OPEN SYSTEMS® Accounting Software

**Job Cost
User's Manual**

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Introduction 1

Welcome to OSAS

Welcome to the Job Cost application for OPEN SYSTEMS Accounting Software® (OSAS®). Job Cost helps you track jobs that incorporate goods and services. You might do these jobs for contractors, build-to-order manufacturers, and other businesses that need a specific task or a set of tasks to be done. Job Cost lends its tracking capabilities to other applications that track your financial condition: General Ledger, Accounts Payable, Accounts Receivable, Purchase Order, Sales Order, and Payroll.

Job Cost plugs into Resource Manager, the foundation of OSAS. Consult the Resource Manager guide for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

About This Guide

This guide describes the functions that make up the Job Cost application and gives details on how Job Cost fits into your existing business workflow. This guide is divided into these sections:

- Chapter 1 introduces OSAS and the Job Cost application, and describes the basics of the Job Cost system and how to navigate around OSAS.

- Chapter 2, Installation and Conversion, details how to install Job Cost using Resource Manager and how to create or convert the data files it requires.

- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Job Cost.

- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Job Cost menu.

- The Appendixes contain supplimentary material.

- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

Conventions

This guide uses the following conventions to present information.
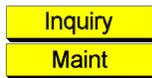
Inquiry
Maint

When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-26 and page 1-31 for more information on these commands.

When you see the phrase "use the **Proceed** (**OK**) command" in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.

The Job Cost System

Use the Job Cost system to track jobs that incorporate goods and services. You might do these jobs for contractors, build-to-order manufacturers, and other businesses that need a specific task or a set of tasks to be done. This application lends its tracking capabilities to other applications that track your financial condition: General Ledger, Accounts Payable, Accounts Receivable, Purchase Order, Sales Order, and Payroll.

Application Interaction

Job Cost can be used as a standalone application, but you can get optimal use from it when you interface it with other applications.
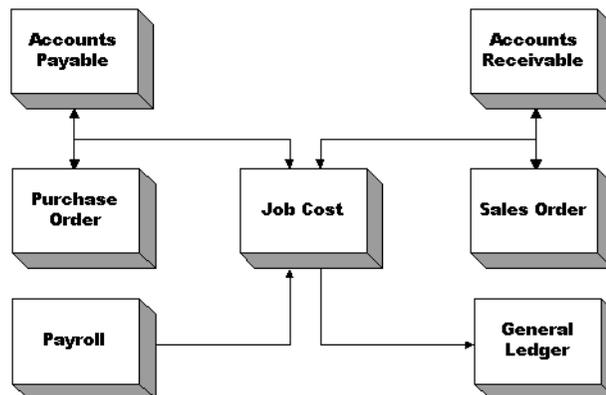
Interfacing applications means that the information you enter in one application can be transferred to and used in other applications, reducing data entry time and the number of errors that might creep in along the way.

Menu Structure

The Job Cost menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File Maintenance

Use the functions on the **File Maintenance** menu to set up and maintain information about your jobs. For example, use the **Jobs and Phases** function to establish and update information about jobs on which you are working.

The system uses cost codes to track costs for jobs. You must assign each cost code to a cost type in the **Cost Types** function.

You will probably use the File Maintenance functions less often than any of the other Job Cost functions: once to set up the system and each time you want to add or change a valid code or ID.

Information Inquiry

Use the **Information Inquiry** functions to view (but not change) information about jobs and phases. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Daily Work

Once you establish the valid codes and IDs through the File Maintenance functions, you can use the **Daily Work** functions to make adjustments to jobs and phases that the system recognizes and to update the **JOHIxxx** (Detail History) file with the adjustments. Use the **Job and Phase Adjustments** function to make the adjustments; use the **Post Adjustments and Transactions** function to post them.

Reports

Cost Reports

Cost reports track costs; they show where your expenses occur and where you can improve your spending.

Both the Cost Summary Report and the Cost Detail History Report provide information about costs associated with selected jobs and phases. The Cost Summary Report provides only the summary total costs for each job phase, cost code, and cost type; the Cost Detail History Report breaks detail information down by each transaction.

The Unit Cost Analysis Report compares estimated and actual units, costs, and unit costs. It also displays the percent complete based on units.

Billing Reports

Billing reports track amounts you have billed and the remaining amount to bill your clients. They show how much revenue your clients are providing.

The Job Profitability Report provides the estimated and actual costs of a job, their variances, and the estimated and actual profits so far for a job. This information is valuable when you assemble a competitive and profitable proposal for a job.

The Billing Summary Report provides billing information for the amount and the cost billed and unbilled for selected jobs. The Billing Detail Report provides information for a phase or a range of phases, a job or a range of jobs, or other important criteria; use it to review billings or when you plan your budget and want to determine areas of a phase or job where you might want to raise or reduce prices.

Periodic Processing

After posting over a period of time, enough information is kept in various files that the files can get so large that they slow down your system. Use the **Periodic Processing** functions to produce periodic processing reports and delete information dated on or before a specified date or to remove completed jobs.

Produce the Overhead Allocation Report for a summary of overhead that has been accrued to specific general ledger accounts. Before you post, produce this report to back up information about how overhead was distributed.

While a job is in process, use the **Post Overhead to GL** function to update your general ledger accounts with accumulated overhead. After a job is finished, posting to General Ledger transfers work-in-process inventory to the finished goods account.

Produce the Work-in-Process Report for information about earned income, overbilling and underbilling, and outstanding work in process for jobs and phases.

Use the **Periodic Maintenance** function to clear amounts in the **JOBSxxx** (Jobs) and **JOCDxxx** (Cost Codes Detail) files.

When you want to purge job comments from the **JOJCxxx** (Job Comments) file, use the **Purge Job Comments** function. Comments dated on or before the date you specify are removed.

The **Job Template Worksheet** function provides a printout of estimate information that can help you prepare a bid for a job.

Use the **Delete Completed Jobs** function to remove completed jobs and before a date you specify.

Use the **Delete Detail History** function to delete detail history before a date you specify.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the **Master File Lists** functions to produce the contents of the files: details about jobs and phases, job comments, cost codes, cost types, job templates, and tables.

File Information

The information you enter in Job Cost functions is stored in files.

The **JOBSxxx** file holds the following information about jobs:

- job and phase IDs for each job
- manager and customer IDs
- estimated and actual pieces for the period, year, and job to date
- source of the pieces (Accounts Payable or Payroll)
- unit of measure for each piece
- total cost for the job to date
- cost billed for the period, year, and job to date
- invoice billed amounts for the period, year, and job to date
- overhead rate, basis type, amount, and calculation method
- accounts for overhead, work in process, and finished goods
- estimated and actual values for start and finish dates and contract amounts
- whether or not the record is a template

The **JOBSxxx** file serves as a database for job information: it provides information for other functions and applications, which in turn update it. This file is also the verification file when you use Resource Manager to verify that Job Cost is installed (see the *Resource Manager User's Manual*).

The **Jobs and Phases** function directly updates the **JOBSxxx** file. The information you enter updates the file and links information in it to information in the **JOCDxxx** file.

You can update the **JOBSxxx** and **JOCDxxx** files in one of the following ways:

- Use the **Jobs and Phases** function to edit a job.

- Attribute goods or services to a job through Accounts Payable/Purchase Order or Payroll, and attribute billing information through Accounts Receivable/Sales Order, if Job Cost interfaces with those applications.

- Use the **Job and Phase Adjustments** function to make adjustments to the files.

Notice that you can attribute a service to Job Cost through Payroll, but you cannot attribute a good or an item to Job Cost through Inventory. Job Cost does not interface with Inventory. If you are acquiring an item, use the **Daily Work** functions in Accounts Payable/Purchase Order. If you already have the item in stock, use the **Enter Material Requisitions** functions to treat Accounts Payable/ Purchase Order as a bridge between Inventory and Job Cost.

The **JOHIxxx** file stores several kinds of information:

- an entry for each posted and unposted piece or adjustment made to the **JOBSxxx** file (from the **Job and Phase Adjustments** function or a different application)

- the entry's cost type, cost code, and source

- the entry's associated job and phase ID

- the entry's general ledger period, post date, and transaction date

You can use this file only if you elected to keep detail history in the Resource Manager **Options and Interfaces** function.

You can update the **JOHIxxx** file by posting information from interfaced applications or through the **Job and Phase Adjustments** function.

Job Cost has no "adjustments" temporary holding file to store adjustments until you post. When you enter adjustments in the **Job and Phase Adjustments** function, information flows in one of the following ways:

- If you elected to keep detail history and to post directly to the **JOBSxxx** file in the Resource Manager **Options and Interfaces** function, adjustments information is immediately sent to and indefinitely kept in the **JOHIxxx**, **JOCDxxx**, and the **JOBSxxx** files.

- If you elected not to keep detail history but to post directly to the **JOBSxxx** file, information is sent to the **JOBSxxx** and **JOCDxxx** files, and the **JOHIxxx** file is not used at any point.

- If you elected to keep detail history but not to post directly to the **JOBSxxx** file, adjustments information is sent only to the **JOHIxxx** file. When you use the **Post Adjustments and Transactions** function, the information is posted from the **JOHIxx** file to the **JOBSxx** and **JOCDxxx** files. In this situation only, the **JOHIxxx** file contains both permanent and temporary data.

Note: In the **Options and Interfaces** function for Job Cost, you must elect to keep detail history or to post directly to the **JOBSxx** file.

The **JOCCxxx** file stores information for cost codes used for verification.

The **JOCDxxx** file stores several kinds of information (and the numbers associated with that information):

- cost code number, description, and short description
- original estimate
- job and phase ID for each cost code
- cost type for each cost code, and the cost type's use type
- estimated quantity and the period-, year-, and job-to-date quantity
- estimated cost and the period-, year-, and job-to-date cost

The **JOCTxxx** file stores cost types used throughout the system. When you assign a cost code to a job, you must assign a cost type to the cost code.

The **JOCTxxx** file stores the cost type, description, short description used in reports, and use type.

The **JODExxx** file stores the additional descriptions you assign to each job and phase record. Use of this file is optional; if you do not elect to use additional descriptions, this file is not used.

The **JOJCxxx** file stores comments that you assign to a job in the **Jobs and Phases** function. You can assign 999 comments (sequence numbers) for each combination of job, sequence number, reference and date.

Other applications that interface with Job Cost update the **JOBSxxx**, **JOCDxxx**, and **JOHIxxx** files. When you are in the other application, the update normally takes place after you enter the line-item information; specify a job, phase, and cost code; and post.

Job Cost provides information for all the applications it interfaces with, but it updates only General Ledger. If Job Cost interfaces with General Ledger, you can use the **Post Overhead to GL** function to send overhead information to the appropriate accounts. Accounts set up in the **JOBSxxx** file for work in process and finished goods are also updated.

File Interaction

The Job Cost system tracks both expenses and revenues for a combination of goods and services (a job). When you enter and post adjustments, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Setting up jobs

Use the **Jobs and Phases** function to add the job to the **JOBSxxx** and **JOCDxxx** files. At this point you define the job, the phases (if necessary), the manager responsible, the customer for whom the work is being completed, the estimated start and finish dates and costs, and the method you are using to calculate overhead. You also define cost codes to organize costs attributed to the job from the **Job and Phase Adjustments** function and other applications.

If the job can be easily set up from a template, use the **Copy Job Template** function to copy a template into a new job ID; from that point you can make the adjustments. If you want, you can also save a job you enter as a template.

Productivity Reports

Job Cost includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/JDBC driver (included with OSAS 7.0) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.

Starting OSAS

OSAS runs on an operating system supported by 150 MB of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

In Windows
To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

In Other Operating Systems
To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

Using Parameters
You can use the -u, -c, -a, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, company ID, and access code to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

C:\basis\bin\bbj.exe osasstrt.txt **-q -t**T00 **-c**D:\osas70\progrm\config.bbx **- -u**Sam **-a**apple **-c**H

Note: In Windows, the **-u**, **-c**, and **-a** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

osas **-t** T2 **-c** B **-a** apple

Note: You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Refer to the Resource Manager guide for more information on these parameters.

Logging In

After you start OSAS, the login screen appears.

To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Access Code**. If you want to save your access code so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. Finally, click **OK** or press **Enter** to log in.

This screen appears only after you have set up users and access codes for the OSAS system.

Access Codes

Access codes limit use of the system and protect sensitive information. Each code allows access to specific applications, menus, and functions. If you cannot select a menu or function, your access code is not authorized for it. Use the **Access Codes** function in Resource Manager to set up access codes.

To change access codes, select **Access code** from the **File** menu, click the **Access Code** button on the toolbar, or press **F4** on the main menu. When the Access Code box appears, enter the access code to change to and press **Enter**.

Workstation Date

To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.

When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.

Navigating OSAS

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens indepently of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

Graphical Mode

If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

If you use BBj in graphical mode, the main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5**. If you use Visual PRO/5, the graphical main menu is the only graphical menu available.

Graphical Main Menu

The graphical main menu is shown below.
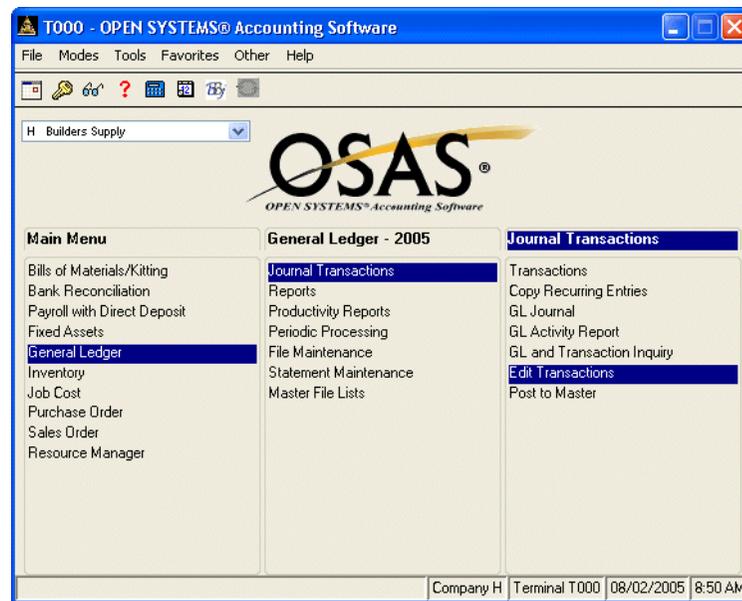
You can move around the graphical menu in these ways:

•   Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.

•   To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.

•   To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right. Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.
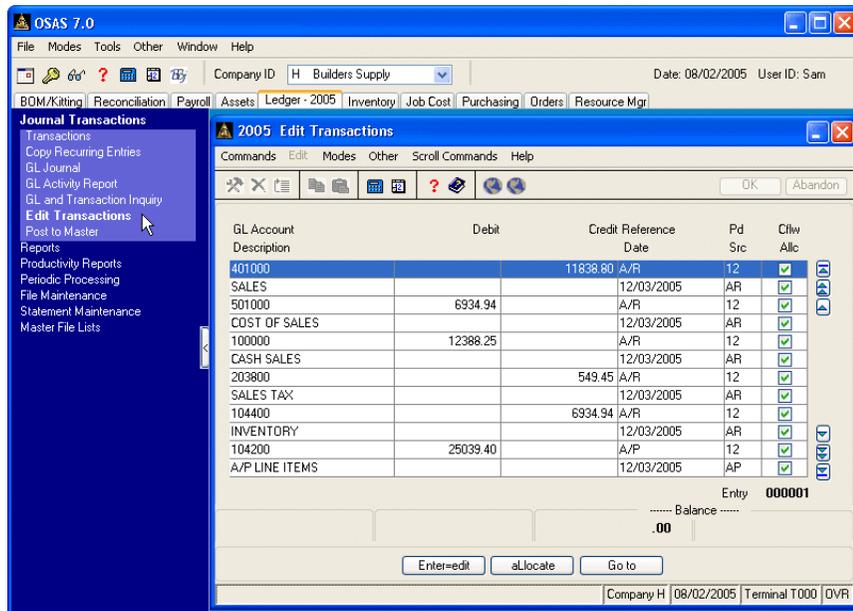
You can move around the MDI menu these ways:

• To view an application's menus, click that application's tab.

• To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.

• To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.

- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.

- Press **Page Down** if prompted to move to the next section.

- Click **Header** when it appears to return to the screen's header section.

- Press **F7** to exit the screen and return to the main menu.

Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the Resource Manager guide for more information on the menus available in OSAS and their commands.

Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult Appendix A in the Resource Manager guide for more information on the commands available on the **Other Commands** menu.

**Information
Menu**

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents
- Address Lookup

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Consult Appendix A in the Resource Manager guide for more information on how to use the functions on the **Information** menu.

**Favorites
Menu**

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.
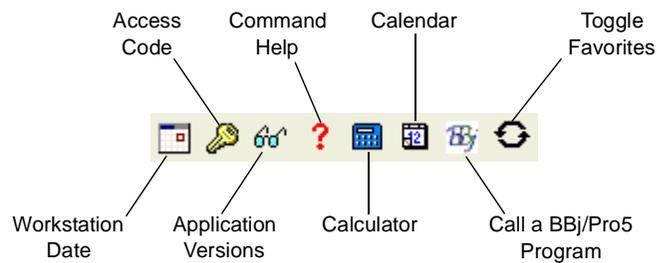
Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.
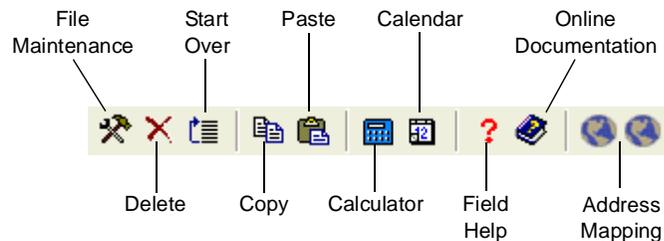
Date Fields

If you use BBj in graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

Browse

If you use BBj in graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/ File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

Inquiry

The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

Maintenance

The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

Main Menu

The text main menu is shown below.
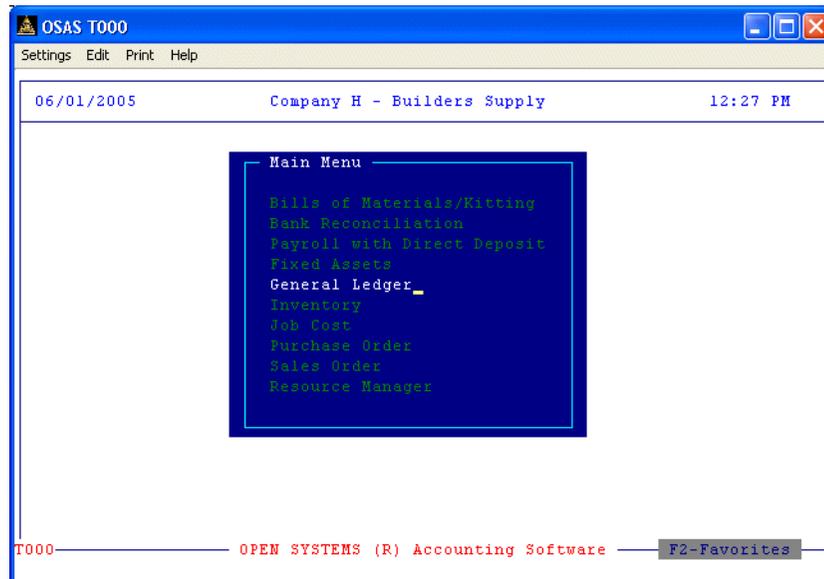
When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

You can move around the text main menu in these ways:

- Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.

- Use the mouse to click an application to view that application's menu.

- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.

- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.

- To exit from OSAS, press **F7**.

Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.
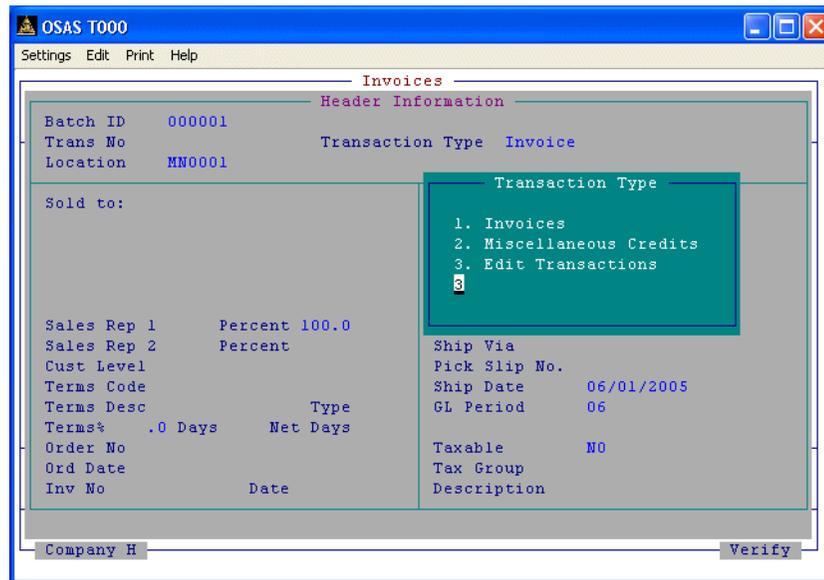
You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.

- To use a command that is listed in the command bar, press the highlighted letter.

- Use hot key commands to access information screens or to toggle commands on and off. Refer to Appendix B in the Resource Manager guide for more information on these commands and their corresponding hot keys.

- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.

- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.

- To exit the screen and return to the menu, press **F7**.

Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to Appendix A in the Resource Manager guide for full details about the menus available in OSAS.

Other Commands

The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-23 for more information on this menu.

Information Menu

The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-24 for more information.

Favorites Menu

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-24 for more information on this menu.

Commands and Flags

Both the text menu and text function screens let you use commands to drill down to more information, change companies or access codes, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Refer to Appendix B in the Resource Manager guide for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.

- When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-24 for more information on this menu.

Maint
- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one "on the fly." When you finish, press **F7** to return to the function you were using.

Inquiry
- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.

- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed** (**OK**) command. Press **Ctrl+V** to toggle verification on and off.

Command Bar

The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.

```
Enter = edit, Append, Header, Totals, View, Online, Next trans
```

The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

```
─ Verification ─
                     Press <PgDn> to proceed
```

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Reports

All OSAS applications contain a variety of reports to help you view and analyze your business data. Each report function includes a selection screen that allows you to select the range of information to include in the report, which appears in alphabetical order when the report is produced. After you select the information to include, use one of these options to output the report:

• Select **Printer** (or enter **P** in text mode) to send the report to a printer, then select the printer to use.

• Select **Print Preview** (or enter **R**) to view the report in a preview window, from which you can print the report later. This option is only available on Windows or graphical Linux workstations running BBj.

• Select **File** (or enter **F**) to save the report to a file, then change the directory path and file name (followed by the .txt extension), if necessary. Directory paths and file names must be less than 35 characters in length.

   Note: To preserve formatting, view the reports you save to a text file with a fixed-width or monospaced font (Courier or Lucida Console, for example).

• In text mode, enter **S** to view the report directly in an OSAS function screen, then select whether to view it in Standard or Compressed width.

• When available, select **Email** (or enter **M**) to e-mail the report, then enter the e-mail address to sent the message to, the subject for the message, and whether to include the report as an attachment to the message.

   Generally, reports or forms that make up part of your audit trail cannot be e-mailed. You also must set up your e-mail system in Resource Manager before you can e-mail reports.

   Note: To preserve formatting, view e-mailed reports (or attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Consult the Resource Manager guide for more information about reports.

Installation and Conversion $\boxed{2}$

Installation

Before You Install Job Cost

Make sure your system meets these minimum requirements before you install Job Cost.

The Job Cost system needs a minimum of 5 megabytes (5 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Job Cost

Use the **Install Applications** function in Resource Manager (see your Resource Manager installation manual for more information) to install Job Cost.

Setting up Job Cost

Once you have installed Job Cost on your system, you must prepare your data files for everyday use.

You can prepare files for use with Job Cost in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see "Conversion" on page 2-5.

If you plan to use General Ledger with Job Cost, you must install and set up GL before you set up Job Cost. If you plan to use Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, or Payroll with Job Cost, set up those applications after you set up Job Cost.

Conversion

If you use an earlier version of OSAS Job Cost, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Job Cost data files. You can upgrade from version 3.2x, 4.xx, 5.xx, or 6.xx. If you want to upgrade from a version of Job Cost before 3.2, contact a technical support representative for assistance.

If you are converting from version 6.5x to 7.0, no conversion is necessary. You should still use the **Data File Conversion** function to copy data files from the old data directory to the new directory, however.

> **Note**
>
> You must install the new version of Job Cost before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.
>
> Before you convert an application's files, make note of the version number from the application you are converting. The **Data File Conversion** function has no way of determining this information.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of Job Cost, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value added reseller.

Converting to Version 7.0

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The function screen appears.

1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **JO** in the **Appl** column; **Job Cost** appears.

6. Enter your earlier version number of Job Cost and press **Enter**. You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

7. If data files already exist for Job Cost in the intended destination path, the **JO data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To begin conversion, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Job Cost files, your answer to this prompt makes no difference.

10. Answer the questions that appear relating to the conversion of the employee history and last-year files.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process finishes, the files are converted. Select the output device to produce the error log. See "Reports" on page 1-33 for more information on output devices.

After conversion finishes and the error log is produced, the main menu—with **Job Cost** added—appears.

Setup | 3

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Job Cost system, you need to gather and organize your accounting data. You need the following information:

- your overhead calculation procedures
- a chart of accounts for your business
- your records of the work in process

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

```
— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — 0 1
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1
```

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so on)
  numbers (0-9)
  uppercase letters (A-Z)
  lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. However, if you already use a numbered system, you might want to stick with it.

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize jobs by name, put the first characters of the name of the job in the job ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three jobs in between.

Note

If you plan to use Job Cost on the same system as Inventory, make sure that job IDs do not duplicate inventory item IDs. The OSAS system does not distinguish between job and item IDs.

Setup Checklist and Functions

Follow these steps to set up the Job Cost system (each step is explained in this section):

1. Set up the options and interfaces.
2. Build the tables.
3. Build the **JOCTxxx** (Cost Types) file.
4. Build the **JOCCxxx** (Cost Codes Master) file.
5. Build the **JOBSxxx** (Jobs) file.
6. Set up access codes.
7. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Job Cost can interface with General Ledger, Payroll, Accounts Payable/Purchase Order, and Accounts Receivable/Sales Order.

General Ledger

When Job Cost interfaces with General Ledger, posting uncompleted jobs makes summary entries in the **GLJRxxx** (Journal) file to account for the overhead accumulated since the last post. Overhead amounts are debited to the work-in-process account you specify in the **JOBGLxxx** table and credited to the applied general ledger account you specify in each job and phase record.

When you post completed jobs, summary entries are made to transfer the total cost of each job from the WIP account to the finished goods account you specify in the **JOBGLxxx** table.

Payroll

You set up the interface between Job Cost and Payroll when you select Payroll options and interfaces. This interface affects the pieces fields in the job and phase records (if you select Payroll as the pieces method) and the cost codes for labor dollars, and updates the quantities for cost codes with labor hours.

The interface between Job Cost and Payroll works in two directions. When you enter Payroll transactions, you can look up and select Job Cost job and phase IDs and cost codes. When you post Payroll transactions that contain job and phase IDs, the labor dollar amounts, hours quantities, and (optionally) the pieces fields in the specified job and phase records are updated. If you keep job cost detail history, the history records are also updated.

Accounts Payable/Purchase Order

You set up the interface between Job Cost and Accounts Payable/Purchase Order when you select Accounts Payable/Purchase Order options and interfaces. This interface affects the group of pieces fields in the job or phase records for the specified item if you selected pieces from Accounts Payable, and it can also affect any type of cost code.

When you interface Accounts Payable/Purchase Order with Job Cost, you can look up and select job and phase IDs while you enter Accounts Payable/Purchase Order transactions. When you post Accounts Payable/Purchase Order transactions with job and phase IDs, the amounts and quantities for the specified cost code are updated. If you elected to accrue specified inventory items through Accounts Payable/Purchase Order, the pieces fields are also updated.

If you keep job cost detail history, the **JOHIxxx** (Detail History) file is also updated.

Accounts Receivable/Sales Order

You set up the interface between Job Cost and Accounts Receivable/Sales Order when you select the Accounts Receivable/Sales Order options and interfaces. Then when you enter Accounts Receivable/Sales Order invoices, you can look up and select job and phase IDs and read in cost and billing amounts from Job Cost job and phase records.

When you post Accounts Receivable/Sales Order transactions, the last bill date, invoice billed amount (period, year, and job to date), cost billed (period, year, and job to date), and (optionally) actual finish date in the job and phase records are updated.

Options and Interfaces

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is **shared** or **owned**. (See the *Resource Manager User's Manual* for more information about Options tables.) Next, enter **JO** as the ID of the application for which you want to set options. The Job Cost Options screen appears.

1. Press **Enter** to toggle between **YES** or **NO** to indicate whether you want to interface Job Cost with General Ledger, Accounts Receivable, or Payroll.

2. Press **Enter** to toggle between **YES** or **NO** to indicate whether you want to keep job cost detail history.

3. Toggle between **YES** or **NO** to indicate whether you want to post detail information directly to the **JOBSxxx** file. If you select **YES**, information is sent directly to the **JOBSxxx** and **JOHIxxx** files when you use the **Job and Phase Adjustments** function to update information about a job. If you select **NO**, information is sent directly to the **JOHIxxx** file when you use the **Job and Phase Adjustments** function; when you post adjustments and transactions, information is sent from the **JOHIxxx** file to the **JOBSxxx** file.

4. Toggle between **YES** or **NO** to indicate whether you want to be able to edit totals in the job record.

5. When you finish selecting options, press **W** to save your entries and return to the Options and Interfaces screen. Select another application or exit to the Resource Manager **Company Setup** menu.

Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by its position in the table. For example, in the **JOBGLxxx** table, the system treats the account on the first line as the work-in-process account and the account on the second line as the finished goods account, regardless of how you change the labels.

You must set up the **JOBGLxxx**, **JOPDxxx**, and **DFxxx** tables before you build the Job Cost data files.

You can set up the tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

For example, you can set up table **JOBGL** for companies that post overhead to the same general ledger accounts; then set up table **JOBGLA01** for company A01, **JOBGLB01** for company B01, and so forth if those companies post overhead to different general ledger accounts.

Cost Types and Cost Codes

When you enter job information, you assign cost codes to each job and phase record. Thereafter, when you acquire goods and services and enter them through the **Job and Phase Adjustments** function or through other applications, the information updates the cost code and overall job and phase record. You can assign up to 999 unique codes to a phase.

You must assign a cost type to each cost code. Use the **Cost Types** function to specify up to 99 cost types. Since cost types are used throughout the system, set up cost types before you enter job information.

For information about the relationship between cost codes and cost types, see "Cost Code Detail" on page 3-14.

If you are converting Job Cost files from a version before 5.00, you could have as many as five cost types already defined. The cost types are the result of conversion of the **NAMESx** table from versions 4.0x and 4.5x.

The order of the cost codes' appearance in the NAMESx table determines the cost type's number, and the label determines the description. For example, **Material $** was the **NAMESx** table's first entry; in this function, it is cost type **10**. **Material $** is the description of the cost type.

When the conversion process is finished, the cost types are in place. You can edit these cost types as you can any other, but if you do, existing cost codes and job detail history will not contain valid type information.

Job Records

After you have built the tables and defined the cost types, you are ready to build the **JOBSxxx** file, which stores information about each job and associated phases. You must set up this file before you can enter job adjustments or attribute goods or services to a job.

Each job consists of at least a job record (the job ID, description, and information about the job). If the job has phases, you must also set up a record for each phase of the job.

The terms **job** and **phase** indicate a hierarchy where the phase is assigned to the job, but is independent of other phases. For example, if a job called **Installation** has phases called **Hardware**, **Software**, and **Training**, you set up four records: one for **Installation** and one for each phase. The only thing the three phases necessarily have in common is that they are part of the job **Installation**.

General Information

On the General Information screen you can enter four types of information: basic, contract, overhead and account, and pieces (goods and services) and billing.

The basic information consists of the job description, the ID of the job manager, whether or not the job uses phases, whether or not the job is to be used as a template for other jobs, and whether or not you want to assign additional descriptions to the job.

A template serves as a general job that you can copy several times, a useful task if you have several closely related jobs and do not want to spend time reentering information. You enter the job as you would a regular job, but by marking it as a template, you exclude the information from calculations and reports.

Job Cost does not force you to create a contract. The general term **contract information** means terms of the business arrangement.

The contract information consists of the estimated and actual dates for starting and completing the job and phase, the date the contract was established, the amount of the contract, the contract number, and the ID of the customer with whom you established the contract. The actual dates are updated when you post.

Overhead information can be assigned only to phases of a job or to jobs that do not have phases. The overhead and account information consists of the cost code you want to assign to overhead costs; the overhead rate based on the overall cost you want to attribute to overhead; and the General Ledger accounts of overhead, work in process, and finished goods (the sum of the pieces entered later). The overhead and finished goods amounts you enter to post are updated when you post from other applications or from the **Post Adjustments and Transactions** function.

Note

You must set up cost codes before you can select a valid cost code. During the first pass through the General Information screen, the system prompts you to press **Enter** to add the default overhead cost code record with the ID you specify for the overhead cost code. Then set up the cost codes on the Cost Code Details screen. Finally, edit the job record and assign the overhead cost code.

The pieces and billing information consists of the source of the information; the item to expect; the unit of measure; the number of pieces for the period, for the year, and for the job to date; and the estimated cost of the pieces for the entire job.

When you enter the amount you billed the customer and the cost you billed the customer for the period, for the year, and for the job to date, the invoice billed amount and cost billed fields are calculated.

Cost Code Detail

Use cost codes to assign costs to a job or phase. Thereafter, when you acquire goods and services and enter them through the **Job and Phase Adjustments** function or through other applications, the information updates the cost code and overall job and phase record. You can assign up to 999 unique codes to each phase.

You can also use cost codes to track costs in terms of categories that might be specific to a job and phase. A cost type is a category of cost codes. You can define your cost types and cost codes, but you must define the cost types first because you must assign one to each cost code.

After you establish cost types for the system and cost codes for a job and phase record, you can assign cost information to the job and phase indefinitely, and the cost codes track the information.

For example, you might define three cost types before you enter jobs: **10** (Items), **20** (Labor), and **30** (Sublet or third-party labor). Each category is general; a particular job and phase might have a need for more specific cost codes.

Then, in the **Jobs and Phases** function, you might enter job **INS001** (Installation), which may require several codes (for simplicity's sake, the job in this example does not have phases.) You might use cost codes **001** (Hardware) and **002** (Software). Each code is unique, but both are assigned cost type **10**.

You could also have codes **003** (Setup) and **004** (Training), each with cost type **20**. Finally, you could define code **005** (Support) with cost type **30** if part of the installation is free client support from the software manufacturer, with your business paying for the service.

Having set up the system like this, you then track the purchase of computer hardware in Accounts Payable and attribute the items to job **INS001**. Then you specify the cost code; the appropriate information is sent to the **JOBSxxx** file for the specified cost code. A similar process is involved in using Payroll for labor information.

You should enter costs that you cannot directly attribute to an item in Accounts Payable/Purchase Order or Payroll as overhead, and account for them in the overhead fields.

In this example, you cannot have two cost codes **003** or duplicates of any other code, but you can and do have more than one code of type **10**. Once you have set up cost types, think of them as categories you assign to each cost code. The list of cost types is set up once and used throughout the system. In this example, type **10** means **Items** no matter what job or phase is involved and can be changed only through the **Cost Types** function.

By comparison, any cost code has meaning only in its own phase or job without phases. For example, cost code **100** in one phase has no connection with cost code **100** in any other phase in the job or any other job. Phases (and jobs) are independent when it comes to cost codes.

You cannot give two codes the same number in the same phase. If you are working in a job without phases, no two codes in the job can have the same number.

Job Comments

Enter comments that you want to associate with each job.

Access Codes

To safeguard your system and prevent access by unauthorized people, use the Resource Manager **Access Codes** function to set up access codes on your system. You can set up access codes for the Job Cost system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user, or group of users, that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are currently using.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code **CHARM** for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Job Cost data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Job Cost application itself, each of the Job Cost menus, and the individual functions. After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual.*

Backup Schedule

Plan a backup schedule before you begin day-to-day operations. You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Job Cost data files whenever they change—every day or every week—and before you run these functions:

- **Post Adjustments and Transactions**
- **Post Overhead to GL**
- **Delete Completed Jobs**
- **Periodic Maintenance**
- **Delete Detail History**

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Media

Keep more than one set of media in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Information Inquiry 4

Jobs and Phases Inquiry

Use the **Jobs and Phases Inquiry** function to view summary information about a job or its phases: the locations, start and finish dates, additional descriptions, billing information, and actual costs compared with estimates. You can also view cost details to see which cost codes make up the totals.

Note

To add or change this information, use the **Jobs and Phases** function (see page 9-3).

Jobs and Phases Inquiry Screen

Select **Jobs and Phases Inquiry** from the **Information Inquiry** menu. The Jobs and Phases Inquiry screen appears.

`Inquiry`

1. Enter the job ID you want to view.

`Inquiry`

2. Enter the phase ID you want to view, if necessary. Information about the job and phases appears.

   If you want to view information for all the phases of the job, leave the **Phase ID** field blank.

3. Use the commands to work with the information on the screen:

   •   Press **J** to view information for a different job, then enter the job ID whose information you want to view.

   •   Press **C** to view information about the job's cost codes. See "Cost Codes" on page 4-5 for more information.

   •   Press **N** to view information for the next job on record (alphabetically).

   •   Press **P** to view information for the previous job on record (alphabetically).

   •   Press **A** to view additional descriptions (such as the address and user-defined information) associated with the job or phase.

   •   Press **M** to view comments associated with the job.

Cost Codes

When you press **C** on the Jobs and Phases Inquiry screen, the Cost Code Details screen appears.

The Cost Code Details screen shows the cost codes associated with the job, the activity for the cost code as it was used for the job and phase for the period and the year to date, and the actual and estimated costs attributed to each cost code for the job to date.

As a result, you can see how much cost each cost code has accounted for the period and year and for the job and phase. You can also see how the cost code's actual cost in the job compares with the estimated cost in the job. This information is useful, for example, if a cost code for a job and phase is accounting for a higher cost than the cost code normally represents.

Use the commands to work with the information on the screen:

- Press **Enter** to return to the Jobs and Phases Inquiry screen.

- Press **V** to view detailed information about the selected cost code. The View Cost Codes screen appears. This command is available only if you elected to keep cost codes detail information in the Resouce Manager **Options and Interfaces** function.

  When you finish viewing the detailed cost information information, press any key to return to the Cost Code Details screen.

Detail History Inquiry

Use the **Detail History Inquiry** function to view detail history of the cost and price, description, and quantity for each phase associated with the job. You can look at a job in total or at a phase of a job; and you can look at a period, a range of periods, or totals since the job's start date. This information comes from the **JOHIxxx** (Detail History) file.

This function is available only if you elected to save detail history in the Resource Manager **Options and Interfaces** function.

Detail History Inquiry Screen

Select **Detail History Inquiry** from the **Information Inquiry** menu. The Detail History Inquiry screen appears.
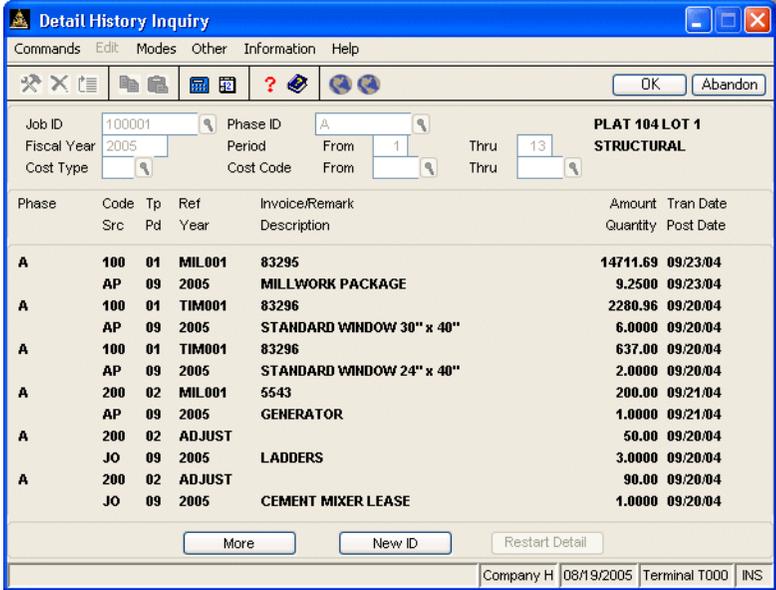
Inquiry

1. Enter the job ID. The job name appears.

`Inquiry` 2. Enter the phase ID. The name of the phase appears.

3. Enter the fiscal year.

4. Enter the range of periods you want to view, or leave the fields blank to view all periods.

`Inquiry` 5. Enter the cost type whose associated detail history you want to view, or leave the field blank to view history for all cost types.

`Inquiry` 6. Enter the range of cost codes whose associated detail history you want to view, or leave the fields blank to view history for all cost codes.

7. Use the commands to work with the information on the screen:

    • Press **N** to view a different job's history, then enter the job ID.

    • When there is more than one screen of items to view, the **More** command is available. Press **M** to view the next page of history, when available.

    • When you have reached the end of the history list, press **R** to return to the first page of history information.

8. When you finish viewing detail history, use the **Exit** (**F7**) command to return to the **Information Inquiry** menu.

Daily Work 5

Job and Phase Adjustments

Use the **Job and Phase Adjustments** function to enter costs as you incur them, billings as you invoice them, and critical dates as they change. Depending on how you calculate overhead, the system may calculate overhead and update the overhead to post, finished goods to post, and actual overhead fields when you enter adjustments through this function.

You can update a job in three ways: through the **Jobs and Phases** function, through other applications, or through the **Job and Phase Adjustments** function. Use the **Job and Phase Adjustments** function when incidental events make manual adjustments necessary. Usually job information from other interfaced applications updates the **JOBSxxx** (Jobs) file.

Using the **Job and Phase Adjustments** function is similar to editing information about an existing job in the **Jobs and Phases** function, but this function produces an audit trail and updates the **JOHIxxx** (Detail History) file if you keep detail history.

As you enter adjustments, a Job and Phase Adjustments Log records your changes. Use the log to compare the original **JOBSxxx** file records with the current records. The log shows fields you are changing, the original value, your entry, the revised value, and the overhead (if any) calculated on your entry.

If Job Cost interfaces with other OSAS applications, be wary. Adjustments you enter through this function may duplicate information from other applications. For example, either Payroll or Accounts Payable/Purchase Order can update the **Pieces** field. Using this function to make the same adjustment as these other applications could lead to double-posting.

When you enter adjustments in Job Cost, they can be sent only to the **JOHIxxx** file, only to the **JOBSxxx** file, or to both places. If you elected to send the information to the **JOBSxxx** file in the Resource Manager **Options and Interfaces** function, the adjustments update the **JOBSxxx** file. If you elected not to send information to the **JOHIxxx** file, information updates only the **JOBSxxx** file. If you elected not to send information to the **JOBSxxx** file, the information updates only the **JOHIxxx** file. You can use the **Post Adjustments and Transactions** function to copy the information from the **JOHIxxx** file to the **JOBSxxx** file. The **JOBSxxx** file does not update other files; other files update it.

Job and Phase Adjustments Selection Screen

Follow these steps to enter job and phase adjustments:

1. Select **Job and Phase Adjustments** from the **Daily Work** menu. The Job and Phase Adjustments selection screen appears (see the example below), then the Output Information screen appears immediately overtop.

2. Select the output device to produce the Job and Phase Adjustment Log. This log tracks the adjustments you make as you enter them. See "Reports" on page 1-33 for more information on output devices.

3. When the Job and Phase Adjustments screen reappears, select the type of transaction you would like to adjust: **Cost Type**, **Billing**, **Pieces**, **Start Date** or **Finish Date**.
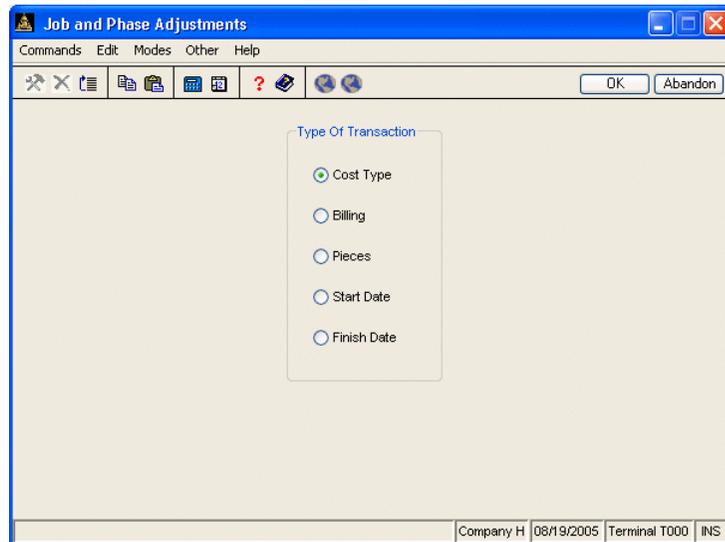
4. Enter adjustments as necessary in the screen that appears, then use the **Proceed** (**OK**) command to save your changes and enter another adjustment of the same type. Use the **Abandon** (**F5**) command to return to the selection screen to enter an adjustment of a different type.

   Lines are added to the adjustment log for each adjustment you enter.

5. When you finish entering adjustments, use the **Exit** (**F7**) command to return to the **Daily Work** menu.

Job and Phase Adjustments Screen

The screen that appears depends on the field you selected to adjust on the first screen. The screen below appears when you select **Cost Type**.

Since most fields are the same for all the options, every field on the cost type screen is described below. Differences on the other screens are described later in this section.

Field	Description
Type	Enter the cost type for the cost code whose information you want to adjust.
Transaction Date	Enter the date of the transaction you want to adjust.
Job	Enter the job ID whose cost code you want to adjust.

Inquiry

Inquiry

Maint

Field	Description
Phase	If you selected a job without any phases, press **Enter** to skip this field. If you selected a job with phases, enter the phase ID whose cost code you want to adjust.
Cost Code	Enter the cost code whose information you want to adjust. You can select only a code whose cost type you already selected. For example, if you select cost type **Material**, you cannot select a cost code set up for labor information.
Description	Enter a description of the adjustment.
GL Period	Enter the General Ledger period to which the information is to be posted. For the system's sorting purposes, you must enter a value regardless of whether Job Cost interfaces with General Ledger.
Reference	Enter a word or number that identifies the adjustment, such as a customer, vendor, or employee ID.
Remark	Enter a short remark for the transaction, such as an invoice number or a labor type. This remark appears in the Job and Phase Adjustments Log.
Adjust	Enter the basis for the cost or quantity adjustment: **P** (period to date), **Y** (year to date), or **J** (job to date).
Current Est or Actual Cost or Quantity PTD/ YTD/JTD	The current estimated and actual values appear from the **JOBSxxx** file.
Change Est or Actual Cost or Quantity PTD/ YTD/JTD	Enter the amount to update the fields. Values are added; to subtract a value in a numeric field, enter a negative amount. You can change both the estimated and the actual values.
Revised Est or Actual Cost or Quantity PTD/ YTD/JTD	Enter the revised cost, quantity, or both for the period, year, or job.

Inquiry
Maint

Inquiry
Maint

The new values that reflect your entries appear. When you finish entering adjustments, use the **Proceed** (**OK**) command to save it. Then enter another adjustment for that type, use the **Abandon** (**F5**) command to enter an adjustment for another type, or use the **Exit** (**F7**) command to return to the **Daily Work** menu.

Billing Adjustments

If you elected to adjust billing information, you do not need to enter a cost type or cost code. You can revise the estimated and actual contract amounts, cost billed, and invoice billed by a specified basis. You do not revise costs or quantities.

Pieces Adjustments

If you elected to adjust pieces, you do not need to enter cost or billing information. Enter the transaction date and job and phase. Then change the estimated and actual pieces for either the period, year, or job to date.

Start and Finish Date Adjustments

If you elected to adjust start and finish dates, you do not need to enter cost or billing information. Enter the transaction date, job, and phase. Then change the estimated date, actual date, or both.

Job and Phase Adjustments Log

```
08/19/2005                                    Builders Supply                                         PAGE        1
1:39 PM                                 Job and Phase Adjustment Log

Job ID  Job Description
Phase   Phase Description       Tran Date   Reference  Cost Type  Transaction Type
        Adj Description         GL Period   Remark     Cost Code  Adjustment Type       Current        Change        Revised
----------------------------------------------------------------------------------------------------------------------------

100001 PLAT 104 LOT 1           08/19/2005  BASE       01         Material      EST       4975.00       4215.88       9190.88
A      STRUCTURAL               08                     145        PTD Adj Type  PTD           .00           .00           .00
       Lower level floor pouring                                               YTD       5000.00           .00       5000.00
                                                                               JTD       5000.00           .00       5000.00

                                                                  Qty Adj       EST      40.0000        .0000       40.0000
                                                                               PTD           .0000       .0000           .0000
                                                                               YTD       40.0000        .0000       40.0000
                                                                               JTD       40.0000        .0000       40.0000


                                                                  CHANGE TOTALS          Estimate       Actual
                                                                  Material               4215.88           .00

End of Report
```

Post Adjustments and Transactions

Use the **Post Adjustments and Transactions** function to send information from the **JOHIxxx** (Detail History) file to the **JOBSxxx** (Jobs) file. You can use this function only if you elected to keep detail history and you chose not to post directly to the **JOBSxxx** file in the Resource Manager **Options and Interfaces** function.

If you want to see which transactions have not been posted, print the Cost Detail History Report and the Billing Detail Report for unposted transactions.

Before you post the adjustments and transactions, back up your data files.

Post Adjustments Screen

Select **Post Adjustments and Transactions** from the **Daily Work** menu. The function screen appears:

1. Select the range of source codes whose details you want to send to the **JOBSxxx** file. Valid entries are listed at the bottom of the screen

2. Select the period to which you want to post the information in the **JOBSxxx** file, or press **Enter** to accept the current period.

3. Select the output device to produce the posting log. This log summarized the entries moved from the **JOHIxxx** file to the **JOBSxxx** file. See "Reports" on page 1-33 for more information on output devices.

   After the post completes and the log is produced, the **Daily Work** menu appears.

Post Adjustments and Transactions Log

```
08/19/2005                        Builders Supply                    Page    1
9:53 AM                         Post Detail To Master

Amount Posted To GL Period 8
  Job        Phase     Type          Cost Code                 Post Amount
-----------------------------------------------------------------------------

  100001      A        Billing $                                  35000.00

End of Report
```

Cost Reports 6

Printing a Cost Report

The functions on the **Cost Reports** menu let you print reports summarizing job and phase costs. These reports give you valuable information about jobs and phases, helping you prepare bids, plan budgets, analyze progress, and produce estimates.

You produce all cost reports in the same way. Use the instructions below to print a cost report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a cost report:

1. Select the report you want to print from the **Cost Reports** menu. The selection screen for that report appears. The Cost Detail History Report screen is shown below as an example.

Inquiry 2. Select the range of information to include in the report in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering source codes, date ranges, or financial quarters or periods), enter the appropriate values to use when printing the report.

4. If the screen contains options that control what jobs are included in the report (posted or unposted jobs, completed or in process jobs, for example), select the option corresponding to the jobs you want to print. You can select only one option.

5. If the screen contains options that control how information is sorted or summarized, select the option you want to use to sort the information. You can select only one sort option.

6. If the screen contains options or combo boxes that control how additional information (print post or transaction date or units/pieces, for example) for the report prints, select the option corresponding to the type of information you want to print. You can select only one print option.

7. If the screen contains check boxes or Yes/No fields that control additional printing instructions, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

8. Select the output device to begin printing the report. See "Reports" on page 1-33 for more information. After you produce the report, the **Cost Reports** menu appears.

Cost Summary Report

The Cost Summary Report shows the estimated and actual costs and variance (actual and calculated percentage of the job cost) for the cost codes for the phases and jobs you select. Produce this report when you want to see if you are keeping to your budget or for help in planning budgets and preparing bids and estimates.

Sample Report

```
08/19/2005                              Builders Supply                              Page    8
2:04 PM                               Cost Summary Report
                                          By Job ID

Job     Phase  Manager Job/Phase Description  ------------------------ Costs ---------------------------   Est vs. JTD
               Code    Cost Code Description   Period to Date  Year to Date   Job to Date     Estimate     Variance    Pct
----------------------------------------------------------------------------------------------------------------------

100004 D       LUK001  INTERIOR/FINISHING
               100     Material $                     .00           .00        3292.61       3292.61          .00       0
                                                 -----------------------------------------------------
               Total for Cost Type 01 Material        .00           .00        3292.61       3292.61          .00       0
               200     Equipment $                    .00           .00         348.37        348.37          .00       0
                                                 -----------------------------------------------------
               Total for Cost Type 02 Equipmen        .00           .00         348.37        348.37          .00       0
               300     Overhead $                     .00           .00          65.85         65.85          .00       0
                                                 -----------------------------------------------------
               Total for Cost Type 03 Overhead        .00           .00          65.85         65.85          .00       0
               400     Misc $                         .00           .00            .00           .00          .00       0
                                                 -----------------------------------------------------
               Total for Cost Type 04 Misc $          .00           .00            .00           .00          .00       0
               500     Labor $                        .00           .00        1913.50       1960.00        46.50-      2-
                                                 -----------------------------------------------------
               Total for Cost Type 05 Labor $         .00           .00        1913.50       1960.00        46.50-      2-
                                                 -----------------------------------------------------
               Total for Phase INTERIOR/FINISHIN      .00           .00        5620.33       5666.83        46.50-      1-


               COST TYPE TOTALS FOR JOB PLAT 104 LOT 4
               Total for Cost Type 01 Material        .00      17629.65       89933.00      92635.03      2702.03-      3-
               Total for Cost Type 02 Equipmen        .00        330.00         678.37        698.37        20.00-      3-
               Total for Cost Type 03 Overhead        .00        352.59        1798.65       1853.31        54.66-      3-
               Total for Cost Type 04 Misc $          .00       4006.60        4006.60       4000.00          6.60      0
               Total for Cost Type 05 Labor $         .00       7350.25       17659.89      17752.25        92.36-      1-
                                                 -----------------------------------------------------
               Total for Job PLAT 104 LOT 4           .00     209753.01      463002.70     473277.30     10274.60-      2-

                                                 =====================================================
               GRAND COST TYPE TOTALS
               Total for Cost Type 01 Material        .00     101274.59      321314.13     331583.45     10269.32-      3-
               Total for Cost Type 02 Equipmen        .00       2759.37        3408.72       3576.74       168.02-      5-
               Total for Cost Type 03 Overhead        .00       6708.86       11109.64      11020.61         89.03      1
               Total for Cost Type 04 Misc $          .00      13649.80       13649.80      13525.00        124.80      1
               Total for Cost Type 05 Labor $         .00      49460.39       77620.41      77471.50        148.91      0
               Total for Cost Type 06 Subcont$        .00      35900.00       35900.00      36100.00       200.00-      1-
                                                 =====================================================
                         GRAND TOTAL                  .00     209753.01      463002.70     473277.30     10274.60-      2-

End of Report
```

Cost Detail History Report

The Cost Detail History Report shows the detail of the transactions that affect cost fields. The detail consists of the source and description of the transaction, transaction amount, and transaction dates.

The transaction detail information comes from the **JOHIxxx** (Detail History) file.

Since detailed information is erased when you delete completed jobs or detail history, print this report before you use the **Delete** (**F3**) command in the **Jobs and Phases** function or use the **Delete Completed Jobs** or the **Delete Detail History** functions.

Sample Report

```
08/19/2005                               Builders Supply                               Page    12
2:04 PM                        Cost Detail Report (Posted & Unposted Details)

Job ID: 100004    PLAT 104 LOT 4                  Invoice/                     Extended  Post      GL
Phase  Cost Description   Src Pst Ref   Description        Remark    Quantity  Unit  Cost   Amount  Date      Pd
------------------------------------------------------------------------------------------------------------

Cost Type 03
D      Overhead $          AP  Y JOH001 INTERIOR DOOR        9328475    342.54      .0200        6.85 12/01/04 12
D      Overhead $          AP  Y CLE001 INTERIOR MATERIALS   098       1650.55      .0200       33.01 12/01/04 12
D      Overhead $          AP  Y MIL001 CABINETS             983457    1299.52      .0200       25.99 12/01/04 12
                                                                   --------------        --------------
                           TOTAL COST TYPE 03 Overhead $             3292.61               65.85

Cost Type 05
D      Labor $             PA  Y BOU001 Bourne, Linda C                  40.00    46.8750     1875.00 12/10/04 12
D      Labor $             PA  Y ROS001 Rossini, Lucinda A                6.75     5.7037       38.50 12/10/04 12
                                                                   --------------        --------------
                           TOTAL COST TYPE 05 Labor $                  46.75             1913.50

                                                                                      --------------
                           PHASE TOTAL INTERIOR/FINISHING                               5620.33

                                                                                      --------------
                           JOB TOTAL   PLAT 104 LOT 4                                  114076.51

                                    <------------- Job Cost Recap for 100004 ----------------->
                                         Material $         66.59               89933.00
                                         Equipment $        20.00                 678.37
                                         Overhead $      89933.00                1798.65
                                         Misc $              .18                 4006.60
                                         Labor $          659.75               17659.89
                                                                          ===============
                                              GRAND TOTAL               461299.70

End of Report
```

Unit Cost Analysis Report

The Unit Cost Analysis Report shows the usages and variances of the estimated and actual number of units of measure defined for jobs and phases in the **Jobs and Phases** function. You can produce the report for jobs that are completed, in process, not started, or for all jobs.

The report provides information about each job with its unit of measure, quantity, and percentage complete. You can express the unit cost as a sum for the job, or you can break down the costs by phases.

Produce the Unit Cost Analysis Report to see the physical progress of the job and the quantity of work produced so far, to see if you are keeping to your budget, and when you should plan budgets and prepare bids and estimates.

Sample Report

```
08/19/2005                               Builders Supply                                    Page    7
2:05 PM                             Unit Cost Analysis Report
                                   Job/Phase and Cost Code Detail
                                          For All Units

Job ID Mgr ID Desc     ------------ Units -------------  Pct% ------------- Cost -------------- ---------- Unit Cost ----------
       Phase ID   UOM       Estimate           Actuals   Comp       Estimate            Actuals     Estimate           Actuals
-----------------------------------------------------------------------------------------------------------------------------
100004 LUK001 PLAT 104 LOT 4
PHASE TOTALS FOR USE TYPE LABOR :
                       -------------- --------------         -------------- --------------
Phase ID C                 293.0000     278.0000 JTD    95       6650.00       6645.06 JTD
                                          .0000 YTD                               .00 YTD
                                          .0000 PTD                               .00 PTD

100004 LUK001 PLAT 104 LOT 4
       D      INTERIOR/FINISHING

COST CODE UNITS:
500  Labor $    Hours     50.0000      46.7500 JTD    94       1960.00       1913.50 JTD       39.20          40.93 JTD
                                          .0000 YTD                               .00 YTD
                                          .0000 PTD                               .00 PTD

100004 LUK001 PLAT 104 LOT 4
PHASE TOTALS FOR USE TYPE LABOR :
                       -------------- --------------         -------------- --------------
Phase ID D                  50.0000      46.7500 JTD    94       1960.00       1913.50 JTD
                                          .0000 YTD                               .00 YTD
                                          .0000 PTD                               .00 PTD

100004 LUK001 PLAT 104 LOT 4
JOB TOTALS FOR USE TYPE LABOR :
                       -------------- --------------         -------------- --------------
Job ID   100004            681.0000     659.7500 JTD    97      17752.25      17659.89 JTD
PLAT 104 LOT 4                          234.0000 YTD                          7350.25 YTD
                                          .0000 PTD                               .00 PTD


GRAND TOTALS FOR USE TYPE LABOR :
                       ============== ==============         ============== ==============
                          3011.4000    3002.8500 JTD   100      77471.50      77620.41 JTD
                          1958.1000    1958.1000 YTD                         49460.39 YTD
                                          .0000 PTD                               .00 PTD

End of Report
```

Billing Reports 7

Printing a Billing Report

The functions on the **Billing Reports** menu let you print reports summarizing job and phase billings. These reports give you valuable billing information about jobs and phases, helping you detect variances, assemble competitive bids, set or reduce prices, and supplement your audit trail.

You produce all billing reports in the same way. Use the instructions below to print a billing report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a billing report:

1. Select the report you want to print from the **Billing Reports** menu. The selection screen for that report appears. The Billing Summary Report screen is shown below as an example.

Inquiry

2. Select the range of information to include in the report in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

    Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering source codes, date ranges, or financial quarters or periods), enter the appropriate values to use when printing the report.

4. If the screen contains options that control what jobs are included in the report (printed or unprinted jobs or completed or in process jobs, for example), select the option corresponding to the jobs you want to print. You can select only one option.

5. If the screen contains check boxes or Yes/No fields that control additional printing instructions, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

6. If the screen contains options or combo boxes that control how additional information (print post date or transaction date, for example) for the report prints, select the option corresponding to the type of information you want to print. You can select only one print option.

7. Select the output device to begin printing the report. See "Reports" on page 1-33 for more information. After you produce the report, the **Billing Reports** menu appears.

Job Profitability Report

The Job Profitability Report shows estimated and actual costs, revenues, and variances to date of a job or a range of jobs. This report is valuable if you want to detect why and how often variances occur or if you want to assemble a competitive and profitable bid for a new project and need to compose or compare a proposal with this information.

Use the **Job Profitability Report** function to compare the estimated costs and revenues of a job with the actual costs and revenues to date.

The information in this report comes from the **JOBSxxx** (Jobs) file.

Sample Report

```
08/19/2005                                Builders Supply                                   Page    4
2:15 PM                               Job Profitability Report

 Job ID Manager  St  Description                   ---- Costs ----      ---- Revenue ----     --- Profit ---
 ---------------------------------------------------------------------------------------------------------

 PHASE  D        I   INTERIOR/FINISHING   Estimate         5666.83            11980.00            6313.17
                                          Job-To-Date      5620.33                 .00            5620.33-
                                          Variance           46.50-          11980.00-
                                          Pct Complete         99                   0
                                          Per-To-Date          .00                 .00                 .00
                                          Year-To-Date         .00                 .00                 .00


                     JOB TOTAL            Estimate       116938.96           217886.00          100947.04
                                          Job-To-Date    114076.51           205906.00           91829.49
                                          Variance         2862.45-          11980.00-
                                          Pct Complete         98                  95
                                          Per-To-Date          .00                 .00                 .00
                                          Year-To-Date    29669.09            45820.00           16150.91


                     GRAND TOTALS         Estimate       473277.30           789686.00          316408.70
                                          Job-To-Date    463002.70           759896.00          296893.30
                                          Variance        10274.60-          29790.00-
                                          Pct Complete         98                  96
                                          Per-To-Date          .00             2000.00            2000.00
                                          Year-To-Date   209753.01           272340.00           62586.99


 End of Report
```

Billing Summary Report

The Billing Summary Report provides summary information about the amount you bill for each job. This report is valuable if you want to cite important figures in a bid for a job or to use as a backup in case the data becomes corrupted.

The billing information in this report comes from the **JOBSxxx** (Jobs) file.

Sample Report

```
08/19/2005                              Builders Supply                             Page    1
2:14 PM                              Billing Summary Report

Job ID  Cust   Mgr   Description
 Phase  St Description              Contract Amt      Amt Billed  Unbilled Amt   Pct       Cost Billed   Last Bill -- Finish Dates -
                                                       Unbilled Cost  Bill                        Date      Est     Actual
-----------------------------------------------------------------------------------------------------------------------------------

100001  DAL001 LUK001 PLAT 104 LOT 1                   Job Contract Number                                        12/10/05 12/20/05
 A      C  STRUCTURAL              50000.00 JTD        51000.00       1000.00-  102  JTD     42800.24   11/20/05 11/05/05 11/10/05
 Phase Contract Number 12718            YTD            51000.00         42.00        YTD     42800.24
                                        PTD             2000.00                      PTD         .00
 B      C  MECHANICAL              14000.00 JTD        14000.00           .00   100  JTD     11655.00   11/20/05 11/10/05 11/15/05
 Phase Contract Number 12718            YTD            14000.00           .00        YTD     11655.00
                                        PTD                .00                       PTD         .00
 C      C  EXTERIOR                35000.00 JTD        35000.00           .00   100  JTD     31396.64   11/30/05 11/20/05 11/25/05
 Phase Contract Number 12718            YTD            35000.00           .00        YTD     31396.64
                                        PTD                .00                       PTD         .00
 D      C  INTERIOR/FINISHIN       33000.00 JTD        35000.00       2000.00-  106  JTD     30120.33   12/22/05 12/15/05 12/20/05
 Phase Contract Number 12718            YTD            35000.00           .00        YTD     30120.33
                                        PTD                .00                       PTD         .00
                                    -------------- --------------- --------------- ----    ---------------
              JOB TOTAL            132000.00 JTD       135000.00       3000.00-  102  JTD    115972.21
                                        YTD           135000.00         42.00        YTD    115972.21
                                        PTD             2000.00                      PTD         .00

                                    =============== =============== =============== ====    ===============
              GRAND TOTALS         132000.00 JTD       135000.00       3000.00-  102  JTD    115972.21
                                        YTD           135000.00         42.00        YTD    115972.21
                                        PTD             2000.00                      PTD         .00

End of Report
```

Billing Detail Report

The Billing Detail Report provides information about the billings for each phase of a job or a range of jobs. Use the report to review the billings if you are planning your budget and want to determine where you might want to charge more and where you need to reduce prices.

The job summary information comes from the **JOBSxxx** (Jobs) file, and the billing transaction information comes from the **JOHIxxx** (Detail History) file.

Sample Report

```
08/19/2005                                    Builders Supply                                  Page    1
2:15 PM                           Billing Detail Report (Posted & Unposted Details)

Job ID: 100001   PLAT 104 LOT 1                                                   Extended  Post      GL
Phase                   Src Pst Ref  Description         Invoice   Quantity   Unit Price    Amount  Date     Pd
----------------------------------------------------------------------------------------------------------
A                       AR  Y DAL001 PLAT 104 LOT 1/STRUCTURAL 11060018   1.00   1000.0000   1000.00  11/06/04 11
                                                                                  --------------
                        JOB TOTAL    PLAT 104 LOT 1                                   1000.00

                                                                                  ==============
                                                                 GRAND TOTAL         1000.00

End of Report
```

Periodic Processing 8

Overhead Allocation Report

The **Overhead Allocation Report** function shows the applied general ledger account numbers, overhead basis and rate, and overhead amount for the phases of every job you select. If the job or phase is finished, the finished goods accrued amount appears too.

Overhead costs are indirect costs that cannot be assigned directly to any particular good or service—for example, maintenance or depreciation. If you track it, overhead is assigned to each phase of a job. If the job does not have phases, overhead is assigned only to the job; the overhead in a job with phases is the sum of each phase's overhead.

Since this detailed information is erased when you post to General Ledger, produce this report before you post to maintain a detailed audit trail.

Overhead Allocation Report Screen

Select **Overhead Allocation Report** from the **Periodic Processing** menu. The
Overhead Allocation Report screen appears.

Inquiry

1. Enter the range of job IDs you want to include in the report.

2. Select the output device to produce the report. See "Reports" on page 1-33
    for more information on output devices. After the report is produced, the
    Periodic Processing menu appears.

Sample Report

```
08/19/2005                              Builders Supply                              Page    1
2:21 PM                            Overhead Allocation Report

                                       ----------------- Overhead --------------- Finished Goods
Job ID Phase  Job Description   Phase Description     GL Account   Base       Rate   Accrued       Accrued
-------------------------------------------------------------------------------------------------------------

100001 A      PLAT 104 LOT 1    STRUCTURAL            523000      Material    .020     400.24      42842.24
100001 B      PLAT 104 LOT 1    MECHANICAL            523000      Material    .020        .00      11655.00
100001 C      PLAT 104 LOT 1    EXTERIOR              523000      Material    .020        .00      31396.64
100001 D      PLAT 104 LOT 1    INTERIOR/FINISHING    523000      Material    .020      65.85      30120.33
100002 A      PLAT 104 LOT 2    STRUCTURAL            523000      Material    .020        .00          .00
100002 B      PLAT 104 LOT 2    MECHANICAL            523000      Material    .020        .00          .00
100002 C      PLAT 104 LOT 2    EXTERIOR              523000      Material    .020        .00          .00
100002 D      PLAT 104 LOT 2    INTERIOR/FINISHING    523000      Material    .020      74.57          .00
100003 A      PLAT 104 LOT 3    STRUCTURAL            523000      Material    .020        .00          .00
100003 B      PLAT 104 LOT 3    MECHANICAL            523000      Material    .020        .00          .00
100003 C      PLAT 104 LOT 3    EXTERIOR              523000      Material    .020        .00          .00
100003 D      PLAT 104 LOT 3    INTERIOR/FINISHING    523000      Material    .020      74.57          .00
100004 A      PLAT 104 LOT 4    STRUCTURAL            523000      Material    .020        .00          .00
100004 B      PLAT 104 LOT 4    MECHANICAL            523000      Material    .020        .00          .00
100004 C      PLAT 104 LOT 4    EXTERIOR              523000      Material    .020        .00          .00
100004 D      PLAT 104 LOT 4    INTERIOR/FINISHING    523000      Labor $     .020      65.85          .00
                                                                                   ------------------------------
                                                     TOTAL FOR ACCOUNT                 681.08     116014.21
                                                                                   ==============================
                                                     GRAND TOTAL                       681.08     116014.21

End of Report
```

Post Overhead to GL

Use the **Post Overhead to GL** function to update your general ledger accounts with the accumulated overhead while a job is in process. After a job is finished, use this function to transfer work-in-process inventory to the finished goods inventory account.

The information flow is slightly different for in-process jobs than that of finished jobs. In the Job Cost system, a job is finished or completed if the actual finish date is the same as or earlier than the system date.

For jobs or phases that are in process, this function moves the amount from the **Ovhd Accum to Post** field to the applied General Ledger account. The system then clears the **Ovhd Accum to Post** field to prepare for more entries; no other fields are affected.

If Job Cost interfaces with General Ledger, the system enters the following transaction in the **GLJRxxx** (Journal) file:

```
                    Overhead
 WIP Account        Account
                  _____
    DB    |            |    CR
          |            |
```

You can elect to post to the current fiscal year's files or to the previous fiscal year's files.

If the job and phase records have an actual finish date, posting moves the amount in the **Fin Goods to Post** field from the WIP account to the finished goods inventory account. If Job Cost interfaces with General Ledger, the system enters the following transaction in the **GLJRxxx** file:

Finished Goods
    Account   WIP Account

    DB   CR

If you have amounts in both the **Ovhd Accum to Post** and **Fin Goods to Post** fields, the system first posts the overhead to the applied General Ledger account, moving the accumulated overhead amounts and summing them. The amount is then posted to the finished goods account.

When posting is complete, the system clears both the **Ovhd Accum to Post** and **Fin Goods to Post** fields. Technically the information is still available in the General Ledger accounts where you posted the information, but information is kept as summary totals; you cannot pick out individual entries just by looking at the accounts.

Post Overhead to GL Screen

Select **Post Overhead to GL** from the **Periodic Processing** menu. The Post Overhead to GL screen appears.

1. Back up your data files before you post. Unforeseen problems such as a power surge or failure can interrupt the post and result in the loss of data.

2. If you have produced the Overhead Allocation Report, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). Posting removes overhead from the **JOHIxxx** (Detail History) file; the Overhead Allocation Report is your only audit trail.

3. If Job Cost interfaces with General Ledger, the period corresponding to the system date appears. Press **Enter** to use it, or enter the period to which you want to post the accumulated overhead.

4. If Job Cost does not interface with General Ledger, or if you have not created last-year files in General Ledger, the current fiscal year is selected and you cannot change it.

If Job Cost interfaces with General Ledger and you have created last-year files in General Ledger, select the fiscal year to which you want to post the GL Journal entries.

5. Select the output device for the posting log; this log is produced after posting completes to summarize Job Cost GL Journal entries. See "Reports" on page 1-33 for more information on output devices

    After posting completes and the log is produced, the **Periodic Processing** menu appears.

Post Overhead to GL Log

```
08/19/2005                    Builders Supply                    Page    1
2:23 PM                     Post Overhead to GL

Amount Posted To GL   Period  8
   Description    GL  Account            Debit          Credit
--------------------------------------------------------------------
   Ovhd Accrued   523000                              400.24
   Work-in-Proc   104200              400.24

   Fin Goods      104400            42842.24
   Work-in-Proc   104200                             42842.24

   Fin Goods      104400            11655.00
   Work-in-Proc   104200                             11655.00

   Fin Goods      104400            31396.64
   Work-in-Proc   104200                             31396.64
   Ovhd Accrued   523000                                65.85
   Work-in-Proc   104200               65.85

   Fin Goods      104400            30120.33
   Work-in-Proc   104200                             30120.33
   Ovhd Accrued   523000                                74.57
   Work-in-Proc   104200               74.57

   Ovhd Accrued   523000                                74.57
   Work-in-Proc   104200               74.57

   Ovhd Accrued   523000                                65.85
   Work-in-Proc   104200               65.85

                              ==================================
   Balance                          116695.29        116695.29


End of Report
```

Work-in-Process Report

Produce the Work-in-Process Report at the end of the monthly accounting cycle. The report shows information about work in process and earned income for the selected jobs, and it can show information about completed jobs or you can elect to list everything. This report shows work done for all jobs on file regardless of the stage of completion.

Work-in-Process Report Screen

Select **Work-in-Process Report** from the **Periodic Processing** menu. The Work-In-Progress Report screen appears.

Inquiry

1. Enter the range of job IDs you want to include in the report.

2. Select the types of jobs you want to include in the report. **Completed Jobs** are those that have an actual finish date. **Jobs In Progress** are those that have an actual start date but no actual finish date. **All Jobs** includes both.

3.   Enter the GL period for which you want to print the report, then press Enter. The current fiscal year appears in the box to the right; change it if necessary.

4.   If you want to include phase detail in the report, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

5.   Select the output device to produce the report. See "Reports" on page 1-33 for more information on output devices. After the report is produced, the **Periodic Processing** menu appears.

Sample Report

```
08/19/2005                                      Builders Supply                                          Page    2
2:26 PM                                     Work-in-Process Report
                                           GL Period Ending: 8 2005

Job ID  Phase ID                              Pct%                             Estimate Cost  Overbilling/  Outstanding
        Contract Amt  Estimate Cost  Actual Cost  Comp Earned Income  Bill to Date    At Compl  Underbilling  Work in Process
-------------------------------------------------------------------------------------------------------------------------

100004  PLAT 104 LOT 4
                 .00                              0                        .00

        A     STRUCTURAL
             45820.00       30072.68        .00   0          .00    45820.00      30072.68      45820.00       45820.00-

        B     MECHANICAL
              7341.00        4742.86        .00   0          .00     7341.00       4742.86       7341.00        7341.00-

        C     EXTERIOR
            152745.00       76456.59        .00   0          .00   152745.00      76456.59     152745.00      152745.00-

        D     INTERIOR/FINISHING
             11980.00        5666.83        .00   0          .00         .00       5666.83                          .00

JOB ID: 100004 PLAT 104 LOT 4
        --------------  --------------  --------------        --------------  --------------  --------------  --------------  --------------
TOTAL    217886.00      116938.96        .00   0          .00   205906.00     116938.96     205906.00      205906.00-


GRAND   ==============  ==============  ==============        ==============  ==============  ==============  ==============  ==============
TOTAL    789686.00      473277.30      6555.55   1   132000.00   758896.00     359474.99     626896.00      626896.00-

        TOTAL DETAIL HISTORY COSTS OF:
                        Overhead $       .......      180.00
                                                  --------------
                        TOTAL                         180.00

End of Report
```

Periodic Maintenance

Use the **Periodic Maintenance** function to perform maintenance tasks on the **JOBSxxx** (Jobs) file and the **JOHIxxx** (Detail History) file, preparing them for the next period or year. If you do not use this function at the end of each period or year, you risk posting information to incorrect periods.

Follow these steps to perform periodic maintenance:

1. Select **Periodic Maintenance** from the **Periodic Processing** menu. The Periodic Maintenance screen appears.
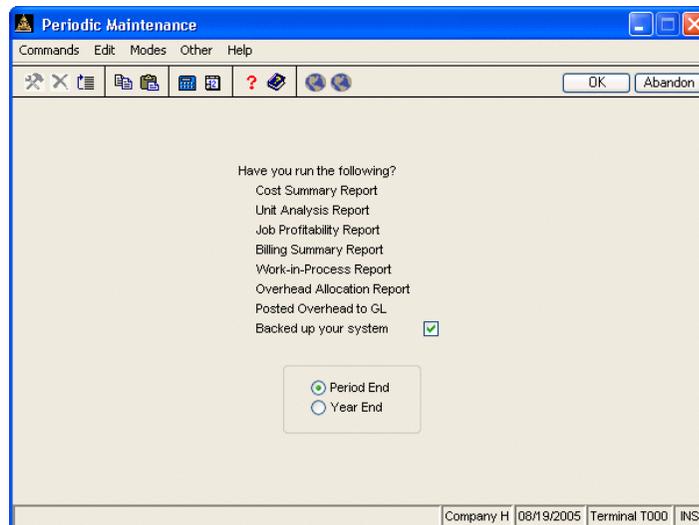
2. If you have not backed up the system, posted overhead to General Ledger (if Job Cost interfaces with General Ledger), and produced the reports listed on the screen, clear the check box (or enter **N** in text mode) and return to the **Periodic Processing** menu to complete these tasks. When you have done these tasks, select the check box (or enter **Y** in text mode) to continue.

3. Select either period-end or year-end processing. After processing completes, the **Periodic Processing** menu appears.

Purge Job Comments

Use the **Purge Job Comments** function to remove job comments from the **JOJCxxx** (Job Comments) file. This function is valuable if the **JOJCxxx** file is getting large and slowing down your system.

Purge Job Comments Screen

Select **Purge Job Comments** from the **Periodic Processing** menu. The Purge Job Comments screen appears.

Inquiry

1. Enter the range of job IDs whose comments you want to remove.

2. Enter the range of dates whose comments you want to remove. Comments dated on or between these dates are removed.

3. Enter the range of reference IDs whose comments you want to remove.

4. Use the **Proceed** (**OK**) command to purge comments.

Job Template Worksheet

Use the **Job Template Worksheet** function to draw up a bid for a customer. The Job Template Worksheet represents all the costs involved in a job.

Job Template Worksheet Screen

Select **Job Template Worksheet** from the **Periodic Processing** menu. The Job Template Worksheet screen appears.
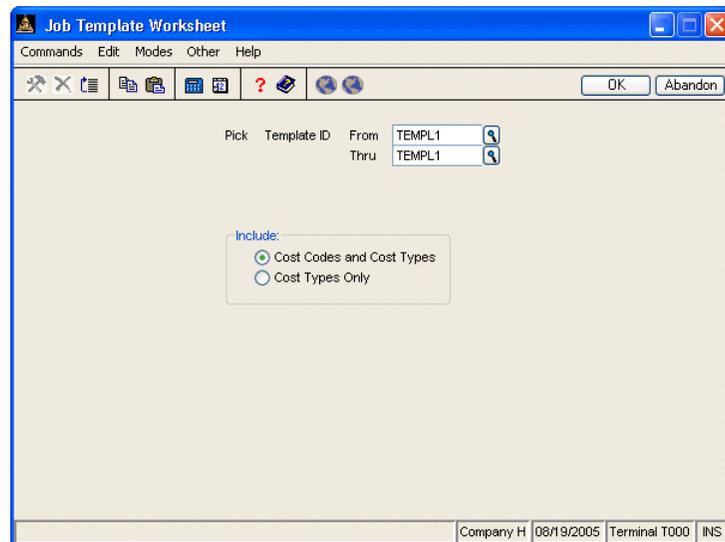
Inquiry

1. Enter the range of template IDs you want to include in the worksheet.

2. Select the level of detail you want to print on the worksheet. You can include cost codes and cost types, or only cost types.

3. Select the output device to produce the worksheet. See "Reports" on page 1-33 for more information on output devices. After the worksheet is produced, the **Periodic Processing** menu appears.

Job Template Worksheet

```
08/19/2005                              Builders Supply                                  Page    1
2:31 PM                              Job Template Worksheet


Job ID TEMPL1                                        Customer ID
        TEMPLATE 1 LOT SETUP                         Address

Manager ID                                           Architect
                                                     Desc Def 2
Pieces:           .0000  Unit of Measure:            Desc Def 3
-------------------------------------------------------------------------------------------------------
        Cost Code ID  Cost Code Description   Est. Units   Unit of Measure    Estimate Cost
-------------------------------------------------------------------------------------------------------


Phase A       STRUCTURAL                        Pieces:        .0000    Unit of Measure:
        100         Material $                 .0000                           250.00
        135         Steel Support Pack.      1.0000    EA                      2100.00
        145         Concrete                40.0000    Cuyds                    4975.00
        155         Lumber                  10.0000    Units                   15000.00
                                                                        ---------------
                    TOTAL Cost Type 01     Material $                          22325.00

        200         Equipment $                .0000                           350.00
        210         Generator                  .0000    EA                     200.00
        230         Cement Mixer Lease       1.0000    EA                      180.00
        280         Rentals                    .0000                           500.00
                                                                        ---------------
                    TOTAL Cost Type 02     Equipment $                         1230.00

        300         Overhead $              100.0000                           2200.00
                                                                        ---------------
                    TOTAL Cost Type 03     Overhead $                          2200.00

        400         Misc $                     .0000                           500.00
                                                                        ---------------
                    TOTAL Cost Type 04     Misc $                              500.00

        500         Labor $                 480.0000    Hours                  12000.00
        540         Adminstrative Hours      55.0000    Hours                  1000.00
                                                                        ---------------
                    TOTAL Cost Type 05     Labor $                             13000.00

        630         Excavating Sub             .0000                           3500.00
                                                                        ---------------
                    TOTAL Cost Type 06     Subcontractor $                     3500.00

                                                                        ---------------
                                           PHASE TOTAL A                       42755.00
```

Delete Completed Jobs

Use the **Delete Completed Jobs** function to remove information about completed jobs from the **JOBSxxx** (Jobs) file. This function is useful if you want to free some disk space or if the size of the **JOBSxxx** file is slowing down your system.

Only jobs with zero amounts in the **Ovhd Accum to Post** and **Fin Goods to Post** fields having a finish date before the date you enter in this function will be deleted from the **JOBSxxx** file.

Delete Completed Jobs Screen

Select **Delete Completed Jobs** from the **Periodic Processing** menu. The Delete Completed Jobs screen appears.

1. If you have completed the listed tasks, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode) and return to the **File Maintenance** menu without changing the **JOBSxxx** file.

2. Enter a job finish date before which to delete jobs from the **JOBSxxx** file. After the jobs are deleted, the **Periodic Processing** menu appears.

Delete Detail History

Use the **Delete Detail History** function to remove information from the **JOHIxxx** (Detail History) file. This function is useful if you want to free some disk space or if the size of the **JOHIxxx** file is slowing down your system.

This function is available only if you elected to use the **JOHIxxx** file in the Resource Manager **Options and Interfaces** function.

Before Deleting History

Before you use the **Delete Detail History** function, produce the Cost Detail History Report and the Billing Detail Report. You cannot retrieve these reports after you delete detail history.

Delete Detail History Screen

Select **Delete Detail History** from the **Periodic Processing** menu. The Delete Detail History screen appears.

Inquiry
1. Select the range of job IDs whose detail history you want to remove from the **JOHIxxx** file.

Inquiry
2. Select the range of phase IDs whose detail history you want to remove from the **JOHIxxx** file.

3. Enter the cutoff date. Items that were posted before the date you enter are removed from the **JOHIxxx** file. After the detail history is deleted, the **Periodic Processing** menu appears.

File Maintenance 9

Jobs and Phases

Use the **Jobs and Phases** function to create job and phase records in the **JOBSxxx** (Jobs) and **JOCDxxx** (Cost Codes Detail) files when you enter the job. You can set up several pieces of information:

- job and phase IDs
- contract amount (original and actual) and contract date
- job address and three user-defined fields
- template information and details
- customer billing information and invoice billed
- estimated/actual start and finish dates and percentage complete
- posting pieces from Payroll or Accounts Payable
- overhead information
- estimated costs, costs billed, and costs unbilled
- associated cost codes and cost types
- period- and year-to-date information for pieces
- GL overhead, work-in-process, and finished goods accounts

After you set up a job, you can change the information about the job either through the **Jobs and Phases** function or the **Job and Phase Adjustments** function. Using the **Job and Phase Adjustments** function is preferable: you can enter revised estimates and accrued costs manually, and keep an audit trail.

Phase totals roll up into the job record total, so if you enter detail information, enter it in either the phase or the job, not in both.

Note

If Accounts Payable/Purchase Order, Payroll, and Accounts Receivable/ Sales Order interface with Job Cost, the job and phase records are updated automatically when you post transactions from those applications. In this case you do not need to make manual job and phase adjustments. Doing so may result in double-posting of information.

Jobs and Phases Header Screen

Select **Jobs and Phases** from the **File Maintenance** menu. The header screen appears.

Field   **Description**

Inquiry
          Job ID   Enter the ID of the job you want to add or edit. To delete the job record, use the **Delete** (**F3**) command.

Note

If Inventory and Job Cost are on the same system, job IDs must be different from inventory IDs; no OSAS system distinguishes between them. If you interface Job Cost with General Ledger, set up different overhead, WIP, and finished goods accounts.

Field	Description
Inquiry **Phase ID**	Enter the ID of the phase you want to add or edit.
Inquiry **Copy From**	If you entered a job ID or a phase ID that is not on file, the **Copy From** fields appear.
	If the job or phase you are adding is similar to another job or phase in the file, you can copy the information (except actual costs and dates) from the existing job and phase record.
	If you are creating a job master record or a job without phases, enter the ID of the job to copy.
	If you are creating a phase record, you can copy information from another phase of the job, the job record, or a different job. Enter the job ID of the job record or phase record you want to copy.
	If you selected a job record with phases, enter the ID of the phase you want to copy, or press **Enter** to copy the job master record.
Description	Enter a brief description of the job and phase, or edit the description you copied.
Do You Want to Maintain	The information associated with each job and phase falls into five categories: **General Information**, **Cost Code Detail**, **Job Comments**, **User-Defined Fields**, and **Documents**. For each category, select the box (or enter **Y** in text mode) if you want to add or change that type of information for the job or phase. Clear the box (or enter **N** in text mode) if you do not.
	When you add jobs or phases, you must select the box (or enter **Y** in text mode) for **General Information**.

General Information

If you elected to add or change general job or phase information, this screen appears:

Field	Description
Job ID/Phase ID	The job ID and phase ID you entered on the header screen appear.
Desc 1	Press **Enter** to accept the description, or enter a different description of the job or phase.
Desc 2	Press **Enter** to accept the second description, or enter a different description of the job or phase. Use this field to continue descriptions that do not fit in the **Desc 1** field.

Field	Description
Manager ID	Press **Enter** to accept the current ID, or enter a different ID for the manager associated with the job. The manager ID is kept only as part of the job record, not in its own file. If Payroll interfaces with Job Cost, the **Inquiry** (**F2**) command is available as the manager could be an employee.

`Inquiry`

Field	Description
Phases Used?	If the job uses at least one phase, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). If you use phases, you still need to enter general information about the overall job.
	You cannot edit this field in an existing job because while you can assign overhead information to a job without phases or to a job's phases, you cannot assign overhead information to the job and then to its phases.
	f you elect to use phases, the main job information serves as a header whose information applies to all phases. This information cannot include overhead. The system calculates overhead either as a sum of the phases' overhead or the job's overhead if it does not have phases.
Job Template?	A job template serves as a general job with figures already set. It is useful if you have several jobs that are similar and you want to save time by entering most figures only once.
	If you want to mark the job as a template, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
	You cannot edit this field in an existing job record, because by marking it as a template, you prevent its data from being figured into the totals. Otherwise, the cost and billing report totals would be inflated because of the extra jobs.

Field	Description
Addnl Desc?	If you want to use additional descriptions with the job, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). If you use additional descriptions, a screen appears with five fields: two address lines and three lines of user-defined labels. The labels are stored in the **DFxxxx** table.
Start Date	Enter the date you estimate the job will start in the **Org/Est** field. Then enter the actual date the job started in the **Actual** field.
Finish Date	Enter the date you estimate the job will complete in the **Org/Est** field. Then enter the actual date the job was completed in the **Actual** field. Actual dates are updated when you post.
Last Bill Date	Enter the date you sent or are to send the last bill, or press **Enter** to accept the current date. This date is updated when you post transactions in Accounts Receivable/Sales Order or when you post adjustments.
Contract Date	Enter the date you established or are to establish the contract, or press **Enter** to accept the current date.
Contr Amt	Enter the original and actual amounts of the contract. These amounts are updated when you enter adjustments.
Contract Number	Enter the contract number.
Customer ID	Enter the customer ID. The **Inquiry** (**F2**) command is available if Accounts Receivable or Sales Order interfaces with Job Cost.
Overhead Cost Code	Press **Enter** to accept the current cost code, or enter the overhead cost code to associate with the job or phase.

Inquiry

Inquiry

Field	Description
	If you are setting up a new record and enter a code in this field, a message states that the cost code is not on file. Press **Enter** to create the new cost code record.
	You can assign only one cost code to the overhead of a job and phase, and the cost code must be of use type **overhead**. See "Cost Codes" on page 4-5 for information.
Ovhd Rate	Enter the rate of the job's cost on which you want overhead to be calculated, or press **Enter** to accept the current amount.
Calc On	If you want to accept the current method of calculating overhead, press **Enter**. If the overhead is calculated from the dollar amount associated with the cost code, enter **A**. If the overhead is calculated from the unit amount (quantity or number of hours), enter **U**.
`Inquiry` **Ovhd Basis Type**	Enter the cost type on which you want overhead to be calculated.
	When you post an amount to a cost code with this cost type assigned to it, the overhead calculations are based on the overhead rate entered above. This amount is added to the **Ovhd Accum to Post** field and the overhead cost code you specified.
`Inquiry` `Maint` **Applied Ovhd GL Acct/Work-in-Process Acct/ Finished Goods Acct**	Enter the account to which you want to apply the overhead costs, the work-in-process costs, and the finished goods costs. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Job Cost interfaces with General ledger.

Field	Description
Ovhd Accum to Post	The overhead accumulated for the job and phase since the last post appears. When you post overhead to General Ledger, this amount is credited to the applied overhead and debited to the work-in-process accounts.
	Press **Enter** to accept the current amount, or enter an amount. For the best audit trail, enter transactions through the **Job and Phase Adjustments** function and other applications and let the system calculate this amount. This amount is cleared with every post but keeps accumulating throughout the life of the job.
Fin Goods to Post	The total cost of the job or phase appears.
	This value is updated automatically as different costs are accrued. Press **Enter** to accept the value, or enter a different value.
	When the job is completed and you use the **Post Overhead to GL** function, this amount is credited to the work-in-process account and debited to the finished goods account. Then the field is set to zero.
Pieces From	If you want Payroll to update pieces information about the job, enter **P**. When you post a payroll time ticket that includes a piece count and references the job or phase, the **Pieces** fields in the job and phase record are updated with information about the number of pieces completed for the job.
	If you want Accounts Payable (or Purchase Order) to update pieces information about the job, enter **A**. When you post an accounts payable transaction that includes the job, phase ID, and the inventory item specified below, the **Pieces** fields in the job and phase record are updated with the quantity of items purchased or requisitioned.

Field	Description
	Note that Accounts Receivable (or Sales Order) is not an option because these applications update billing information. The **Pieces** fields pertain to goods and services you acquire or are completed for the job.
Item	If you entered **A** as the source of the piece for the job, enter the ID of the item you are attributing to the job.
	When you attribute items to a job in the Accounts Payable system, the **PTD/YTD/JTD Pieces** fields in Job Cost are updated only for the item you enter on this screen.
UOM	Enter the unit of measure of the pieces you are going to get from the selected application, or press **Enter** to accept the current unit of measure.
Pieces Period to Date/ Year to Date/ Job to Date/ Estimate	Enter the number of pieces for this period and year and for the entire job; or press **Enter** to accept the current values. These values are updated when you post pieces adjustments or post from Accounts Payable/Purchase Order or Payroll.
	Enter the estimated number of pieces for the entire job, or press **Enter** to accept the current value.
Pct Complete	The percent complete for the phase appears.
Inv Billed Amt Period to Date/ Year to Date/ Job to Date	Enter the amount you billed the customer this period and year and for the entire job; or press **Enter** to accept the current values. These values are updated when you post billing adjustments or accounts receivable/sales order invoices.

Inquiry

Note

The total cost of the job/phase for the period, year, and job to date and the estimated amount are calculated from the totals of the cost codes in the **JOCDxxx** file.

Field   **Description**

Total Cost   The total cost you billed the customer this period and
Period to Date/   year for the entire job appear. These values are
Year to Date/   updated when you post adjustments or expenses from
Job to Date   other transactions.

Cost Billed   Enter the cost you billed the customer this period and
Period to Date/   year and for the entire job; or press **Enter** to accept
Year to Date/   the current values. These values are updated when
Job to Date   you post billing adjustments or accounts receivable
                                 invoices.

Unbilled Cost Job to   The unbilled cost is the total cost minus the cost
Date   billed for the job to date. The cost you did not bill the
                                 customer for the entire job appears. These values are
                                 updated when you post billing adjustments or
                                 accounts receivable invoices.

Use the **Proceed** (**OK**) command to save your entries. After you save the entries, the next screen you selected appears. If you did not select another screen, the Jobs and Phases header screen appears.

Cost Code Details

If you elected to add or change cost code details for the job or phase, the Cost Code Details screen appears:

Use cost codes to assign costs to a job and phase. Later, when you acquire goods and services and enter them through the **Job and Phase Adjustments** function or through other applications, the information updates the cost code and overall job and phase record. You can assign up to 999 unique codes to a phase. For a detailed explanation of cost codes and cost types, see "Cost Codes" on page 4-5.

Use the commands to work with the cost code line items:

•   Press **Enter** to edit information about the selected cost code. The Edit Cost Code screen appears.

•   Press **A** to add a cost code to the end of the list. The Append Cost Code screen appears.

- Press **V** to view information about the selected cost code. When you finish, press any key to return to the Cost Code Details screen.

- Press **D** to return to the Jobs and Phases header screen.

- Press **G** to return to the General Information screen. When you use this command, any changes you made to this screen are automatically saved.

- Press **C** to add, edit, or view comments associated with the job or phase. See "Job Comments" on page 9-16 for more information.

Adding or Editing a Cost Code

When you press **Enter** or **A** on the Cost Code Details screen to edit or add a cost code, a screen similar to this one appears.

The only difference between the Append Cost Codes screen and the Edit Cost Codes screen is the title and the fact that the Edit Cost Codes window has data.

Field	Description
Cost Code	Enter a cost code. Establishing conventions for cost codes makes cost allocation efficient. For example, cost codes from **100** through **199** might be associated with cost type **10**, which might be **Material $**, indicating that a cost code between **100** and **199** should be assigned when attributing materials to a job.

Inquiry

Field	Description
Cost Type	Press **Enter** to accept the current cost type, or enter the cost type to be assigned to the cost code. The cost type's use type appears after you enter the cost type.
Description	Press **Enter** to accept the current cost type description, or enter a different one.
Short Description	Press **Enter** to accept the current short description of the cost type, or enter a different one. It appears in the **Desc** column on the Cost Code Details screen.
Cost Period to Date/ Year to Date/ Job to Date/ Estimate	Enter the cost for this cost code this period, year and job to date; these numbers are updated when you post cost adjustments or post from Accounts Payable (Purchase Order) or Payroll. Then enter the estimated cost for the duration of the job.
Quantity Period to Date/ Year to Date/ Job to Date/ Estimate	Enter the unit quantity assigned to the cost code this period and year and for the job to date; these numbers are updated when you post. Then enter the estimated unit quantity for the cost code for the duration of the job.
Unit of Measure	Enter the unit by which you measure the quantity.
Original Estimated Cost	Press **Enter** to accept the current original estimate for the cost code, or enter a different amount. It is updated when you post cost adjustments or post from Accounts Payable (Purchase Order) or Payroll.

Use the **Proceed** (**OK**) command to save your changes and return to the Cost Code Details screen.

`Inquiry`

Job Comments

If you elected to add or change job comments, this screen appears.

1. The job ID you entered on the Jobs and Phases header screen appears.
    Change it to view or enter comments for another job or press **Enter** to accept
    the current value.

2. The ID of the terminal you are working at appears in the **Ref ID** field. To
    work with comments for only the default reference ID, press **Enter**. To work
    with comments for a different reference ID, enter that ID. To work with all
    comments, clear this field and press **Enter**.

3. Enter the date of the most recent comment you want to work with in the **End
    Date** field, or press **Enter** to work with all comments.

    The date, reference, and text that appear for each comment depend on the
    reference ID and end date you enter. The comments are arranged by date—
    the most recent date first—then by reference ID.

4. Use the commands to work with the comments on the screen:

- Press **R** to return to the **Ref ID** field to enter a new reference ID.

- Press **D** to return to the **End Date** field and enter a new end date.

- Press **I** to return to the **Job ID** field to enter a new job ID.

- Press **A** to add a new comment. The Append Comment screen appears.

- Press **E** to edit a selected comment. The Edit Comment screen appears.

- Press **F** to enter or view comment for the first job ID on record.

- Press **N** to enter or view comments for the next job ID on record.

- Press **P** to enter or view comments for the previous job ID on record.

- Press **L** to enter or view comments for the last job ID on record.

- Press **G** to go to a comment for a specific date, then enter the date. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.

1. If you are working with a new comment, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the default date, or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

User-Defined Fields

If you elected to add or change user-defined field information, the User-Defined Fields screen appears.

Enter the appropriate information for each user-defined field you set up using the Resource Manager **User-Defined Fields Setup** function. See the Resource Manager guide for more information on setting up user-defined fields.

Use the **Proceed** (**OK**) command to save your changes.

Documents

If you elected to add or edit job and phase documents, the Documents screen appears. Use the screen to attach documents to the job record.

Note: You must set up file types in Resource Manager before you can attach a document to a master file record. Refer to the *Resource Manager User's Manual* for more information..

Use the commands to work with employee documents:

• Press **Enter** to edit the selected document. The Edit Documents screen appears.

• Press **A** to attach a document to the employee record.

• Press **V** to view file information about the attached document.

- Press **O** to launch the appropriate application and open the document.

Note

If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (**/**) and vice versa.

- Press **P** to save your changes and return to the previous screen.

- Press **N** to return to the Jobs and Phases header screen.

- Press **G** to go to a specific document line item. This command is available only when there is more than one screen of documents.

Use the **Exit** (**F7**) command to save your changes and return to the **File Maintenance** menu.

Append/Edit Documents Screen

The Append Documents screen appears when you press **A** to attach a document to the employee record. The Edit Documents screen appears when you edit an existing document line. Other than the name, these screens are identical.
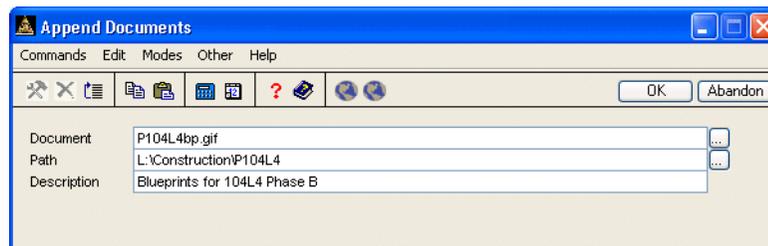
Enter the document file name and extension, the full file path, and a description of the file you want to attach to the master file record.

You can use the **Documents** directory (as specified in the Resource Manager **Directories** function) to simplify entering document information. To use this directory, make sure all users have access to the **Documents** directory, then store document attachments in that directory. When you enter document information in the Append Documents screen, enter **(DOC)** in the **Path** field (remember to include the parenthesis).

When you use this convention with the **Open** command to open an attachment, OSAS automatically replaces the **(DOC)** variable with the appropriate path and opens the attachment from that directory.

If you do not store the file in the **DocumentShare** directory, do not use the **(DOC)** variable. Instead, enter the full file path in the **Path** field. OSAS will not be able to locate the file to open it if you enter an incorrect path.

Use the **Proceed** (**OK**) command to attach the file and return to the Documents screen.

Copy Jobs and Phases

Use the **Copy Jobs and Phases** function to create a new job similar to an existing job. When you copy the job and phase from a previously defined job, all information is copied except the actual costs and dates.

Copy Jobs and Phases Screen

Select **Copy Jobs and Phases** from the **File Maintenance** menu. The Copy Jobs and Phases screen appears.

Inquiry 1. Enter a job ID for the new job. You cannot enter an ID that is already on file. If you are not sure whether an ID is already in use, use the **Inquiry** (**F2**) command to view a list of existing job IDs.

Inquiry 2. Enter the ID of the job you want to copy.

3. If you want to copy the phases of the job, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

4. If you want to copy the cost codes of the job, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

5. Use the **Proceed** (**OK**) command to copy the existing job information to the new job. After you have copied the information, copy another job or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Copy Job Template

Use the **Copy Job Template** function to copy information from a job template to a job. This function and the **Copy Jobs and Phases** function are similar, but in this function you can copy only the job IDs that were marked as templates in the **Jobs and Phases** function.

Copy Job Template Screen

Select **Copy Job Template** from the **File Maintenance** menu. The Copy Job Template screen appears.

Inquiry

1. Enter a job ID for the new job. You cannot enter an ID that is already on file. If you are not sure whether an ID is already in use, use the **Inquiry** (**F2**) command to view a list of existing job IDs.

Inquiry

2. Enter the ID of the job template you want to copy.

3. If you want to copy the phases of the job template, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

4. If you want to copy the cost codes of the job template, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

5. Use the **Proceed** (**OK**) command to copy the existing job information to the new job. After you have copied the information, copy another job template or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Cost Types

Use the **Cost Types** function to establish and update information for up to 99 cost types. These types serve as categories: when you attribute costs to a job (with cost codes), you can enter the costs in terms of cost types to organize the costs accordingly. Valid names of costs are kept in the **JOCTxxx** (Cost Types) file.

Cost Types Screen

Select **Cost Types** from the **File Maintenance** menu. The Cost Types screen appears.
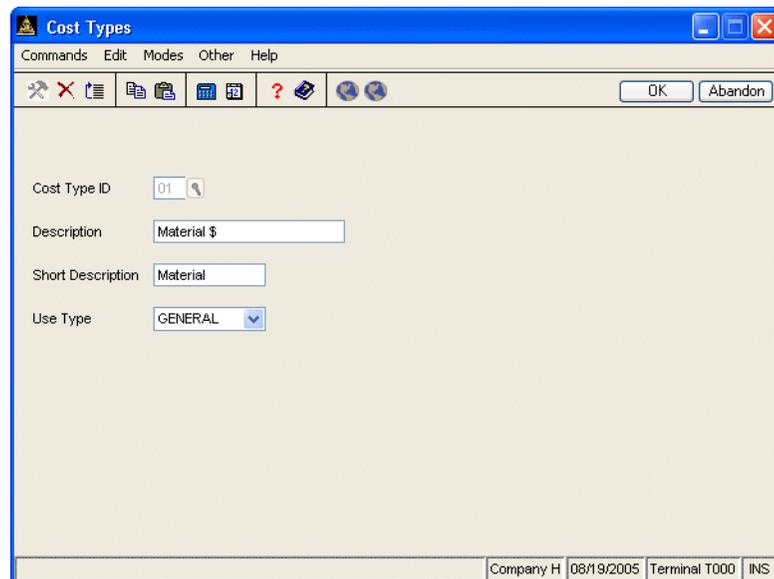
Inquiry

1. Enter the code for the cost type you want to add or edit.

2. Press **Enter** to accept the description that appears or enter a new one.

3. Press **Enter** to accept the short description of the cost type or enter a different description. When you work with cost codes in the **Jobs and Phases** function, this description appears in the **Desc** field.

Inquiry

4. The Job Cost system and the Payroll system use types to distinguish between a labor cost, an overhead cost, and a general cost (neither labor nor overhead). The **overhead** use type exists for the **Overhead Cost Code** field on the Jobs and Phases General Information screen. This field accepts only cost codes of a cost type whose use type is **overhead**. You should need to set up only one of these cost types.

   The **labor** use type exists for Payroll; when assigned to a cost type, it prevents you from accidentally attributing labor information to a nonlabor cost code when in Payroll. When you assign a service to a job in Payroll, you must enter a cost code whose cost type's use type is **labor** (and therefore was set up to accept labor information). The **Inquiry** (**F2**) command provides only those cost codes.

   Payroll is the only application that needs this distinction. All cost codes are available in Accounts Payable and Purchase Order.

   The **general** use type exists for all other situations. Assign use type **general** to cost types whose cost codes can accept any kind of cost information.

   Press **Enter** to accept the current use type, or assign a use type to the cost type.

5. Use the **Proceed** (**OK**) command to save the cost type information. A blank Cost Types screen appears. Enter or edit information about a different cost type, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Cost Codes

Use the **Cost Codes** function to add, change, and maintain the cost codes stored in the **JOCCxxx** (Cost Codes Master) file.

Cost Codes Screen

Select **Cost Codes** from the **File Maintenance** menu. The Cost Codes screen appears.

Inquiry   1. Enter the cost code ID you want to add or edit.

Inquiry   2. Enter the cost type ID for the cost code.

3. Enter or edit the description for the cost code.

4. Enter or edit the short description to be used when printing reports.

5. Enter the unit of measure to use for the cost code.

6. Use the **Proceed** (**OK**) command to save your changes. A blank Cost Codes screen appears. Enter another cost code to add or edit or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Tables

Use the **Tables** function to set up and maintain the **JOBGLxxx**, **JOPDxxx**, and **DFxxxx** tables.

Note

The **OPTxxx** (Options) table stores options and interfaces settings. Maintain the data stored in this table through the Resource Manager **Options and Interfaces** function, not through the table itself.

Tables Screen

Select **Tables** from the **File Maintenance** menu. A blank Tables screen appears.
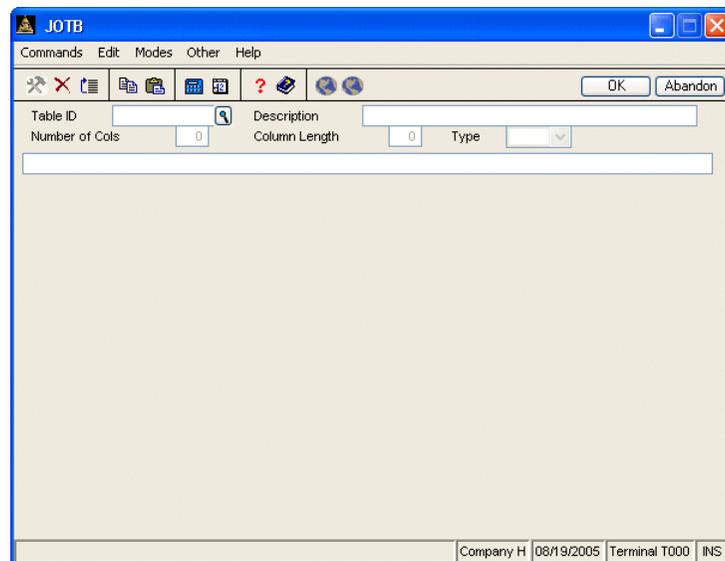
`Inquiry`   1.   To add or change a table, enter the table ID. To set up a company-specific
                   table, enter the table ID plus the one-character to three-character company
                   ID.

                   To delete the table, use the **Delete** (**F3**) command.

`Inquiry`   2.   If you entered a new table ID, the **Copy From** field appears. To copy a
                   company-specific table, enter the table ID plus the company ID.

                   A set of tables comes with the sample company, Builders' Supply. You can
                   copy the sample tables for a company and then change the appropriate fields.
                   To copy a sample table, enter the table ID.

              3.   Press **Enter** to accept the description of the table, or enter a different
                   description.

                   The number of columns, the length of columns, and the type of characters
                   you can enter—alphanumeric (**A**), numeric with two decimals (**N**), numeric
                   with three decimals (**3**), or numeric with four decimals (**4**)—appear.

DFxxxx Table

The **DFxxxx** table stores two types of defaults: overhead defaults (overhead cost code and basis type) and defaults for the additional descriptions window. Both kinds of information pertain to the Jobs and Phases General Information screen.

When you enter the table ID, the rest of the **DFxxxx** table appears.

Field	Description
Field	The fields you can enter defaults for appear. Do not change them.
Default Value	The default value for each field appears. Press **Enter** to accept this value, or enter a different value.

Note

Enter the appropriate cost code and basis in the overhead fields, but be wary. The overhead masks on the General Information screen are hardcoded; for cost codes, the mask is **N3**; for basis (cost) type, the mask is **N2** despite the fact that the mask for the fields on this screen is **A12**. The corresponding fields on the General Information screen honor only the first three digits in the first field and the first two digits in the second field, regardless of what you enter here.

JOBGLxxx Table

The **JOBGLxxx** table stores the General Ledger work-in-process, applied overhead, and finished goods inventory account numbers. It is used when you post overhead to the **GLJRxxx** (Journal) file. If Job Cost does not interface with General Ledger, you must still build this table because the account numbers appear in the posting report.

When you enter the table ID, the rest of the **JOBGLxxx** table appears.

Field	Description
Description	The accounts used in posting overhead appear. Change the descriptions of the accounts, if necessary.
	Do not delete lines or rearrange the account descriptions. The system treats the account on the first line as the work-in-process account and the account on the second line as the finished goods account, regardless of the description.
GL Acct #	For each account description, press **Enter** to accept the General Ledger account number, or enter a different account number.

JOPDxxx Table

The **JOPDxxx** table stores the fiscal year. The year is incremented when you use the **Periodic Maintenance** function at the end of the year.

When you enter the table ID, the rest of the **JOPDxxx** table appears.

The current fiscal year appears. Change the year, if necessary, or press **Enter** to use the current year. Use the **Proceed** (**OK**) command to save your changes, then enter a new table ID to view or edit or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields

Use the **Change Fields** function to change any code from one value to another. The **Change Fields** function can change codes within this application, as well as in other applications. To produce a list of fields changed, use the **Print Log** option. A sample of the log appears on page 9-41.

When you select **Change Fields** from the **File Maintenance** menu, this screen appears:

The screen contains three sections. The top **Header** section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change and whether you want to produce the printed log. The lower left **Values** section is where you build a list of the values you want to change by specifying the old value and the new value. The lower right **Files** section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Job Cost fields from the **Job Cost** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

   • Press **S** to switch to the **File Description** section to specify which files change during processing.

   • Press **Enter** to edit the current line.

   • Press **A** to append another value to the list.

   • Press **B** to begin the change field process.

   • Press **H** to return to the header section to change the selection you made for printing the log.

- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.

- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.

10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.

11. Select a command.

- Press **S** to switch to the **Values** section of the screen.

- Press **Enter** to toggle a file as included or excluded from the copy process.

- Press **A** to tag all of the files.

- Press **N** to untag all of the files.

- Press **B** to begin the change field process.

- Press **H** to return to the header section to change the selection you made for printing the log.

- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.

- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log

```
08/19/2005                        Builders Supply                         Page    1
1:05 PM                           Change Field Log

File Name    Records Read  Records Converted  Original Total Record  New Total Records
---------------------------------------------------------------------------------

JOBSH               4              2                    25                25
APHIH               0              0                   625               625
APMDH               0              0                     0                 0
APRLH               5              0                     5                 5
APTDH               0              0                    10                10
ARHIH               2              0                   588               588
ARREH               3              0                     3                 3
ARTDH               0              0                     0                 0
INHIH            1087              0                  1087              1087
PACEH               1              0                     1                 1
PAHEH              53              0                    53                53
PAREH               0              0                     6                 6
PATHH              65              0                    65                65
PATPH               0              0                     0                 0
PATRH               0              0                     0                 0
POORH               0              0                    24                24
SORLH               0              0                    20                20
SOTDH               0              0                    39                39
JOBSH.UD            6              4                    50                50
JOBSH.UF           16             14                   140               140
JOBSH     Could not get exclusive access to file.
JOCDH               2              0                   142               142
JODEH               3              1                     2                 2
JOHIH               2              0                   189               189


Field ID       JO JOB/PHASE ID
Original Value                  New Value
100001                          P104L1
100002                          P104L2
```

Master File Lists 10

Printing a Master File List

The functions on the **Master File Lists** menu let you print lists of the information you entered using the **File Maintenance** menu. These lists do not contain any calculations or transaction amounts, but rather list only the basic file information used in the Job Cost system. If any of the information on a master file list is incorrect, use the appropriate function on the **File Maintenance** menu to correct it, then reprint the master file list.

You produce all master file lists in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Jobs and Phases List screen is shown below as an example.

Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

    Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges or source codes), enter the appropriate values to use when printing the report.

4. If the screen contains options that control what prints on the list (jobs only, or jobs and phases, for example), select the option corresponding to the type of information you want to print. You can select only one print option.

5. If the screen contains options that control how information is organized (by date or by reference ID, for example), select the option you want to use to organize the report. You can select only one option.

6. If the screen contains check boxes or Yes/No fields that control additional printing instructions, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

7. Select the output device to begin printing the list. See "Reports" on page 1-33 for more information. After you produce the list, the **Master File Lists** menu appears.

Jobs and Phases List

Use the Jobs and Phases List to produce the list whenever you make changes in the **Jobs and Phases** function. You can print job information only for job and phase information.

The Jobs and Phases List does not include jobs that are being used as templates. Produce the Job Templates List for a list of those job records.

Sample List

```
08/19/2005                                    Builders Supply                                      Page    1
1:13 PM                                    Jobs and Phases List

                                                 ---- Start ----  ---- Finish ----    Customer
Job ID Phase  Description                Manager Estimate Actual  Estimate Actual     ID      Contract Number
----------------------------------------------------------------------------------------------------------------

100001 A       STRUCTURAL                 LUK001  09/20/05 09/20/05 11/05/05 11/10/05  DAL001 12718
       B       MECHANICAL                 LUK001  10/15/05 10/20/05 11/10/05 11/15/05  DAL001 12718
       C       EXTERIOR                   LUK001  10/10/05 10/15/05 11/20/05 11/25/05  DAL001 12718
       D       INTERIOR/FINISHING         LUK001  11/10/05 11/15/05 12/15/05 12/20/05  DAL001 12718

100002 A       STRUCTURAL                 LUK001  10/10/05 10/10/05 10/25/05 10/31/05  GRE001 12862
       B       MECHANICAL                 LUK001  10/27/05 11/02/05 11/05/05 11/10/05  GRE001 12862
       C       EXTERIOR                   LUK001  11/05/05 11/20/05 11/12/05 11/27/05  GRE001 12862
       D       INTERIOR/FINISHING         LUK001  11/12/05 11/27/05 11/25/05           GRE001 12862

100003 A       STRUCTURAL                 LUK001  11/15/05 11/15/05 11/25/05 11/25/05  DAL001 12906
       B       MECHANICAL                 LUK001  11/25/05 11/25/05 12/05/05 12/05/05  DAL001 12906
       C       EXTERIOR                   LUK001  12/05/05 12/05/05 12/12/05 12/12/05  DAL001 12906
       D       INTERIOR/FINISHING         LUK001  12/12/05 12/12/05 12/28/05           DAL001 12906

100004 A       STRUCTURAL                 LUK001  09/20/05 09/20/05 10/03/05 10/01/05  SUN001 12791
       B       MECHANICAL                 LUK001  10/03/05 10/01/05 10/10/05 10/09/05  SUN001 12791
       C       EXTERIOR                   LUK001  10/10/05 10/09/05 10/17/05 10/15/05  SUN001 12791
       D       INTERIOR/FINISHING         LUK001  10/17/05 10/20/05 10/31/05           SUN001 12791

End of Report
```

Cost Types List

The Cost Types List shows the cost types used throughout the system. This information comes from the **JOCTxxx** (Cost Types) file.

Sample List

```
08/19/2005                        Builders Supply                          Page     1
1:13 PM                           Cost Types List

Cost Type                Description                  Short Description   Use Type
------------------------------------------------------------------------------------

      01                 Material $                   Material            GENERAL
      02                 Equipment $                  Equipmen            GENERAL
      03                 Overhead $                   Overhead            OVERHEAD
      04                 Misc $                       Misc $              GENERAL
      05                 Labor $                      Labor $             LABOR
      06                 Subcontractor $              Subcont$            GENERAL

End of Report
```

Cost Codes List

The Cost Codes List shows each cost code and cost type. This information comes from the **JOBSxxx** (Jobs) file and the **JOCDxxx** (Cost Codes Detail) file.

Sample List

```
08/19/2005              Builders Supply                 Page    1
1:14 PM                 Cost Codes List

Cost Code   Cost Type    Description           Short Desc.    Unit
-------------------------------------------------------------------

100         01           Material $            Material       Feet
110         01           Plumbing Package      Plumbing       EA
120         01           Electrical Package    Electric       EA
130         01           Heating Package       Heating        EA
135         01           Steel Support Pack.   Steel Pk       EA
140         01           Millwork Package      Millwork       SQFT
145         01           Concrete              Concrete       CUYDS
150         01           Standard Windows      Windows        EA
155         01           Lumber                Lumber         Sqft
160         01           Exterior Panels       Panels         EA
170         01           Entry Door            Door Ext       EA
180         01           Interior Door         Door Int       EA
185         01           Wallpaper             Wallpapr       Rolls
190         01           Cabinets              Cabinets       EA
195         01           Interior Materials    Int Matr
200         02           Equipment $           Equipmen
210         02           Generator             Generat        EA
220         02           Ladders               Ladders        EA
230         02           Cement Mixer Lease    Cm Mixer       EA
240         02           Paint Sprayer         Paint Sp       EA
250         02           Plastic Covers        Plastic        EA
260         02           Wallpaper Spreaders   Wp Spred       EA
270         02           Brushes               Brushes        EA
280         02           Rentals               Rentals
300         03           Overhead $            Overhead
400         04           Misc $                Misc $
500         05           Labor $               Labor $        Hours
510         05           Foreman Labor Hours   Foreman        Hours
520         05           Apprentice Lab Hours  Apprenti       Hours
530         05           Gen Laborer Hours     Gen Labr       Hours
540         05           Adminstrative Hours   Adminstr       Hours
550         05           Office Labor Hours    Office L       Hours
600         06           Subcontractor $       Subcontr
610         06           Mechanical Subcontr   Mechanic
620         06           Electrical Subcontr   Electric
630         06           Excavating Subcontr   Excavate
640         06           Masonry Subcontractr  Masonry
650         06           Roofing Subcontractr  Roofing
660         06           Landscaping Subcontr  Landscap
670         06           Painting Subcontract  Painting
680         06           Drywall Subcontractr  Drywall
690         06           Floorcovering Subcon  Floorcov

End of Report
```

Cost Codes Detail List

The Cost Codes Detail List shows each cost code and cost type for the selected jobs and phases. This information comes from the **JOBSxxx** (Jobs) file and the **JOCDxxx** (Cost Codes Detail) file.

Sample List

```
08/19/2005                          Builders Supply                               Page    6
1:14 PM                          Cost Codes Detail List

Job ID
 Phase ID  Description                      Cost Code      Description          Short Description
---------------------------------------------------------------------------------------------------


 C        EXTERIOR
                                           Cost Type 01   Material $           Material
                                           100            Material $           Material

                                           Cost Type 02   Equipment $          Equipmen
                                           200            Equipment $          Equipmen

                                           Cost Type 03   Overhead $           Overhead
                                           300            Overhead $           Overhead

                                           Cost Type 04   Misc $               Misc $
                                           400            Misc $               Misc $

                                           Cost Type 05   Labor $              Labor $
                                           500            Labor $              Labor $
 D        INTERIOR/FINISHING
                                           Cost Type 01   Material $           Material
                                           100            Material $           Material

                                           Cost Type 02   Equipment $          Equipmen
                                           200            Equipment $          Equipmen

                                           Cost Type 03   Overhead $           Overhead
                                           300            Overhead $           Overhead

                                           Cost Type 04   Misc $               Misc $
                                           400            Misc $               Misc $

                                           Cost Type 05   Labor $              Labor $
                                           500            Labor $              Labor $

End of Report
```

Job Comments List

Use the Job Comments List to produce the list when you want a copy of comments associated with job and phase records.

Sample List

```
08/19/2005                      Builders Supply                      Page    1
1:14 PM                        Job Comments List
                               By Job ID and Date

Job     Date       Ref  Comment
---------------------------------------------------------------------------

100001  PLAT 104 LOT 1
        11/30/2005  08   Total contract amount $132,000

        10/15/2005  01   Change order to upgrade cabinets, $400.

        10/05/2005  01   Lumber order to arrive 10/02/95

        09/20/2005  01   Delay on job start date due to rain.

100002  PLAT 104 LOT 2
        10/09/2005  01   Delay on materials.

100003  PLAT 104 LOT 3
        11/01/2005  01   Review documents with customer on 11/10/95

100004  PLAT 104 LOT 4
        12/01/2005  01   On site inspection scheduled for 12/10/95


End of Report
```

Job Templates List

The Job Templates List shows jobs that are marked as templates. This list is the only one that includes information about these job records; the Jobs and Phases List does not include job templates.

The information in this list comes from the **JOBSxxx** (Jobs) file.

Sample List

```
08/19/2005                                 Builders Supply                              Page    1
1:15 PM                                   Job Templates List

                                              ---- Start ----  ---- Finish ----    Customer
 Job ID Phase  Description                  Manager  Estimate  Actual  Estimate  Actual    ID      Contract Number
-------------------------------------------------------------------------------------------------------------------

 TEMPL1         TEMPLATE 1 LOT SETUP
                Job Address
                Address Line 2
                Architect
                Desc Def 2
                Desc Def 3

End of Report
```

Tables List

Use the Tables List to get information from a particular Job Cost table. This function is valuable if you plan to change a table and want a list against which to compare your changes.

Sample List

```
08/19/2005                      Builders Supply                    Page    1
1:15 PM                          Tables List
                                   Job Cost

 Table ID DF          Description Job Setup Default Table
 No. of Columns   2  Column Length   12    Type  A

 Field         Default Value
 ------------ ------------
 Ovhd Cost Cd 300
 Ovhd Basis   02
 User Def 1   Architect
 User Def 2   Desc Def 2
 User Def 3   Desc Def 3


 Table ID JOBGL       Description GL Accounts Default Table
 No. of Columns   2  Column Length   12    Type  A

 Description   GL Acct #
 ------------ ------------
 Work-in-proc 104200
 Finish Goods 104400
 Applied Ovhd 523000


 Table ID JOPDH       Description Fiscal Year Table
 No. of Columns   2  Column Length   12    Type  A

 Description
 ------------ ------------
 Current Year 2005


 Table ID OPT         Description Options table
 No. of Columns   1  Column Length   50    Type  A

 Option Settings
 -------------------------------------------------
  1   1              1


 Table ID OPTH        Description Options table
 No. of Columns   1  Column Length   50    Type  A

 Option Settings
 -------------------------------------------------
 1111 1              1


End of Report
```

System Messages   A

Messages on the screen or in a report indicate an error, tell you how to enter data, or alert you to what is happening in the function you are using. Self-explanatory messages are not listed.

An error occurred while converting files. Conversion aborted.
An error occurred while creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the RM Data File Conversion or Data File Creation screen to inform you that the process has been aborted. Correct the problem and try again.

Basic Error = *{error}* Host Error = *{error}* Line = *{line}* Program = *{program}*
Basic Error = *{error}* Line = *{line}* Program = *{program}*

A serious error has occurred. Write down the information that appears and get help from a support technician.

Cannot delete with items to post.

You cannot delete job or phase records with amounts in the **Ovhd Accum to Post** or **Fin Goods to Post** fields. Enter an actual finish date in the job and phase record, post the information, and try again.

Cannot open file, not found - GLMAxxx.

General Ledger is not installed, but the General Ledger interface is on. Turn off the interface in the Resource Manager **Options and Interfaces** function.

Cost detail history not implemented.

> You cannot use the **Delete Detail History** function or print the **Cost Detail History Report** if you are not keeping detail history.

Could not find any valid source files for this application.

> The source directory you specified does not contain files for the application you are converting. Make sure that you entered the correct source directory and application ID.

***{app ID}* data files exist. Do you want this task to erase them?**

> To continue with the conversion and erase the existing files, select **Yes** (or enter **Y** in text mode). To create only the new or missing files (if any), select **No** (or enter **N** in text mode).

Destination file *{drive:/path/file name}* not found. No conversion.

> This message appears in the Conversion Log if you specified a destination file that is not in the target directory (see the *Resource Manager User's Manual*).

Disk drive not ready.

> The system cannot access one of the disk drives to find the file for which it is looking. Usually the door of the diskette drive is open. Check the drive and press **Enter**.

Drive not available.

> The disk drive ID you entered is not available on your system. Press **Enter** and enter a different ID. If this message appears when you enter the correct drive ID, get help from a support technician.

***{file name}* does NOT exist. Cannot convert it.**

> One of the files listed in **JODATA** is not in your old data directory. See **Destination file** *drive:/path/file name* **not found. No conversion.**

File unavailable *{file name}.*

This message appears for one of three reasons:

1. The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the files active.

2. The function you are trying to access needs one or more files that are not on your system. Use the Resource Manager **Options and Interfaces** function to check the interfaces. If the problem persists, get help from a support technician.

3. You are working with the wrong company. Return to the menu; then use the **Change Company** (**F3**) command to enter the ID you want.

In any case, press **Enter** to get back to the menu, correct the problem, and select the function again.

Invalid date in *{drive:/directory/file name}.*

You must convert the old data files before you switch to European-format dates. Use the **Company Information** function on the Resource Manager **Company Setup** menu to switch back to American-format dates, and reconvert the data.

Invalid date - mm/dd/yyyy.
Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Period out of range (1 to 12)

or

Day out of range (1 to {n})

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: **010194** or **01011994**.

Invalid entry.

> The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's guide, or use the **Help** (**F1**) command for information.

Invalid period conversion table.

> The **CNVTxxx** table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the **Tables** function to make adjustments.

> When the problem is corrected, restore the backup and post again.

Mask format error use *{mask}*.

> The data you entered does not fit the predefined format for the field. Enter the data again, using the format indicated.

Missing table 'JOBGL'*.*

> The **JOBGLxxx** table is missing or corrupted. Use the **Tables** function to make sure that the **JOBGLxxx** table is posted.

Must create job record first.

> Each phase must be assigned to a job. See chapter 3, section 2 for more information.

Must delete phases first*.*

> If you are deleting a job with phases, you must delete the phase records before you can delete the job record.

No phases for this job.

> You cannot add phase records for a job if you elected not to use phases in the **Jobs and Phases** function. Return to the function and enter **YES** in the **Phases Used** field for the job, or use a different job ID.

Press *{Fn}* **to delete.**

> If you do not want to delete the record, press any key other than the key assigned to the **Delete** (**F3**) command to keep the record intact. If you want to delete the record, use the **Delete** (**F3**) command.

Printer busy.

> The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry, and try again later.

Record is in use.

> Someone else is using the record that you are trying to access. Press **Enter** to try again.

Record not in file.

> The ID you entered has no record on file. Press **Enter** and enter a different value in the field.

Unable to execute program *{program}.*

> The system cannot run the program you selected from the menu. Make sure that the program specified in the message is in the application's program directory, and select the function again.

Unable to load menu record *{menu}* **from file** *{file}*.

> The menu record for the application is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to lock; file in use.

> One of the files in the function you want to use is locked because another workstation on the system is using it. Try the function again when no one else is using the file.

Unable to open file.
Unable to open; file in use.

> The file you are trying to use is locked at another terminal on the system, or the file is corrupted. Wait a few minutes and try again. If the condition persists, get help from a support technician.

Unable to print to device.

> The system cannot access the device you are trying to print to. Make sure that the device is online.

Glossary | G

account	A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.
accounting period	A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.
application	A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.
applied GL	A general ledger account assigned to a job and phase that is credited for the overhead accumulated on jobs in process. This entry is balanced by a debit to the work-in-process account specified in the **JOBGLxxx** table.
audit trail	A detailed record of accounting activity used to find the source of every dollar in the accounts.
back up	To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.
company	In OSAS, a business record associated with its own files, tables, and menu of applications.
conversion	The process of updating existing files, programs, or applications to the current version. *See also* **installation**.
cost codes	Categories of costs assigned to each phase of each job for the purpose of tracking costs for the job or phase. Each cost code must be unique within the phase, and each must be assigned a cost type. *See also* **cost types**.

cost types	Categories of cost codes used throughout the system. Each cost code must be assigned a cost type, usually of a more general name than the cost code. For example, if the cost code were *installation*, the type might be *labor. See also* **cost codes** and **use types**.
field	A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.
file	A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.
finished goods	Goods that have been manufactured and are ready for sale. The result of buying raw materials and assembling the products and services.
function	A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.
general ledger	A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.
installation	The process of adding an application to an existing system. *See also* **conversion**.
interface	To join with another application for the purpose of having information entered in one application update information in another application's files.
job	A defined task that combines goods and services done for pay. A job usually consists of phases. Jobs are entered in the **Jobs and Phases** function.
journal	A chronological record of transactions.
journal entries	Transactions recorded in a journal.
menu	A list of applications, functions, options, or other menus.

overhead	A cost that applies to the overall phase or job, or a cost that cannot be directly attributed to a good or service. For example, administrative expenses, taxes, and depreciation are usually overhead.
overhead basis	A cost type assigned to overhead—for example, material costs, equipment costs, and so forth.
phase	A smaller task within a job. For example, if the job is building a house, a phase might be *basement*.
post	To transfer information from one place to another, usually at the end of the day or at a distinct break in business.
program	A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.
purge	To remove from the system. *See also* **restore**.
record	A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.
restore	To bring information back to its original place and condition. *See also* **purge**.
table	A grid that holds records and is visible. *See also* **file**.
use types	A category of cost types. Each cost type needs to be assigned use type *general*, *labor*, or *overhead*. Assign the *overhead* use type to the cost type you intend to use for cost codes in the Ovhd Cost Code field. Assign the *labor* use type to cost types that track labor information. Assign the *general* use type to any other kind of cost type. *See also* **cost types**.
work in process	Work that has been started but not completed—in other words, phases that have an actual start date but no actual finish date.

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