, 1-3
Setup. *See* System setup
Single Job Adjustments, processing options, 9-13
Skip To Alternate Cost Code, defined, 4-24
Skip To Category Code, defined, 4-24
Skip To Cost Code, defined, 4-24
SM01 AAIs, 13-17
Speed Original Budget Entry, processing options, 4-8
Summarize Job Detail, processing options, 12-6
Summary by Cost Code, processing options, 7-7
Summary by Cost Code report (P51412), 7-5
 printing, 7-4
Summary by Cost Type report (P51412), 7-6
Supplemental data, reviewing by job, 6-21
Supplemental information
 columnar, 2-20
 Data Entry form (P00691), 2-20
 entering, 2-19
 formats, 2-19
 Inquiry by Data Type form (P00610), 6-21
 Inquiry by Job form (P00620), 6-20
 narrative, 2-22
 reviewing, 6-19
 reviewing by data type, 6-21
 Supplemental Code Entry form (P00692), 2-21
 Supplemental Text Entry form (P00693), 2-21
System
 See also System setup

- constants, 13-1
- downloading Job Cost information, 5-7
- features, 1-3
- integration, 1-2
- J.D. Edwards systems, 1-2
- linking to Primavera Project Planner, 5-7
- menus, 1-7
- setup, 13-1
- System constants
 - Job Cost Constants form (P0026), 13-5
 - setup, 13-3
- System features
 - audit trail management, 1-5
 - cost analysis, 1-5
 - final projections, 1-4
 - job budget changes, 1-5
 - job scheduling, 1-6
 - job status inquiry, 1-4
 - loan draw tracking, 1-5
 - profit recognition, 1-4
 - report generation, 1-6
- System setup, 13-1
 - automatic accounting instructions, 13-11
 - data types, 13-37
 - job status inquiry, 13-29
 - model chart types and jobs, 13-43
 - next numbers, 13-19
 - overview, 13-1
 - system constants, 13-3
 - user defined codes, 13-21

T

- Tables
 - cost code structures, 3-11
 - Draw Reporting Master, 11-4
 - F0026 (Job Cost Constants), 13-4
 - Method of Computation Selection, 8-8
 - shared with General Accounting, 3-11
- Tax Area - Payroll, defined, 2-15
- Tax Entity - Property Tax , defined, 2-14
- Tax Expl Code 1, defined, 2-14
- Tax Rate/Area, defined, 2-15
- This Change +/- , defined, 4-24
- This Change Cumulative , defined, 4-24
- Threshold Percent Complete, 8-9
- Thru Alternate Cost Code, defined, 4-24
- Thru Cost Code, defined, 4-24

- Thru Cost Type, defined, 4-24
- Thru Date/Period , defined, 3-24, 4-24
- Thru Reporting Code, defined, 4-24
- Transaction Analysis, processing options, 7-31
- Transaction Analysis report (P51425), 7-30
- Type Data, defined, 6-21, 13-41
- Type of Cost Code Master List, defined, 3-16

U

- UDC. *See* User defined codes lists
- Underbiling, credit entry, 9-24
- Underbiling
 - debit entry, 9-24
 - profit recognition, 9-24
- Unit Cost Analysis, processing options, 7-12
- Unit Cost Analysis report (P514121), 7-11
- Unit of Measure, defined, 3-25, 4-16
- Units, defined, 4-7
- User defined codes lists
 - account (09/01 - 00/23), 13-24
 - annual close budget ledger type (00/LT), 13-26
 - Budget amount ledger type (51/RB), 13-25
 - budget unit ledger type (51/RU), 13-26
 - chart type edit field (51/ED), 13-27
 - contract type (51/CT), 13-25
 - cost code master chart type (51/TC), 13-26
 - defining, 13-23
 - formula description (51/FM), 13-27
 - inquiry ledger type (51/IL), 13-27
 - Job (00/01 - 00/30), 13-23
 - ledger type (09/LT), 13-23
 - profit recognition IS entry (51/IS), 13-28
 - projected final business unit type (51/PF), 13-25
 - reviewing and revising, 13-22
 - setting up, 13-21
 - summarize and close ledger type (51/LT), 13-26
 - system setup, 13-2
 - units of measure (00/UM), 13-24
 - User Defined Codes form (P00051), 13-22

Job Cost

User ID, defined, 13-41

V

Version, defined, 9-12

W

Weekly Job Cost Closing, reviewing
balances, 12-4

Windows. *See* Forms

Work in Progress Draw Analysis, processing
options, 11-5

Work Order system, 1-3

Worksheet, generating for job progress,
8-20

Exercises

