



Contractors' Job Cost User's Guide

Version 8.0

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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CONTENTS

Chapter 1	Introduction	1-1
	The Contractors' Job Cost System	1-3
	Starting OSAS	1-19
	Navigating OSAS	1-23
	Reports	1-37
Chapter 2	Installation and Conversion	2-1
	Conversion	2-5
Chapter 3	Setup	3-1
	Setup Checklist and Functions	3-5
Chapter 4	Information Inquiry	4-1
	Job and Phases Detail Inquiry	4-7
	Job Summary Cost Inquiry	4-11
	Subcontractor Inquiry	4-13
	Job Schedule Analysis Inquiry	4-15
Chapter 5	Adjustments & Change Orders	5-1
	Overview	5-3
	Detail Adjustments	5-5
	Change Order Entry	5-9
	Print Change Orders	5-13
	Post Change Orders	5-17
	Change Order Detail Report	5-19
Chapter 6	Cost Reports	6-1
	Printing a Cost Report	6-3
	JTD Cost Summary Report	6-5
	JTD Cost Summary List	6-7
	Cost Detail Report	6-9

CONTENTS

Cost Detail Report by Period	6-11
Unit Cost Report	6-13
Summary Job Cost for GL Periods	6-15
Chapter 7 Billing Reports	7-1
Printing a Billing Report	7-3
JTD Billing Summary Report	7-5
Billing Detail Report	7-7
Profit Detail Report	7-9
Chapter 8 Periodic Processing	8-1
Budget Projection Report	8-3
Work in Process Report	8-7
Job Trial Balance Report	8-11
Job Periodic Analysis Report	8-15
Accumulated Overhead Report	8-19
Post Overhead to GL	8-21
Post Details to Job Master	8-25
Periodic Maintenance	8-29
Purge Selected Files	8-31
Chapter 9 File Maintenance	9-1
Jobs and Phases	9-3
Divisions	9-21
Tables	9-23
Copy Jobs and Phases	9-35
Percent Completion	9-37
Import File to Job	9-39
Cost Types	9-43
Cost Codes	9-45
WIP Code Maintenance	9-47
Change Fields	9-49
Chapter 10 Master File Lists	10-1
Printing a Master List	10-3
Jobs and Phases List	10-5
Cost Types List	10-7
Cost Codes List	10-9

CONTENTS

Cost Codes Detail List 10-11

Divisions List 10-13

Estimate List 10-15

Job Schedule Analysis List 10-17

Percent Completion List 10-19

Tables List 10-21

WIP Code List 10-23

CHAPTER 1

1

Welcome to OSAS	1-1
The Contractors' Job Cost System	1-3
Starting OSAS	1-19
Navigating OSAS	1-23
Reports	1-37

Introduction

Welcome to OSAS

Welcome to the Contractors' Job Cost application for OPEN SYSTEMS Accounting Software (OSAS). Contractors' Job Cost enhances your ability to track and summarize the costs that go into a job; calculate payroll burdens, including taxes, insurance, and labor union costs; as well as calculate overhead. You can analyze the information you collect and bill your clients quickly and accurately. Contractors' Job Cost also helps you manage your company's cash flow by tracking money owed to you by customers.

Contractors' 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

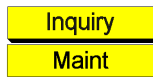
This guide describes the functions that make up the Contractors' Job Cost application and gives details on how Contractors' Job Cost fits into your existing business workflow. This guide is divided into these sections:

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

- Chapter 2, Installation and Conversion, details how to install Contractors' 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 Contractors' Job Cost.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Contractors' Job Cost menu.
- The Appendixes contain supplementary material not directly related to Contractors' Job Cost functionality.
- 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.



When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-30 and page 1-34 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 Contractors' Job Cost System

The Contractors' Job Cost (CJC) system provides an effective enhancement to the Open Systems software package to accommodate today's members of the construction industry.

Features and benefits of the Contractors' Job Cost system include:

- Comprehensive construction job costing and flexible reporting to track your current and past job activity and scheduling.
- Ability to provide standardized estimates from previous and current jobs, and the ability to refine these estimates if the job needs require enhancements or unforeseen circumstances occur.
- WIP options support percentage of completion and completed contracts methods of revenue recognition for more accurate periodic matching of revenues and costs.
- Change order processing for existing jobs.

Interfacing to Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll allows you to use:

- Certified payroll including labor burden tracking, worker's compensation, and union costs.
- Retainage for both costing and billing for jobs.
- Multiple billing methods such as AIA Billing, Cost Plus Invoicing, and Job Invoicing.
- Additional reporting features for job activity in all interfaced applications.

Use Contractors' Job Cost to track and summarize the costs that go into a job: to calculate payroll burdens, including taxes, insurance, and labor union costs, as well as to calculate overhead. You can analyze the information you collect and bill your clients quickly and accurately in one of four billing formats (standard invoicing, AIA invoicing, job invoicing, and cost-plus invoicing).

Menu Structure

The Contractors' Job Cost menu structure is similar to the structure of other OSAS applications—related functions are on the same menu. In Contractors' Job Cost, for example, all the functions you use in daily operation are on the **Adjustments and Change Orders** menu, while functions you use to set up files are on the **File Maintenance** menu.

Information Inquiry

The Information Inquiry functions allow you to view (but not change) job master, estimates or extra information, view the job schedule, scan open purchase orders, or scan details from the Detail History file. If you are running OSAS through a multiuser network, several people can view the same information at the same time.

Adjustments and Change Orders

Use the Adjustments and Change Orders functions to enter adjustments to update jobs and phases, to enter General Ledger transactions that update the Jobs and Job Detail History files, and to process change orders when you need to add costs to or subtract costs from a job in the original contract, produce a report that shows the detail (by line item) of the change orders on a job, post the change orders to the appropriate job, and produce a copy of the change orders.

Cost Reports

The **Cost Reports** function provides information about your costs. Use these reports to track where you are cutting costs and where you need to improve efficiency and effectiveness.

The **JTD Cost Summary Report** provides estimated, actual costs, and variances for the cost fields for the phases and jobs you select. Generate the report when you want to see if you are keeping to your budget or for help in planning budgets and preparing bids and estimates.

Use **JTD Cost Summary List** to view the total costs to date for the jobs, phases, and managers you select. You can produce the report for jobs that are completed, in process, not yet started, or for all jobs. You can include subtotals of the cost of the job by phase and by division.

The **Cost Detail Report** provides transaction details that affect cost fields. Print this report before you delete completed jobs.

Use the **Cost Detail Report by Period** to view total costs associated with selected jobs for a period or a range of periods. You can generate the report for jobs that are completed, in process, not yet started, or for all jobs.

The **Unit Cost Report** shows the usages and variances of the estimated and actual number of units of measure defined for phases in the **Jobs and Phases** function.

Use the **Summary Job Cost for GL Periods** report to view the difference between job estimates and current costs in process, as well as the contracted amount for the job. This report helps to identify discrepancies between costs and estimates and provides documentation for similar jobs for future use. You may also use this function to provide fast information when reporting to clients current expectations as to the completion date and additional costs for a job.

Billing Reports

Billing reports track amounts you have received, have billed, or intend to bill. They show how much revenue your projects are providing.

The **JTD Billing Summary Report** provides summary information about the amount you bill for each job. The information is printed from the Jobs Master file (**CJBSx**).

The **Billing Detail Report** prints detail billing information from the Detail History file (**CJHlx**).

The **Profit Detail Report** provides estimated and actual costs, revenues, and variances to date of a job or a range of jobs. Information in this report is printed from the Jobs and the Detail History files.

Periodic Processing

Use the Periodic Processing functions to inquire about the status of projects. You can check budget projections, work in process, trial balance, cost and income amounts, and accumulated overhead.

Generate the **Budget Projection Report** when you want to compare a job's actual cost with its budgeted cost. Use it to check what is over and under budget, to help you revise estimates, or to review the primary completion of a project.

At the end of the monthly accounting cycle, generate the **Work in Process Report**. The calculation of earned income for each job is used to make a monthly adjustment to income.

The **Job Trial Balance Report** shows costs and income for a job over month-to-date, year-to-date, and job-to-date periods.

The **Job Periodic Analysis Report** shows the costs and income for a job over a range of periods. Use it as an aid for estimating, as part of month-end reports, or to review the job's status.

Use the **Accumulated Overhead Report** to view information from the Jobs file (**CJBSx**) that includes the applied general ledger account number, overhead basis and rate, and overhead accrued amounts. If the job or phase is complete, the work in process accrued amount is also shown.

Generate the **Post Overhead to GL** report to update the general ledger with the accumulated overhead for jobs in process and to transfer work in process to finished goods for completed jobs.

If you have the **Post Directly to Master** option set to **NO**, use the **Post Details to Job Master** function to update the Jobs file (**CJBSx**) with transaction detail information from the Detail History file (**CJHlx**).

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

Use the **Purge Selected Files** function to purge jobs finished before a certain date and/or job history posted before a selected date.

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

Master File Lists

Use the Master File Lists functions to list the contents of the master files you set up using the File Maintenance functions. You can list details about jobs and phases, job comments, cost codes, cost types, divisions, estimates, and schedules.

File Information

The information you enter in Contractors' Job Cost functions is stored in files. The Jobs file (**CJBSxxx**) holds the following information:

- Job and phase records
- Estimated and actual data
- Cost and overhead data

You can update the Jobs file in one of the following ways:

- Use the **Detail Adjustments** function
- Use the **Change Order Entry** function
- Post information from Accounts Receivable/Sales Order, Accounts Payable/Purchase Order, and Payroll

The Jobs file is updated directly from these functions and applications if the **Direct Post to Job Master** option select (or set to **YES** in text mode). If this option is not selected (or set to **NO** in text mode), information is posted to the Job Detail History file. Select the **Post Details to Job Master** function to update the Jobs file with information from the Detail History file.

Job Extra Information file (CJBXxxx)

The Job Extra Information file supplements the Jobs file. It holds the extra information and original cost estimates for jobs and phases. Use the **Jobs and Phases** function (see page 9-3) to update this file.

Cost Code file (CJCCxxx)

The Cost Code file stores the definitions for all cost codes you create.

Cost Code Detail file (CJCDxxx)

As you create cost codes, the system adds records to this file holding detail information by Job/Phase/Cost Code.

Cost Type Code file (CJCTxxx)

The Cost Type Code file stores the cost types and their descriptions. You can edit only types 7 through 9.

Division file (CJDVxxx)

The Division file stores division IDs and descriptions for phases that use divisions. The division ID is the first two characters of a phase ID when using the option to group by division.

Job Detail History file (CJHlxxx)

The Job Detail History file stores detailed information about the cost, billing, and change order transactions related to current jobs and phases. Use the **Detail Adjustments** (page 5-5) and **Change Order Entry** (page 5-9) functions and post from interfaced applications to update this file.

Percent Completion file (CJPZxxx)

The Percent Completion file stores the completion percentage you enter for each job and phase. Enter the percentage completed for each job and phase in the **Percent Completion** function (see page 9-37). Use this figure to produce the Budget Projection (see page 8-3) and Work-in-Process (see page 8-7) reports.

Change Order Transaction Header (CJC1xxx) and Detail files (CJC2xxx)

The Change Order Transaction Header and Detail files store change order information the system uses when you print reports. When you post change orders, the system posts the information to the Jobs master and Job Detail History files.

Use the Change Order Detail Report (page 5-19) to view a list of posted change orders. Use the Change Order Entry function (page 5-9) to enter change orders. Use the **Print Change Orders** function (page 5-13) to produce change order forms.

Tables file (CJTb)

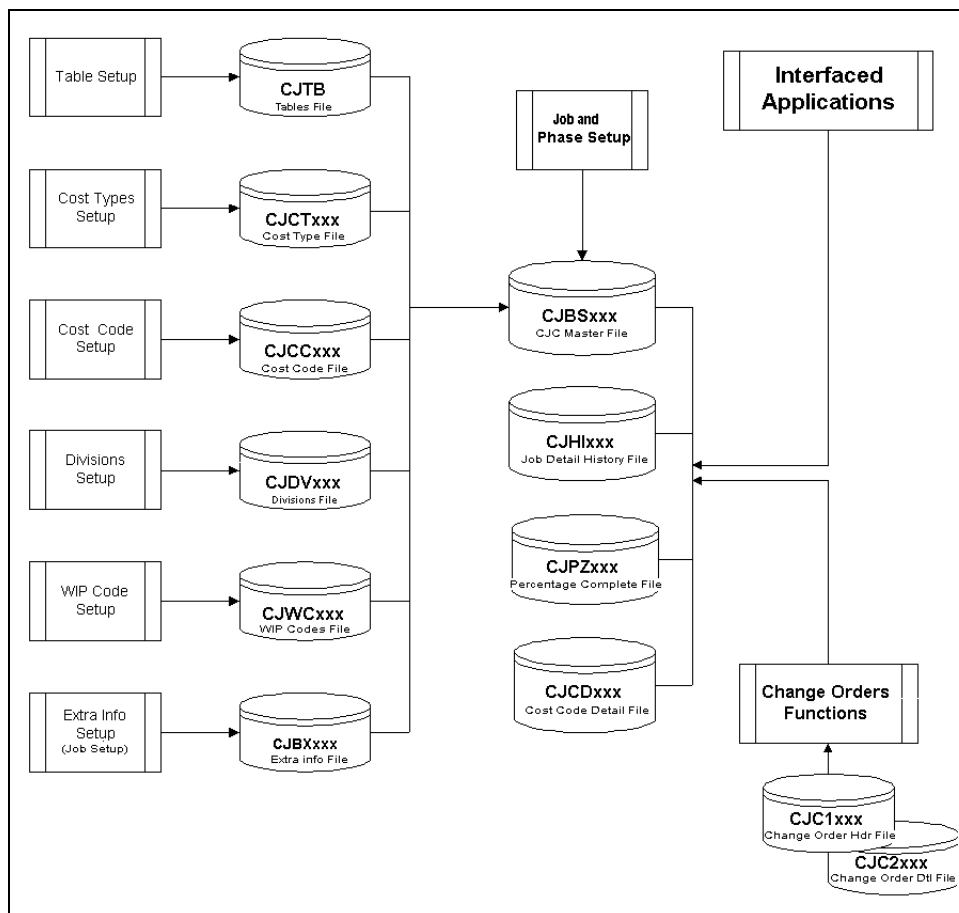
The Tables file consists of tables that store the General Ledger account numbers used in posting (**JOBGLx** table), the user-definable cost type names and extra information descriptions (**NAMESx** table), the information needed for converting from calendar dates to fiscal periods (**CNVTx** table), the current fiscal year for a company (**FYEARx** table), the dummy company where you save completed job information (**JOSAVx** table), and the location of fields in ASCII files (**IPRTn** table). For more information about Contractors' Job Cost tables, see "Tables" on page 9-23.

WIP Codes file (CJWCxxx)

The WIP Codes file stores the WIP account and the COGS accounts assigned for each cost type (1-9) for each WIP code defined.

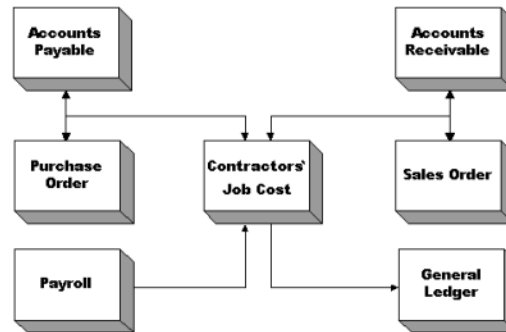
Contractors' Job Cost System Flow

The flowchart on the next page shows the functions and the tables that work together to track both expenses and revenues for a combination of goods and services required by 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.



Application Interaction

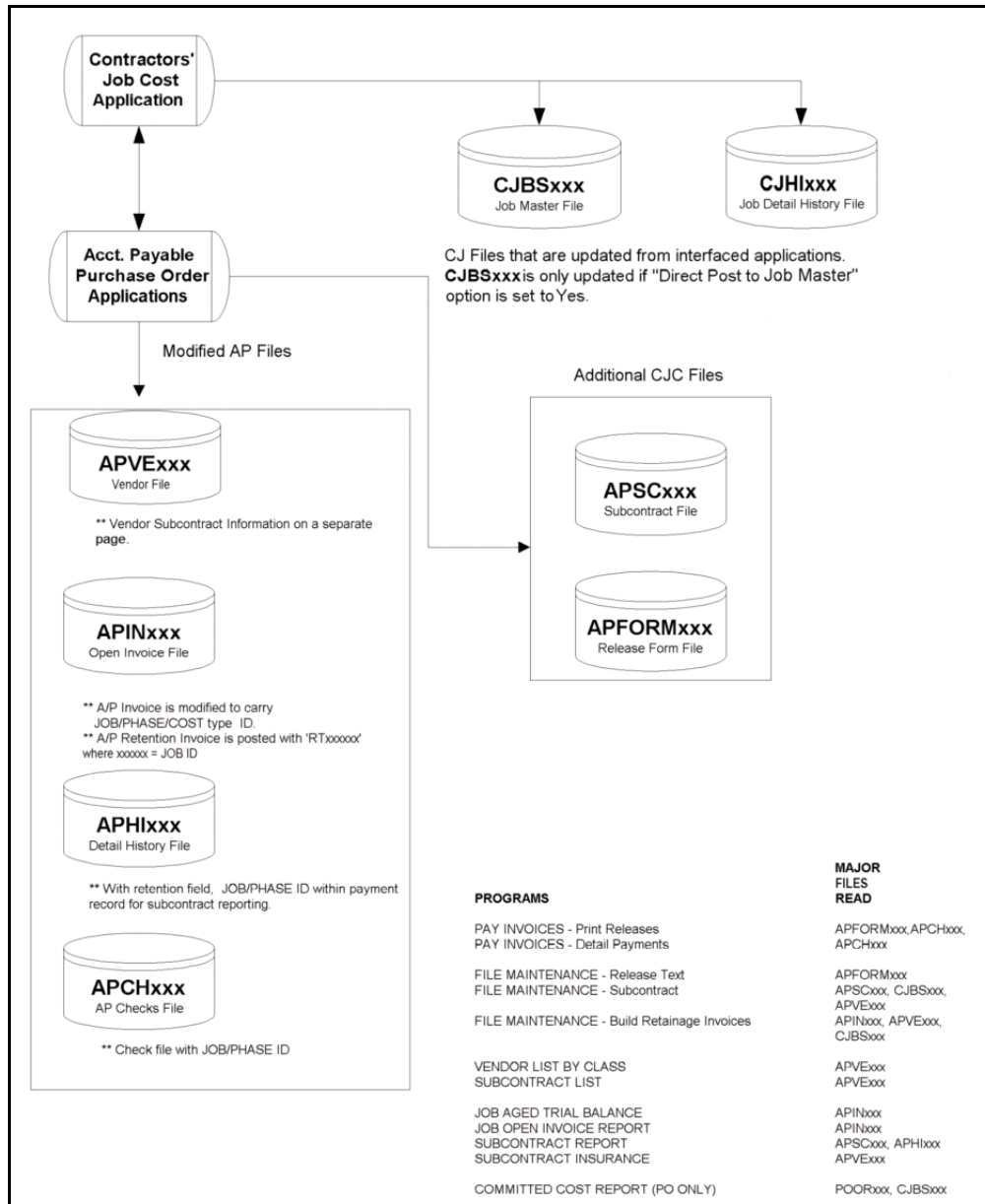
When you interface Contractors' Job Cost with other OSAS applications, you can retrieve information from the Jobs file when you enter transactions in other applications, post information from other applications to Contractors' Job Cost, calculate overhead based on the posted information, and post the results to General Ledger.



Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll can be interfaced with Contractors' Job Cost. When you interface CJC with these applications new functions and menu items are available. General Ledger can be interfaced with Contractors' Job Cost without changing any of the menus or functions in the General Ledger application.

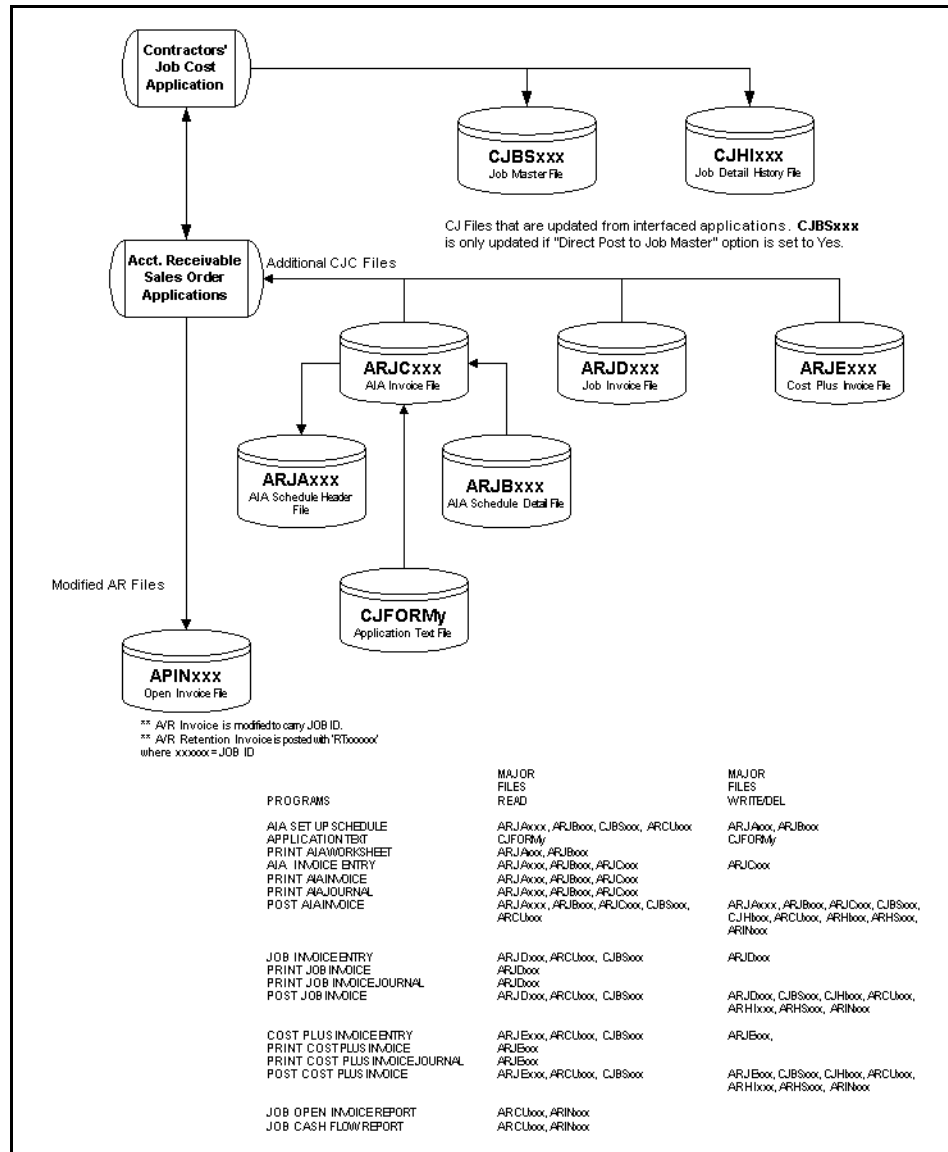
Accounts Payable/Purchase Order System Flow

The flowchart on the next page shows how Contractors' Job Cost interacts with Accounts Payable/Purchase Order. The Subcontract file (**APSCxxx**) and the Subcontract Release Text file (**APFORMy**) are new files, and the Vendor file (**APVExxx**), the Open Invoice file (**APINxxx**), the Detail History file (**APHIxxx**), and the Check file (**APCHxxx**) have been modified.



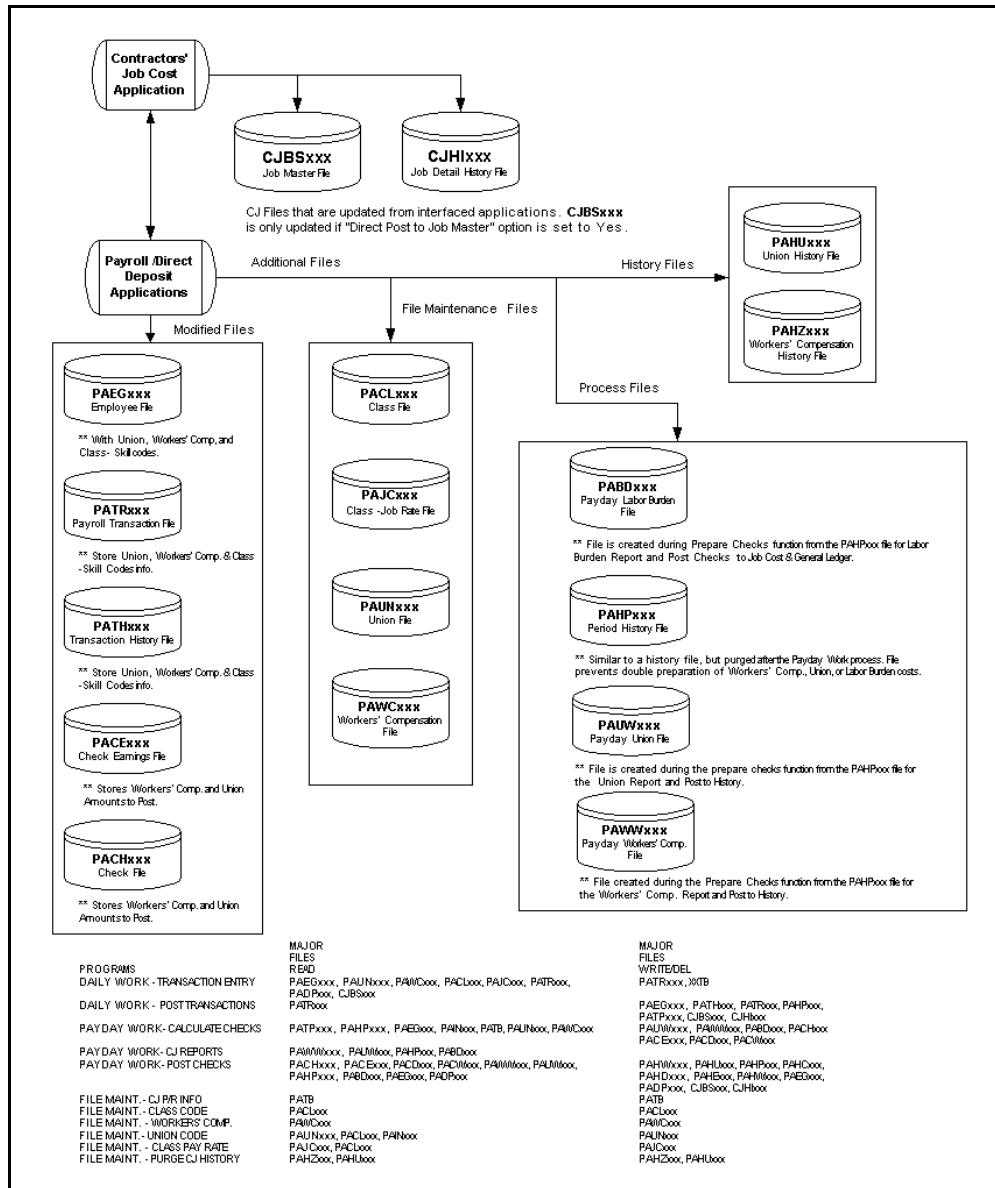
Accounts Receivable/Sales Order System Flow

The flowchart on the next page shows how Contractors' Job Cost interacts with Accounts Receivable/Sales Order. There are several additional CJC files included: the AIA Schedule Header file (**ARJAxxx**), AIA Schedule Detail file (**ARJBxxx**), AIA Invoice Transaction file (**ARJCxxx**), Job Invoice Transaction file (**ARJDxxx**), Cost Plus Invoice Transaction file (**ARJExxx**), and the AIA Application Text file (**CJFORMyyy**). Also, the Open Invoice file (**ARINxxx**) and the Detail History file (**ARHIxxx**) have been modified.



Payroll/Direct Deposit System Flow

The flowchart on the next page shows how Contractors' Job Cost interacts with Payroll/Direct Deposit. There are several additional CJC files included: the Payroll Class Code file (**PACLxxx**), Payroll Class Job Pay Rate file (**PAJCxxx**), Payroll Union Code file (**PAUNxxx**), Payroll Union History file (**PAHUxxx**), Payroll Worker's Compensation Code file (**PAWCxxx**), Payroll Worker's Compensation file (**PAHZxxx**), Payroll Period History file (**PAHPxxx**), Payroll Period Union file (**PAUWxxx**), Payroll Period Worker's Compensation file (**PAWWxxx**), and the Payroll Period Labor Burden file (**PABDxxx**). There are also a few modified files: the Employee file (**PAEGxxx**), Payroll Transaction File (**PATRxxx**), Transaction History file (**PATHxx**), Check Earnings file (**PACExxx**), and the Check file (**PACYHxxx**).



Productivity Reports

Contractors' 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 8.0) 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 -tT00 -cD:\osas80\progrm\config.bbx - -  
uSam -cH
```

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

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

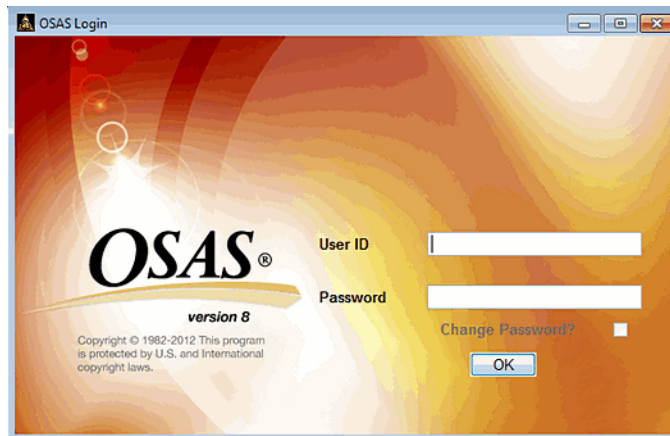
```
osas -t T2 -c B
```

Note: You can enter these parameters in any order, but you must leave a space between the parameter mark (`-t` or `-c`) 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 **Password**. If you want to save your password 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. This check box appears only if the **Remember Password?** option is selected for your user ID in the **Users** function in Resource Manager.

Check the **Change Password?** box to change your password upon logging in. You will be prompted to enter and confirm your new password.

Finally, press **Enter** or click **OK** to log in.

This screen appears only after you have set up the system, including setting up users. See the *Resource Manager Guide* for information on setting up users and roles.

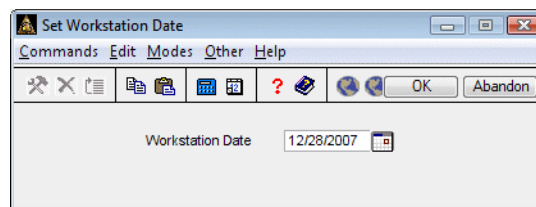
Roles

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

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 independently 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

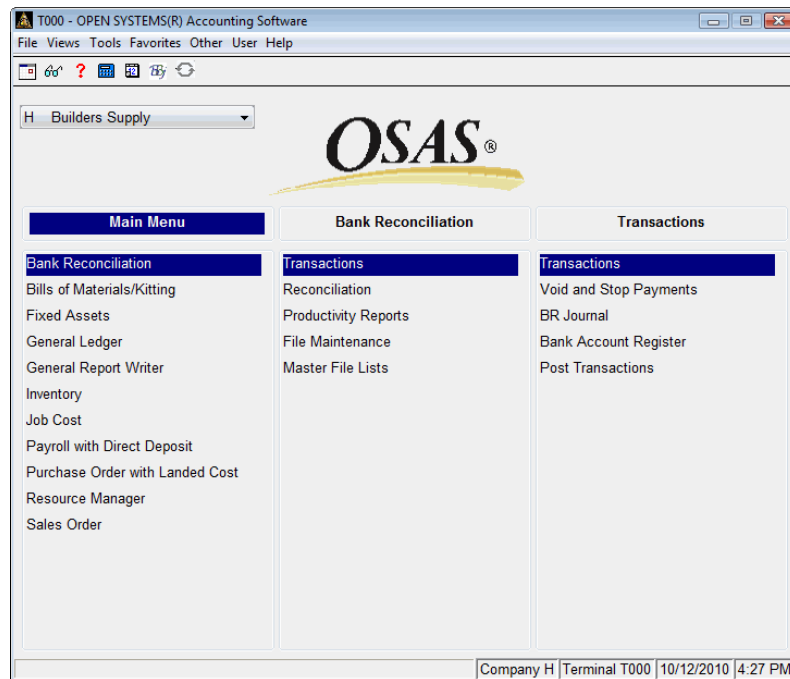
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

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

Graphical Main Menu

The graphical main menu is shown below.



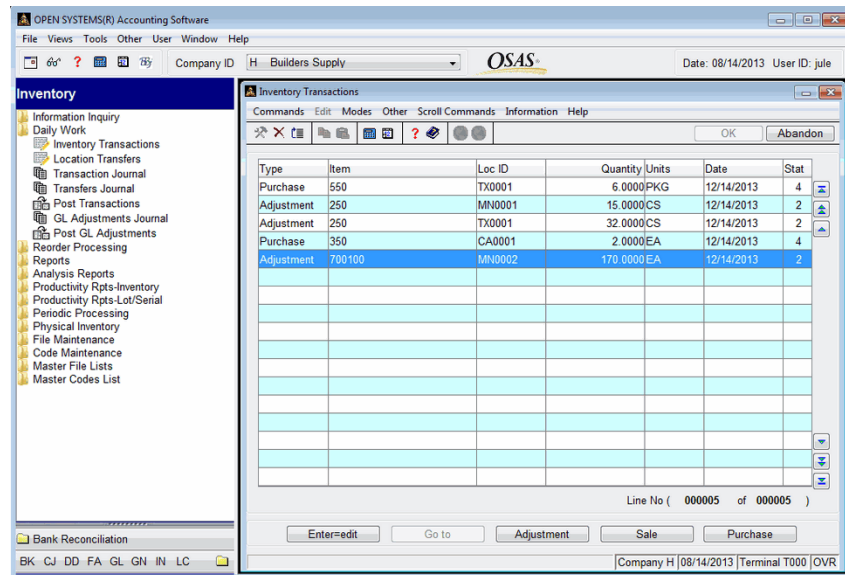
You can move around the graphical menu in these ways:

- 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.

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	6.500	6.500	1307.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				1307.00	.00
Calculated				1307.01	.00
Over/Short				-.01	.00

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.

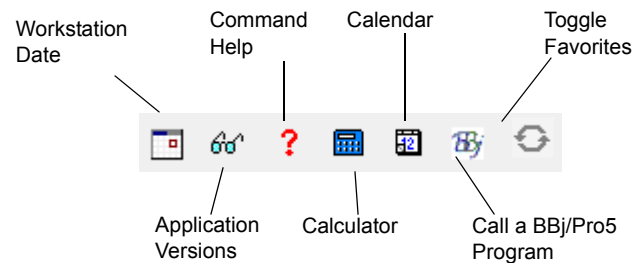
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

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.

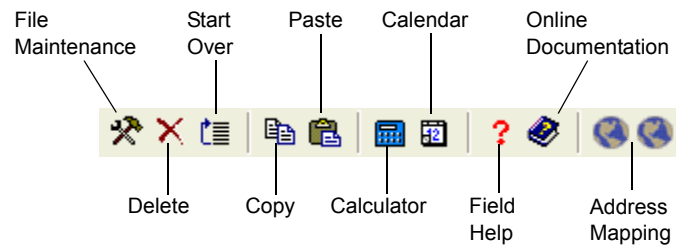
Main Menu Toolbar

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 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 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, sort, 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, 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.

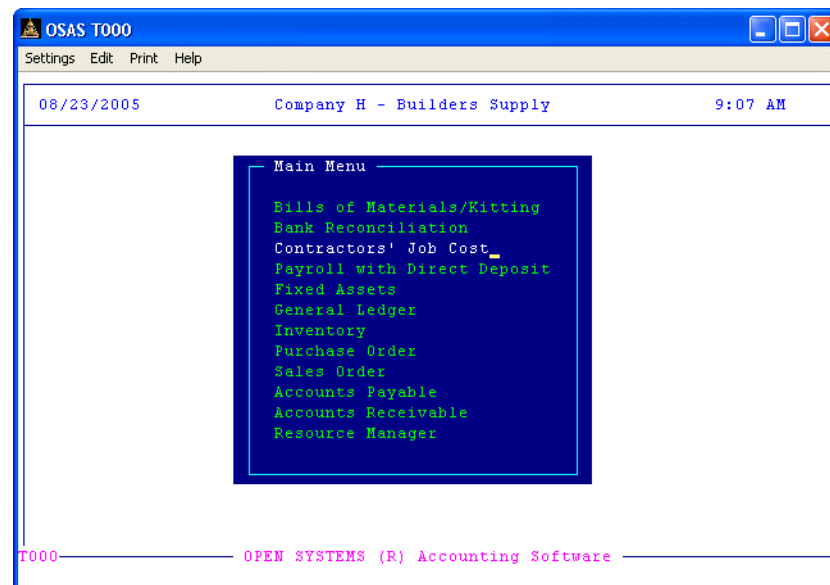
Note: Before you can view maps, you must set up mapping websites in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

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.

OSAS T000

Settings Edit Print Help

Orders

Header Information

Batch ID 000002
Our Order No
Date 11/27/2007 Status New
Loc ID MN0001

Sold to:

Sales Rep 1 Percent 100.0
Sales Rep 2 Percent
Cust Level
Terms Code
Terms Desc Type
Terms % .0 Days Net Days
Order No
Order Date
Inv No Date

Transaction Type

1. New Order
2. Shipped Order
3. Change Order
4. Verify Order
5. Miscellaneous Credits
6. Price Quote
7. Blanket Order

GL Period 11
Taxable? NO
Tax Group
Description

Company H Verify

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 1-27 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 1-27 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 1-28 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 1-27 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.

This section summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate section.

Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From-Thru** fields on the report screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.
- To limit the amount of information in the report, enter a range in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.
- You can also choose a non-contiguous list of values for inclusion in the report using the **Inquiry (F2)** command at the **From** field. In the inquiry window, you can select the **Tag** check mark next to any selection you want to include. In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3, . . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items could be labeled 000001 through 000020.

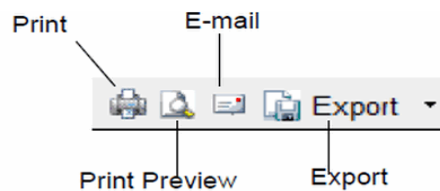
Outputting Reports

You can output reports in a variety of ways, including printing, previewing the report on the screen, emailing the document to a recipient of your choosing, or exporting the report or form to certain file formats. The screen mode you use, either graphical or text-based, controls which output options are available to you.

Choosing Output Types

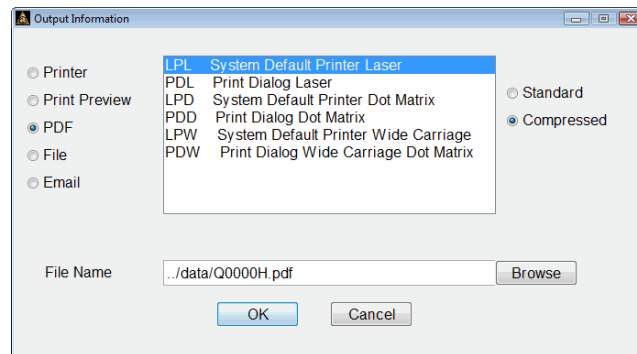
The type of report output available depends on whether you are generating a report, or a form such as an invoice, purchase order, packing slip, etc.

- If you use graphical screens to generate a report (as opposed to a form), the reports toolbar appears on the report criteria screen.



Once you finish making your selections on the report criteria screen, click your desired output option to begin generating the report. Alternatively, you can output to your default method based on your user preference settings.

- If you use graphical screens, and you are printing a form (such as an invoice, purchase order, packing slip, and so on), the Output Information dialog box appears after you select the range of information to include in the report.



Select the radio button next to the type of output you want. Select a printer from the list, and specify a file name if necessary. Click **OK** to complete the process.

- If you use text screens, these options appear at the bottom of the screen after you select what to include in the report and how to organize it.

```
Output: (P)rinter p(R)eview (F)ile (S)creen e(M)ail (E)nd
```

The options available to you may vary depending on the specific report or form you are producing. Press the letter corresponding to your output choice, then press **Enter** to generate the report.

Print the Report

Follow these steps to print a report:

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function in Resource Manager to add printers to the terminal for certain forms, or use your operating system to set up printer connections for reports.

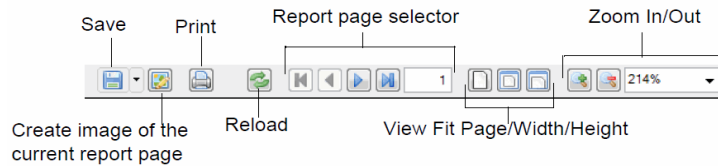
3. When available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. Click **OK** or press **Enter** to continue.

Preview the Report

The Print Preview option is available only on workstations with graphical display capabilities.

To view a report using Print Preview, click the **Print Preview** icon (in graphical screens) or enter **R** (in text screens).

The preview displays the report in a JasperReports print preview window. This window has its own toolbar.



The **Save** command pull-down offers these options:

- The **Save** and the **Save As...** commands will open the operating system save file dialog box. Navigate to the desired location for the saved file. Change the report name from the system-generated default, if desired, in the file name field. By default, the report will be saved in PDF format. To change the file type, use the **Files of Type** pull-down to select a different file type from the list. Click the **Save** button to save the report file.
- The **Save as Google Document...** command will open a Google Login dialog box. Enter your Google Docs e-mail address and password. A Save Google Document screen will open, and you can select the Google folder in which to store the file, and set the name and type of file. Click the **Save** button to save the report to your Google Drive.

The **Create image of the current report page** command allows you to save the displayed report page as a PNG (Portable Network Graphics) image.

The **Print** command opens a print dialog box to allow you to print the report to the selected printer.

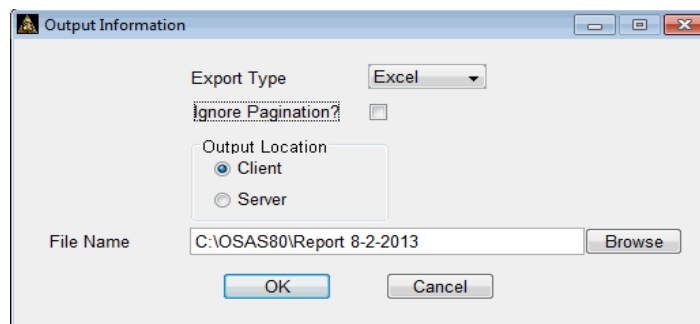
The **Reload** command reloads the report in the print preview window.

To navigate through the report, use the **Report page selector**. To adjust the view of the report in the preview window, use the **View** or the **Zoom** options.

Export the Report

To export the report to one of the available file types, select the type from the pull-down **Export** list on the report toolbar on graphical screens, or enter **X** on text screens, then enter the letter for the desired format.

The **Export** command will open an Output Information dialog box. The **Export Type** pull-down allows you to select the type of file to export. The **Ignore Pagination** check box, if marked, will result in one continuous report without page breaks. The **Output Location** option determines where the exported file will be stored. Use the **Browse** button to navigate to the location where the report file will be saved. Enter the desired file name in the **File Name** field. Click **OK**. The report file will be saved in the selected location.



In text mode, you will have the same types of prompts. Follow the on-screen instructions to export the report in the desired format and location.

E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, you cannot email any report that makes up part of your audit trail.

Follow these steps to e-mail a report:

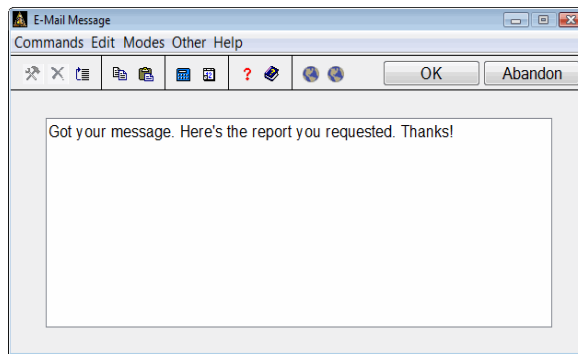
1. Click the **E-mail** icon on graphical screens, or enter **M** on text screens. The **E-Mail Information** screen appears.

2. The **E-Mail From** field displays the originating e-mail address. Change it if you want the return e-mail address to be different from the one you've set up in the **E-Mail Setup** function in Resource Manager.

Inquiry

3. In the **To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, select **Other** and enter the e-mail address, or select **Vendor**, **Customer**, or **Employee** and choose from the e-mail addresses on file for those respective categories (depending upon installed applications), or select **None** to leave the field blank (you must choose at least one **To**, **CC**, or **BCC** address).

4. The name of the report appears in the **Subject** field, but you may change it, if necessary.
5. From the **Attachment Type** pull-down, select the file type for the report. The report will be sent as an attachment to the email.
6. The E-Mail Message dialog box appears.



Enter the message you would like included in the body of the e-mail, and use the **Proceed (OK)** command. You are returned to the E-Mail Information Screen.

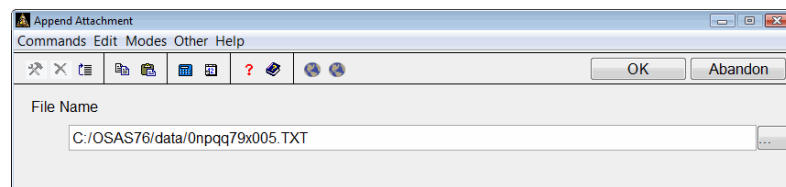
7. Use one of the following commands in the Attachment File scroll region:
 - Press **Enter** to edit the highlighted attachment (if any). Browse to or enter the name of the file you would like to attach in the **Edit Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-45).
 - Press **A** to add an attachment to the e-mail. Browse to or enter the name of the file you would like to attach in the **Append Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-45).
 - Press **G** to go to a specific attachment line item (this command is only available if there are more than six attachments to the e-mail).


- Press **H** to change the header information of the e-mail, including the **E-Mail From** field, the recipient(s), the subject line, and the attachment type.
 - Press **D** when you finish entering the e-mail information, and you are ready to process the e-mail.
8. If you choose **No** in the **Send E-Mails Immediately?** option in the Resource Manager Options and Interfaces, the e-mail will be held in the E-Mail Queue for processing. Consult the [Resource Manager Guide](#) for more information. Otherwise, the e-mail will be sent immediately.

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

Edit/Append Attachment dialog box

The Edit/Append Attachment dialog box appears when you press Enter or A in the Attachment File scroll region of the E-Mail Information screen.



1. Enter the File Name of the file you want to attach to the e-mail, or click the browse button () to navigate to the file.
2. Use the **Proceed (OK)** command to add the attachment to the e-mail, and return to the E-Mail Information Screen.

View the Report on Screen (Text Screens Only)

If you use text screens without any graphical display capability, you can view selected reports directly on the OSAS screen.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.
2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.
3. When the report appears, press the **Up**, **Down**, **PgUp**, **PgDn**, **Home**, and **End** keys to navigate through the report.

Form Preview Commands

Use the following commands when a form appears on the screen (these commands do not apply to the JasperReports-generated reports):

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Loading and Saving Report Criteria

You can save the report selection criteria from any report screen to make it easier to run reports without redefining the criteria each time.

You must set the Resource Manager option **Use Report Defaults?** to **Yes** to use this functionality.

After you choose to generate a report, the Save Report Criteria screen appears.

Save Report Criteria

Commands Edit Modes Other Help

Save as Personal Report Picks? ☒

Save as Global Report Picks? ☒

Description: Northeast Region Requisition Report

Set as Personal Default? ☒

Set as Global Default? ☐

Status Bar: Company H 10/20/2010 Terminal T000 OVR

- In the **Save as Personal Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use at a later time on your workstation, or uncheck the box (or enter **N** in text mode) to skip saving the criteria.
- In the **Save as Global Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use by anyone in your organization who has access to this report, or uncheck the box (or enter **N** in text mode) to keep the criteria private.
- Enter a **Description** for these report defaults for identification.
- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen the next time you run the report from the menu.
- If you check the **Set as Global Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

Whether or not you set saved criteria as a default, you can load any report criteria you have saved for a report by clicking in any field on the selection criteria screen, pressing **Shift+F3**, and then choosing the description you want to use.

Consult the [Resource Manager Guide](#) for more information about reports.

CHAPTER 2

2

Installation	2-1
Conversion	2-5

Installation and Conversion

Installation

Before You Begin

Before installing Contractors' Job Cost onto your system for the first time, make sure your system has at least 15 megabytes (15 MB) of disk space in order for Contractors' Job Cost to work correctly with programs, sample data, data dictionaries, system files, and graphic files. Having more disk space available is necessary for the data files you 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.

If you are *upgrading* Contractors' Job Cost, use the **Data File Conversion** function. See "Converting Data to Version 8.0" on page 2-7.

Previous Version Upgrade Information

If you are upgrading from Contractors' Job Cost version 4.5, 4.6, 5.1, 5.21, 6.x, or 7.x, follow the instructions in this section to install the current Contractors' Job Cost version or see “Conversion” on page 2-5 for steps for converting your data files so they can be used with version 8.0. If you use multiple companies, you can convert the data for all companies at one time.

If you are upgrading from OSAS Contractors' Job Cost versions 3.x or 4.0/4.1, or C.R.A.F.T. versions 3.x or 4.x, contact your reseller for special conversion instructions.

If you are not thoroughly familiar with the commands for your operating system (Windows, Linux, UNIX, and so on) or with the Open Systems files, your reseller or a trained Open Systems consultant should convert your files.

Installation

Use the **Install Applications** function on the Resource Manager **Installation** menu (see the Resource Manager guide) for the following installation situations:

- If you are installing Contractors' Job Cost for the first time.
- If you are reinstalling the same version of Contractors' Job Cost.
- If you are installing Contractors' Job Cost version 8.0 onto OSAS version 8.0.

Upgrading Contractors' Job Cost *and* OSAS

If your version of OSAS is lower than 8.0, you cannot install Contractors' Job Cost version 8.0 on the system with the lower OSAS version. To upgrade Contractors' Job Cost *and* your OSAS system, do the following:

- Install Resource Manager version 8.0 to a new data directory—for example OSAS80 (see the Resource Manager installation and user's guides for information about installing and configuring Resource Manager).

To install Contractors' Job Cost 8.0, you must have Resource Manager version 8.0 or higher.

- Install General Ledger, Accounts Payable, Accounts Receivable, Payroll, and other OSAS applications you are using on version 8.0.
- After you install the other applications, install Contractors' Job Cost and the appropriate application enhancements.

Contractors' Job Cost modifies programs and files in other applications. If you do not install Contractors' Job Cost last, changes to those applications are lost.

Setting Up Contractors' Job Cost

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

You can prepare files for use in one of two ways:

- Create and set up the files manually on a new system.
- Convert the 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 Guide*). For instructions on converting files, see "Conversion" on page 2-5.

If you plan to use General Ledger, Accounts Payable, Accounts Receivable, Payroll and other OSAS applications with Contractor's Job Cost, you must install them *before* installing and setting up Contractor's Job Cost.

Conversion

Use the Data File Conversion function on the **Company Setup** menu in **Resource Manager** (see the Resource Manager guide) to convert version 4.5x/4.60, 5.1, 5.2, 6.x, and 7.x files to version 8.0.

Keep the following in mind when preparing to convert files:

- Data is converted one company at a time. To prevent confusion, convert all companies in the same session.
- If you want to upgrade from a version *older* than 4.5x, contact your Open Systems software provider or a OSAS Technical Support for assistance.
- Before converting an application's files, make note of the application version number being converted. The **Data File Conversion** function has no way of determining the information from within the function.
- Before you convert an application's files, back up your data files.

OSAS does not consider the **APFORMX** and **CJFORMX** (where **X** is a number between 0 and 9) to be data files and thus, does not convert them when you use the **Data File Conversion** function. To use these files with a new version, you must either set them up again in the new installation or copy the files manually from the old directory to the new **\sysfil** directory.

Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

Consider Your Setup

Before converting a version of Contractors' 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 unsure if the system is ready for conversion, consult your software provider.

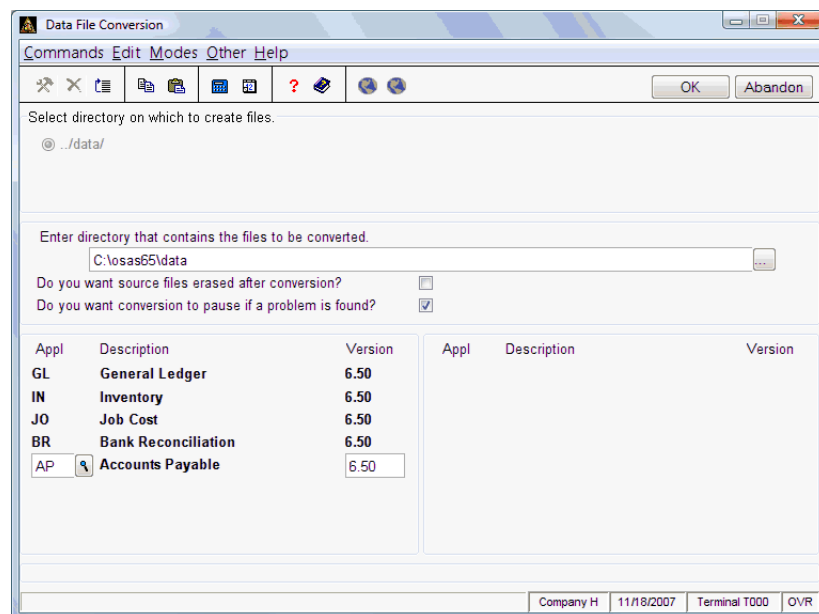
Before setup, make sure you do the following:

- Post all the entries in all the applications of the accounting system. Post the accumulated overhead in the jobs. Close the closeable jobs and post them to completed jobs. Delete posted closed jobs and their details.
- Print all Contractors' Job Cost reports.

Converting Data to Version 8.0

Follow these steps to convert your data:

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



2. All valid OSAS data paths appear. Select the destination directory where new data files are stored.
3. Enter the path (drive and directory) that contains the files to convert. You cannot use the same path you entered in step 2. The system verifies that there is at least one data file in the directory.

Note: Create an alternate directory outside the OSAS path and copy old data files to the alternate directory—for example, \OLDDATA.

4. Clear the check box (enter **N** in text mode) if you do not want to erase the source files after conversion. To erase the files, select the box (enter **Y** in text mode). Unless disk space is short, leave the data files intact and erase them manually after you verify the converted files.

Note: Erasing data files is always risky. Be sure you have a backup copy of your data files before you select this check box or enter **Y**.

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

If you select this check box, a message appears when OSAS encounters a problem during conversion. When error messages appears, you can elect to skip the error and continue or break to console mode to fix the problem before continuing. If you cleared the check box, error messages do not appear during conversion.

All error messages are also printed in the error log that OSAS produces after conversion completes, regardless of whether you elected to pause when an error is found.

Inquiry

6. Enter **CJ** in the **Appl Description** column. **Contractors' Job Cost** appears.

The order in which applications are converted is extremely important. We recommend that you convert applications in this order: GL, AR/SO, AP/PO, IN, BK, and then other applications.

If you have applications that extend base applications (Sales Order, for example; it extends the base Accounts Receivable application), you only need to enter the ID for the plug-in application; the base application's files will also be converted automatically. For example, enter **SO** to convert the files for both Sales Order and Accounts Receivable; the system converts Accounts Receivable files automatically.

7. Enter the earlier version number of Contractor's Job Cost. (You can determine the version by looking at the copyrights screen when starting OSAS, or, in most versions, by pressing **Shift+F2** or in text mode or **Esc+I** in Unix.)

8. If data files already exist for Contractors' Job Cost in the intended destination path, the **CJ data files exist. Do you want this task to erase them?** prompt appears. To erase the existing files and convert the files from the version in the source path, enter **Y**; otherwise, enter **N**. If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
9. To convert, use the **Proceed (OK)** command.
10. The **Do you want a printout of error log after each application?** prompt appears. To produce the error log after files are converted for each application, enter **Y**. If you want the log to be produced after files for all applications are converted, enter **N**. If you are converting *only* Contractors' Job Cost files, your answer to this prompt makes no difference.
11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt appears. To stop the conversion process, enter **Y**. To let the conversion run its course and investigate later, enter **N**.
12. When the process is finished, the files are converted. Select the output device for the error log.

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

Converting from Job Cost to Contractors' Job Cost

You can convert your OSAS Job Cost information to Contractors' Job Cost data. Keep in mind, however, that the Contractors' Job Cost version must be equal to or greater than the Job Cost version from which you are converting. That is, you cannot convert Job Cost v6.5 to Contractors' Job Cost v6.1.

To convert Job Cost data to Contractors' Job Cost, use the Job Cost/CJC conversion utility. To access this utility, select **Call a BASIC Program** from the **Other Commands (F4)** menu. Consult your software provider or Open Systems Technical Support for more information.

If you are upgrading from Job Cost (or Contractors' Job Cost v4.0) and you have tracked retainage invoices separately (and you have that information), use the **Build Retainage** function (call the BASIC program **APCJACR** from within the Accounts Payable menu) to enter the amounts retained for your previous work. Use this program only to enter previous retainage invoices after conversion. Consult your software provider or Open Systems Technical Support for more information.

CHAPTER 3

3

Setup Considerations	3-1
Codes and IDs	3-1
Setup Checklist and Functions	3-5
Options and Interfaces	3-6
Tables	3-10
Divisions	3-12
Cost Types and Cost Codes	3-12
WIP Codes	3-12
Job and Phase Records	3-13
Percent Completion	3-14
Backup Schedule	3-14

Setup

Setup Considerations

After installing the software for the first time or after upgrading the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system operates.

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

- Your overhead calculation procedures: state and federal payroll taxes, union dues and benefits, and insurance (such as Worker's Compensation) that are part of your direct labor costs.
- 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 the following 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 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 instead of ACE-1.
- 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. (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 job name 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.

Setup Checklist and Functions

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

1. Set up the options and interfaces for Contractors' Job Cost setup.
2. Build the tables.
 - **FYEARx**
 - **IMPRTx** (*optional*)
 - **JOBGLx**
 - **JOSAVx**
 - **NAMESx**
3. Set up divisions (if used).
4. Set up cost types and cost codes.
5. Set up WIP codes (if used).
6. Set up jobs and phases using **Jobs and Phases**, **Copy Jobs and Phases**, or **Import File to Job** functions.
7. Set up percent completion information (optional).
8. Reset the options and interfaces for using the system.
9. Set up a backup schedule.

Options and Interfaces

Setting up the options and interfaces is a standard part of installation. The selections you make determine the way Contractors' Job Cost runs. To begin setting up the options and interfaces for each company, use the **Options and Interfaces** function on the **Company Setup** menu within **Resource Manager** function (see the *Resource Manager Guide* for more information).

Interfaces

If other OPEN SYSTEMS Accounting Software applications will be used in addition to Contractors' Job Cost, you must interface the programs *before* you begin using Contractors' Job Cost. Then when you post, the appropriate accounts and records are updated automatically.

Contractors' Job Cost can be interfaced with General Ledger, Payroll, Accounts Payable/Purchase Order, and Accounts Receivable/Sales Order

Note: To use Contractors' Job Cost, Accounts Receivable must be on your system.

Job Cost is the only OSAS application that is not compatible with Contractors' Job Cost. Contact your reseller for modifications and information.

General Ledger

If Contractors' Job Cost interfaces with General Ledger, posting uncompleted jobs creates summary entries in the GL Journal in order to account for overhead accumulated since the last post. Overhead amounts are debited to the overhead work-in-process account specified in the **JOBGLx** table (see "JOBGLxxx Table" on page 9-28) and credited to the applied general ledger account specified in each phase record (see "Entering Job and Phases" on page 9-4).

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

In addition to posting overhead, you can make journal entries that affect both General Ledger and Contractors' Job Cost (see "JTD Cost Summary List" on page 6-7).

Payroll

Set up the interface with Payroll using Payroll options and interfaces. There are certain selections within Contractors' Job Cost (CJC) that are affected by the interface between Payroll and CJC.

- **Pieces From** list box on the File Maintenance **Jobs and Phases** screen (see “Entering Job and Phases” on page 9-4). If you track payroll piece counts in some jobs or phases, select **PA** (for Payroll) in those phase records (enter **P** in text mode).
- **Certified PA** check box on the File Maintenance **Jobs and Phases** screen (see “Entering Job and Phases” on page 9-4). Select the check box (enter **Y** in text mode) to flag the phase as a certified payroll job.
- **Ovhd Basis** field on the File Maintenance **Jobs and Phases** screen (see “Entering Job and Phases” on page 9-4). Select how you want to calculate your overhead for the job and phase.

The interface between Contractors' Job Cost and Payroll works in two directions. When entering Payroll transactions, you can use the **Inquiry** command to look up and select Contractors' Job Cost job and phase IDs. When you post Payroll transactions that contain job/phase IDs, the labor hours, labor dollars, labor burden and pieces (optionally), and detail history records for the specified job phases are updated. If you elect to have Contractors' Job Cost post directly to job phase records (by typing **Y** in the **Direct Post to Job Master** field—see “Options” on page 3-8), the fields in the specified job phase records are also updated.

Accounts Payable and Purchase Order

Set up the interface with Accounts Payable and Purchase Order using Accounts Payable/Purchase Order options and interfaces. The only control in Contractors' Job Cost that affects this interface is the **Post Units From PA or AP** field on the **Jobs and Phases** screen (see “Entering Job and Phases” on page 9-4).

If Contractors' Job Cost interfaces with Accounts Payable/Purchase Order, you can look up and select job and phase IDs while entering Accounts Payable/Purchase Order transactions. When you post Accounts Payable/Purchase Order transactions that contain job/phase IDs, the detail history for both the predefined and the user-definable cost types are updated. If you elected to accrue specified inventory items through Accounts Payable/ Purchase Order, the job/phase pieces detail history is updated. If you elected to post directly to job phase records (by setting the **Direct Post to Job Master** option to **YES**—see “Options” on page 3-8), the system updates appropriate fields.

Accounts Receivable and Sales Order

Set up the interface with Accounts Receivable and Sales Order using Accounts Receivable and Sales Order options and interfaces. When entering Accounts Receivable invoices, you can look up and select job and phase IDs and read in cost and billing amounts from Contractors' Job Cost job/phase records. When you enter job/phase records, you can look up and select customer IDs.

When you post Accounts Receivable transactions, the last billing date, amount billed to date, and (optionally) the finish date detail are updated. If you elected to post directly to job phase records (by setting the **Direct Post to Job Master** option to **YES**—see “Options” on page 3-8), the appropriate fields are also updated.

Although Accounts Receivable must be on your system to use Contractors' Job Cost, the two applications do not have to interface.

Options

From the OSAS main menu, select **Resource Manager, Company Setup**, and then **Options and Interfaces**. The **Options and Interfaces** screen appears.

1. The name of the company you are working with appears automatically. Specify whether the **Options Table Type** field is **Share** or **Own**.

2. Enter **CJ** as the **Application ID**. This is the application with which you want to work. The **Contractors' Job Cost Options** screen appears.

Description	Value
Interface to General Ledger?	NO
Use Phase Prefix (first 2 characters) as Division?	YES
Direct Post to Job Master?	YES
Keep Original Cost Estimate?	YES
Allow editing of Overhead/WIP values in Jobs and Phases?	NO

Option (001 of 005)

Enter = Toggle Goto Write

Company H 04/24/2008 Terminal T000 OVR

Press **Enter** to toggle an option, for example, between **YES** and **NO**.

3. Toggle to **YES** or **NO** to indicate whether you want to interface Contractors' Job Cost with General Ledger.
4. Toggle to **YES** or **NO** to indicate whether you want to use the phase prefix (first 2 characters) as the division.

Contractors' Job Cost gives you the option of grouping phases within a job into divisions. If you want to group costs of jobs into divisions, select **YES**. If not, select **NO**. (See "Divisions" on page 9-21 for more information.)

5. Toggle to **YES** or **NO** to indicate whether you want postings from Accounts Payable/Purchase Orders, Accounts Receivable, and Payroll to automatically update the Job-To-Date fields in the job/phase records. Selecting **NO** means you want to manually post the detail history by period.

You should select **NO** so that information can be entered for a new month before closing a previous one. (See “Jobs and Phases” on page 9-3 for more information.)

6. Toggle to **YES** or **NO** to indicate whether you want to keep original cost estimates.

If you want revisions to cost estimates from change orders and adjustments to replace the original cost estimates, select **NO**. If you want to retain the original cost estimates and track the changes to them, select **YES** (recommended).

7. Toggle to **YES** or **NO** to indicate whether you want to be able to edit Overhead/WIP values in Jobs and Phases. (See “Jobs and Phases” on page 9-3 for more information.)

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 their 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.

Before building the Contractors' Job Cost data files, you must set up the system tables:

- The **FYEARxxx** table stores the current fiscal year for a company. The system references this table when you post to the Job Detail History file. If there is more than one company on your system, each must have its own table.
- The **IMPRTx** table tells the system where fields are situated in an ASCII file. The system uses these positions (**Pos**) and field lengths (**Len**) to import information from an ASCII file to create new phases for a job. This is an optional table used with the **Import File to Job** function if you are importing from an ASCII file. (See “Import File to Job” on page 9-39 for more information.)
- The **JOBGLxxx** table stores the general ledger work in process, the overhead work in process, finished goods, and the high and low general ledger account for Contractors' Job Cost. It is used when you post jobs to the Journal file.
- The **JOSAVxxx** table allows saving job cost history to a dummy company when deleting a completed job. If this table is not setup, information about a completed job is permanently erased when deleting the job.
- The **NAMESxxx** table stores the list of three user-definable cost type names and the five job/phase extra information names that are used throughout the Contractors' Job Cost system.

You can set up tables for individual companies and/or all companies.

If you use more than one company, set up one table for all the companies that are alike and one table for each company that is different. For example, you can set up table JOBGL for companies that post jobs to the same general ledger accounts, and you can also set up table JOBGLA for company A, JOBGLB for company B, and so on if those companies post jobs to different general ledger accounts.

For more information on building tables, see “Tables” on page 9-23.

Divisions

Use Divisions to generate phase subtotals in some reports. Divisions are created from the first two characters of the phase. If you use divisions, the phase ID must have three or more digits.

If you want to use divisions for one job, you must use divisions for *all* jobs. To use divisions, enter **YES** in the **Use Phase Prefix (first 2 characters) as Division** field in the **Options and Interfaces** function on the **Company Setup** menu within **Resource Manager**. If you enter **NO**, no job will have divisions.

Division IDs and descriptions are not specific to a job. If you create a division ID and description, all jobs that use that ID use the same description. Since division IDs are used only to total phases, you do not have to set up new divisions for each job. See “Divisions” on page 9-21 for more information.

Cost Types and Cost Codes

Use the **Cost Types** function to update information about the user-definable cost types 7, 8, and 9. These types serve as categories for cost codes. The cost types are kept in the **CJCTx** file. See “Cost Types” on page 9-43 for more information.

Use the **Cost Codes** function to update information about the cost codes. These codes appear in the **Inquiry** windows in Accounts Payable, Accounts Receivable, and Payroll when you press **F2** at **Cost Code** fields. The cost codes are kept in the **CJCCx** file. See “Cost Codes” on page 9-45 for more information.

WIP Codes

Use the **WIP Code Maintenance** function to update information about the WIP codes and the associated WIP and Cost of Goods Sold GL Numbers for each cost type. See “WIP Code Maintenance” on page 9-47 for more information.

Job and Phase Records

After you have built the tables and defined the cost types, you are ready to build job records.

A *job* is new work, additions, alterations, building, and nonbuilding projects, etc. A *phase* is an aspect of a job. For example, if the job is the construction of a garage, the phases might be site preparation, foundation work, framing, electrical work, and so on.

Jobs must have at least one phase. First set up the job and then set up a phase for each segment of the job.

If you are upgrading from an earlier version of Contractors' Job Cost, your initial balances are set when you convert the old data files. If you are installing Contractors' Job Cost version 6.5x, you must enter the information about jobs in process into the Jobs file before you can begin daily operations.

Billing

If Contractors' Job Cost interfaces with Accounts Receivable, pay attention to the estimated billing amount fields.

You must choose whether to bill jobs using AIA invoicing, job invoicing, cost-plus invoicing, or standard OSAS invoicing. You can choose a different method for each job. You must also decide whether you are going to invoice by job, and if so, whether or not you are going to bill by phase.

If you use AIA invoicing, job invoicing, or cost-plus invoicing, you must invoice by job. If you bill by phase, you must specify whether phases should update job cost phases job by job. You must decide whether to use phase billing and enter the appropriate information before producing the first invoice for a job.

If you bill by job but not phase, you should enter an estimated billing amount in the job record, but not in the phase records. Then when invoicing a job, only the job record is updated.

If you use AIA invoicing, job invoicing, or cost-plus invoicing and you bill by phase, you should enter an estimated billing amount in the phase records but not in the job record. When invoicing a job, the job records are updated.

When you use the standard Accounts Receivable billing and you bill by job, use the job ID when billing. When you bill by phase, use the job ID and the phase ID.

Note: The default names for cost types 7, 8, and 9 are shown in the Overhead Basis field. Use the **NAMESxxx** table to change the cost-type descriptions.

Percent Completion

Use the **Percent Completion** function only if you want to enter your own completion percentages. You can enter percentages for different phases or enter one percentage for an entire job.

You can let the system calculate completion percentages based on estimated costs versus actual costs, or you can manually enter percentages.

The results of the Budget Projection and Work-in-Process Reports depend on the completion percentage. See “Percent Completion” on page 9-37 for more information.

Backup Schedule

Plan a backup schedule before beginning day-to-day operations. Files can be lost 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 Contractors' Job Cost data files whenever they change—every day or every week—and before running these functions:

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

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.

Use Resource Manager

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

Note: Back up all 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 changed files—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.

CHAPTER 4

4

Jobs and Phases Inquiry	4-1
Job and Phases Detail Inquiry	4-7
Job Summary Cost Inquiry	4-11
Subcontractor Inquiry	4-13
Job Schedule Analysis Inquiry	4-15

Information Inquiry

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 the cost details to see which cost codes make up the totals.

To add or change this information, use the **Jobs and Phases** function (see “Entering Job and Phases” on page 9-4).

CHAPTER 4 • Information Inquiry

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

Jobs and Phases - Inquiry

Commands: Edit Modes Other Information Help

Job ID: 91-135 Status: Active

Phase ID: 01FOUN

Desc 1: FOUNDATION

Desc 2: More? ☐

Manager ID: MARKS UOM: CUYD

Pieces From: PA

Item ID:

Start Date: 04/01/2008 Estimate: 05/02/2008 Actual:

Finish Date:

Contract Number: WIP Info? ☒

Customer ID: ACE001

Contract Date:

Orig Contract: 880.00

Change Order: -300.00

Rev Contract: 580.00

Billed to Date: 880.00

Last Bill Date: 06/01/2009

Certified PA? ☒ WC Code: 10.0

Ovhd Basis: 2Equipment Rate %: 10.0

Applied GL: 402000

Ovhd Accum to Post: .00

Accum WIP to Post: 1147.97

Cost Type	Estimate	Actual
P.O.	150.00	200.00
Labor Hrs	30.00	41.00
Units	100	94
Labor	510.00	763.72
Material	200.00	320.00
Equipment	250.00	.00
Overhead	51.00	64.25
Misc	.00	.00
Subcontract	.00	.00
Burdens	.00	.00
Equip	.00	.00
Fee/Permit	.00	.00
Total	1011.00	1147.97

Job Cost sum View schd sUb Estimates

Open PO eXtra info Scan details Wip info

Company H | 05/05/2011 | Terminal T000 | INS

Inquiry

1. In the **Job ID** field, enter the ID of the job you want to view.
2. If you want to view information for a specific phase, enter the **Phase ID**.

Inquiry

If you have the option set to use divisions and you want to view division totals, press **Enter** at the **Phase ID** field. You are prompted at the bottom of the screen to enter a specific division ID, or press **Enter** to view all phases.

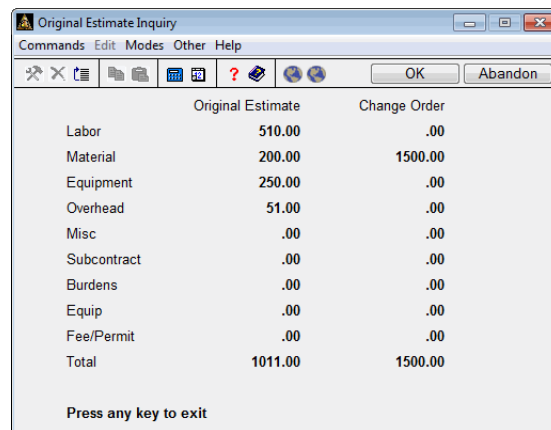
3. Use the commands at the bottom of the screen to access more information:
 - Press **J** to return to the **Job ID** field to select another job.
 - Press **C** to open the **Job Summary Cost Inquiry** function (page 4-11) to view period-to-date, year-to-date, and job-to-date costs.

- Press **V** to open the **Job Schedule Analysis Inquiry** function (page 4-15) to view job schedule information. This option is available only if you are viewing a job; it is not available when inquiring on a phase.
- Press **U** to open the **Subcontractor Inquiry** function (page 4-13) to view subcontractors associated with the job.
- Press **E** to view the job's original estimates and change orders. See "Estimates Inquiry" on page 4-4 for more information.
- Press **O** to view open purchase orders associated with the job. See "Open P.O. Inquiry" on page 4-5 for more information.
- Press **X** to view an Extra Information pop-up screen (page 4-6) for the job that provides information such as location, key personnel, and the purchase order associated with the job.
- Press **S** to open the **Job and Phases Detail Inquiry** function (page 4-7) to view detail history records associated with the job.
- Press **W** to view WIP information (page 4-6) for the phase you selected. This command is available only if you are viewing a phase and if the **WIP Info** option is selected for the phase you enter.

Estimates Inquiry

If you have the **Keep Original Cost Estimate** option set (on the **Options and Interfaces** screen within the Resource Manager **Company Setup** menu), you can press **E** from the **Jobs and Phases Inquiry** screen to view the original estimates and change orders for the job or phase.

Press any key to return to the **Jobs and Phases Inquiry** screen.



The screenshot shows a window titled "Original Estimate Inquiry" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, and other functions. The main area contains a table with two columns: "Original Estimate" and "Change Order". The table lists various cost categories and their corresponding values. At the bottom, it says "Press any key to exit".

	Original Estimate	Change Order
Labor	510.00	.00
Material	200.00	1500.00
Equipment	250.00	.00
Overhead	51.00	.00
Misc	.00	.00
Subcontract	.00	.00
Burdens	.00	.00
Equip	.00	.00
Fee/Permit	.00	.00
Total	1011.00	1500.00

Press any key to exit

Open P.O. Inquiry

To view any open purchase orders associated with the job, press **O** on the **Jobs and Phases Inquiry** screen. The **Open P.O. Inquiry** screen appears.

This option does not appear if Purchase Order is not loaded on your system.

Ord No	Ent No	Date	Status	Vendor	Phase	Type	Amount
00000041	001	04/24/2008	NEW	ACE001		600	11750.00
Concrete Mix							
Total POs =							11750.00

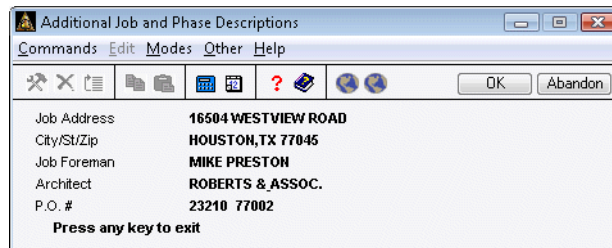
Enter the cost code for the orders you want to view or press **Enter** to view orders for all cost codes for this job/phase. The order number, entry number, order date, order status, vendor ID, phase and cost type, and amount appear.

Use a command to view more information:

- Press **Enter** to return to the Job and Phase Inquiry screen.
- Press **N** to return to a blank Job and Phase Inquiry screen to enter a new job ID.
- Press **R** to start the Open P.O. Inquiry scan over for the selected job, phase, and cost type.
- Press **C** to enter a different **Cost Code**.

Extra Information

From the **Jobs and Phases Inquiry** screen, press **X** to view additional job information. The information appears in the **NAMESxxx** table. Press any key to return to the **Jobs and Phases Inquiry** screen.



The screenshot shows a window titled "Additional Job and Phase Descriptions" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, search, and other functions. The main area displays the following information:

Job Address	16504 WESTVIEW ROAD
City/St/Zip	HOUSTON, TX 77045
Job Foreman	MIKE PRESTON
Architect	ROBERTS & ASSOC.
P.O. #	23210 77002

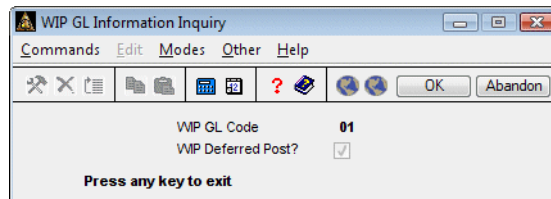
Press any key to exit

Buttons: OK, Abandon

WIP GL Information Inquiry

To view the WIP GL information assigned to the phase you selected, press **W**. The WIP GL Information Inquiry screen appears and lists the WIP GL code and deferred post status assigned to the phase you selected.

This screen appears only if the **WIP Info** option is selected for the phase you enter.



The screenshot shows a window titled "WIP GL Information Inquiry" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, search, and other functions. The main area displays the following information:

WIP GL Code	01
WIP Deferred Post?	<input checked="" type="checkbox"/>

Press any key to exit

Buttons: OK, Abandon

Job and Phases Detail Inquiry

You can access the **Jobs and Phases Detail Inquiry** function in two ways: by pressing **S** on the Jobs and Phases Inquiry screen (page 4-1) or by selecting **Jobs and Phases Detail Inquiry** from the **Information Inquiry** menu.

Use this function to view detailed history about job cost and revenues, purchase orders, and change orders. You can view the totals for a job, or for a phase of a job. You can view totals for a period, a range of periods, or for the entire job since its start date.

The screenshot shows the 'Jobs and Phases Detail Inquiry' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons and buttons like 'OK' and 'Abandon'. The main area contains input fields for 'Job ID' (91-135), 'Phase ID' (01FOUN), 'Fiscal Year' (2010), 'Period' (From 1 Thru 13), and 'Summary/Detail' (Detail). The 'Lines per Item 1/2' is set to 2. Below these fields is a table with columns: Phase, Code, Year, Pd, Src, Ref, Date, Qty/Hrs, Amount, and Post. The table shows a single entry for 'Material change' with a quantity of 1.0000 and an amount of 1450.00. A 'Total' row shows a quantity of 0.0000 and an amount of 1450.00. At the bottom, there are buttons for 'Enter = job inquiry', 'More', 'New ID', and 'Restart detail'. The status bar at the very bottom shows 'Company H | 05/19/2011 | Terminal T000 | OVR'.

Phase	Code	Year	Pd	Src	Ref	Date	Qty/Hrs	Amount	Post
01FOUN	100	2010	05	CJ	Adjust	05/19/2011	1.0000	1450.00	Y
Material change									
Total					Labor Hours		0.0000	1450.00	

Note: This function is useful only if you elected to save detail history from Account Receivable/Sales Order, Accounts Payable/Purchase Order, and Payroll through the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

Inquiry

1. In the **Job ID** field, enter the ID of the job you want to view. The job name appears in the upper-right corner of the screen.

If you came to this screen from the **Jobs and Phases Inquiry** screen, the job ID from that screen appears automatically.

Inquiry

2. To view information for a specific phase, enter the **Phase ID**.

If you came to this screen from the **Jobs and Phases Inquiry** screen, the phase ID from that screen appears automatically.

If you have the option set to use divisions and you want to view division totals, press **Enter** at the **Phase ID** field. You are prompted at the bottom of the screen to enter a specific division ID, or press **Enter** to view all phases.

3. The **Fiscal Year** field from the **FYEARxxx** table appears. Change it or press **Enter** to view detail history for all fiscal years on file.
4. Enter a range of periods to view or press **Enter** to view all periods.

Inquiry

5. Valid entries for the **Code** field appear at the bottom of the screen. Enter the cost code you want to view (or leave the field blank to view all types of detail).
 - Enter a specific cost code number.
 - Enter **A** for Change Orders.
 - Enter **B** for Billing Detail.
 - Enter **C** for Purchase Orders.
6. Press **S** to view summary history information or **D** to view detail history information. If you press **D**, the source, reference number, and date of the transaction appear in addition to the other information.
7. Enter the number of lines you want a line item to occupy, either **1** or **2**. If you chose to include detail history information, enter **2** so that you can see all the information.

8. Use the commands to access other information:

- If you accessed the Detail Inquiry screen from the Jobs and Phases Inquiry screen, press **Enter** to return to that screen.

This command is not available if you accessed the Detail Inquiry screen from the **Information Inquiry** menu.

- To view the next page of history (if it's available), press **M**. Continue to press **M** to see more history.
- If you accessed the Detail Inquiry screen from the Jobs and Phases Inquiry screen, press **N** to return to that screen to enter a new job ID.

If you accessed the Detail Inquiry screen from the **Information Inquiry** menu, press **N** to return to the **Job ID** field at the top of the screen to enter a new job.

- Press **R** to return to the first page of history information.

Field Descriptions

The following are field descriptions for the line item section of the **Jobs and Phases Detail History** screen. The column headings for the line items are between the header section and the line items section of the screen.

Field	Description
Phase ID	The phase of the selected job ID appears.
Code	The specified cost code appears. If you entered 2 in the Lines per Item field, the code's name appears below the code number.
Year/Pd	The fiscal year and period in which the transaction took place appear.

Field	Description
Source/Description	If you pressed D to view detail history information, the abbreviation of the application in which the transaction was entered appears: AP -Accounts Payable, AR -Accounts Receivable, PA -Payroll, CJ -Contractors' Job Cost. If you entered 2 in the Lines per Item field, the description of the item or the name of the employee appears on the second line.
Ref	If you pressed D to view detail history information, additional information about the original transaction appears. Transactions originating in AP refer to the vendor ID. AR transactions refer to the customer ID. PA transactions refer to the employee ID, and CJ entries refer to the entry reference.
Date/# of Records	If you pressed D to view detail history information, the date of the transaction appears. If you pressed S to view summary information, the number of records associated with the transaction appears.
Qty/Hrs/Invoice/Remark	The amount of material purchased on an invoice or the number of hours an employee worked appears. The invoice number for the purchase and additional remarks appear on the second line.
Amount	The extended amount of the line item on an invoice or the extended cost of a payroll entry appears. Overhead is a separate line item and is not included.
Post	If you selected the Direct Post to Job Master option (set it to YES in text mode) in the CJC Options and Interfaces function, a Y appears, indicating that all transactions are posted. If it is not selected (so that you can manually post transactions), an N appears if unposted transactions exist.

Job Summary Cost Inquiry

You can access the Job Summary Cost Inquiry screen in two ways: by pressing **C** on the Jobs and Phases Inquiry screen (page 4-1) or by selecting **Job Summary Cost Inquiry** from the **Information Inquiry** menu.

The screenshot shows the 'Job Summary Cost Inquiry' window. At the top, there are fields for 'Job ID' (91-135) and 'Phase ID' (01FOUN), with a dropdown menu showing 'FOUNDATION'. Below these fields is a table with columns: Cd, Tp, Desc, Period to Date, Year to Date, Job to Date, and Estimate. The table lists various cost codes and their corresponding costs. At the bottom, there are summary rows for 'Total Cost' and 'Unbilled Cost'. The status bar at the bottom right indicates 'Company H | 05/05/2011 | Terminal T000 | INS'.

Cd	Tp	Desc	Period to Date	Year to Date	Job to Date	Estimate
100	01	Material	666.00	666.00	986.00	200.00
101	01	Mtl-Wood	.00	.00	.00	.00
102	01	Mat-Mas.	.00	.00	.00	.00
200	02	Equipmen	.00	.00	.00	250.00
300	03	Overhead	.00	.00	64.25	51.00
400	04	Misc	.00	.00	.00	.00
500	05	Labor \$.00	.00	763.72	510.00
600	06	Subcontr	.00	.00	.00	.00
700	07	Burdens	.00	.00	.00	.00
800	08	Equip Re	.00	.00	.00	.00
900	09	Fee/Perm	.00	.00	.00	.00
Total Cost			666.00	666.00	1813.97	1011.00
Unbilled Cost					933.97	(001 of 011)

The 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 has been accumulated for each cost code for the period, 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. 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.

Inquiry

If you accessed the screen from the **Information Inquiry** menu, enter the **Job ID** for which you want to view information, then enter the **Phase ID**. Leave the **Phase ID** field blank to view cost information for all phases.

If you accessed this screen from the Jobs and Phases Inquiry screen (page 4-1), cost information for the job and phase you selected on that screen appears.

Use the commands to access more information about the cost codes:

- If you accessed this function from the Jobs and Phases Inquiry screen, press **Enter** to return to the Jobs and Phases Inquiry screen.

This command is not available if you accessed the function from the **Information Inquiry** menu.

- Press **V** to view detailed information about the selected cost code. The View Cost Code screen appears.

View Cost Codes

When you press **V** on the **Cost Code Details** screen to view detailed information about a cost code, the **View Cost Codes** screen appears.

View Cost Code				
Commands: Edit Modes Other Help				
<input type="button" value="OK"/> <input type="button" value="Abandon"/>				
Cost Code	100	Material	Use Type	GENERAL
Cost Type	01		Short Description	Material
Description	Material		Accumulated WIP	666.00
	Period to Date	Year to Date	Job to Date	Estimate
Cost	666.00	666.00	4315.50	3700.00
Quantity	1.0000	1.0000	1.0000	.0000
Unit of Measure		Original Estimated Cost		3700.00
Press any key...				

When you finish viewing the information, press **Enter** to return to the Job Summary Cost Inquiry screen.

Subcontractor Inquiry

You can access this function in two ways: by pressing **U** on the Jobs and Phases Inquiry screen (page 4-1) or by selecting **Subcontractor Inquiry** from the **Information Inquiry** menu.

The Subcontractor Inquiry screen gives you a snapshot of all subcontractors who have worked or are currently working on a job's phases. You set up vendors and subcontractor information in Accounts Payable, and you enter change orders for subcontracted amounts using the functions on the **Adjustments and Change Orders** menu (see page 5-1).

The screenshot shows the 'Subcontractor Inquiry' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons and buttons for 'OK' and 'Abandon'. The main area displays job information: Job ID '91-135', Description 'WESTERN OAKS LOT 5A', Estimate '4287.50', Actual '3509.23', and Committed. Below this is a table with columns: Phase, Vendor, Ref No, Trans Date, Subcontract Amt, Change Order Amt, and Total. The table contains five rows of data. At the bottom, there are buttons for 'View', 'Next job', and 'Go to'. The status bar at the very bottom shows 'Company H | 05/05/2011 | Terminal T000 | INS'.

Phase	Vendor	Ref No	Trans Date	Subcontract Amt	Change Order Amt	Total
01FOUN	ACE001	50234	04/04/2008	2000.00	500.00	2500.00
01FOUN	CLE001	40234	08/02/2008	900.00	.00	900.00
01FOUN	ELL001	020290	02/20/2008	200.00	300.00	500.00
01SITE	CLE001	50235A	04/02/2008	500.00	.00	500.00
02ELEC	HEN001	1023012	01/20/2008	787.50	.00	787.50

Inquiry

If you accessed this function from the **Information Inquiry** menu, select the **Job ID** for which to view subcontractor information. If you accessed this function from the Jobs and Phases Inquiry screen, the job ID you selected on that screen appears.

Use the commands to view more information:

- Press **V** to view more detailed information about the selected entry. The View Entry screen appears.
- If you accessed this function from the **Information Inquiry** menu, press **N** to return to the **Job ID** field to enter a new job ID.

If you accessed this function from the Jobs and Phases Inquiry screen, this command is not available.

- Press **G** to jump to the entries for a specific phase when there are more than one page of entries.

View Additional Information

To view detailed information about a selected entry, press **V**. The View Entry screen appears.

The screenshot shows a window titled "View Entry" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, search, and other functions. The main area displays the following information:

Phase ID	01FOUH	FOUNDATION
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY
Ref No	50234	Prev Invoice 1000.00
Trans Date	04/04/2008	Prev Payment 300.00
Subcontract Amt	2000.00	Prev Retainage 200.00
Change Order Amt	500.00	

At the bottom, it says "Press any key..." and there are "OK" and "Abandon" buttons in the top right corner.

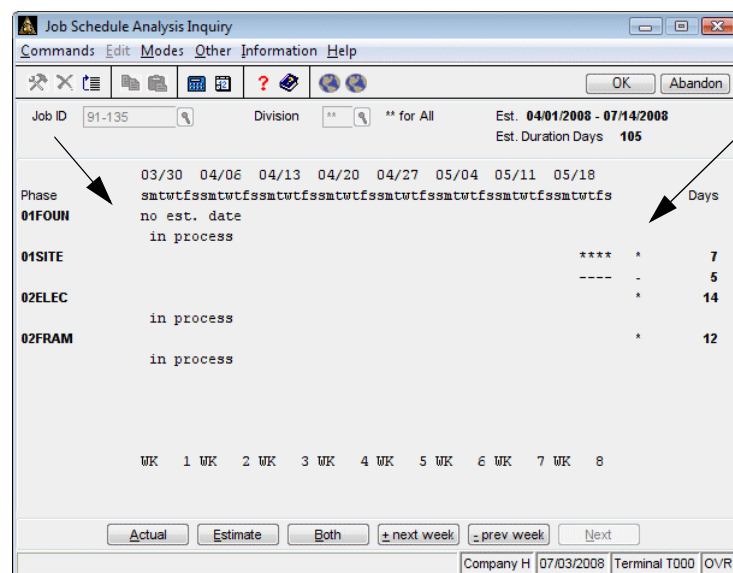
Job Schedule Analysis Inquiry

You can access this function in two ways: by pressing **V** on the Jobs and Phases Inquiry screen (when you are viewing a job; the command is not available when you are viewing a phase) or by selecting **Job Schedule Analysis Inquiry** from the **Information Inquiry** menu.

Inquiry

If you accessed this function from the Information Inquiry menu, select the **Job ID** and **Division** for which you want to view schedule information. If you accessed this function from the Jobs and Phases Inquiry screen, the job you selected on that screen appears.

The thin columns (flagged below by arrows) show whether information is left off of the screen. The chart shows only two months of work. If the schedule covers years or months, asterisks appear to indicate that more information exists but cannot be displayed within the time frame specified on the screen. If the asterisk appears in the right column, information exists *after* the specified time frame. If it appears in the left column, information exists *before* the specified time frame.



- The left side of the chart lists the phases associated with the job ID.
- The top of the chart shows each day of the week between the dates listed in the estimated date fields in the upper-right corner of the screen. The system displays eight weeks at a time.
- The right side of the chart lists the number of days elapsed.
- The estimated start date is the earliest estimated start date for any phase of the job listed. The estimated finish date is the latest estimated finish date for any phase of the job listed.

- The system displays a horizontal line from the start date through the finish date for each phase. A solid line indicates actual job progress and can stretch no farther than the system date. A dotted line indicates estimated job progress and can stretch as far as the projected completion date.

If a phase has an actual or estimated start date but no finish date, the words **in process** appear *instead* of a horizontal line.

Use the commands to work with the job schedule:

- Press **A** to view actual job information.
- Press **E** to view estimated job information.
- Press **B** to view both actual and estimated job information.
- Press the **+** and **-** keys to move the viewing window forward and backward in the time schedule.

CHAPTER 5

5

Overview	5-3
Detail Adjustments	5-5
Change Order Entry	5-9
Print Change Orders	5-13
Post Change Orders	5-17
Change Order Detail Report	5-19

Adjustments & Change Orders

Introduction

Several of the functions in this chapter appear on an additional menu called **Change Order Processing** that appears on the **Adjustments and Change Orders** menu. To access these functions, select **Change Order Processing** from the **Adjustments and Change Orders** menu and then select the function from the **Change Order Processing** submenu.

Overview

Use the functions on the **Adjustments and Change Orders** menu 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 either through direct adjustments to job and phase records or through posts from other applications. Then, depending on your overhead basis and rate, overhead is calculated and accumulated automatically.

Using the **Detail 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.

When you enter adjustments in Contractors' Job Cost, they can be sent only to the **JOHIxxx** file, only to the **JOBSxxx** file, or to both places. If you elected not to send information to the **JOBSxxx** file (by setting the option **Post Directly to Job Master** to **NO** in the **Options and Interface** function of Resource Manager), information is updated only in **JOHIxxx**. If you elected not to send information to the **JOHIxxx** file, information is updated only in the **JOBSxxx** file. If you elected to send the information to the **JOBSxxx** file, the adjustments update both the **JOBSxxx** and **JOHIxxx** files.

Use the Change Order Processing functions to enter changes in the contract. You can enter change orders when you need to add costs to or subtract costs from a job in the original contract, produce a report that shows the detail (by line item) of the change orders on a job, post the change orders to the appropriate job, and produce a copy of the change orders.

The **Change Order Entry** function is valuable if you want to increase your profit from a job by marking the retail amount of the job up from your original estimate. This is a good way to protect your variance from unforeseen expenses that could cost your business more than the profit you would have made.

When change orders update the Change Order Transaction Detail file, they also update the Detail Transaction History file and the Jobs file—if the option **Direct Post to Job Master** is selected (set to **YES** in text mode) in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

Detail Adjustments

Use the **Detail Adjustments** function to enter adjustments to jobs and phases. This automatically updates the Job Detail History and the Jobs Master files with the adjustments, unless you have the **Post Directly to Job Master** option set to **NO**. Then you must use the **Post Details to Job Master** function to update the Jobs Master file.

Use detail adjustments to correct mistakes that do not affect other files. If information was incorrectly posted to a job from another application, correct the mistake there so that all files are correct.

1. Select **Detail Adjustments** from the **Adjustments and Change Orders** menu. The **Detail Adjustments** screen appears, then the Output Information screen appears immediately. Select the output device for the adjustment log.

- After selecting the output device, the cursor appears at the top of the screen for entering adjustments.

The screenshot shows the 'Detail Adjustments' window with the following fields and values:

Field	Value
Transaction Type	400 Misc
Job ID	91-135 WESTERN OAKS
Phase ID	02FRAM FRAMING
Current Estimate	1400.00
Actual	1325.00
Change Estimate	1500.00
Actual	1475.00
Revised Estimate	2900.00
Actual	2800.00
Description	Schematic change
Quantity	.0000
GL Period	7

Legend on the right:

- B= Billing \$
- L= Labor Hours
- U= Units
- S= Start Date
- F= Finish Date
- C= Committed \$

Buttons: OK, Abandon

Footer: Company H 07/03/2008 Terminal T000 OVR

Inquiry

- Enter the cost code for the transaction adjustment.

Inquiry

- Enter the **Job ID** of the job you want to adjust. You cannot leave this field blank.

Inquiry

- Enter the **Phase ID** of the phase you want to adjust. You cannot leave this field blank.

The information in the **Current Estimate** and **Actual** fields comes from the **Job ID** and **Phase ID** fields and cannot be changed.

- In the **Change Estimate** and **Actual** fields, press **Enter** to accept the values or enter different ones. If you want to decrease the current estimate, enter a negative value.

The information displayed in the **Revised Estimate** and **Actual** fields is calculated from entries made in the **Change Estimate** and **Actual** fields.

7. Enter a description of the adjustment for future reference.
8. Enter the quantity or the number of hours of the adjustment. Hours only display if the transaction type is 500-599.
9. The **Type** field is only available if recording hours. Select **R** for regular, **O** for overtime, **D** for double time, or **M** for miscellaneous.
10. Press **Enter** to accept the default **GL Period** or enter a different period from 1 to 13.
11. When finished, use the **Proceed (OK)** command. You are returned to the **Transaction Type** field for another transaction adjustment.
12. Use the **Exit (F7)** command to send the information to the output device you will be prompted to select, then to return to the **Adjustments and Change Orders** menu.

Change Order Entry

Use the **Change Order Entry** function to enter changes to the work specified in the contract and entered using the **Jobs and Phases** function. You can change the contract price and the estimated costs by job and phase.

Before you enter a change order, you can print the **Change Order Detail Report** to check the change order history on a job. When you enter the change order, you can print it and then post it to the job.

1. Select the **Change Order Entry** function from the **Change Order Processing** submenu of the **Adjustments and Change Orders** menu. An empty **Change Order Entry** screen appears.

Inquiry

2. Enter the **Job ID** of the job you want to adjust. Once you select a **Job ID**, related information appears on the screen.

The screenshot shows the 'Change Order Entry' window. At the top is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', and 'Help'. Below the menu is a toolbar with various icons and 'OK' and 'Abandon' buttons. The main area displays job information for Job ID 91-135, Description WESTERN OAKS, LOT 5A, Contract No 3345-72, Contract Date 04/29/2008, Customer SUNSHINE HOMES, INC., and address 1000 OCEAN BOULEVARD, MIAMI, FL. It also shows financial details: Original Contract \$14930.00, Prev Change Order \$-242.50, Curr Change Order \$55.32, and Revised Contract \$14742.82. Below this is a table with columns: Entry, Description, Billing, Cost, Type, CO Amt, and Est Cost. The first row shows '01 Material Change' with a CO Amt of 55.32 and Est Cost of 56.21. At the bottom are buttons for 'Enter=edit', 'Append', 'View', 'Header', 'Next job', and 'Go to', along with a status bar showing 'Company H', '05/05/2011', 'Terminal T000', and 'INS'.

Entry	Description	Billing	Cost	Type	CO Amt	Est Cost
01	Material Change	01FOUN	01FOUN	100	55.32	56.21

3. In the **Attention** field, enter the person or department to which you want to send the change order.
4. Enter the **Change Order Number** you want to assign to the job or leave the field blank.
5. Press **Enter** to accept the default **Change Order Date** or enter a different date to associate with the change order.
6. Enter a **Reference** description for the change order or leave the field blank.
7. Select **R** if the change order is released (approved) and ready to be posted to the job. Select **H** if the change order is held (has not been approved) and should not be posted.
8. Use the **Proceed (OK)** command to save the change order header information.

The scrolling region appears and the available commands are listed at the bottom of the screen.

9. Use the arrow keys to select the line item with which you want to work, then use the commands to perform tasks:
 - Press **Enter** to edit the selected entry. The Edit Entry screen appears.
 - Press **A** to add lines to this change order. The Append Entry screen appears. If there are no current entries, the Append Entry screen also appears.
 - Press **V** to view detailed information about the selected line. Use the **Proceed (OK)** command to return to the Change Order Entry screen.
 - Press **H** to edit existing information on the change order header. You can change the **Attention**, **Change Order No**, **Change Order Date**, **Reference**, and **(H)old**, **(R)elease** fields.
 - Press **N** to return to the **Job ID** field to enter a change order for a different job.

Append/Edit Entry Screen

When you edit or append an entry, the following screen appears:

1. Enter a **Description** or reason for the contract change.
- Inquiry** 2. If needed, enter the vendor ID of the **Subcontractor**. You must set up the vendor as a subcontractor in Accounts Payable before you select it.
3. In the **CO Amount** field, enter the amount of the change for which you are billing the customer. If you want the amount subtracted rather than added, enter a negative number.
- Inquiry** 4. If you bill by phase, enter the phase ID to which the change order is being billed. If you want to bill to the job, leave this field blank.
5. If you use AIA invoicing to bill for this job, enter an **AIA Seq #** for the change order. A line item is created in the **AIA Set Up Schedule** and **Application Entry** functions when you post the change orders.
- Inquiry** 6. In the **Cost Phase** field, enter the phase ID to which the cost of the change order is added.
- Inquiry** 7. Enter the **Cost Code** that the change order affects. Leave the field blank if no cost amount will be associated with the change order.
8. Enter the **Cost Amount** of the change order. If you want the amount to be subtracted rather than added, enter a negative number.

9. When you finish, use the **Proceed (OK)** command to save your entry. Enter another change order or use the **Exit (F7)** command to exit to the **Change Order Entry** screen.

Print Change Orders

Use the **Print Change Orders** function to print copies of the change orders for the customer or for internal use.

You can print change orders for a range of jobs or for just one. You can elect to print them with or without estimate costs, and you can elect to print released change orders, held change orders, or both.

Your company name and address are taken from the **Company Information** function on the Resource Manager **Company Setup** menu.

1. From the **Change Order Processing** submenu, select **Print Change Orders**. The **Print Change Orders** screen appears.

Print Change Orders

Commands Edit Modes Other Help

Job ID From Thru

Select

☒ Without Estimate Cost

☐ With Estimate Cost

Print

☒ Released Only

☐ Held Only

☐ Both

Company Info: Builders Supply
4301 Dean Lakes Blvd.
Shakopee, MN 55379
(952)496-2465

Company H 04/21/2014 Terminal T000 OVR

Inquiry

2. Enter the **Job ID**. There are several ways to select a range of information for a report. For more information, see “Reports” on page 1-37.

3. Select **Without Estimate Cost** if you do not want to print the estimated cost; otherwise, select **With Estimate Cost**.
4. Select the change orders you want to include:
 - **Release Only** to print the released (approved) change orders. Choose this option to view the entire financial situation, including changes that have been taken into account.
 - **Hold Only** to print the held (not approved) change orders. Choose this option if you want to present proposed changes to someone as an indication of how it would affect the budget.
 - **Both** to print both released and held change orders for a job.
5. Select how you want to output the change orders. For more information on the steps required when selecting an output device, see “Reports” on page 1-37.

After printing the change orders, the **Change Order Processing** menu appears.

A sample Change Order report—printed with estimate costs—is shown below.

Change Order (With Estimate Cost)

Builders Supply Change Order				Page 1 of 1
To:	SUNSHINE HOMES, INC. 1000 OCEAN BOULEVARD MIAMI FL 33333-4323		C.O. No.:	112-1
			C.O. Date:	04/16/2014
			Job ID:	91-135
Attn:	John Smith			
Ref.:				
Job Name:	WESTERN OAKS	LOT 5A		
Change Order Description			Add	Deduct
Additional lumber				
Post billing to	02FRAM		\$	2,130.00
Post cost to	02FRAM	Material- Wood	\$	1,750.00
Additional time				
Post billing to	02FRAM		\$	2,200.00
Post cost to	02FRAM	Labor \$	\$	1,800.00
Totals			\$	4,330.00
<hr/>				
Original Contract:	\$	14,930.00		
Previous Revisions:	\$	(242.50)		
Current Changes:	\$	4,330.00	Est Cost:	\$ 3,550.00
Revised Contract:	\$	19,017.50		

Post Change Orders

The **Post Change Orders** function posts released change orders to the Detail History and Jobs master files. Held change orders are not posted. Use this function to verify that a change order has been printed and approved before posting it.

1. From the **Change Order Processing** submenu, select **Post Change Orders**. The **Post Change Orders** screen appears.

Post Change Orders

Commands Edit Modes Other Help

Has Change Order entry been completed? ☒

Have you:

-- Printed the Change Order Form?

-- Made a backup copy? ☒

GL Period

Company H 07/03/2008 Terminal T000 OVR

2. If you haven't finished change order entry, press **F7** to exit and finish your entries. If you are finished, select the check box (or enter **Y** in text mode).
3. If you have not printed the change order or backed up your data files, leave the check box clear (or enter **N** in text mode). You are returned to the **Change Order Processing** screen. If you have done these things, select the check box (or enter **Y** in text mode).

Do not post a change order until you have printed it. Backing up your files prevents loss of data from unforeseen problems such as power surges or failures. Once you select an output device and press **Enter**, you cannot undo the post process.

4. If CJC interfaces with General Ledger, the **GL Period** that corresponds to the system date appears. The GL period is taken from the Resource Manager **Period Setup** function. Press **Enter** to use the period and year or enter the GL period to which you want to post the change orders. The GL period and year are posted to the Detail History file.
5. Select how to output the log. For more information on the steps required when selecting an output device, see “Reports” on page 1-37.

After the post finishes, the **Change Order Processing** menu appears.

A sample Post Change Orders posting log is shown below.

Post Change Orders Posting Log

Builders Supply Post Change Orders	
Post Change Orders to Job	27,591.30
Post Estimate Cost to Job	6,894.70
Post Estimate Items to AIA Job	.00

Change Order Detail Report

The **Change Order Detail Report** lists the history of the change orders that have been posted. The information comes from the Detail History file.

1. From the **Change Order Processing** submenu, select **Change Order Detail Report**. The **Change Order Detail Report** screen appears.

Change Order Detail Report

Commands Edit Modes Other Help

Job ID From 91-135 Thru M9050

Phase ID From 01FOUN Thru EMT12

Source Code From AP Thru LC

Date From 12/01/2012 Thru 12/31/2013

Fiscal Year From Thru

GL Period From Thru

Select: Page Break on New Job? ☐

Company H 04/22/2014 Terminal T000 OVR

Inquiry

2. Use the **From** and **Thru** fields to select and define what information you want to view and how you want it to appear on the report.
3. Select the change orders you want to include (these selections appear only if the **Direct Post to Master** option is set to **NO**):
 - **Posted** to print only the posted change order details. Choose this option to view the entire financial situation, including changes that have been taken into account.

- **Unposted** to produce only the non-posted change order details. Choose this option if you want to present proposed changes to someone as an indication of how it would affect the budget.
 - **Both** to print all change order details for the selected jobs.
4. Select the check box (enter **Y** in text mode) to start a new page for each job. To print all jobs in a continuous list, leave the check box empty (enter **N** in text mode).
 5. Select how you want to output the report. For more information, see “Reports” on page 1-37.

After the report is produced, the **Change Order Processing** menu appears.

A sample **Change Order Detail Report** (with both posted and unposted detail) is shown below.

Change Order Detail Report

Builders Supply							Page 9 of 10
Change Order Detail Report							
Phase ID	Src	Ref	Description	Change Order No.	Change Order Amount	Date	GL Pd./Yr.
2	PA	STO001	Stockard, Albert	REG.TIME	349.60	01/25/2013	01/2013
2	PA	AIL020	TROY, AILMAN	REG.TIME	142.80	01/03/2013	01/2013
2	PA	BURDEN	LABOR BURDEN		91.66	11/27/2013	01/2013
2	PA	BURDEN	LABOR BURDEN		42.70	01/07/2013	01/2013
	Job	WPSTST	Total:		9375.77		
Grand Totals					27591.30		

CHAPTER 6

6

Overview	6-1
Printing a Cost Report	6-3
JTD Cost Summary Report	6-5
JTD Cost Summary List	6-7
Cost Detail Report	6-9
Cost Detail Report by Period	6-11
Unit Cost Report	6-13
Summary Job Cost for GL Periods	6-15

Cost Reports

Overview

Cost Reports provide information about your costs. Use the reports to measure where you are cutting costs and where you need to improve efficiency and effectiveness. You can produce summaries that compare estimated costs with actual costs, show totals by job, division, and phase, and calculate unit costs. You can also produce reports that show details of invoices charged to jobs and payroll information for employee activity.

The JTD Cost Summary Report provides details of completed jobs, jobs in process, new jobs, or all jobs. Use the report as a quick reference. You can organize the costs of jobs by the name of the job, phase, or manager for easy look up later.

The JTD Cost Summary List provides a summary of the job costs. Use the report to get a general idea of your financial commitments. The difference between the JTD Cost Summary List and JTD Cost Summary Report is that the report provides information sorted by job, phase, or manager ID, while the list provides information sorted by job ID.

The Cost Detail Report and Cost Detail Report by Period are similar. You can use either report if you are planning a budget and need to determine which jobs are most cost-effective.

The Cost Detail Report is most useful when you want to list cost information associated with an obscure attribute. For example, if you suspect that jobs which were done in one general ledger period cost substantially more than jobs which were done in a different general ledger period, you could use the Cost Detail Report function to produce reports for each period for comparison.

The Cost Detail Report by Period is most useful when you want to break down cost information by job progress rather than by a characteristic that does not change, such as source code or GL period. For example, you could produce this report if you wanted a list of the jobs that are in process on the system date.

The Unit Cost Report lists the uses and variances of the estimated and actual number of units of measure defined for phases in the **Jobs and Phases** function. (See “Jobs and Phases” on page 9-3 for more information.) This report is valuable when you want to see the physical progress of the job and the quantity of work produced so far, to make sure you are keeping to the budget, or to use when planning budgets.

Printing a Cost Report

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.

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

JTD Cost Summary Report

Commands Edit Modes Other Help

Export Archive Abandon

Job ID From 91-135 Thru M9050

Phase ID From 01FOUN Thru 02FRAM

Manager ID From BOU001 Thru LUK001

Print By:

☒ Job ID

☐ Phase ID

☐ Manager ID

Print:

☒ Completed Jobs

☐ Jobs In Process

☐ Jobs Not Yet Started

☐ All of the Above

Select:

With Cost Details? ☒

With Division Totals? ☐

Include Committed Cost? ☐

Suppress Zeros? ☒

Company H 04/22/2014 Terminal T000 OVR

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 report.

3. If the screen contains entry fields (for example, for entering date or fiscal year ranges), enter the appropriate values to use when printing the report.
4. If the screen contains **Print By** options that control how information is organized in the report (by job ID, for example), select the option to use to sort the information. You can select only one option.
5. If the screen contains **Print** options that control which types of jobs appear on the report (to include only jobs in process, for example), select the option to include that job type in the report. You can select only one option.
6. If the screen contains additional print options that control whether posted or unposted transactions (or both) appear in the report, select the option to use:
 - Select **Posted** to view the entire financial situation, including changes that have been taken into account.
 - Select **Unposted** to include only the unposted cost details for the selected jobs. Choose this option if you want to check your work.
 - Select **Both** to include all cost details for the selected jobs.

These selections appear only if the **Direct Post to Job Master** option is set to **NO** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

7. If the screen contains check box or Yes/No options that control how additional information appears on the report (for example, whether to use page breaks or to include specific detail), select the check box (or enter **Y** in text mode) to print that information. Clear the check box (or enter **N** in text mode) if you do not want to use that option when printing the report.
8. Select the output device to produce the report. See “Reports” on page 1-37 for more information. After the report is produced, the **Cost Reports** menu appears.



JTD Cost Summary Report

The JTD Cost Summary Report provides estimated and actual costs and variances (actual and calculated percentage of the job cost) for the cost codes of the phases and jobs you select. Produce it to make sure you are keeping within your budget or for help in planning budgets and preparing bids and estimates.

The information in this report comes from the Jobs file (**CJBSx**) and the Detail History file (**CJHix**).

You can produce the report for jobs that are completed, in process, not started, or for all jobs. You can include cost totals for the phases, division totals, committed costs from purchase orders, or any combination of these totals and costs.

Sample Report

Builders Supply										
JTD Cost Summary Report										
With Cost Detail, Suppress Zero										
By Job ID										
Job ID	Phase	Manager Cost Type	Job Description	Costs				Description	Date	Amount
				Estimate	Actual Src	Variance Ref. #	%			
93-A04		LAIRD	CITY OF FRIENDSWOOD							
			TOTAL \$	0.00	0.00	0.00	0			
93-A04	01FOUN	LAIRD	CITY OF FRIENDSWOOD							
			Labor Hrs	250.00	48.00	202.00-	81-			
			Labor \$	2590.00	642.28	1947.72-	75-			
			Material \$	1521.00	1350.65	170.35-	11-			
					PO	BOR001		Electrical Package	8/3/2012	1030.65
			Equipment \$	1000.00	250.00	750.00-				
			Overhead \$	670.00	244.30	425.70-	75-			
					PO	BOR001		Calculated Overhead	8/3/2012	103.07
			Subcont. \$	2400.00	0.00	2400.00-	100-			
			Burdens	0.00	154.28	154.28	0			
			Fee/Permit	500.00	200.00	300.00-	60-			
	FOUNDATION		TOTAL \$	8681.00	2841.51	5839.49-	67-			
93-A04	01SITE	LAIRD	CITY OF FRIENDSWOOD							
			Labor Hrs	50.00	26.00	24.00-	48-			
			Labor \$	1000.00	330.92	669.08-	67-			
			Material \$	0.00	46.00	46.00	0			
			Equipment \$	1200.00	1150.60	49.40-	863			
					PO	ACE001		Plumbing Package	8/6/2012	1150.60
			Overhead \$	220.00	1192.77	972.77	442			
					PO	ACE001		Calculated Overhead	8/6/2012	227.53
					PO	ACE001		Calculated Overhead	8/6/2012	907.53
			Burdens	0.00	80.60	80.60	0			
	SITE PREPARATION		TOTAL \$	2470.00	2826.89	356.89	445			

JTD Cost Summary List

The JTD Cost Summary List shows the total costs to date for the jobs, phases, and managers you select. You can produce the report for jobs that are completed, in process, not started, or for all jobs. You can include subtotals of the job cost by phase and by division.

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

Sample List

Builders Supply JTD Cost Summary List											
Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	Burdens	Equip Rental	Fee/ Permit	*Total*
91-135	01FOUN	3691.92	13324.67	2061.30	270.39	74.00	6297.80	116.02	0.00	368.00	26204.10
91-135	01SITE	747.50	24047.32	252.00	25.20	1000.00	5445.18	523.25	82.00	20.00	32142.45
91-135	02ELEC	0.00	25.00	95.00	0.00	7352.71	3509.23	74.92	0.00	0.00	11056.86
91-135	02FRAM	772.50	3673.05	0.00	239.13	1325.00	0.00	31.77	100.00	50.00	6191.45
91-135	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91-135	*TOTAL	5211.92	41070.04	2408.30	534.72	9751.71	15252.21	745.96	182.00	438.00	75594.86
93-A04	01FOUN	642.28	1350.65	250.00	244.30	0.00	0.00	154.28	0.00	200.00	2841.51
93-A04	01SITE	330.92	46.00	11550.60	1192.77	0.00	0.00	80.60	0.00	0.00	13200.89
93-A04	02ELEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
93-A04	02FRAM	0.00	0.00	0.00	0.00	0.00	0.00	20.07	0.00	0.00	20.07
93-A04	*TOTAL	973.20	1396.65	11800.60	1437.07	0.00	0.00	254.95	0.00	200.00	16062.47
M9050	BOND	343.55	3682.22	0.00	402.58	0.00	0.00	0.00	0.00	600.00	5028.35
M9050	DEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M9050	EMT12	0.00	350.00-	0.00	35.00-	0.00	0.00	0.00	0.00	0.00	385.00-
M9050	*TOTAL	343.55	3332.22	0.00	367.58	0.00	0.00	0.00	0.00	600.00	4643.35
GRAND TOTAL		6528.67	45798.91	14208.90	2339.37	9751.71	15252.21	1000.91	182.00	1238.00	96300.68



Cost Detail Report

The Cost Detail 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 information in this report comes from the Jobs and Job Detail History files.

Since the detailed information is erased when you delete completed jobs or detail history, print this report before you use the **Purge Selected Files** function (see “Purge Selected Files” on page 8-31 for more information).

Sample Report

Builders Supply Cost Detail Report										Page 8 of 17
Phase	Cost Type	Src	Ref	Description	Qty	UOM	Unit Cost	Ext. Amount	Date	GL Pd./Yr.
02CONS	Misc	PO	ACE001 56789	ACE PLUMBING SUPPLY	10.0000		1.2500	12.50	02/10/2013	02/2013
02CONS	Misc	PO	ACE001 56789	ACE PLUMBING SUPPLY	1.0000		1250.0000	1250.00	02/10/2013	02/2013
02CONS	Misc	PO	ACE001 56789	ACE PLUMBING SUPPLY	30.0000		3.5000	105.00	02/10/2013	02/2013
02CONS	Misc	<cost type total>			45.0000			1388.50		
02CONS		<<phase total>>						1555.12		
		Job ID: ABI001						4267.90		
				Job Cost Recap for ABI001						
				Material	13.0000			2422.12		
				Overhead	.0000			457.28		
				Misc	45.0000			1388.50		

Cost Detail Report by Period

The Cost Detail Report by Period shows the total costs associated with selected jobs for a period or a range of periods. You can produce the report for jobs that are completed, in process, not started, or for all jobs.

Sample Report

Builders Supply Cost Detail Report by Period For All GL Periods											
Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	Burdens	Equip Rental	Fee/ Permit	*Total*
91-135	01FOUN	0.00	3286.30	1030.65	103.07	0.00	4466.15	0.00	0.00	0.00	8886.17
91-135	01SITE	0.00	4783.89	57.00	5.70	0.00	5445.18	0.00	0.00	0.00	10291.77
91-135	02ELEC	0.00	25.00	0.00	0.00	7352.71	0.00	0.00	0.00	0.00	7377.71
91-135	02FRAM	0.00	343.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	343.55
91-135		1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91-135	*TOTAL	0.00	8438.74	1087.65	108.77	7352.71	9911.33	0.00	0.00	0.00	26899.20
93-A04	01FOUN	0.00	1030.65	0.00	103.07	0.00	0.00	0.00	0.00	0.00	1133.72
93-A04	01SITE	0.00	0.00	11350.60	1135.06	0.00	0.00	0.00	0.00	0.00	12485.66
93-A04	02ELEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
93-A04	02FRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
93-A04	*TOTAL	0.00	1030.65	11350.60	1238.13	0.00	0.00	0.00	0.00	0.00	13619.38
M9050	BOND	343.55	2534.20	0.00	287.78	0.00	0.00	0.00	0.00	0.00	3165.53
M9050	DEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M9050	EMT12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M9050	*TOTAL	343.55	2534.20	0.00	287.78	0.00	0.00	0.00	0.00	0.00	3165.53
GRAND TOTALS		6528.67	12003.59	12438.25	1634.68	7352.71	9911.33	0.00	0.00	0.00	43684.11

Unit Cost Report

The Unit Cost Report shows the uses and variances of the estimated and actual unit quantities you defined in the **Jobs and Phases** function (see “Jobs and Phases” on page 9-3 for more information). 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 and divisions.

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

Sample Report

Builders Supply Unit Cost Report									
Page 1 of 1									
Job ID	Phase ID	Description	Unit of Measure	Quantity		%	Cost		Unit Cost
				Estimated	To Date	Comp	Estimated	To Date	Estimated To Date
91-135	01FOUN	FOUNDATION	CUYD	100	94	94	1011.00	1147.97	10.11 12.21
91-135	TOTAL	WESTERN OAKS		100	94	94	1011.00	1147.97	
93-A04	01FOUN	FOUNDATION	CUYD			20	8660.00	1707.79	
93-A04	TOTAL	CITY OF FRIENDSWOOD				20	8660.00	1707.79	
M9050	EMT12	1/2" EMT CONDUIT	FT	300	300	100	825.00	385.00-	2.75 1.28-
M9050	TOTAL	NORTH HILLS HOMES		300	300	100	825.00	385.00-	
GRAND TOTAL				400	394	99	10496.00	2470.76	

Summary Job Cost for GL Periods

Use this function to view the differences between job estimates, current costs in process, and contracted amounts for the job. This report helps to identify discrepancies between costs and estimates, and can serve as a reference for similar jobs in the future. You may also use this function to provide fast information to clients on current expectations as to the completion of, and additional costs for, a job.

Sample Report

Builders Supply Summary Job Cost for GL Periods Suppress Zero for All GL Periods									
JOB: 93-A04 - CITY OF FRIENDSWOOD--RECREATION CENTER									
Phase	Description	Original Contract	Change Orders	Current Estimate	Commit	Uncomm	Costs This-Per	Costs To-Date	Cost Remain.
01FOUN	FOUNDATION	0	23	8,658	0	8,681	1,134	2,842	2,819-
01SITE	SITE PREPARATION	0	67	2,353	46-	2,466	486	201	88-
02ELEC	ELECTRICAL	0	0	7,150	0	7,150	0	0	0
02FRAM	FRAMING	0	0	5,560	0	5,560	0	20	20-
	SUB-TOTALS	0	90	23,721	46-	23,857	1,620	3,063	2,927-
	JOB TOTALS	0	90	23,721	46-	23,857	1,620	3,063	2,927-

CHAPTER 7

7

Overview	7-1
Printing a Billing Report	7-3
JTD Billing Summary Report	7-5
Billing Detail Report	7-7
Profit Detail Report	7-9

Billing Reports

Overview

The Billing Reports provide information about the amounts you have received from, have billed, or intend to bill your clients. Use the reports to track which clients are providing the most revenue.

You can produce reports that show billing information by summary totals and by individual transactions. You can also produce a report that shows the amount of profit you may gain from the revenue after the applicable costs are taken into account.

The JTD Billing Summary Report provides summary billing information for a range of jobs and phases. The report lists one value for the amount billed and one value for the amount unbilled for each job. This report is useful if you want an overall picture of the revenue you have taken in or what is owed to you.

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

CHAPTER 7 • Billing Reports

The Profit Detail Report provides the estimated and actual costs of a job, their variances, and the estimated and actual profits to date for a job. This information is valuable when assembling a competitive and profitable proposal for a bid.

Printing a Billing Report

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.

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

Profit Detail Report

Commands Edit Modes Other Help

Print: ☒ Completed Jobs ☐ Jobs In Process ☐ Jobs Not Yet Started ☐ All of the Above

Completed Date From 01/01/2012 Thru 12/31/2013

Job ID From 91-135 Thru M9050

Select: Sort By Job/Phase

Include Phase Detail? ☒
With Division Totals? ☐
Include Variance %? ☒
Invoice Detail? ☒
Page Break on Job? ☒

Job/Phase, Phase/Job Company H 04/22/2014 Terminal T000 OVR

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 report.

3. If the screen contains entry fields (for example, for entering date or fiscal year ranges), enter the appropriate values to use when printing the report.
4. If the screen contains **Print** options that control which types of jobs appear on the report (to include only jobs in process, for example), select the option to include that job type in the report. You can select only one option.
5. If the screen contains **Sort By** options that control how information is organized in the report, select the option to use to sort the report information.
6. If the screen contains check box or Yes/No options that control how additional information appears on the report (for example, whether to use page breaks or to include specific detail), select the check box (or enter **Y** in text mode) to print that information. Clear the check box (or enter **N** in text mode) if you do not want to use that option when printing the report.
7. If the screen contains additional print options that control whether posted or unposted transactions (or both) appear in the report, select the option to use to print the report. You can select only one option.
 - Select **Posted** to view the entire financial situation, including changes that have been taken into account.
 - Select **Unposted** to include only the unposted cost details for the selected jobs. Choose this option if you want to check your work.
 - Select **Both** to include all cost details for the selected jobs.

These selections appear only if the **Direct Post to Job Master** option is set to **NO** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

8. Select the output device to produce the report. See “Reports” on page 1-37 for more information. After the report is produced, the **Cost Reports** menu appears.

JTD Billing Summary Report

The JTD 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 information in this report comes from the Jobs file and the Detail History file.

Sample Report

Builders Supply JTD Billing Summary Report										
Page 1 of 2										
ST: N=Not Started, C=Completed, I=In Process										
Job ID	Cust ID Mngr ID	Description ST	Rev. Contr. Contr. No.	Billed To Date	Contract Balance	% Bill	Hours Est	Act	Last % Bill Date	Finish Dates Est Act
91-135	SUN001	WESTERN OAKS	3345-72							
	MARKS	LOT 5A								
PHASE 01	FOUN	FOUNDATION		580.00	880.00	300.00-	152	30	41	137 06/01/2014
	I									
PHASE 01	SITE	SITE PREPARATION		1350.00	1350.00	.00	100	40	44	109 06/07/2013 05/27/2013 05/25/2013
	C									
PHASE 02	ELEC	ELECTRICAL		5257.50	.00	5257.50	0	0	0	07/14/2013
	I		998640							
PHASE 02	FRAM	FRAMING		7500.00	.00	7500.00	0	100	56	56 06/19/2013
	I									
Job Total				14687.50	2230.00	12457.50	15	170	141	83
93-A04	LOS001	CITY OF FRIENDSWOOD	33700.00		33700.00					
	LAIRD	RECREATION	502342							
PHASE 01	FOUN	FOUNDATION		.00	.00	.00	0	250	48	19 01/13/2014
	I									
PHASE 01	SITE	SITE PREPARATION		.00	.00	.00	0	50	26	52 02/02/2014
	I									
PHASE 02	ELEC	ELECTRICAL		.00	.00	.00	0	0	0	0 03/01/2013
	N									
PHASE 02	FRAM	FRAMING		.00	.00	.00	0	100	0	0 04/02/2013
	N									
Job Total				33700.00	.00	33700.00	0	400	74	19

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 information in this report comes from the Jobs file and the Detail History file.

Sample Report

Builders Supply Billing Detail Report								
								Page 4 of 8
Phase	Src	Ref	Description	Qty	UOM	Unit Price	Ext. Amount	GL Pd./Yr.
			Invoice/Remark					
02CONS	PO	ACE001	ACE PLUMBING SUPPLY	1.0000		1250.0000	1250.00	02/10/2013
		56789						02/2013
02CONS	PO	ACE001	ACE PLUMBING SUPPLY	30.0000		3.5000	105.00	02/10/2013
		56789						02/2013
	Job	ABI001	Total:				4267.90	
Job ID: ABJ001								
01SITE	AP	ACE001	ACE PLUMBING SUPPLY	5.0000		200.0000	1000.00	01/23/2013
		HOB0103						01/2013
01SITE	AP	ACE001	ACE PLUMBING SUPPLY	6.0000		75.0000	450.00	01/23/2013
		HOB0103						01/2013
01SITE	AP	ACE001	ACE PLUMBING SUPPLY	4.0000		200.0000	800.00	01/23/2013
		HOB0103						01/2013
01SITE	AP	ACE001	ACE PLUMBING SUPPLY	.0000		120.0000	120.00	01/23/2013
		HOB0103						01/2013
01SITE	AP	ACE001	ACE PLUMBING SUPPLY	.0000		54.0000	54.00	01/23/2013
		HOB0103						01/2013
01SITE	AP	ACE001	ACE PLUMBING SUPPLY	.0000		96.0000	96.00	01/23/2013
		HOB0103						01/2013
02CONS	PO	ACE001	ACE PLUMBING SUPPLY	1.0000		100.0000	100.00	01/20/2013
		1-1						01/2013
02CONS	PO	ACE001	ACE PLUMBING SUPPLY	.0000		12.0000	12.00	01/20/2013
		1-1						01/2013
	Job	ABJ001	Total:				2632.00	

Profit Detail Report

The Profit Detail Report contains estimated and actual costs, revenues, and variances to date for a job or a range of jobs. Use this report to detect why and how often variances occur, or to assemble a competitive and profitable bid for a new project.

If you elect to print detail, you can see detail costs with the cost type code, vendor or employee, amount, and date. Print this 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 Jobs file and the Detail History file.

Sample Report

Builders Supply

Profit Detail Report

Page 2 of 4

ST: N=Not Started, C=Completed, I=In Process

Job ID	Mngr	ST	Description	Costs			Revenue			Profit	
				Estimate	Actual	Variance	Estimate	Actual	Variance	Estimate	Actual
93-A04	LAIRD	I	CITY OF FRIENDSWOOD				33700.00	.00	33700.00-		
PHASE	01FOUN	I	FOUNDATION	8660.00	1707.79	6952.21-	.00	.00	.00	8660.00-	1707.79-
						80-%			0%		
PHASE	01SITE	I	SITE PREPARATION	2420.00	2267.33	152.67-	.00	.00	.00	2420.00-	2267.33-
						6-%			0%		
		200	testing	1457.00	04/21/2014						
		300	testing	145.70	04/21/2014						
PHASE	02ELEC	N	ELECTRICAL	7150.00	.00	7150.00-	.00	.00	.00	7150.00-	.00
						100-%			0%		
PHASE	02FRAM	N	FRAMING	5500.00	20.07	5479.93-	.00	.00	.00	5500.00-	20.07-
						100-%			0%		
JOB TOTAL				23730.00	3995.19	19734.81-	33700.00	.00	33700.00-	9970.00	3995.19-
						83-%			100-%		

CHAPTER 8

8

Overview	8-1
Budget Projection Report	8-3
Work in Process Report	8-7
Job Trial Balance Report	8-11
Job Periodic Analysis Report	8-15
Accumulated Overhead Report	8-19
Post Overhead to GL	8-21
Post Details to Job Master	8-25
Periodic Maintenance	8-29
Purge Selected Files	8-31

Periodic Processing

Overview

Use the Periodic Processing functions to review the status of projects. You can check your budget projection, work in process, trial balance, periodic analysis, and accumulated overhead. It's up to you how often you produce these reports. You might produce some weekly, or you might produce everything at the end of the month.

The reports can help calculate the percent completed and the costs to complete a project, and they can provide summarized and detailed records for your audit trail.

After you review your data and produce the necessary reports, post your information to General Ledger or to the Jobs file.

Budget Projection Report

The Budget Projection Report compares a job's actual cost with its budgeted cost. Use it to check what is over or under budget, to revise estimates, or to review a project's primary completion. Produce it as part of your month-end routine.

You can produce the report for completed jobs, jobs in process, jobs not yet started, or all jobs. You can print a summary of each job, or you can produce the report with phase detail. If you list phase detail, you can subtotal the phases by division. Information from the Jobs file (**CJBSx**) is used to produce this report.

Follow these steps to produce the report:

1. Select **Budget Projection Report** from the **Periodic Processing** menu. The **Budget Projection Report** screen appears.

The screenshot shows the 'Budget Projection Report' window. It has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Below the menu is a toolbar with icons for file operations and a search icon. The main area contains the following fields and options:

- Job ID**: From 91-135, Thru M9050.
- Print:** Radio buttons for 'Completed Jobs' (selected), 'Jobs In Process', 'Jobs Not Yet Started', and 'All of the Above'.
- Primary Completion % Based On:** Radio buttons for 'Input' (selected) and 'Calculation from Estimate'.
- Include Phase Detail?** Checked checkbox.
- With Division Totals?** Unchecked checkbox.

The status bar at the bottom right shows 'Company H | 04/22/2014 | Terminal T000 | OVR'.

Inquiry

2. Define the **Job ID** range you want to include.
3. Select the job type to include in the report:
 - **Completed Jobs** have an actual finish date.
 - **Jobs In Process** have an actual start date but no actual finish date.
 - **Jobs Not Yet Started** have neither an actual start date nor an actual finish date.
 - **All of the above** includes all job types.
4. Select the type of primary completion information you want to include:
 - **Input** bases the completion percentage on percentages entered in the **Percent Complete** function. See “Percent Completion” on page 9-37 for more information.
 - **Calculation from Estimate** bases the completion percentages on calculations using estimated amounts.
5. Select the **Include Phase Detail** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job; otherwise, clear the box (or enter **N** in text mode).

You can access the **With Division Totals?** check box only if you select the **Include Phase Detail?** check box (or enter **Y** in text mode).

6. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N** in text mode).

The **With Division Totals?** field is available only if you have the **Use Phase Prefix as Division** option set to **YES** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

7. Select how you want to output the report. For more information on selecting an output device, see “Reports” on page 1-37. After the report prints, the **Periodic Processing** menu appears.

Sample Report

Builders Supply

Budget Projection Report (with input %)

Page 1 of 1

Notation for % Completion: i=input, *=calculated, c=completed

Job ID	Phase ID	Description	Budgeted Cost	Actual Cost	Remaining Budget	Percent Comp.	Current		At Completion		
							Under Budget	Over Budget	Estimate Total Cost	Under Budget	Over Budget
91-135		WESTERN OAKS									
	01FOUN	FOUNDATION	1,011	1,148	137-	90 i		238	1,276		265
	01SITE	SITE PREPARATION	1,129	2,206	1,077-	92 i		1,168	2,398		1,269
	02ELEC	ELECTRICAL	4,713	3,584	1,128	74 i		75	4,813		100
	02FRAM	FRAMING	6,925	5,802	1,123	92 i	577		6,298	627	
	JOB TOTAL		13,778	12,740	1,037	86	577	1,480	14,785	627	1,634
93-A04		CITY OF FRIENDSWOOD									
	01FOUN	FOUNDATION	8,660	1,708	6,952	10 i		842	17,078		8,418
	01SITE	SITE PREPARATION	2,420	2,267	153	0 i		2,267	2,420		
	02ELEC	ELECTRICAL	7,150	0	7,150	0 i			7,150		
	02FRAM	FRAMING	5,500	20	5,480	0 i		20	5,500		
	JOB TOTAL		23,730	3,995	19,735	4		3,129	32,148		8,418
M9050		NORTH HILLS HOMES									
	BOND	PERFORMANCE BOND	590	600	10-	30 i		423	2,000		1,410
	DEM	DEMOLITION	2,785	0	2,785	20 i	557			2,785	
	EMT12	1/2" EMT CONDUIT	825	385-	1,210	30 i	633		1,283-	2,108	
	JOB TOTAL		4,200	215	3,985	23	1,190	423	717	4,893	1,410
GRAND TOTAL			41,708	16,950	24,757	33	1,767	5,033	47,649	5,520	11,462

Work in Process Report

Print the Work-in-Process Report at the end of the monthly accounting cycle. The calculation of earned income for each job is used to make monthly adjustments to income.

The percent complete can be automatically calculated from actual and estimated cost and billing information in the Jobs file, or you can calculate and enter your own percentage (see “Percent Completion” on page 9-37 for more information).

Follow these steps to produce the report:

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

Work in Process Report

Commands Edit Modes Other Help

Job ID From 91-135 Thru M9050

Print:

☒ Completed Jobs (100% completion)

☐ All Jobs (Based on % input)

☐ All Jobs (Based on % Calculated)

GL Period/Year 04/2013

Select:

Print Job Description? ☒

Include Phase Detail? ☐

With Division Totals? ☐

Company H | 04/22/2014 | Terminal T000 | OVR

Inquiry

2. Define the **Job ID** range you want to include.

3. Select the type of job completion information you want to include:
 - **Completed Jobs (100% completion)** includes completed jobs only.
 - **All Jobs (Based on % input)** includes jobs using percentages you entered in the **Percent Complete** function (see “Percent Completion” on page 9-37 for more information).
 - **All Jobs (Based on % Calculated)** includes jobs with percentages calculated from the estimated and actual costs.
4. Enter the **GL Period** (1-13) for which you want to produce the report.
5. Select the **Print Job Description?** check box (or enter **Y** in text mode) to include the job description; otherwise, clear the box (or enter **N**).
6. Select the **Include Phase Detail** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job; otherwise, clear the box (or enter **N**).
7. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N**).

The **With Division Totals?** check box is only available if you have the **Use Phase Prefix as Division** option set to **YES** on the **Options and Interfaces** function of the **Company Setup** menu within **Resource Manager**.

8. Select how you want to output the report. For more information on selecting an output device, see “Reports” on page 1-37.

After printing the report, the **Periodic Processing** menu appears.

<div>Builders Supply</div> <div>Work in Process Report</div> <div>GL Period Ending: 04/2013</div>												Page 1 of 1
Job ID	Phase ID	Contract Amount	Estimate Cost	Actual Cost	% Comp	Earned Income	Earned Current Profit	Earned Profit At Comp	Bill To Date	Est Cost At Comp	Bill Exceed Cost	Cost Exceed Bill
91-135	*****	14688	13778	12740	92.47	12212	528-	304-	2229	14992	299	10282
93-A04	*****	33700	23730	3995	16.84	5674	1679	9970		23730		5674
M9050	*****	7500	4200	215	5.12	384	169	3290	150	4210		234
GRAND TOTAL		55888	41708	16950	40.64	18270	1320	12956	2379	42932	299	16190
TOTAL COSTS OF:												
Labor				3,256.92								
Material				3,619.50								
Equipment				2,102.00								
Overhead				581.92								
Misc.				2,325.00								
Subcont.				3,509.23								
Burdens				585.89								
Equip Rental				100.00								
Fee/Permit				870.00								
**TOTALS				16,950.46								

Job Trial Balance Report

The Job Trial Balance Report summarizes job costs and income for the month-to-date, year-to-date, and job-to-date periods. Estimated costs are compared with actual total costs and the amount of the variance is calculated.

Produce the report as a summary for each job by cost type or with phase and division detail. You can summarize jobs by type, by income type, or by both. You can print the report with phases, cost types, division totals, and suppressed zero types.

Follow these steps to produce the report:

1. Select **Job Trial Balance Report** from the **Periodic Processing** menu. The **Job Trial Balance Report** screen appears.

Job Trial Balance Report

Commands Edit Modes Other Help

Job ID From 91-135 Thru M9050

Print

☒ Cost Type Only

☐ Income Type Only

☐ Cost & Income Types

GL Period/Year 04/2013

Select:

Include Phase Detail? ☒

Print With Cost Types? ☒

With Division Totals? ☐

Suppress Zero Types? ☒

Page Break on Job? ☒

Company H 04/22/2014 Terminal T000 OVR

Inquiry

2. Define the **Job ID** range you want to include.
3. Select the type of information you want to view:
 - **Cost Type Only** lists cost types only (labor, material, equipment).
 - **Income Type Only** lists income types only (billing, cash).
 - **Cost & Income Types** lists both cost and income types. If you select to list both, the system calculates a profit (total income minus total cost).
4. Enter the **GL Period** (1-13) for which you want to produce the report.
5. Enter the **GL Year** for which you want to produce the report.
6. Select the **Include Phase Detail?** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job, or clear the box (or enter **N** in text mode) to list only summary job totals.
7. Select the **Print with Cost Types?** check box (or enter **Y** in text mode) to list costs by type; otherwise, clear the box (or enter **N** in text mode).
8. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N** in text mode).

The **With Division Totals?** check box is available only if **Use Phase Prefix as Division** option is set to **YES** on the **Options and Interfaces** function of the **Company Setup** menu within **Resource Manager**.

9. Select the **Suppress Zero Types?** check box (or enter **Y** in text mode) to keep cost types with no activity out of the report, or clear the box (or enter **N** in text mode) to list all cost types.
10. Select the **Page Break on New Job?** check box (or enter **Y** in text mode) to start a new page for each job; otherwise, clear the box (or enter **N**).
11. Select how you want to output the report. For more information on selecting an output device, see “Reports” on page 1-37.

After printing the report, the **Periodic Processing** menu appears.

Sample Report

Builders Supply Job Trial Balance Report GL Period Ending: 04/2013										Page 1 of 6
Job ID	Phase ID	Cost Desc.	Type	Previous Year	Period Beg. Bal.	Current Period	Year To Date	Job To Date	Estimate	Variance
91-135		WESTERN OAKS								
91-135	01FOUN	FOUNDATION								
		* Billing *		879.00	879.00	.00	.00	879.00	580.00	299.00
		Labor		763.72	763.72	.00	.00	763.72	510.00	253.72
		Material		320.00	320.00	.00	.00	320.00	200.00	120.00
		Equipment		.00	.00	.00	.00	.00	250.00	250.00
		Overhead		64.25	64.25	.00	.00	64.25	51.00	13.25
		Total Costs:		662.51	1147.97	.00	485.46	1147.97	1011.00	136.97
		** Profit **		216.49	268.97-	.00	485.46-	268.97-	431.00-	162.03
91-135	01SITE	SITE PREPARATION								
		* Billing *		1350.00	1350.00	.00	.00	1350.00	1350.00	.00
		Labor		747.50	747.50	.00	.00	747.50	680.00	67.50
		Equipment		195.00	195.00	.00	.00	195.00	200.00	5.00
		Overhead		19.50	19.50	.00	.00	19.50	20.00	.50
		Misc.		1000.00	1000.00	.00	.00	1000.00	.00	1000.00
		Burdens		224.25	224.25	.00	.00	224.25	204.00	20.25
		Fee/Permit		20.00	20.00	.00	.00	20.00	25.00	5.00
		Total Costs:		2206.25	2206.25	.00	.00	2206.25	1129.00	1077.25
		** Profit **		856.25-	856.25-	.00	.00	856.25-	221.00	1077.25
91-135	02ELEC	ELECTRICAL								
		* Billing *		.00	.00	.00	.00	.00	5257.50	5257.50
		Overhead		.00	.00	.00	.00	.00	425.00	425.00
		Subcont.		3509.23	3509.23	.00	.00	3509.23	4287.50	778.27

Job Periodic Analysis Report

The Job Periodic Analysis Report shows the costs and income for a job over a range of periods. Use it as an aid for estimating, as part of the month-end reports, or to review the status of a job. You can print the report with summary information only or with phase detail, and you can also elect to suppress inactive cost types. The report shows costs for the previous fiscal year and up to six individual months of the current year, and it provides the year-to-date and job-to-date totals.

Follow these steps to produce the report:

1. Select **Job Periodic Analysis Report** from the **Periodic Processing** menu. The **Job Periodic Analysis Report** screen appears.

Job Periodic Analysis Report

Commands Edit Modes Other Help

Job ID From 91-135 Thru M9050

Print

☒ Cost Type Only
☐ Income Type Only
☐ Cost & Income Types

GL Period/Year 04/2013

Select:

Include Phase Detail? ☒
Print With Cost Types? ☒
With Division Totals? ☐
Suppress Zero Types? ☒
Page Break on Job? ☒

Display # of Months (1-6) 3

Company H 04/22/2014 Terminal T000 OVR

Inquiry

2. Define the **Job ID** range you want to include.
3. Select the type of information you want to include:
 - **Cost Type Only** includes cost types only (labor, material, equipment).
 - **Income Type Only** includes income types only (billing, cash).
 - **Cost & Income Types** includes both cost and income types. If you choose to list both, the system calculates a profit (total income minus total cost).
4. Enter the **GL Period** (1-13) for which you want to produce the report.
5. Select the **Include Phase Detail?** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job. Clear the box (or enter **N**) to list only summary job totals.
6. Select the **Print with Cost Types?** check box (or enter **Y** in text mode) to list costs by type; otherwise, clear the box (or enter **N** in text mode).
7. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N** in text mode).

The **With Division Totals?** check box is available only if the **Use Phase Prefix as Division** option is set to **YES** on the **Options and Interfaces** function of the **Company Setup** menu within **Resource Manager**.

8. Select the **Suppress Zero Types?** check box (or enter **Y** in text mode) to keep cost types with no activity out of the report, clear the box (or enter **N** in text mode) to list all cost types.
9. Select the **Page Break on New Job?** check box (or enter **Y** in text mode) to start a new page for each job; otherwise, clear the box (or enter **N**).
10. Enter the number of months (prior to the GL Period you defined above) that you want to print in the **Display # of Months (1-6)** field.

11. Select how you want to output the report. For more information on selecting an output device, see “Reports” on page 1-37.

After printing the report, the **Periodic Processing** menu appears.

Sample Report

Builders Supply Job Periodic Analysis Report GL Period Ending: 04/2013										Page 3 of 5
JOB ID	PHASE ID	COST TYPE	PREVIOUS YEAR	PERIOD 1 THRU 1	PERIOD 2	PERIOD 3	PERIOD 4	YTD	JTD	
93-A04		CITY OF FRIENDSWOOD								
93-A04	01FOUN	FOUNDATION								
		Labor	642.28	.00	.00	.00	.00	.00	642.28	
		Material	320.00	.00	.00	.00	.00	.00	320.00	
		Equipment	250.00	.00	.00	.00	.00	.00	250.00	
		Overhead	141.23	.00	.00	.00	.00	.00	141.23	
		Burdens	154.28	.00	.00	.00	.00	.00	154.28	
		Fee/Permit	200.00	.00	.00	.00	.00	.00	200.00	
		Total Costs:	1707.79	.00	.00	.00	.00	.00	1707.79	
		** Profit **	1707.79-	.00	.00	.00	.00	.00	1707.79-	
93-A04	01SITE	SITE PREPARATION								
		Labor	330.92	.00	.00	.00	.00	.00	330.92	
		Equipment	1657.00	.00	.00	.00	.00	.00	1657.00	
		Overhead	198.81	.00	.00	.00	.00	.00	198.81	
		Burdens	80.60	.00	.00	.00	.00	.00	80.60	
		Total Costs:	2267.33	.00	.00	.00	.00	.00	2267.33	
		** Profit **	2267.33-	.00	.00	.00	.00	.00	2267.33-	
93-A04	02ELEC	ELECTRICAL								
93-A04	02FRAM	FRAMING								
		Burdens	20.07	.00	.00	.00	.00	.00	20.07	
		Total Costs:	20.07	.00	.00	.00	.00	.00	20.07	
		** Profit **	20.07-	.00	.00	.00	.00	.00	20.07-	

Accumulated Overhead Report

Overhead costs are indirect costs that cannot be assigned directly to products as expenses are incurred. Examples of overhead costs are depreciation, maintenance, material handling, taxes, and utilities. These costs are usually distributed across all jobs or phases rather than being accrued to a single job or phase.

The applied general ledger account numbers, overhead basis and rate, and overhead amount for all the phases of every job you select are compiled in the Accumulated Overhead Report. If the job or phase is complete, the work-in-process accrued amount is also shown.

Because the information in this report is erased when you post to General Ledger, print this report before you post to maintain a detailed audit trail.

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

Accumulated Overhead Report

Commands Edit Modes Other Help

Export Archive Abandon

Job ID From 91-135 Thru M9050

Print Cost Code Breakdown? ☒

Print Jobs With Zero Accrual? ☒

Company H | 04/22/2014 | Terminal T000 | OVR

Inquiry

2. Define the **Job ID** range you want to include.
3. Select the **Print Cost Code Breakdown?** check box (or enter **Y** in text mode) to view the cost code breakdown of the accumulated WIP; otherwise, clear the box (or enter **N** in text mode).
4. Select the **Print Jobs With Zero Accrual?** check box (or enter **Y** in text mode) to view all jobs on the report with and without accrued overhead.
5. Select how you want to output the report. For more information on selecting an output device, see “Reports” on page 1-37.

After printing the report, the **Periodic Processing** menu appears.

Accumulated Overhead Report

Builders Supply								Page 1 of 1
Accumulated Overhead Report								
Job ID	Phase	Job Description	Phase Description	Overhead			Work-in-Process	
				GL Acct	Base	Rate	Accrued	Accrued
M9050	BOND	NORTH HILLS HOMES	PERFORMANCE BOND	100000	All Costs	.100	.00	.00
93-A04	01SITE	CITY OF FRIENDSWOOD	SITE PREPARATION	100500	All Costs	.100	198.81	.00
TOTAL FOR ACCOUNT							198.81	.00
M9050	EMT12	NORTH HILLS HOMES	1/2" EMT CONDUIT	104400	Material \$.100	50.00-	.00
TOTAL FOR ACCOUNT							50.00-	.00
M9050	DEM	NORTH HILLS HOMES	DEMOLITION	401000	Labor \$.300	.00	.00
91-135	01FOUN	WESTERN OAKS	FOUNDATION	402000	Equipment \$.100	.00	.00
Cost Code (deferred)				WIP GL Acct		WIP Accrued		
100				Material		400000		
Total WIP Accrued For Cost Codes						666.00		
91-135	01SITE	WESTERN OAKS	SITE PREPARATION	402000	Equipment \$.100	.00	.00
91-135	02ELEC	WESTERN OAKS	ELECTRICAL	402000	All Costs	.000	.00	.00

Post Overhead to GL

The **Post Overhead to GL** function does two things. While a job is in process, it updates the general ledger with the accumulated overhead. After a job is finished, it transfers work-in-process inventory to the finished goods inventory account.

When you post overhead to GL for jobs that are in process, the Overhead WIP account specified in the **JOBGLxxx** table is debited with the Ovhd Accum to Post amount in the Jobs file. The Applied GL account specified in the Jobs file is credited with the Ovhd Accum to Post amount.

a

Overhead WIP	
DB	

Applied GL	
	CR

a.

The system then clears the **Ovhd Accum to Post** field to prepare for more entries.

When you post overhead to GL for finished jobs, the Finish Goods account specified in the **JOBGLxxx** table is debited with the Accum WIP to Post amount from the Jobs file. The Work-in-Process account specified in the **JOBGLxxx** table is credited.



When posting is finished, the system clears both the **Ovhd Accum to Post** and **Accum WIP to Post** fields.

Before You Begin

Because unforeseen problems such as a power surge or failure can interrupt the post and result in the loss of data, back up your data files before you post.

Print the Accumulated Overhead Report (see “Accumulated Overhead Report” on page 8-19) before you post to General Ledger. Once overhead is posted to the applied general ledger accounts, all detail is lost. The Accumulated Overhead Report is your only audit trail.

Posting

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

Be sure that you have backed up your data files before posting.

Have you printed the Accumulated Overhead Report? ☒

GL Period/Year

Company H | 04/22/2014 | Terminal T000 | OVR

2. If you have printed the Accumulated Overhead Report, select the check box (or enter **Y** in text mode) at the prompt; otherwise, clear the box (or enter **N**).
3. Press **Enter** to use the current **GL Period** (the general ledger period corresponding to the system date), or enter a different period to which you want to post the accumulated overhead.
4. Select the year to which you want to post the accumulated overhead. You can post to the current fiscal year or to the previous fiscal year.
5. Select how you want to output the posting log. For more information on selecting an output device, see “Reports” on page 1-37.

After you select the output device, the posting process begins. When the overhead is posted, the **Periodic Processing** menu appears.

Post Overhead to GL Log

Builders Supply			
Post Overhead to GL			
Post Code 00000002			
Amount Posted to GL Period/Year 4/2013			
Description	GL Account	Debit	Credit
OVHD ACCRUED	100500		53.11
OVHD ACCRUED	104400	50.00	
OVHD ACCRUED	402000		141.23
OVHD ACCRUED	400000	144.34	
BALANCE		194.34	194.34

Post Details to Job Master

The **Post Details to Job Master** function adds all the transactions stored in the Job Detail History file for a general ledger period and updates the appropriate actual cost types for each phase and billing-to-date field in the Jobs file.

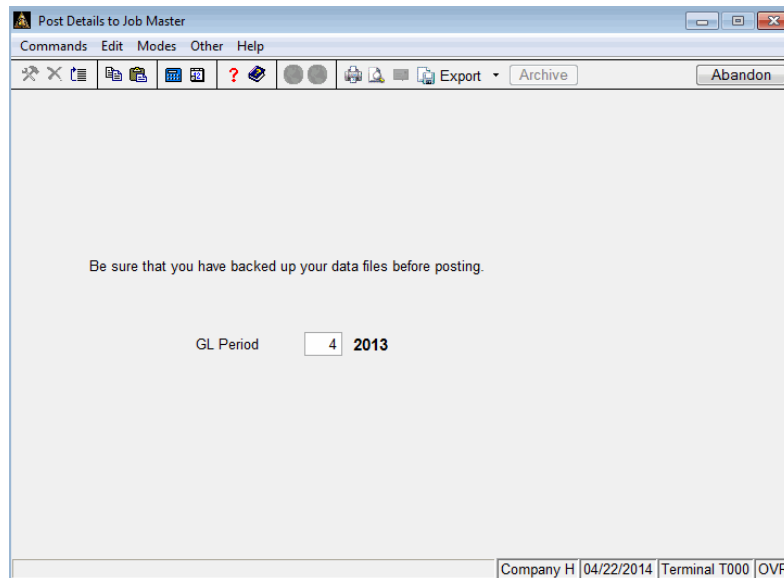
The Jobs file contains only to-date information and does not keep the month-to-month balances and history. You can post transactions for a period any number of times. However, do not post transactions for a new period until you have closed the previous period and printed all your reports. Once you begin to post information for a new month, you cannot print new reports for a previous month.

When you set up **Options and Interfaces** for Contractor's Job Cost on the **Company Setup** menu in Resource Manager, you can elect to post or not to post directly to the Jobs file. If you elect *not* to post directly to the Jobs file (which is recommended), you can enter information for a new month before closing a previous one. To print the appropriate reports and calculate the month-end journal entries, you must use the **Post Details to Job Master** function to post details for that month to the Jobs file.

If you elect to post directly to the Jobs file, you cannot use the **Post Details to Job Master** function. If you try to use it, the message **Option is Set to Post Direct to Master** appears, and you are prompted to return to the **Periodic Processing** menu.

Follow these steps to post details to the Job Detail History file:

1. Select **Post Details to Job Master** from the **Periodic Processing** menu. The **Post Details to Job Master** screen appears.



2. Enter a different period or press **Enter** to use the current **GL Period** (the period corresponding to the workstation date).
3. Select how you want to output the posting log. For more information on selecting an output device, see “Reports” on page 1-37.

The posting log that prints when the post is finished summarizes the transactions for various cost types for the General Ledger period.

After the post finishes and the log is produced, the **Periodic Processing** menu appears.

Post Detail to Master Log

Builders Supply				
Post Detail to Master				
Post Code 00000002				
Amount Posted to GL Period 4 2013				
Job	Phase	Type	Hours	Post Amount
91-135	01SITE	B Billing \$	0.00	100.00
93-A04	01FOUN	3 Overhead \$	0.00	129.08
93-A04	01FOUN	5 Labor \$	88.00	1290.75
Recap by Type:				
		Labor Hrs	88.00	
		Material \$	0.00	
		Equip \$	0.00	
		Overhead \$	129.05	
		Misc \$	0.00	
		Labor \$	1,290.75	
		Subcont. \$	0.00	
		Burdens	0.00	
		Fee/Permit	0.00	
		Committed	0.00	
		Billing \$	100.00	

Periodic Maintenance

Use the **Periodic Maintenance** function to perform maintenance tasks on the Jobs file (**CJBSx**) and the Detail History (**CJHlx**) file in preparation 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.

Periodic Maintenance

Commands Edit Modes Other Help

Have You Run The Following?

- Cost Summary Report
- Unit Analysis Report
- Job Profitability Report
- Billing Summary Report
- Work-in-Process Report
- Overhead Allocation Report
- Posted Overhead to GL
- Backed up your system
- Posted Details to Job Master (if necessary)

☒

Year / Period:

☒ Period End

☐ Year End

Company H 07/03/2008 Terminal T000 OVR

2. If you have not performed the tasks listed, clear the check box (or enter **N** in text mode). You are returned to the **Periodic Processing** menu. After you have completed all of the items listed on the screen, select the check box (or enter **Y** in text mode).

3. Select the period of time for which you want to perform the processing:
Period End or **Year End**.

After processing completes, the **Periodic Processing** menu appears.

Purge Selected Files

Use the **Purge Selected Files** function to delete completed jobs from the system and to remove detail history from a job record without deleting the job. You can delete the job (header and phases), job detail history, and job percent records. If you want to archive the job information to an archive company during the deletion process, set up the **JOSAVxxx** table (page 9-23).

The option to archive the job information to an archive company during the deletion process is intended to give you a way to view completed jobs. This option should never be used to process or modify any job and phase information.

The archived company should also have all interface options set to **NO** so that other programs do not attempt to access application files. After archiving job information, you can switch to the archived company and view old job information through File Maintenance.

You can delete detail history for a range of jobs and phases and for items previous to a specified date.

Note: Before using this function, print the Cost Detail Report (see “Cost Detail Report” on page 6-9 for more information on this report) for your archives and back up your data files.

Follow these steps to purge selected files:

1. Select **Purge Selected Files** from the **File Maintenance** menu. The **Purge Selected Files** screen appears.

If the **JOSAVxxx** table is set up, the following message appears: **Note: Completed Jobs and Details will be saved to Company xxx.** If the **JOSAVxxx** table is not set up or set up with an invalid company, the following message appears: **Company xxx files not available. Use Data File Creation to create them.**

2. If you have completed all the listed steps, select the check box (or enter **Y** in text mode) to continue with the job deletion; otherwise, clear the check box (or enter **N** in text mode) to exit to the **File Maintenance** menu.

Inquiry

3. Define the **Job** and **Phase ID** range you want to delete.
4. Enter the date of the earliest record you want to keep. History records with dates before the date you enter are deleted.
5. When finished, use the **Proceed (OK)** command to approve the entries. After deleting history successfully, the system returns you to the **File Maintenance** menu.

6. When you are ready to delete the job, use the **Proceed (OK)** command.
When the job is deleted, the following message appears: **Press F7 to Exit.**
End of Deletion.
7. Use the **Abandon (F5)** command to return to the **Job ID** field or use the **Exit (F7)** command to return to the **File Maintenance** menu.

CHAPTER 9

9

Overview	9-1
Jobs and Phases	9-3
Divisions	9-21
Tables	9-23
Copy Jobs and Phases	9-35
Percent Completion	9-37
Import File to Job	9-39
Cost Types	9-43
Cost Codes	9-45
WIP Code Maintenance	9-47
Change Fields	9-49

File Maintenance

Overview

The **File Maintenance** functions are the core of Contractors' Job Cost. You can enter and delete jobs, create phases, implement and modify tables, and calculate completion percentages.

Use the **Jobs and Phases** function to create job and phase records. These records contain information such as job and phase IDs, estimated start and finish dates, worker's compensation rates, and estimated costs. To make changes after a job or phase is entered, enter transactions, and revise estimates and accrued costs, use the **Detail Adjustments** function (page 5-5), and the **Change Order Entry** function (page 5-9). Changing job and phase data through these functions ensures correct calculation of overhead and produces an audit trail.

Divisions are used to generate phase subtotals in some reports. Divisions are created from the first two characters of the phase. If you want to use divisions for one job, you must use divisions for all jobs. To use divisions, set the **Use Phase Prefix (first 2 characters) as Division** option to **YES** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

Use the **Tables** function to set up and maintain the Contractors' Job Cost tables. You can set up the tables for individual companies and for all companies. You can set up one table for all the companies that are alike, and you can set up a table for each company that is different.

Use **Copy Jobs and Phases** to create a new job that is similar to an old job. You can enter a new job description, change the manager ID, and copy the estimate amounts from the original job.

The system calculates completion percentages based on estimated costs versus actual costs, or you can manually enter percentages. Use the **Percent Completion** function only if you want to enter your own completion percentages. You can enter percentages for different phases or enter one percentage for an entire job.

Use the **Delete Jobs** function to delete completed jobs from the system. You can delete the job, job detail history, and job percent records.

The **Import File to Job** function imports information (in the form of an ASCII file) from an estimate into the Jobs file. The **IMPRTx** table must contain the field positions and lengths of the ASCII file so that the information is written to the correct fields in the Jobs file. Back up your data before using this function.

Use the **Delete Detail History** function to remove detail history from a job record without deleting the job. If you have many long-term jobs, your files may be full of unnecessary history that you cannot delete through the **Purge Selected Files** function (see "Purge Selected Files" on page 8-31) because the jobs are in process. In this type of situation, use the **Delete Detail History** function to remove selected job and phase history based on the posting dates in the history records, regardless of whether the jobs and phases you select are complete.

Use the **Cost Types** and **Cost Codes** functions to update cost type and cost code information.

Use the **WIP Code Maintenance** to update WIP code information and the associated WIP and cost of goods sold GL numbers for each cost type.

Jobs and Phases

Use the **Jobs and Phases** function to create job and phase records. You can set up several pieces of information:

- Job and phase IDs
- Posting pieces from Payroll or Accounts Payable
- Customer billing information and invoice billed
- Estimated/actual start and finish dates and percentage complete
- Overhead information
- Worker's compensation rate specific to a job and phase
- Whether or not a job or phase requires a certified payroll
- Estimated costs

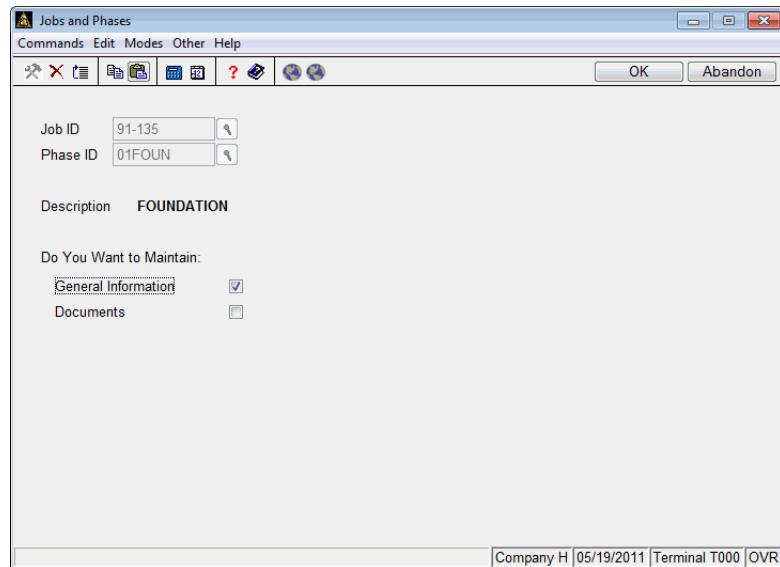
After you set up a job, change job or phase information, enter transactions, and revise estimates and accrued costs, using the **Detail Adjustments** function (page 5-5), and the **Change Order Entry** function (page 5-9). Changing job and phase data through these functions ensures correct calculation of your overhead and produces an audit trail.

Note: When you finish setting up job and phase records, do not use the **Jobs and Phases** function to change actual balances. If you do, the job record won't match the Job Detail History file and you won't have an audit trail.

If Contractors' Job Cost interfaces with Accounts Payable/Purchase Order, Accounts/Receivable, and Payroll, the job and phase records are updated automatically when you post transactions from those applications, and you should not need to make manual job/phase adjustments.

Entering Job and Phases

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



Jobs and Phases

Commands Edit Modes Other Help

Job ID 91-135

Phase ID 01FOUN

Description FOUNDATION

Do You Want to Maintain:

General Information ☒

Documents ☐

Company H | 05/19/2011 | Terminal T000 | OVR

1. Select the Job and Phase you wish to maintain. If creating a new Job or Phase, you will be given the option to copy the maintenance information from an existing job and or phase.
2. Enter a description for the Job/Phase.
3. Choose to maintain the **General Information** and/or the **Documents**.

General Information

The General Information screen appears if you elected to maintain General Information on the Jobs and Phases screen.

Field Description

Inquiry

Job ID Enter the job ID with which you want to work.

Inquiry

Phase ID Enter the phase ID with which you want to work. You can use the first two characters for the division ID if you are using major divisions for the job (see “Divisions” on page 9-21).

Status Select an **Active** or **Inactive** status for the job and phase.

	Field	Description
Inquiry	Copy From	<p>If you entered a Job ID or 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.</p> <ul style="list-style-type: none"> • Enter the ID of the job record you want to copy. • If you are creating a job master record or a job without phases, enter the Job ID to copy. • If you are creating a phase record, you can copy from another phase of the job, the job record, or a different job. Enter the Job ID of the job record or phase record to copy. • If you selected a job record with phases, enter the Phase ID to copy or press Enter to copy the job master record.
	Desc 1/ Desc 2	<p>Press Enter to accept the default description in the Desc 1 field, enter a brief description of the job and phase, or edit the description you copied. You can enter up to 20 characters.</p> <p>Use the Desc 2 field to continue descriptions that do not fit in the Desc 1 field.</p>
	More	<p>If you select this check box (or enter Y in text mode), the Extra Information window appears for entering or viewing information such as the job address, names of the job foreman and architect, and the purchase order number. The information listed is defined in the NAMESxxx table. Clear the box (or enter N in text mode) to skip this window.</p>
Inquiry	Manager ID	<p>Press Enter to accept the default ID or enter a different ID for the manager associated with the job. This ID is kept only as part of the job record, not in its own file.</p>
	UOM	<p>Enter the Unit of Measure that defines the units of cost (cubic yard, linear feet, square feet). This information is paired with the quantity entered in the Detail Adjustments function (page 5-5). The two then appear in the Unit Cost Report (page 6-13).</p>

Field	Description
Pieces From	<p>If Payroll interfaces with CJC, and you want units entered on time tickets to update the Actual Units fields, select PA (or enter P in text mode). If Accounts Payable interfaces with CJC, and you want an inventory item purchase, when posted from Accounts Payable, to update the Actual Units fields, select AP (or enter A in text mode).</p> <p>Note that Accounts Receivable (or Sales Order) is not an option because these applications update billing information. The Actual Units fields pertain to goods and services you acquire to do the job or are completed for the job.</p>
Inquiry	<p>Units Inv. # Enter the Inventory item number used to update the Actual Units fields from Accounts Payable. You must interface Contractors' Job Cost with Inventory before you can post units from Accounts Payable to Contractors' Job Cost.</p> <p>You can only access this field if you enter AP in the Pieces From field.</p>
Start Date - Estimate	Press Enter to accept the default date or enter the date you plan to start the job or phase.
Start Date - Actual	This field is updated through the Detail Adjustments function. It is updated the first time you post a transaction in Payroll or Accounts Payable/Purchase Order if they interface with Contractors' Job Cost. Enter the actual start date or press Enter to skip the field.
Finish Date - Estimate	Press Enter to accept the default date or enter the date you plan to finish the job or phase.
Finish Date - Actual	Do not enter an actual finish date until you complete the job. If Accounts Receivable interfaces with Contractors' Job Cost, this field is updated when you bill customers for the completed job.
Contract No	Enter either the customer's or your own contract number.

	Field	Description
	WIP Info	Select this check box (or enter Y in text mode) to assign a WIP code to the phase; otherwise, clear the check box (or enter N in text mode).
Inquiry	Customer ID	Enter the customer ID for which you are doing the job.
	Contract Date	Press Enter to accept the current date or enter the date the contract was signed.
	Orig Contract \$	<p>Enter the amount of the original contract for the job or phase. Do not include amounts associated with change orders.</p> <p>If you enter a contract amount for the job, contract amounts you enter in the phase records add to this amount. Therefore, if you bill by job, enter a contract amount in the job record and not in the phase records. If you bill by phase, leave this field blank in the job record and enter contract amounts in each phase record.</p>
	Change Orders \$	Enter the net amount of all recorded change orders. This number is added to the amount in the Orig Contract \$ field. Enter the amount as a negative to subtract it. You can also enter change orders using the Detail Adjustments (page 5-5) and Change Order Entry (page 5-9) functions.
	Rev Contract \$	This amount appears as the original contract amount with the change order amount taken into account. You cannot change this amount.
	Billed to Date	Enter the gross amount billed to date, including the amount retained. Billing-to-date amounts are adjusted in the Detail Adjustments function. The field is updated when you post invoices.
	Last Bill Date	Enter the date you sent or are going to send the last bill, or press Enter to accept the current date. This date is updated when you post transactions in Accounts Receivable or Sales Order or when you post adjustments.

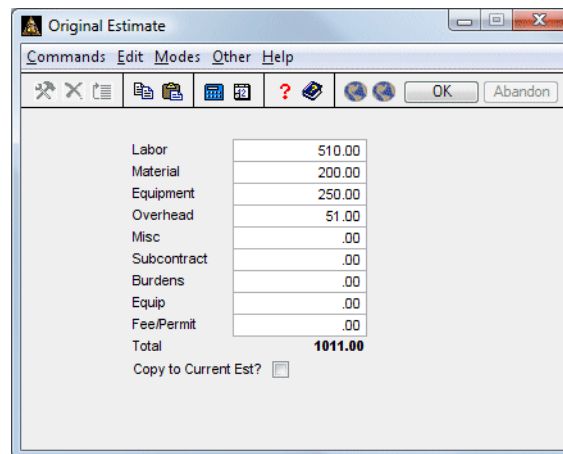
	Field	Description
	Certified PA	If a Certified Payroll has been generated for the phase, select the check box (or enter Y in text mode); otherwise, clear the box (or enter N in text mode). Most jobs for governmental entities require certified payrolls.
Inquiry	WC Code	<p>Enter the Worker's Compensation code for the phase.</p> <p>If Payroll interfaces with Contractors' Job Cost, the worker's compensation code entered for the phase record supersedes an employee's compensation code in the employee's salary information record for time tickets relating to the phase.</p>
	Ovhd Basis	<p>Overhead costs are indirect costs that cannot be assigned directly to products as expenses are incurred. See "Accumulated Overhead Report" on page 8-19 for more information.</p> <p>This field determines what value is used to calculate the overhead applied to the phase. Press Enter to accept the existing cost code or enter one of these values:</p> <ul style="list-style-type: none"> 0 All costs 1 Material costs 2 Equipment costs 3 Labor hours 4 Miscellaneous costs 5 Labor costs 6 Subcontract costs 7,8,9 (User-Defined fields in the NAMESx table.)
	Rate	<p>Overhead rate is the rate at which overhead is calculated depending on either the cost to date or the number of labor hours.</p> <p>Press Enter to accept the default amount or enter the overhead cost applied to the value defined in the Ovhd Basis field. If you use labor hours as the basis, enter a dollar value. For other types, enter a percentage.</p>
Inquiry	Applied GL	Enter the general ledger account number to which you want to apply overhead costs.

Field	Description
Ovhd Accum to Post	<p>This field accumulates the overhead (the basis amount times the rate) for the phase since the last time you posted. When you use the Post Overhead to GL function (page 8-21), this amount is credited to the applied overhead account and debited to the work-in-process account.</p> <p>Press Enter to accept the default 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.</p>
Accum WIP to Post	<p>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 number.</p> <p>When the job is complete and you use the Post Overhead to GL function (see “Post Overhead to GL” on page 8-21), this amount is credited to the work-in-process account and debited to the finished goods account. Then the field is set to zero.</p>
P.O. \$ - Estimate	Enter the estimated dollar amount of purchase orders that will be written for the phase.
P.O. \$ - Actual	<p>The actual dollar amount of all purchase orders issued for the phase appears. Make changes to this amount using the Purchase Order application or by using the Detail Adjustments function (page 5-5). Do not update this field directly or the job record won’t match the Detail History file.</p>
Labor Hrs - Estimate	Enter the estimated labor hours required to complete the phase.
Labor Hrs - Actual	<p>The actual labor hours required to complete the phase appear. Make changes to this amount using the Payroll application or the Detail Adjustments function (page 5-5). Do not update this field directly or the job record won’t match the Detail History file.</p>

Field	Description
Units - Estimate	Enter the estimated number of units to be produced or consumed by phase completion—include change orders and revisions. You can change them through the Detail Adjustments function (page 5-5).
Units - Actual	The actual number of units produced or consumed by phase completion appears. This field is updated when you post the specified item from Accounts Payable or Payroll. You can change them through the Detail Adjustments function (page 5-5). Do not update these fields directly or the job record won't match the Detail History file.

Original Estimate

When you press **Enter** in the **Actual Units** field, the **Original Estimate** window appears.



The screenshot shows a software window titled "Original Estimate". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with various icons and two buttons: "OK" and "Abandon". The main area of the window contains a table with two columns: a list of cost items on the left and their corresponding numerical values on the right. The items and values are: Labor (510.00), Material (200.00), Equipment (250.00), Overhead (51.00), Misc (.00), Subcontract (.00), Burdens (.00), Equip (.00), Fee/Permit (.00), and Total (1011.00). At the bottom of the window, there is a checkbox labeled "Copy to Current Est?" which is currently unchecked.

Labor	510.00
Material	200.00
Equipment	250.00
Overhead	51.00
Misc	.00
Subcontract	.00
Burdens	.00
Equip	.00
Fee/Permit	.00
Total	1011.00

Copy to Current Est? ☐

You can enter original estimates for the phase in this window and then transfer them to the **Cost Type** fields on the **Jobs and Phases** screen. Enter original estimates for a phase only once—when you enter the phase record. When you need to change your Cost Type estimates later, use the **Detail Adjustments** function (page 5-5). The changes are listed in the appropriate fields, while your original estimates remain unchanged.

Field	Description
Labor	Enter the original estimate of the labor cost to complete the phase.
Material	Enter the original estimate of the cost of material needed to complete the phase.
Equipment \$	Enter the original estimate of the cost of equipment needed to complete the phase.
Overhead \$	Enter the original estimate of the phase's overhead costs.
Misc \$	Enter the original estimate of the phase's miscellaneous costs.
Subcont. \$	Enter the original estimate of the phase's subcontract costs.
Burdens	These fields are defined on lines 1, 2, and 3 in the NAMESx table. Enter the original estimate for each cost type.
Equip Rental	These fields are defined on lines 1, 2, and 3 in the NAMESx table. Enter the original estimate for each cost type.
Fee/Permit	These fields are defined on lines 1, 2, and 3 in the NAMESx table. Enter the original estimate for each cost type.
Total	The total of the original estimates for the phase appears.

Field	Description
Copy to Current Est.?	If you are setting up the job for the first time, select the check box (enter Y in text mode) if you want the original estimates to be copied to the Cost Types fields on the Jobs and Phases screen; otherwise, clear the box (enter N in text mode).

Cost Types

When you finish with the **Original Estimate** window (whether or not you saved your original estimates), the **Jobs and Phases** screen reappears. Examine the **Cost Type** fields, both estimated and actual.

To change the following fields on the **Jobs and Phases** screen, use the **Detail Adjustments** (page 5-5) or **Change Order Entry** (page 5-9) functions. If you change actual balances through the **Jobs and Phases** function, the job record won't match the Detail History file, and you won't leave an audit trail. Actual costs are updated when you post from Accounts Payable/Purchase Order and Payroll.

The following table describes the data that appears in the **Cost Types** fields.

Field	Description
Labor \$ - Estimated/Actual	The current estimated labor costs, including change orders and revisions, and the current actual labor costs appear.
Material \$ - Estimated/Actual	The current estimated material costs, including change orders and revisions, and the actual amount of cost incurred to date for material appear.
Equipment \$ - Estimated/Actual	The current estimated equipment costs, including change orders and revisions, and the current actual equipment costs appear.
Overhead \$ - Estimated/Actual	The current estimated overhead costs, including change orders and revisions, and the current actual overhead costs appear.
Misc \$ - Estimated/ Actual	The current estimated miscellaneous costs, including change orders and revisions, and the current actual miscellaneous costs appear.
Subcontract - Estimated/Actual	The current estimated subcontract costs, including change orders and revisions, and the current actual subcontract costs appear.

Field	Description
User-Defined Field #1 - Estimated/Actual	These fields are defined on line 1 in the NAMESx table. The current estimated and actual amounts for this cost type appear.
User-Defined Field #2 - Estimated/Actual	These fields are defined on line 2 in the NAMESx table. The current estimated and actual amounts for this cost type appear.
User-Defined Field #3 - Estimated/Actual	These fields are defined on line 3 in the NAMESx table. The current estimated and actual amounts for this cost type appear.
Total - Estimated/ Actual	The current estimated total costs, including change orders and revisions, and the current actual total costs appear.

When you finish entering a phase record, check your work. Make any necessary changes or use the **Abandon (F5)** command to start again. Use the **Exit (F7)** command to return to the **File Maintenance** menu.

When everything is correct, use the **Proceed (OK)** command to save the phase record. The **Documents** screen appears.

Documents

The documents screen appears if you elected to maintain Documents on the Jobs and Phases screen. Use the screen to attach a document to a job or phase record.

There are many types of documents you can attach to jobs and phases, for example, pricing documents, customer contracts, map of the customer location, and so on.

Note: You must set up file types in Resource Manager before you can attach documents. See the Resource Manager guide for more information.

[illegible]

Use the commands to work with the documents listed on the screen:

- Press **Enter** to edit name, path, and description information for the selected document attachment.

- Press **A** to add a document attachment to the job or phase record.
- Press **V** to view name, path, and description information about the selected document attachment.
- Press **O** to launch the appropriate information and open the document.

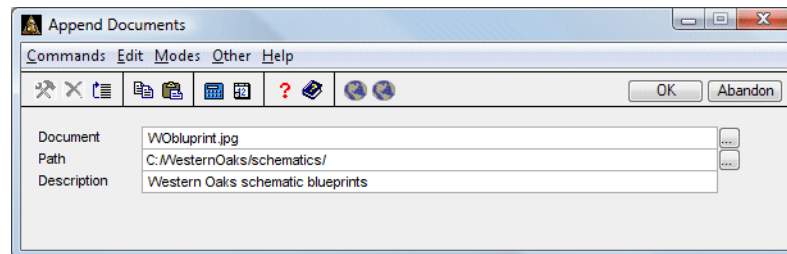
If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (**), change them to forward slashes (*/*) and vice versa.

- Press **P** to return to the Jobs and Phases screen for the job and phase you were using previously.
- Press **N** to return to the Jobs and Phases screen to enter a new job and phase to add or edit.
- Press **G** to move directly to a document, then enter the document name or exit to the Documents screen. (This command appears only if you have more than one screen of attached documents.)

Attach a Document

To attach a document to a vendor record, follow these steps:

1. Click **Append** or enter **A**. The Append Documents screen appears.



2. 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 **DocumentShare** 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 **DocumentShare** 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.

3. Use the **Proceed (OK)** command to attach the file.

Edit Attached Document File Information

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then use the **Proceed (OK)** to save your changes.

To edit the document itself, select **Open document** (or press **O** in text mode) to launch the appropriate application and open the file.

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 path contains backward slashes (\), change them to forward slashes (/) and vice versa.

Delete Attached Documents

To remove a document attachment, select the attachment to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Remember that this procedure only removes the attachment from the record; it does not delete the file from its storage location.

Divisions

Divisions are used to generate phase subtotals in some reports. Divisions are created from the first two characters of the phase. If you use divisions, the phase ID must have three or more digits. For example, if you are building a business park, you might want to see a subtotal of all the costs for the lot and getting it ready. In that case, you might use the division prefix 01 for the lot, site preparation, and foundation work. You might use prefix 02 for the exterior phases, and so on.

If you want to use divisions for one job, you must use divisions for *all* jobs. To use divisions, enter **YES** for the **Use Phase Prefix (first 2 characters) as Division** option in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu. If you select **NO**, no job will have divisions.

Division IDs and descriptions are not specific to a job. If you create a division ID and description, all jobs that use that ID will use the same description. Since division IDs are used only to total phases, you do not have to set up new divisions for each job.

Follow these steps to use divisions:

1. Select **Divisions** from the **File Maintenance** menu. The **Divisions** screen appears.

The screenshot shows a window titled "Divisions". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with various icons, including a magnifying glass, a question mark, and a globe. To the right of the toolbar are "OK" and "Abandon" buttons. The main area of the window contains two input fields: "Division ID" with the value "02" and a "(2 Digit Prefix of Phase)" label, and "Name" with the value "INTERIOR". At the bottom of the window, there is a status bar with the text "Company H", "04/23/2008", "Terminal T000", and "OVR".

Inquiry

2. Enter the ID for the new division in the **Division ID** field.
3. Enter the description for the division ID you are entering in the **Name** field. There is room for 20 characters.
4. When finished, use the **Proceed (OK)** command to save the record. Then enter another division or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Tables

Use the **Tables** function to set up and maintain the Contractors' Job Cost tables.

For tables in this section with an xxx in the name (for example, **JOBGLxxx**), you can set up one table for all companies that are alike, and you can set up a table for each company that is different. For example, you can set up table JOBGL for companies that post to the same General Ledger accounts. For companies that post to different General Ledger accounts, you can set up table JOBGLA for company A, JOBGLB for company B, and so on.

If you delete a company-specific table, that company then uses the generic table. For example, if you delete table JOBGLA, company A will use the JOBGL table.

Follow these steps to work with tables:

1. Select **Tables** from the **File Maintenance** menu. The CJTB screen appears.

Inquiry

2. To change an existing table, enter the **Table ID**.

To set up a company-specific table, enter the **Table ID** plus a one- to three-character company ID.

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

Inquiry

3. If you entered a new table ID, the **Copy From** field appears. A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables and then change the appropriate fields. To copy a sample table, enter the **Table ID**. To create a table from scratch, continue to the **Description** field.
4. Press **Enter** to accept the listed description of the table (if there is one) or enter a description.

5. If you are creating a new table, define the number of columns in the table, 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**). If you are changing or copying a table, this information automatically appears.
6. Save your changes using the **Proceed (OK)** command. Then enter another table ID or use the **Exit (F7)** command to return to the **File Maintenance** menu.

FYEARxxx

The system uses the **FYEARxxx** table when posting data to the CJC Detail History file (**CJHIxxx**). The system posts the actual transaction date as well as the fiscal period and year. If you post from Accounts Payable/Purchase Order, Payroll, or Accounts Receivable, the year is taken from that application's period table (**APPDxxx**, **PACTLxxx**, or **ARPDxxx**).

This table can be company specific, or you can set up one table for all companies. The table is used when you do periodic processing and year-end maintenance.

Once you enter the **Table ID**, the rest of the **FYEARxxx** table appears.

[illegible]

The first column is the current year. Do not change this line.

Enter the current fiscal year in the second column (yyyy). Use the calendar year in which the fiscal year began. You must update this field to the new year when you perform year-end activities.

IMPRTx

The **IMPRTx** table (x stands for the record ID from 1-9) tells the system where fields are situated in an ASCII file. The system uses these positions (**Pos**) and field lengths (**Len**) to import information from an ASCII file into the **JOBSxxx** file in order to create new phases for a job. (See “Import File to Job” on page 9-39 for more information.)

Once you enter the **Table ID**, the rest of the **IMPRTx** table appears.

The screenshot shows the C/ITB software window with the 'IMPRTx' table configuration. The 'Table ID' is 'IMPRTx' and the 'Description' is 'JOB ESTIMATE IMPORT LAYOUT'. The 'Number of Cols' is 6, 'Column Length' is 12, and 'Type' is 'A'. The table contains the following data:

Description	Pos, Len	Description	Pos, Len	Description	Pos, Len
Verification		Phase	1,6	Desc 1	8,21
Desc 2		Manager		Est Committ	29,12
Est Hours	42,9	Est Units	52,7	Est Labor	60,11
Est Material	72,11	Est Equip	84,11	Est Overhead	96,12
Est Misc	108,11	Est Subc	120,11	Est Cost 7	132,12
Est Cost 8	145,12	Est Cost 9	158,12	Contract \$	171,11
Units Inv #		UOM			

At the bottom of the window, the status bar shows: Company H | 04/23/2008 | Terminal T000 | OVR

The fields in the **Description** column correspond to job and phase record fields. For example, the information you reference as **Contract \$** in the ASCII file appears in the **Contract \$** field of the job or phase record. *Do not add or delete descriptions or change the order in which they appear.*

The imported ASCII file should not contain field lengths that are larger than can be stored in the Jobs file (see “Jobs and Phases” on page 9-3). If you do not use a particular field, leave the position and length blank.

Enter the position (**Pos**) and the length (**Len**) of each field in the ASCII file. For example, if the **Contract \$** information starts at position 171 in the ASCII file and is 11 characters long, enter **171,11**.

The system ignores the verification description records if they do not meet the criteria set up in the **Pos, Len** column.

JOBGLxxx Table

The system uses lines one through three of the **JOBGLxxx** table when you select the **Post Overhead to GL** function. The system also uses the Applied GL account specified in the phase record for each job. The table stores the following information:

- General Ledger work-in-process and finished goods inventory account numbers.
- General Ledger overhead work-in-process account number.
- The range of valid General Ledger accounts for Contractors' Job Cost.

If you establish a range of GL accounts specific to jobs, you can make line item entries using only accounts which meet the range you specify.

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

[illegible]

Five lines of descriptions and General Ledger account numbers appear:

- Work-in-process account
- Finished goods or completed jobs account
- Overhead work-in-process account
- Lowest and highest account numbers for Contractors' Job Cost

If you have no material costs, just costs such as labor or overhead, and you want the work-in-process and overhead work-in-process amounts to reconcile when the job is completed, make the account numbers in these two fields identical.

Press **Enter** to accept the General Ledger account number that appears for an account description or enter a different account number. Leave **Job GL From** and **Job GL Thru** blank if you do not want to specify a range of GL accounts specific to jobs, which forces you to make line item entries using only those accounts that meet the range you specified.

For example, if you enter a job and phase ID for a line item in a transaction in Accounts Payable/Purchase Order, the GL account you enter must be within the range specified in the **JOBGLxxx** table. If you enter a transaction in Payroll, with a job and phase ID, the department specified must contain a GL account for the *employees' default earning code* that is within the range specified in the **JOBGLxxx** table.

Note: 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 how you change the labels.

JOSAVxxx Table

The **JOSAVxxx** table enables you to save job cost history to an archive company when you delete a completed job. If you do not set up this table, information about a completed job is permanently erased when you delete the job.

Once you enter the **Table ID**, the rest of the **JOSAVxxx** table appears.

Enter the archive company to which you want to save the job cost history.

Then create the same company in Resource Manager and use the **Data File Creation** function on the Resource Manager **Company Setup** menu to create CJ files for that company. You can set up a company specific table, **JOSAVxxx**, or you can archive closed jobs from all companies to one file by creating a **JOSAV** (no company ID) table. When you delete closed jobs, the system archives the information to the archive company's **CJBSxxx**, **CJHlxxx**, and **CJBXxxx** files. (For more information, see the *Resource Manager User's Manual*).

NAME\$xxx Table

The **NAMESxxx** table stores the names of the user-definable cost types and the names of the user-definable information fields. All jobs use these common names from this table. You can name three cost types (7, 8, and 9) and five extra information fields from the job record.

Once you enter the **Table ID**, the rest of the **NAMESxxx** table appears.

The screenshot shows the CJTB application window. The title bar reads 'CJT B'. The menu bar contains 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. The toolbar has icons for file operations and a search icon. The main window displays a table definition for 'CJ USER DEFINED FIELDS NAME TABLE'. The table has one column named 'NAMES' with a length of 12 and type 'A'. Below the table definition, there is a list of 'Extra Types' including Burdens, Equip Rental, Fee/Permit, Job Address, City/St/Zip, Job Foreman, Architect, and P.O. #.

Table ID	NAMES	Description
Number of Cols	1	Column Length
	12	Type
	A	

Extra Types

- Burdens
- Equip Rental
- Fee/Permit
- Job Address
- City/St/Zip
- Job Foreman
- Architect
- P.O. #

Company H 04/23/2008 Terminal T000 OVR

The first three lines in the **Extra Types** section of this table contain the names you want to use for cost types 7, 8, and 9 in the phase records and reports that include phase detail. Lines four through eight contain the names for the extra information fields you can use when you set up a job or phase record (see “Entering Job and Phases” on page 9-4).

These names apply to all jobs. If you change the names in the table, the names of these fields immediately change for all jobs.

OPTxxx Table

The **OPTxxx** table stores your choices for the following options: whether to interface with General Ledger, whether to use the phase prefix as the division ID, whether to post directly to the Jobs file, and whether to use original cost estimates.

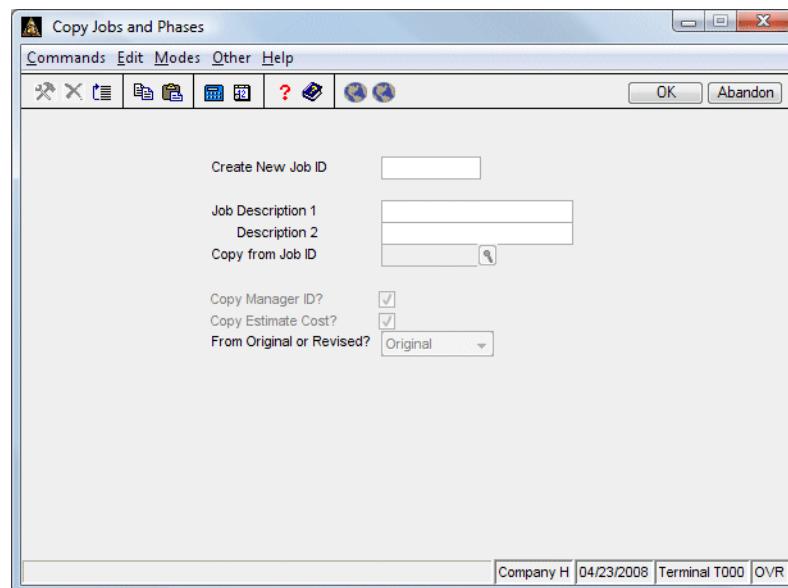
These settings are adjusted by using the **Options and Interfaces** function on the Resource Manager **Company Setup** menu (see “Options” on page 3-8). Do not change these options using the **Tables** function.

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, the system copies all the information (including extra information) except the actual costs and dates.

Follow these steps to copy jobs and phases:

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



2. In the **Create New Job ID** field, enter an ID for the new job. You cannot enter an ID that is already on file.

3. Enter the name or description of the new job in the **Job Description 1** and **Description 2** fields. These fields hold 20 characters each.

Inquiry

4. In the **Copy from Job ID** field, enter the ID of the job you want to copy.
5. If you want to copy the manager ID, select the **Copy Manager ID** check box (or enter **Y** in text mode); if not, clear it (or enter **N** in text mode).
6. Select the **Copy Estimate Cost** check box (or enter **Y** in text mode) if you want to copy the estimated costs; otherwise, clear it (or enter **N** in text mode) and manually enter them later.
7. The **From Original or Revised** field is only active if you select the **Copy Estimate Amount** check box. Select **Original** (or enter **O** in text mode) if you want to copy original estimated amounts from the existing job to the revised estimates for the new job or select **Revised** (or enter **R** in text mode) to copy the revised estimated amounts.

Original cost estimates are not affected. They are always copied from the existing job to the new job.

8. Use the **Proceed (OK)** command to copy the job information. After you have copied the job information, you can copy another job or exit to the **File Maintenance** menu.

Use the **Percent Completion** function to update completion progress for a new job already in progress. You can enter percentages for different phases or enter one percentage for an entire job.

1. Select **Percent Completion** from the **File Maintenance** menu. The **Percent Completion** screen appears.

[illegible]

Inquiry

2. Enter the **Job ID** of the job whose percentage you want to modify. When you enter the job number, the job description and totals for the estimated and actual costs and the calculated percentage from the estimated versus actual costs appear at the top of the screen.
3. Use the commands at the bottom of the screen to work with job and phase completion information:
 - Press **Enter** to edit the selected phase. Enter the completion percentage and use the **Proceed (OK)** command to approve your calculation or use the **Abandon (F5)** command to return to the scrolling region.
 - Press **N** to return to the **Job ID** field to enter another job.
 - Press **C** to copy the value in the **Calc %** field to the **Input %** field for the selected phase. When the “Press ‘PgDn to continue copy Calculate % to Input %” message appears, use the **Proceed (OK)** command to copy the value or the **Abandon (F5)** command to return to the scrolling region.
 - Press **I** to enter one percentage for the entire job, then enter the completion percentage for all phases. Use the **Proceed (OK)** command to approve your calculation or the **Abandon (F5)** command to return to the scrolling region.
 - Press **G** to jump to a specific phase. This command is available only when there is more than one screen of phase entries.

Import File to Job

An ASCII (American Standard Code of Information Interchange) file is a generic text file. The **Import File to Job** function imports information from an ASCII estimate file into the Jobs file. The **IMPRTxxx** table must contain the field positions and lengths of the ASCII file so that the information is written to the correct fields in the Jobs file (see “IMPRTx” on page 9-27).

Back up your data before using this function.

Follow these steps to import information to the Jobs file:

1. Select **Import File to Job** from the **File Maintenance** menu. The **Import File to Job** screen appears.

Import File to Job

Commands Edit Modes Other Help

C=Create New Job, M=Merge to Existing Job C

Job ID

Job Description 1

Job Description 2

Manager ID

Import from File

Use Import Table # 1

Default Overhead Basis 0

Default Overhead Rate .00

Company H 04/24/2008 Terminal T000 OVR

2. Select **C** (or enter **C** in text mode) to create a new job or phase or select **M** to merge the information in the ASCII file with an existing job or phase.

Inquiry

3. If you entered **C** in the previous field, enter a new **Job ID**. If you entered **M**, enter an existing **Job ID**.
4. If you entered **C** in the first field, you can enter two lines of **Job Description**.

If you entered **M**, the **Job Description** for the job you selected appears. You cannot change the description here. For information about changing fields, see “Entering Job and Phases” on page 9-4.

5. If you entered **C** in the first field, enter the job manager ID.

If you entered **M**, the **Manager ID** for the job you selected appears. You cannot change the Manager ID here. For information about changing fields, see “Entering Job and Phases” on page 9-4.

6. In the **Import From File** field, enter the name of the ASCII file you want to import. You must include the directory path.
7. The number of the IMPRTx table used to import the estimate appears in the **Use Import Table #** field. The number of the IMPRTx table is the digit that is represented by the letter *x*. See “IMPRTx” on page 9-27 for more information on how to set up the table. Press **Enter** to accept the table number or enter a different table number. The number of items set up for that table appears at the bottom of the screen.
8. In the **Default Overhead Basis** field, enter the overhead basis to use for creating phases. For more information on the overhead basis, see “Entering Job and Phases” on page 9-4.

- 0** - All Costs
- 1** - Material
- 2** - Equipment
- 3** - Labor Hours
- 4** - Miscellaneous
- 5** - Labor Dollar
- 6** - Subcontract
- 7,8,9** - User-Defined Cost Types

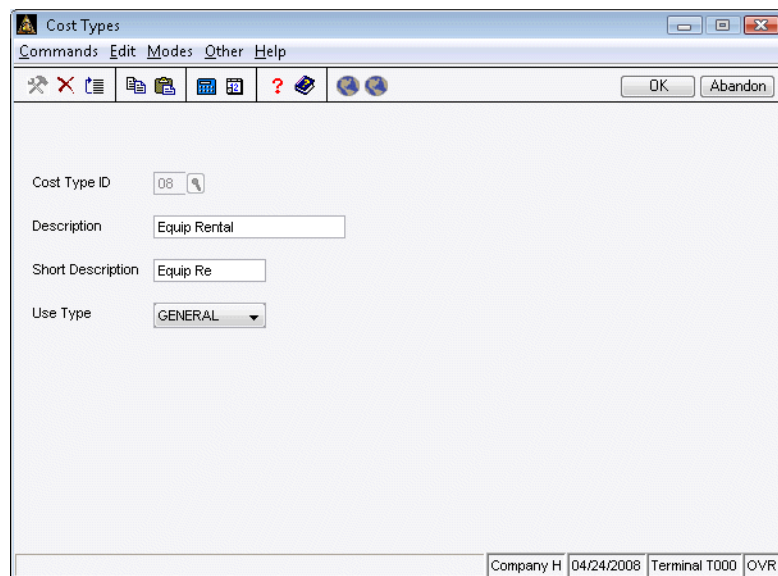
9. In the **Default Overhead Rate** field, enter a percent of the basis dollars or enter an amount if the basis is type **3** (labor hours).
10. When finished, use the **Proceed (OK)** command to approve the entries. After importing information successfully, the system returns you to the **File Maintenance** menu.

Cost Types

Use the **Cost Types** function to modify the description and type associated with the user-definable cost types. Loaded with CJC are six industry specific cost types and the ability for you to add or modify cost types 7, 8, and 9. The cost types are kept in the **CJCTx** file. The preloaded cost types serve are Materials, Equipment, Overhead, Miscellaneous, Labor \$, and Subcontract.

Follow these steps to work with cost types:

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



Inquiry

2. Enter the **Cost Type ID** (7, 8, or 9) with which you want to work.
3. Press **Enter** to accept the default **Description** or enter a different one. If you entered an existing cost type ID, the description automatically appears.

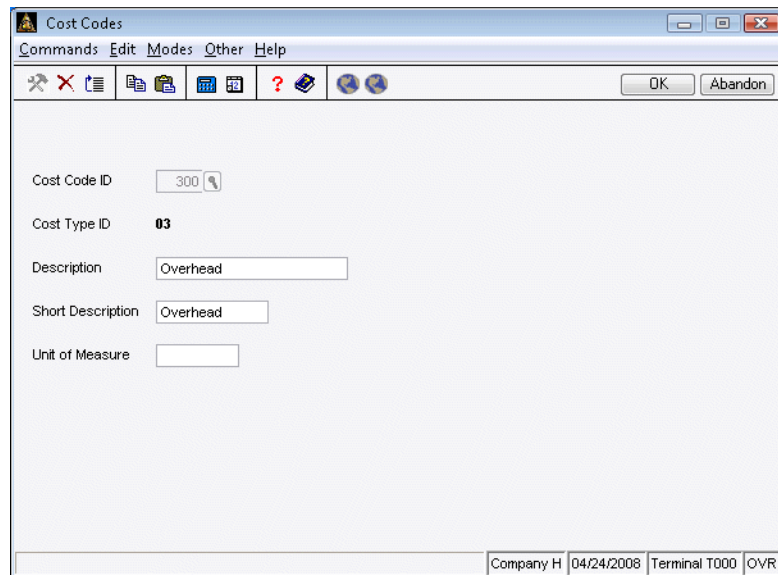
4. Press **Enter** to accept the default **Short Description** of the cost type or enter a different one.
5. In the **Use Type** field, press **Enter** to accept the default **Use Type** or assign a use type to the cost type: **G** for General, **L** for Labor, and **O** for Overhead. The system uses types to distinguish between a labor cost, an overhead cost, and a general cost (neither labor nor overhead).
6. When you use the **Proceed (OK)** command to save the cost type information, you are returned to the **Cost Type ID** field. Enter or edit information about a different cost type or use the **Exit (F7)** command to exit to the **File Maintenance** menu.

Cost Codes

Use the **Cost Codes** function with the cost types you create to better define your grouping and reporting of job costs. These codes appear in the **Inquiry** windows in AP, AR, and PA when you use the **Inquiry (F2)** command at **Cost Code** fields. The cost codes are kept in the **CJCCx** file.

Follow these steps to work with cost codes:

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



Inquiry

2. Enter the **Cost Code ID** you want to add or modify. The **Cost Type ID** associated with that number appears in the **Cost Type ID** field.
3. Press **Enter** to accept the default **Description** or enter a different one.

4. Press **Enter** to accept the default **Short Description** of the cost code or enter a different one.
5. Enter the **Unit of Measure** to be used for the cost code.
6. When you use the **Proceed (OK)** command to save the cost type information, the system returns you to the **Cost Code ID** field. Enter or edit information about a different cost code or use the **Exit (F7)** command to exit to the **File Maintenance** menu.

WIP Code Maintenance

Use the **WIP Code Maintenance** function to update information about the WIP Codes and the associated WIP and Cost of Goods Sold (COGS) GL Numbers for each cost type.

Follow these steps to work with WIP codes:

1. Select **WIP Code Maintenance** from the **File Maintenance** menu. The **WIP Code Maintenance** screen appears.

Amounts are moved from the WIP account to the COGS account when you use the Post Expense to GL function.

Cost	Type	Description	WIP Acct	COGS Acct
1	01	Material	400000	400000
2	02	Equipment	400000	400000
3	03	Overhead	400000	400000
4	04	Misc	400000	400000
5	05	Labor \$	400000	400000
6	06	Subcontract	400000	400000
7	07	Burdens	400000	400000
8	08	Equip Rental	400000	400000
9	09	Fee/Permit	400000	400000

Inquiry

2. Enter the **WIP GL Code** you want to edit. Use any combination of letters and numbers. The nine cost types available appear. These cannot be changed or deleted.

3. Select the line you want to edit and press **Enter**.

Inquiry

4. Enter the WIP and COGS accounts that you want assigned to the WIP/Cost Code combination. The accounts must fall in the account ranges set up in the **JOBGL** table, if any.
5. When finished, use the **Proceed (OK)** command to approve the entries. Enter a new WIP GL code to work with or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code from one value to another. The **Change Fields** function can change codes within Contractors' Job cost as well as in other applications. To produce a list of fields changed, use the **Print Log** feature.

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

Change Fields

Commands Edit Modes Other Scroll Commands Help

Field ID: CJ Job/Phase ID

Print Log? ☒

Original Value	New Value

File Description	Time	Tag
CJ User Documents	Short	<input checked="" type="checkbox"/>
Job Extra Info File	Short	<input checked="" type="checkbox"/>
COST CODE DETAIL FILE	Short	<input checked="" type="checkbox"/>
Job History	Short	<input checked="" type="checkbox"/>
Percent Completion File	Short	<input checked="" type="checkbox"/>
Checks File	Long	<input checked="" type="checkbox"/>
AP Purchase History File	Short	<input checked="" type="checkbox"/>
Open Invoice File	Long	<input checked="" type="checkbox"/>
Material Requisitions Det	Short	<input checked="" type="checkbox"/>
Recurring Line Items	Short	<input checked="" type="checkbox"/>
Accounts Payable Subcontr	Short	<input checked="" type="checkbox"/>
Transaction Line Items	Short	<input checked="" type="checkbox"/>
AR Detail Sales History F	Short	<input checked="" type="checkbox"/>
AR Rec. Entries Detail Fi	Long	<input checked="" type="checkbox"/>

Line No (000000 of 000000)

Begin code change Import field list Header Field ID Years

Switch to tag Enter = edit Append Clear values Go to

Company H | 05/05/2011 | Terminal T000 | INS

The screen contains three sections. The top **Header** section is where you select the code or ID to change and whether 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 CJC fields from the **Contractors' Job Cost** menus. 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 **Tab** 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 software provider or support representative instructs you to so.

1. 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.
2. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.
3. Select a command.
 - Press **Tab** 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).
4. 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.
 5. Enter a new **Field ID** to change, or use the **Exit (F7)** command to return to the **File Maintenance** menu.

CHAPTER 10

10

Overview	10-1
Printing a Master List	10-3
Jobs and Phases List	10-5
Cost Types List	10-7
Cost Codes List	10-9
Cost Codes Detail List	10-11
Divisions List	10-13
Estimate List	10-15
Job Schedule Analysis List	10-17
Percent Completion List	10-19
Tables List	10-21
WIP Code List	10-23

Master File Lists

Overview

Master File Lists show information about jobs and phases, divisions, estimates, work schedules, completion percentages, and tables. Use them for reference or for help in preparing estimates and financial statements.

Use the **Master File Lists** functions for the following tasks:

- Print a list of job and phase IDs, descriptions, and estimated and actual start and finish dates.
- List division IDs and descriptions (if you use them).
- Generate a list of estimated costs for a job, summarized by cost type.
- Produce a bar chart that shows estimated and actual time spent on the phases of a job.
- Produce a worksheet to aid in calculating and entering completion percentages or to gather field information about the physical progress of phases priced as a lump sum.
- Produce a list of jobs with or without phase detail, the estimated and actual costs, and the calculated and manually entered completion percentages.

CHAPTER 10 • Master File Lists

- Produce a list of tables and their contents.

Printing a Master List

All Master Lists are printed in a similar manner. Use the instructions below to print a list from the **Master File Lists** menu, modifying them as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain any check boxes, skip that step and continue to the next.

Follow these steps to print a master list:

1. Select the report you want to print from the **Master File Lists** menu. The screen for that report appears. The Percent Completion screen is shown below as an example.

Percent Completion List

Commands Edit Modes Other Help

Job ID From 91-135 Thru M9050

Phase ID From 01FOUN Thru 02FRAM

Print

☒ Jobs Only

☐ Phases and Jobs

Print

☐ Field Worksheet

☒ List

With Job Page Break? ☐

Company H | 04/22/2014 | Terminal T000 | OVR

Inquiry

2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** command is usually available with these list boxes.

3. If the screen contains option buttons, select the button corresponding to the type of information you want to print on the list. You can select only one per option group.

These options control the type of information that prints on the list. For example, option buttons determine if the report lists jobs only or phases and jobs, field worksheets, or lists.

4. If the screen contains check boxes, select the check box corresponding to the information you want to include in the report. Clear the check box to exclude information from the report.

These check boxes are often used to specify whether to suppress blank lines or insert a page break per table.

5. If you elected to produce the list of labels, a line of **x's** prints so that if you are producing labels, you can align them. Then this prompt appears:

Is form aligned?

If the labels are not aligned, select **No** and adjust them. When the labels are aligned, select **Yes** to produce them.

6. Select the output device. See “Reports” on page 1-37 for more information. After you produce the list, the **Master File Lists** menu appears.

Jobs and Phases List

Produce the **Jobs and Phases List** whenever you make changes in the **Jobs and Phases** function. You can print job information only or job and phase information. You can print the description information with or without the extra information in the user-defined tables. (See “NAMESxxx Table” on page 9-32 for information about defining the extra information fields in this table).

Sample List

Builders Supply									
Jobs and Phases List									
Job ID	Phase	Description	Def. WIP Pst Cd	Manager	S t a r t		F i n i s h		Cust ID
					Estimate	Actual	Estimate	Actual	
91-135		WESTERN OAKS LOT 5A		MARKS	05/21/2013	05/21/2013	07/20/2013		SUN001
		Job Address	16504 WESTVIEW ROAD						
		City/St/Zip	HOUSTON, TX 77045						
		Job Foreman	MIKE PRESTON						
		Architect	ROBERTS & ASSOC.						
		P.O. #	23210 77002						
93-A04		CITY OF FRIENDSWOOD RECREATION CENTER		LAIRD	12/10/2012	06/08/2013	04/03/2014		LOS001
		Job Address	502 MAIN						
		City/St/Zip	FRIENDSWOOD, TEXAS 77590						
		Job Foreman	JERRY BOND						
		P.O. #	105203						
M9050		NORTH HILLS HOMES	149 NORTH HILLS RD	BILL	07/01/2013	07/01/2013			LOS001
									JCL00001

Cost Types List

The Cost Types List shows the cost types used throughout the system.

Sample List

Builders Supply Cost Types List			
Page 1 of 1			
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	Subcontract	Subcontr	GENERAL
07	Burdens	Burdens	GENERAL
08	Equip Rental	Equip Re	GENERAL
09	Fee/Permit	Fee/Perm	GENERAL

Cost Codes List

The Cost Codes List shows each cost code and cost type.

Sample List

Builders Supply Cost Codes List				Page 1 of 1
Cost Code	Cost Type	Description	Short Desc.	Unit
100	01	Material	Material	
101	01	Material- Wood	Mtl-Wood	
102	01	Material- Masonry	Mat-Mas.	
200	02	Equipment	Equipmen	
300	03	Overhead	Overhead	
400	04	Misc	Misc	
500	05	Labor \$	Labor \$	
600	06	Subcontract	Subcontr	
700	07	Burdens	Burdens	
800	08	Equip Rental	Equip Re	
900	09	Fee/Permit	Fee/Perm	

Cost Codes Detail List

The Cost Codes Detail List shows each cost code and cost type for the selected jobs and phases.

Sample List

Builders Supply Cost Codes Detail List				Page 1
Job ID				
Phase ID	Description	Cost Code	Description	Short Description
91-135	WESTERN OAKS			
		Cost Type 01	Material	Material
		100	Material	Material
		101	Material- Wood	Mlt-Wood
		102	Material- Masonry	Mat-Mas.
		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 \$
		Cost Type 06	Subcontract	Subcontr
		600	Subcontract	Subcontr
		Cost Type 07	Burdens	Burdens
		700	Burdens	Burdens
		Cost Type 08	Equip Rental	Equip Re
		800	Equip Rental	Equip Re
		Cost Type 09	Fee/Permit	Fee/Perm
		900	Fee/Permit	Fee/Perm

Divisions List

If you use divisions, use the **Divisions List** function to produce a list of divisions and division descriptions that you set up in **File Maintenance** (see “Divisions” on page 9-21 for more information). Information comes from the Divisions file (**CJDVx**).

Sample List

Builders Supply Divisions List		Page 1 of 1
Division ID	Division Name	
01	GROUNDS	
02	INTERIOR	
03	Carpentry	
04	Masonry	
05	Plumbing	
06	Electrical	
07	HVAC Team	
08	Roofers/Insulation	

Estimate List

The Estimate List shows current estimates for the jobs you select. Produce this list when you want to review the current estimated costs for a job or a number of jobs. You can produce the list for one job, a range of jobs, completed jobs, jobs in process, unstarted jobs, or all jobs. You can also produce the report for one phase, a range of phases, or jobs for one manager or a range of managers. You can produce a list that shows the summary total of each selected job or phase details. If you choose to list the phase details and if you use divisions, you can subtotal the phases by division.

Sample List

Builders Supply Estimate List											Page 1 of 3
Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	Burdens	Equip Rental	Fee/ Permit	* Total *
91-135	01FOUN										
	Original:	510.00	200.00	250.00	51.00	0.00	0.00	0.00	0.00	0.00	1011.00
	Changes:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Current:	510.00	200.00	250.00	51.00	0.00	0.00	0.00	0.00	0.00	1011.00
91-135	01SITE										
	Original:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Changes:	680.00	0.00	200.00	20.00	0.00	0.00	204.00	0.00	25.00	1129.00
	Current:	680.00	0.00	200.00	20.00	0.00	0.00	204.00	0.00	25.00	1129.00
91-135	02ELEC										
	Original:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Changes:	0.00	0.00	0.00	425.00	0.00	4287.50	0.00	0.00	0.00	4712.50
	Current:	0.00	0.00	0.00	425.00	0.00	4287.50	0.00	0.00	0.00	4712.50
91-135	02FRAM										
	Original:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Changes:	1500.00	3500.00	0.00	375.00	1400.00	0.00	0.00	100.00	50.00	6925.00
	Current:	1500.00	3500.00	0.00	375.00	1400.00	0.00	0.00	100.00	50.00	6925.00

91-135	*****										
	Original:	510.00	200.00	250.00	51.00	0.00	0.00	0.00	0.00	0.00	1011.00
	Changes:	2180.00	3500.00	200.00	820.00	1400.00	4287.50	204.00	100.00	75.00	12766.50
	Current:	2690.00	3700.00	450.00	871.00	1400.00	4287.50	204.00	100.00	75.00	13777.50

Job Schedule Analysis List

The chart shows the job ID and description, phase IDs and descriptions, date range you selected, and estimated and actual start and finish dates for each phase. It can cover a ten-week period or a seven-month period.

Print the chart at the beginning of the job for the job owner, during the job to check on your progress, and at the end of the month when you revise your estimates and need help in preparing your financial statements.

Sample List

[illegible]

Percent Completion List

The Percent Completion Worksheet is a list of jobs, with or without phase detail, which provides the previous percent complete for the job or phase and a blank line for the new percent complete. Use this worksheet to gather information about physical completion on jobs and phases where the unit of measure is a lump sum. You can use it when you make monthly adjustments to the complete percentage calculations (see “Percent Completion” on page 9-37 for more information). The information comes from the Jobs file (**CJBSx**) and the Percent Complete file (**CJPZx**).

The Percent Completion List is a list of jobs, with or without phase detail, which provides the estimated and actual cost, the calculated percent complete, and the manually entered percent complete. Use it to reference the status of a job or a range of jobs.

Sample List

Builders Supply					Page 1 of 1	
Percent Completion List						
Job ID	Phase ID	Description	Est. Cost	Act. Cost	Calc %	Input %
91-135		WESTERN OAKS	13777.50	12740.27	92.47	85.92
		LOT 5A				
93-A04		CITY OF FRIENDSWOOD	23730.00	3995.19	16.84	3.65
		RECREATION CENTER				
M9050		NORTH HILLS HOMES	4200.00	215.00	5.12	23.37
		149 NORTH HILLS RD				

Tables List

Produce the Tables List to get information from a particular Contractor's 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

Builders Supply						Page 1 of 1
Tables List						
Contractors' Job Cost						
Table ID	FYEAR	Description	FISCAL YEAR			
No. of Columns	2	Column Length	0	Type	A	
Description						
Current Year 2013						
Table ID	FYEARH	Description	FISCAL YEAR			
No. of Columns	2	Column Length	0	Type	A	
Description						
Current Year 2013						
Table ID	IMPRTH	Description	JOB ESTIMATE IMPORT LAYOUT			
No. of Columns	6	Column Length	0	Type	A	
Description	Pos,Len	Description	Pos, Len	Description	Pos,Len	
Verification		Phase	1,6	Desc 1	8,21	
Desc 2		Manager		Est Committ	29,12	
Est Hours	42,9	Est Units	52,7	Est Labor	60,11	
Est Material	72,11	Est Equip	84,11	Est Overhead	96,12	
Est Misc	108,11	Est Subc	120,11	Est Cost 7	132,12	
Est Cost 8	145,12	Est Cost 9	158,12	Contract \$	171,11	
Units Inv #		UOM				

WIP Code List

Use the WIP Code list to get information on the WIP Codes entered. You can select a range of WIP codes and cost types.

Sample List

Builders Supply WIP Code List					Page 1 of 1
WIP Code	Cost Type	Description	WIP GL Account	COGS GL Account	
01	01	Material	400000	400000	
01	02	Equipment	400000	400000	
01	03	Overhead	400000	400000	
01	04	Misc	400000	400000	
01	05	Labor \$	400000	400000	
01	06	Subcontract	400000	400000	
01	07	Burdens	400000	400000	
01	08	Equip Rental	400000	400000	
01	09	Fee/Permit	400000	400000	

System Messages

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

A valid GL account is required.

You have specified a GL account outside of the range defined in the **Job GL From** and **Job GL Thru** fields on the **JOBGLxxx** table. If you specified an account range in these fields, you can only make line item entries using accounts within this range. Enter an account number in the specified range or use the **Inquiry (F2)** command to look it up and select it.

Actual finish date must be greater than start date.

The finish date you enter must be the same date as the start date or a date after the start date. It cannot be a date prior to the start date.

Actual Overhead is too large

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

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 is displayed and get help from a support technician.

Cannot delete job with transactions on file.

If a job has open invoices, open orders, or transactions on file, you cannot delete the record.

Cannot delete with items to post.

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

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.

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

The directory where you are creating files already has files for the selected application and company. To continue with the conversion and erase the existing files, enter **Y**. To create only the new or missing files (if any), select **N**.

Destination file {drive:/path/filename} 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. Sometimes the door of a disk drive is open or a CD is not in the drive. If closing the door or inserting the CD corrects the problem, press **Enter**; if not, consult your system administrator or hardware support specialist.

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.

{filename} 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/filename not found. No conversion.**

File unavailable {filename}.

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 and 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.

Finished goods to post is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

Invalid date in {drive:/directory/filename}.

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:

Month 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.

Job already exists.

The job number you entered already exists in the Contractors' Job Cost system. Check your records.

Job is not on file.

The job number you entered is not on file in the Contractors' Job Cost system. Check your records. Then enter a job number that the Contractors' Job Cost system recognizes or add the job number to Contractors' Job Cost.

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 'FYEAR'.

The **FYEARxxx** table is missing or corrupted. Use the **Tables** function to make sure that the table is correct.

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

Missing table' JOBGL'.

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

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

Must create job record first.

Multiphase jobs consist of a job record and subsidiary phase records. You must create the job record before you can add phase records.

No phases are allowed 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.

Option is set to Post Direct to Master.

The option **Direct Post to Job Master** is active on the Contractors' Job Cost **Options and Interfaces** screen. If you don't want postings from Accounts Payable/ Purchase Order, Accounts Receivable/Sales Order, and Payroll to automatically update the job-to-date fields in the job and phase records, this option must be set to **NO**. Then you can use the Post Details to Job Master function to update those fields in the job and phase records.

Overhead to post is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

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.

Revised amount is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

Revised estimated amount is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

The NAMES table is missing for this company.

The NAMESx table is missing or corrupted. Use the **Tables** function to rebuild the table before continuing to work with job or phase records.

There are no phases for this job.

No subsidiary phase records have been defined for the job.

This job uses phases.

You must enter a valid phase ID for this job.

Thru value must be greater than From value.

The value you entered at **Thru** is smaller than the value you entered at **From**. Press **Enter** and then enter the correct value at **Thru**.

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 function's files 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 either corrupted or locked at another terminal on the system. 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 output device you are trying to use. Make sure that the output device is online.

You 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.

INDEX

IX

A

- Accumulated Overhead Report
 - function, 1-7
 - sample, 8-20
 - screen, 8-19
- actual costs, 6-5
 - inquiry, 4-1
- additional descriptions
 - inquiry, 4-1
- Address Lookup, 1-30, 1-35
- address mapping, 1-30, 1-35
- addresses, 1-30, 1-35
- Adjustments and Change Orders menu, 1-4
- alphabetical sorting, 3-2
- APFORMx file, 2-5

B

- backing up
 - using Resource Manager, 3-15
- backup schedule
 - backing up data files, 3-15
 - backing up programs, 3-15
 - setting up, 3-14
- bids
 - preparing, 6-5
- Billing Detail Report
 - function, 1-6
 - overview, 7-1
 - sample, 7-7
- billing information
 - inquiry, 4-1
 - setting up, 9-3
- Billing Reports
 - overview, 7-1
- Billing Reports menu, 1-6

- Browse, 1-30
- Budget Project Report
 - function, 1-6
- Budget Projection Report
 - sample, 8-5
 - screen, 8-3
- budgets
 - planning, 6-5

C

- Change Fields
 - function, 9-49
 - screen, 9-49
- Change Order Detail
 - sample, 5-21
- Change Order Detail Report, 5-9
 - function, 5-19
 - screen, 5-19
- Change Order Entry
 - function, 5-9
- Change Order Entry screen, 5-9
- Change Order Processing, 5-3
- Change Order Transaction Detail file, 5-4
- Change Order Transaction Header (CJC1x)
 - description, 1-9
- changing job information, 5-3, 9-3
- checklist
 - setting up, 3-5
- Change Order Entry
 - function, 5-3
- CJFORMx file, 2-5
- cloud, 1-41
- codes
 - setting up, 3-1

INDEX

- sorting, 1-38, 3-1
- commands
 - flags, 1-34
 - hot keys, 1-34
 - Proceed (OK), 1-2
- company-specific tables, 9-24
- Contractors' Job Cost
 - before converting, 2-5
 - menu structure, 1-4
 - setting up, 3-1
- conversion
 - APFORMx file, 2-5
 - before converting, 2-5
 - CJFORMx file, 2-5
 - setup considerations, 2-6
- converting to OSAS version 6.1, 2-7
- Copy Jobs and Phases
 - function, 9-35
 - overview, 9-2
- copying jobs, 9-35
- cost
 - Detail Inquiry, 4-7
- Cost Code Detail file (CJCDx)
 - description, 1-9
- Cost Code file (CJCCx)
 - description, 1-8
- Cost Codes
 - function, 3-12
 - overview, 9-2
- cost codes, 4-11, 6-5
- Cost Codes Detail List
 - function, 10-11
 - sample, 10-11
- Cost Codes List
 - function, 10-9
 - sample, 10-9, 10-11
- Cost Detail Report
 - function, 1-5
 - overview, 6-1
 - sample, 6-10
- Cost Detail Report by Period
 - function, 1-5
 - overview, 6-1
 - sample, 6-11
- Cost Reports

- menu, 1-5
- overview, 6-1
- Cost Type Code file (CJCTx)
 - description, 1-9
- Cost Types
 - data that appears in the fields, 9-14
 - function, 1-7, 3-12
 - overview, 9-2
- Cost Types List
 - function, 10-7
- costs
 - entering, 5-3

D

- Data File Conversion
 - function, 2-5, 2-7
- Data File Creation
 - function, 2-3
- data files
 - backup schedule, 3-15
 - CJC file conversion, 2-5
- date fields, 1-29
- Delete Detail History
 - overview, 9-2
- Delete Jobs
 - overview, 9-2
- deleting tables, 9-24
- Detail Adjustments
 - function, 5-5
 - screen, 5-5
- Detail files (CJC2x)
 - description, 1-9
- Detail History Inquiry
 - function, 4-7
- Division file (CJDVs)
 - description, 1-9
- Divisions
 - function, 3-12
 - overview, 9-21
 - screen, 9-22
- Divisions List
 - function, 10-13
 - sample, 10-13
 - screen, 10-13

E

e-mail reports, 1-43
 Estimate List
 function, 10-15
 sample, 10-15
 estimated costs, 6-5
 inquiry, 4-1
 estimates
 preparing, 6-5

F

F2 Inquiry
 button, 1-30
 flag, 1-35
 F6 Maintenance
 flag, 1-35
 icon, 1-30
 files
 backing up, 3-15
 Contractors' Job Cost, 1-8
 finish dates
 inquiry, 4-1
 setting up, 9-3
 finished goods
 posting, 5-3
 flags, in text mode, 1-34
 Follow, 2-7
 from/thru ranges, 1-37
 FYEARxxx table, 3-11, 4-8

G

Google Docs, 1-41
 graphical mode
 drop-down menus, 1-27
 function screens, 1-26
 graphical main menu, 1-24
 Inquiry button, 1-30
 Maintenance icon, 1-30
 MDI menu, 1-25
 shortcut menu, 1-27
 toolbars, 1-29

H

hot keys, 1-34

I

IDs
 setting up, 3-1
 sorting, 3-1
 Import File to Job
 overview, 9-2
 Information Inquiry menu, 1-4
 inquiry
 actual costs, 4-1
 additional descriptions, 4-1
 billing information, 4-1
 estimated costs, 4-1
 finish dates, 4-1
 locations, 4-1
 start dates, 4-1
 Inquiry (F2)
 button, 1-30
 flag, 1-35
 installing Contractors' Job Cost, 2-2
 interfaces with Contractors' Job Cost, 1-12
 invoice billed
 setting up, 9-3

J

Job and Phase Records
 function, 3-13
 Job Cost
 converting to version 6.1, 2-7
 interfaces, 1-12
 Job Cost files, 1-8
 Job Detail History file (CJHIx)
 description, 1-9
 Job Extra Information file (CJBXx)
 description, 1-8, 1-9
 job IDs
 setting up, 9-3
 job information
 changing, 5-3
 Job Periodic Analysis Report

INDEX

- function, 1-6
 - sample, 8-17
 - screen, 8-15
- Job Schedule Analysis Inquiry
 - function, 4-15
- Job Schedule Analysis List
 - function, 10-17
 - sample, 10-17
- Job Summary Cost Inquiry
 - function, 4-11
 - screen, 4-11
- Job Trial Balance Report
 - function, 1-6
 - sample, 8-13
 - screen, 8-11
- JOBGLxxx table, 3-10, 3-11, 9-28
 - screen, 9-29
- jobs
 - copying, 9-35
- Jobs and Phases
 - function, 1-7, 9-3
 - overview, 9-1
 - screen, 9-5
- Jobs and Phases Detail Inquiry
 - function, 4-7
- Jobs and Phases Inquiry
 - cost codes, 4-11
 - Detail Inquiry, 4-7
 - Estimates Inquiry, 4-4
 - Extra Information, 4-6
 - function, 4-1
 - Job Schedule, 4-15
 - Open P.O. Inquiry, 4-5
 - screen, 4-1
 - Subcontractor's Inquiry, 4-13
- Jobs and Phases List
 - function, 10-5
 - sample, 10-5
- JOBSxxx file, 1-7, 5-3, 10-11
 - description, 1-8
- JOCDxxx file, 1-7
- JOHIxxx file, 5-3
- JOSAVxxx table, 3-11
- JTD Billing Summary Report
 - function, 1-6

- overview, 7-1
 - sample, 7-5
- JTD Cost Summary List
 - function, 1-5
 - overview, 6-1
 - sample, 6-7
 - screen, 6-7
- JTD Cost Summary Report
 - function, 1-5, 6-5
 - overview, 6-1
 - sample, 6-6

L

- launching
 - OSAS in other operating systems, 1-19
 - OSAS in Windows, 1-19
- locations
 - inquiry, 4-1

M

- main menu
 - graphical, 1-24
 - MDI, 1-25
 - navigating graphical, 1-24
 - navigating MDI, 1-25
 - navigating text, 1-31
 - text, 1-31
 - toolbars, 1-29
- Maintenance (F6)
 - flag, 1-35
 - icon, 1-30
- mapping, 1-30, 1-35
- Master File Lists
 - overview, 10-1
- Master File Lists menu, 1-7
- menu
 - Adjustments and Change Orders, 1-4
 - Cost Reports, 1-5
- menu structure
 - in Contractors' Job Cost, 1-4
- menus
 - Billing Reports, 1-6
 - drop-down menus, 1-27

- graphical main menu, 1-24
- Information Inquiry, 1-4
- Master File Lists, 1-7
- MDI, 1-25
- Periodic Processing, 1-6
- shortcut, 1-27
- text main menu, 1-31

messages

- in text mode, 1-35

modes

- graphical, 1-23
- text, 1-31

N

NAMESxxx table, 3-11, 4-6

navigating

- graphical function screens, 1-26
- graphical main menu, 1-24
- MDI menu, 1-25
- text function screens, 1-33
- text main menu, 1-31
- to directories and files, 1-30

O

options and interfaces

- Accounts Payable and Purchase Order, 3-7
- Accounts Receivable and Sales Order, 3-8
- General Ledger, 3-6
- Payroll, 3-7
- setting up, 3-5

original estimates

- entering, 9-11

OSAS

- MDI menu, 1-25
- modes, 1-23
 - graphical, 1-23
 - text, 1-31
- setup considerations, 2-6
- starting in other operating systems, 1-19
- starting in Windows, 1-19

output device

- preview, 1-40
- printer, 1-40

- screen, 1-45
- overhead, 5-3
 - posting, 5-3
- overhead information
 - setting up, 9-3
- overview
 - Contractors' Job Cost system, 1-3

P

Percent Completion

- function, 3-14
- overview, 9-2

Percent Completion file (CJPZx)

- description, 1-9

Percent Completion List

- function, 10-19

Percent Completion Worksheet

- function, 10-19
- sample, 10-19

percentage complete

- setting up, 9-3

Periodic Maintenance

- function, 1-7
- screen, 8-29

Periodic Processing

- overview, 8-1

Periodic Processing menu, 1-6

phase IDs

- setting up, 9-3

phases

- Detail Inquiry, 4-7

Post Change Order

- sample log, 5-18

Post Change Orders

- function, 5-17
- screen, 5-17

Post Details to Job Master

- function, 1-7
- overview, 8-25
- sample, 8-27
- screen, 8-26

Post Overhead to GL Report

- function, 1-7, 9-10
- overview, 8-21

INDEX

- sample, 8-24
- screen, 8-23
- posting
 - finished goods, 5-3
 - overhead, 5-3
- posting pieces
 - setting up, 9-3
- preparing bids, 6-5
- preparing estimates, 6-5
- prices
 - Detail Inquiry, 4-7
- Print Change Order
 - sample, 5-15
- Print Change Orders
 - function, 5-13
 - screen, 5-13
- Proceed (OK) command, 1-2
- Profit Detail Report
 - function, 1-6
 - overview, 7-2
 - sample, 7-9
- programs
 - backing up, 3-15
- Purge Selected Files, 1-7

R

- ranges
 - in reports, 1-37
- reports
 - including information, 1-37
 - previewing, 1-40
 - printing, 1-40
 - ranges, 1-37
 - selecting information, 1-37
 - sorting information, 1-38
 - viewing on screen, 1-45
- Resource Manager
 - Data File Conversion function, 2-7
 - Data File Creation function, 2-3
- right-click menu *See* shortcut menu, 1-27
- Roles, 1-21

S

- save online, 1-41
- screens
 - graphical function, 1-26
 - graphical main menu, 1-24
 - navigating graphical, 1-26
 - navigating text function, 1-33
 - OSAS MDI menu, 1-25
 - text function, 1-32
 - text main menu, 1-31
- setting up
 - assigning codes and IDs, 3-1
 - backup schedule, 3-5, 3-14
 - billing information, 9-3
 - checklist, 3-5
 - finish dates, 9-3
 - invoice billed, 9-3
 - JOBSxxx file, 3-5
 - Options and Interfaces, 3-5
 - overhead information, 9-3
 - percentage complete, 9-3
 - phase IDs, 9-3
 - posting pieces, 9-3
 - start dates, 9-3
 - Tables, 3-5
- setting up Contractors' Job Cost, 3-1
 - information to gather, 3-1
- shortcut menu, 1-27
- sorting
 - codes and IDs, 3-1
- start dates
 - inquiry, 4-1
 - setting up, 9-3
- starting
 - OSAS
 - in other operating systems, 1-19
 - in Windows, 1-19
- Subcontractor Inquiry
 - function, 4-13
- Summarized Estimate vs. Cost Analysis Report
 - sample, 6-15
- Summary Job Cost for GL Periods
 - function, 1-5

T

Tables

- company-specific, 9-24
- deleting, 9-24
- function, 3-10, 9-23
- JOBGLxxx, 9-28
- overview, 9-2
- screen, 9-24

Tables file (CJTb)

- description, 1-10

Tables List

- function, 10-21
- sample, 10-21

text mode

- command line, 1-35
- commands, 1-34
- flags, 1-34
- function screens, 1-32
- main menu, 1-31
- messages, 1-35

toolbars, 1-29

- function screens, 1-29
- main menu, 1-29

- sample, 8-9
- screen, 8-7
- workstation date, 1-21

U

Unit Cost Report

- function, 1-5
- overview, 6-2
- sample, 6-13

W

WIP Code List

- function, 10-23
- sample, 10-23

WIP Code Maintenance

- overview, 9-2

WIP Codes

- function, 3-12

WIP Codes file (CJWC)

- description, 1-10

Work-in-Process Report

- function, 1-6

