DATAFLOW
Financial Software Solutions

Job Costing

Contents

Introduction

The Job Costing module provides for the maintenance and operation of Jobs, Projects and Contracts on the basis of measurable line items of work along with their cost estimates.

Integrated system operations mean that 'all costs' can be recorded, in the normal manner, to other *dataflow* ledgers whilst being allocated to a selected part (line) of a Job at the same time. The system automatically lodges Job related costs to Work in Progress balances in the Nominal ledger.

The term, 'all costs', includes outstanding commitments and actual updated costs. The build-up of these costs and their comparison to estimates are visible through the powerful Job enquiry, on a period and cumulative basis.

By providing analysis and drill downs to supporting detail on the entire Job or parts of it, both operations and finance staff are presented with information on progress and performance.

The system offers automated procedures for the control of each Job. These procedures can vary according to Job 'TYPE'. Where appropriate, these procedures reflect work in progress, revenue recognition and accruals in the financial ledgers on a period by period basis.

Billing/Invoicing routines are also subject to the same efficiencies and controls.

Further automated control stages include Job completion and Job closure. These finalise the accounts for the Job, including the production of accruals for outstanding commitments and unused estimates.

Job Structure and Estimates

The structure of each job is flexible and can be organised to suit your particular requirements. Work or components can be set out as line items of cost that can be linked to phases, stages or sections of the Job. This means each Job has a logical arrangement to facilitate the allocation and monitoring of costs as well as enabling the maintenance of structured budgets or estimates for the job.
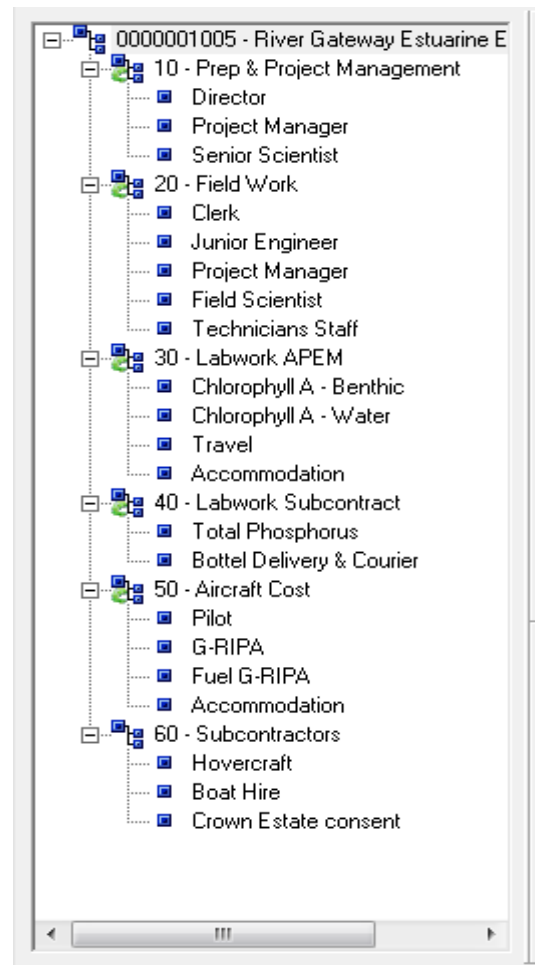
When the job is started and costs are registered, the budget/estimate values can be compared against these actual costs. When an estimate on a given part of the job is exceeded by one or more actual, booked costs i.e. an overspend, the system automatically generates an estimate adjustment to match the actual costs and consequently maintain the Job margin correctly.

At user defined intervals, or milestones, the budget or estimate values can be frozen. Consequently, it is possible to compare current costs against earlier versions of the budget.

New jobs with their structure and budget can be created directly via the keyboard or copied from existing jobs (templates). Copying and editing makes the task of creating new jobs quick and straightforward and enables even the most complex of jobs to be created with the minimum of effort.

NB. Before creating a Job you should refer to the section on Parameters and Controls for Job Costing (see also the table summary). Various references will need to be set up within these options so they are available to assign to the header of a new Job.

Job Enquiry

Job Enquiry (Job review) provides for comparison of job costs against the estimates (budget) to assess performance and identify problems with the Job as a whole and parts of it.

It also provides the basis for carrying out specific Job processes that relate to periodic management of the Job. For example:-

- Review and reset margin levels.

- To generate journal postings that reflect Job status in the Nominal Ledger i.e. disclosures for Work in progress, Revenue provision, accruals and cost of sales.
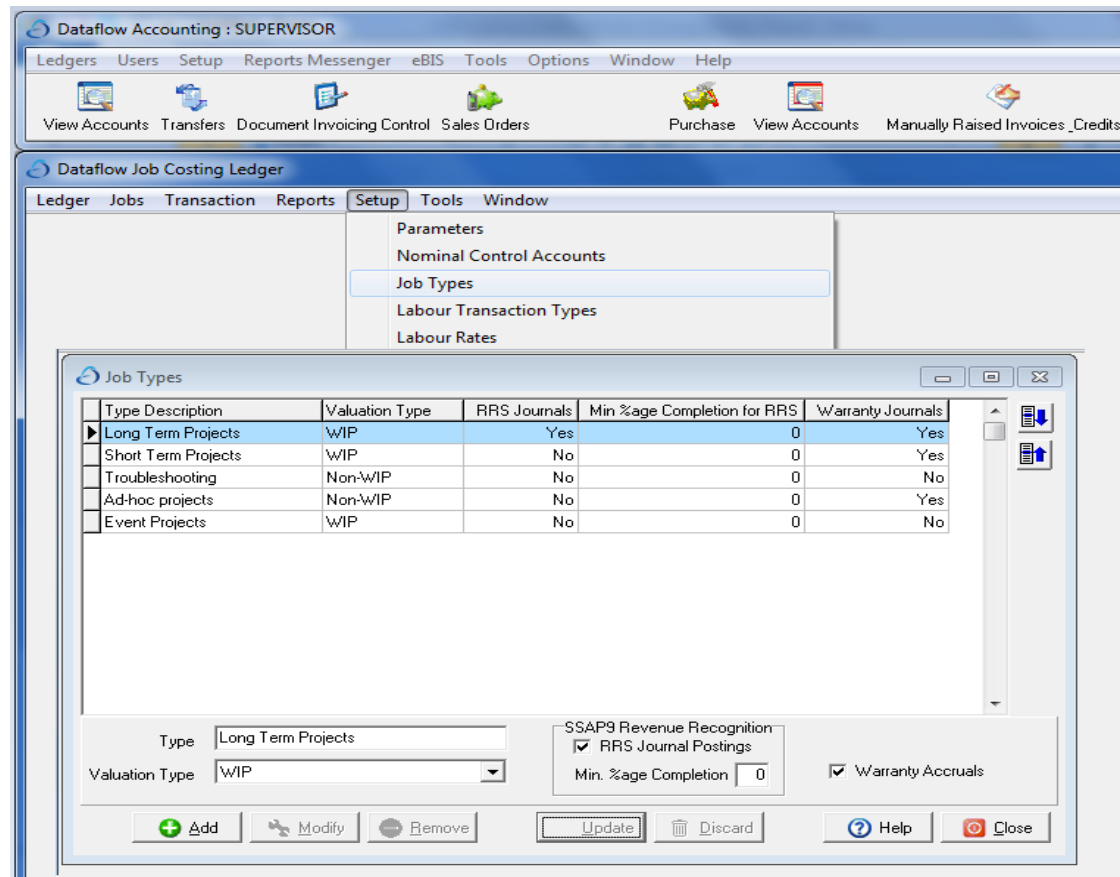
JOB Parameters and Controls

Before creating the first Job on the system it is mandatory to set up Job types. These will be available for assignment to Jobs across all companies. Further parameters also need to be set up and these are detailed in sections that follow.

Job Types

Menu Path: Job Costing > Setup> Job Types

Using the command options available on this screen it is possible to define many Job types, each identified uniquely by the entry for 'Job Type'.

NB.   Job Types must be set up before a Job can be created.

The approach taken to Job costing within the organisation may differ depending on the nature of each Job itself or maybe all Jobs are treated in the same way. When Job types are set up using the procedures below then each Job can be assigned it's specific type so that it can be managed in the appropriate manner.

For purposes of operating and controlling a Job, there are three specific categories of Job, each of which requires a separate Job type to be set up. The differences between these are based around the settings for valuation type and the need for SSAP9 (long term contracts) compliance.

Procedure

Click [Add] to enter the unique label (up to 40 alpha-numeric characters)
and then complete the remaining properties, depending on which categories (see below) apply
to your organisation.

Repeat the process if more than one of the Job categories apply or if you want to build several Job Types that share the same category. This may be helpful as a supplementary identifier when searching the Job records.

NB. The first entry on the list of Job Types will be used by default on entry of a new Job. Use the UP/DOWN sequence buttons to change the order of listed types and set your preferred default.

Category 1 – SSAP9 – Percentage Complete Jobs

These are typically contracts that require management over longer periods of time and demand specific attention for periodic disclosure of revenue provision in relation to WIP.

Settings:

'Valuation Type'. WIP
RRS Journal Posting (SSAP9) ON
'minimum % complete' – set % as required.
Warranty accruals – set as required

Category 2 – WIP (only) Type Jobs

These jobs will not need to comply with rules for revenue recognition but management of them will reflect work in progress, on a cumulative basis, until a 'trigger' is set either to release the WIP for part of the Job or the entire Job.

Settings:

'Valuation Type'. WIP
RRS Leave blank - 'min% complete' – not applicable.
Warranty accruals – set as required

Category 3 - Non WIP Jobs

These are generally smaller projects where no particular management processes are required. Costs recorded to these jobs can be coded directly to the Profit & Loss accounts and there is no requirement to monitor work in progress.

Settings:

'Valuation Type'. Non-WIP
RRS Leave blank - 'min% complete' – not applicable.
Warranty accruals – set as required

The following sections outline the procedures to set up further parameters and controls. The summary table below shows the priority to be given for their maintenance before creating Jobs and starting operations.

Summary of Parameters by Job Type

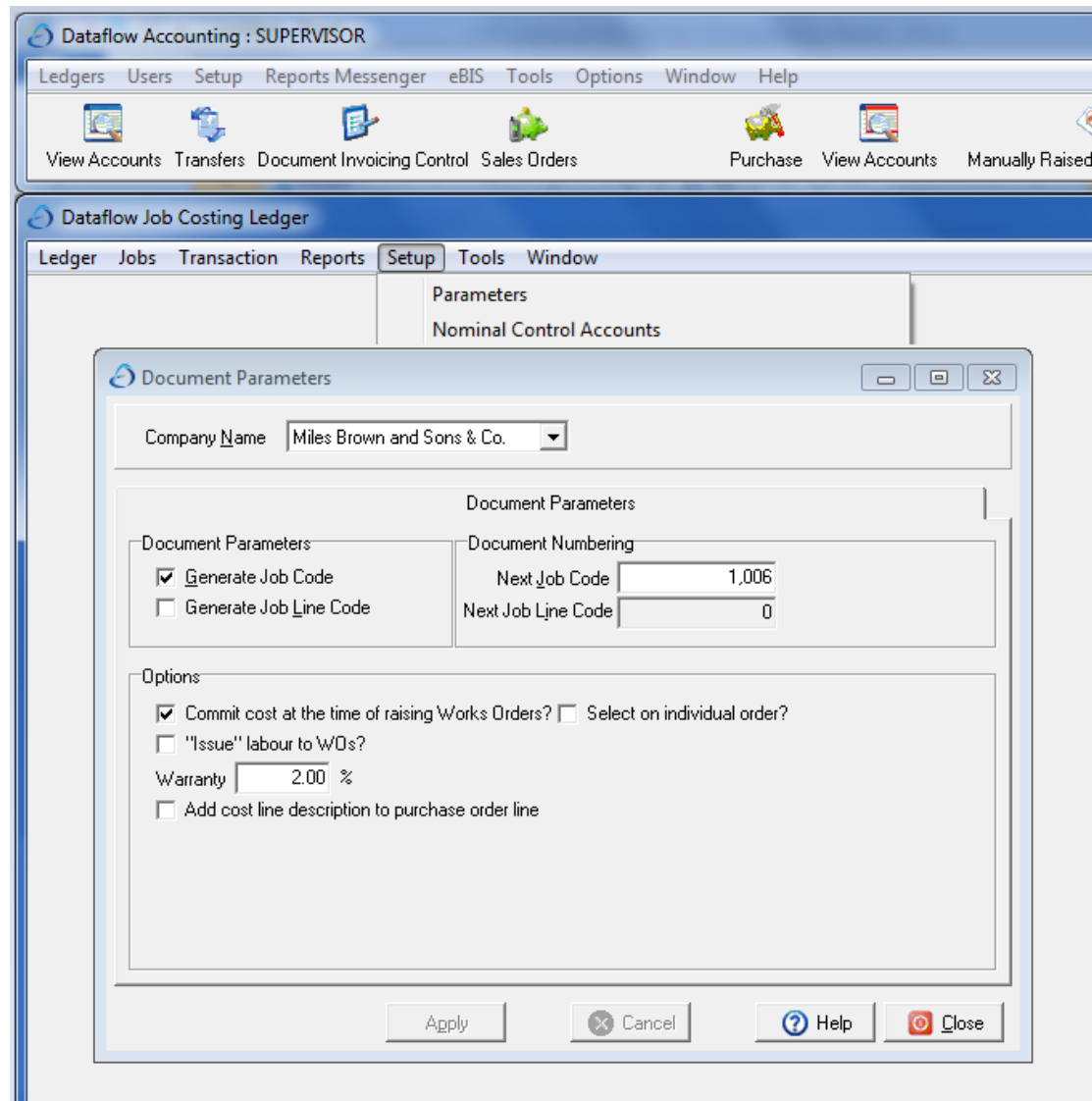| Controls	JOB TYPE / CATEGORY		
	SSAP9 JOBS	**WIP JOBS**	**NON WIP JOBS**
Document Parameters	**Required**	**Required**	**Required**
Cost Categories	**Required**	**Required**	**Required**
Nominal Accounts	**Required**	**Required**	**Not Applicable**
Operational Status	**Recommended**	**Recommended**	**Optional**
Budget Status	**Recommended**	**Optional**	**Optional**
RRS Markdown	**Table supplied - can be changed**	**N/A**	**N/A**
Analysis Groups	**Optional**	**Optional**	**Optional**
Intercompany Accounts	**Optional**	**Optional**	**Optional**
I/company accounts for Job Consolidation	**Optional**	**Optional**	**Optional**

Operational Job Costing Parameters

Document Parameters

Settings made here influence the operation of Jobs created in the selected company. Once entries have been set click Apply to complete.

If jobs are to be numbered automatically then set the generate Job number box and specify the start number alongside.

Similarly the numbering for stage or section line(s) within a JOB may be generated automatically.

<u>Committing the cost of Works Orders at time they are raised.</u>

Refer section: Operational Parameters for Bill of Materials

1. If required, the commitment value for a Job related WO is registered to it's Job. The commitment cost is derived from the cost value of parts (true stock and non stock) in the BOM and the value of all sub assemblies, if the BOM is multi-level.

   In addition consider the option:-

   <u>Select on Individual order ?</u>
   If set, the choice is given to register the commitment as each Job related WO is entered.
   If not set, the commitment cost will be registered for all Works Orders.

2. If this setting is not required, left blank, then a commitment cost is not registered to the Job when a WO is raised.

<u>Warranty %</u>

This percentage will be applied to the total of Customer Order values specified on the Job Lines/sections of a Job. The result will be an accrued cost journal which will be automatically generated when a Job is set as Completed.

The Job type (see above) specifies that warranty accruals will apply or not. The assignment of Job type will finally determine the requirement for each Job.

Budget status

There is no enforcement to use this parameter but it is likely to be a requirement. For the purposes of comparing costs to estimates(budgets) set up one or more Budget status levels here. They apply to all Jobs in all companies.

As a job progresses the job review screen offers the function to close each stage in the order listed here. This freezes the budget for comparison against current actual spend. Closing the next stage will reflect any budget changes made since the previous stage and enable current actual costs to be compared to the revised status.

NB. The ability to freeze a budget level applies only to a selected Job. These means each budget level operates independently for each Job.

Use the command buttons along the bottom of the window to maintain a list of budget descriptions (up to 40 characters). Click update to complete entries.

Use the UP/Down sequence buttons to determine the order in which these levels will be closed (frozen).
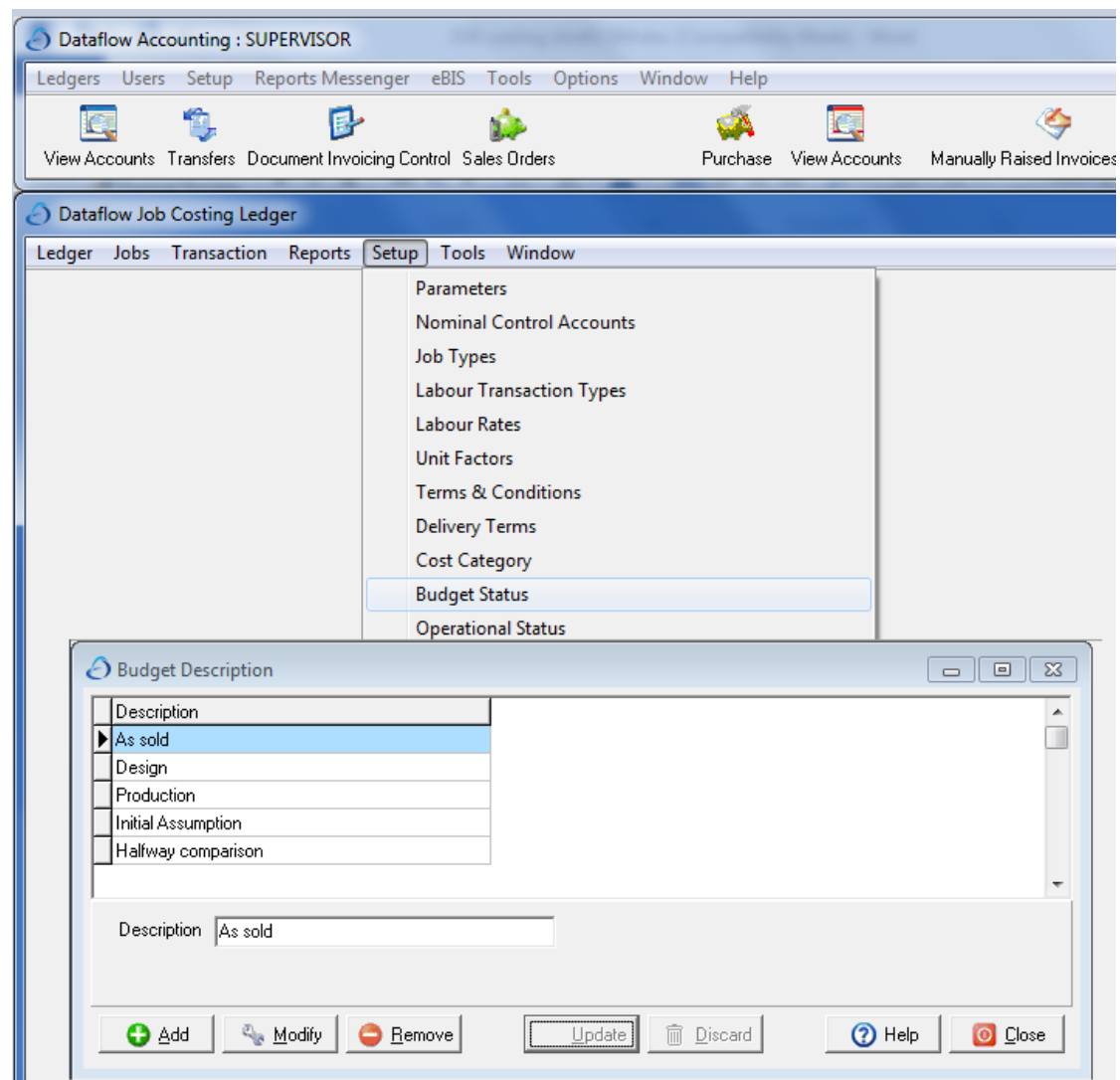
Operational Status

The headings specified in this list may be applied to jobs across all companies. The example below shows a simple structure of ACTIVE and INACTIVE, but it is possible to set up any number of status headings.

The assignment of this status against a JOB can be switched at any time.

The main control offered to any of the headings is the permission to raise Purchase orders. The example above would mean Jobs assigned as INACTIVE would not allow any more Purchase orders to be recorded against them.

Click 'ADD' to specify each Description (up to 40 characters) and set 'Allow Purchase orders' as required. Then click Update to complete.

Use the Up/Down Slide buttons to set the order of headings in the list. The first heading is used as the default assignment when a new Job is created.
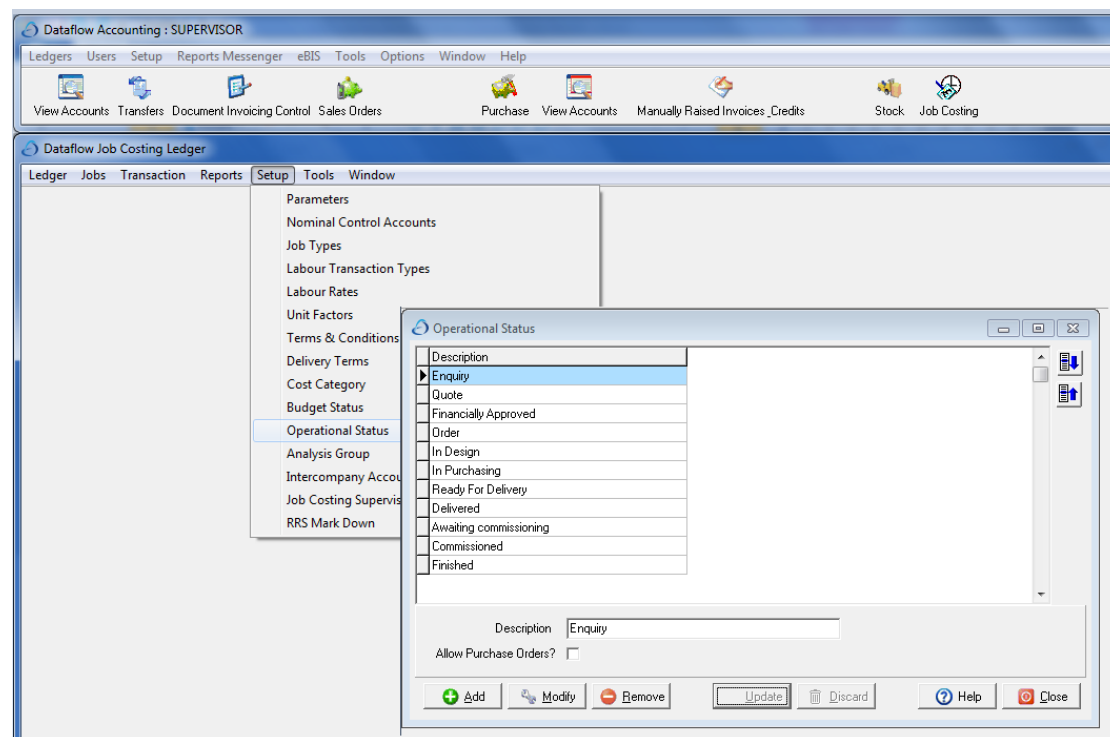
RRS Markdown

The table of RRS mark down percentages applies only to SSAP9 job categories and is specifically used by both the 'Generate RRS journal' routines and the Job review screen to support the management of these long term Jobs.

The purpose is to acknowledge that when revenue recognition values are computed for each Job, based on percentage complete, there will inevitably be costs for the Job that are unexpected and therefore cannot be foreseen and estimated.

The further the JOB is from completion, say 30% complete, the more likely there will be unexpected costs as the Job progresses to completion. It would be prudent therefore, to adjust the basic calculation of Revenue recognition (RRS value) by including a percentage mark down that serves only to reduce the RRS value, and therefore avoid overstating revenue in the accounts.

These mark down percentages generally reflect the position that the nearer to completion, the lower the mark down %.
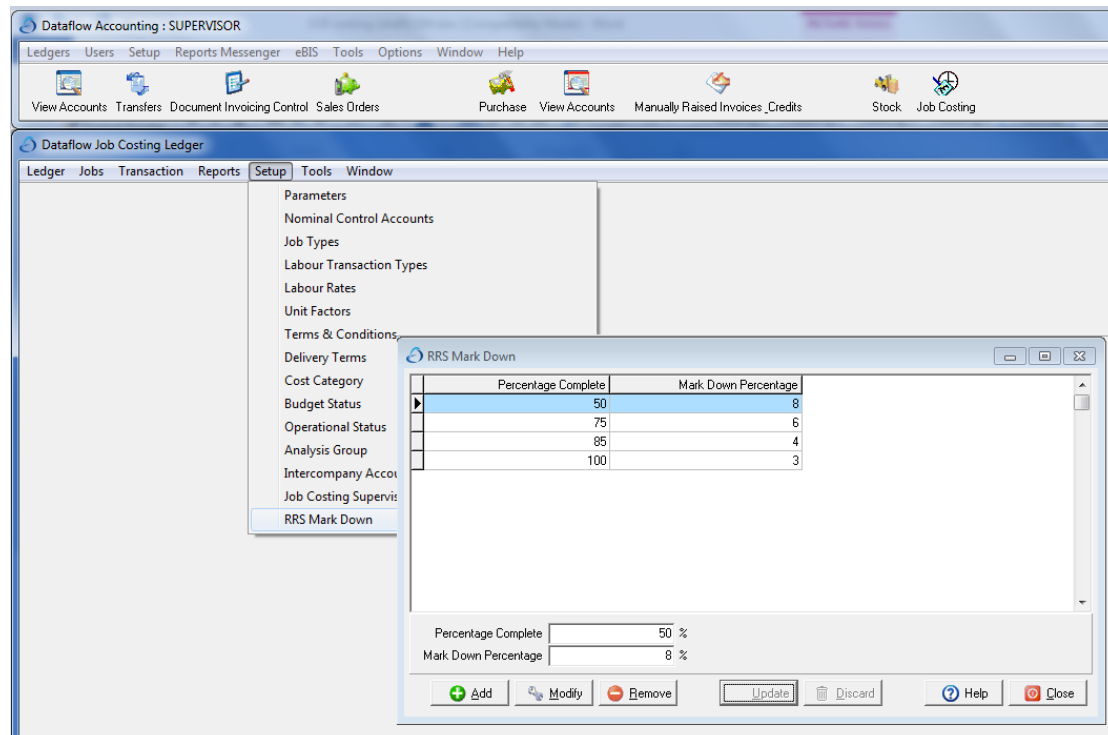
The table supplied operates across all companies and all SSAP9 Jobs.

If required the table can be edited or additional levels added to reflect operational circumstances.

Click ADD to specify a new level in the table.

Select a row in the grid display and click Modify to change the percentage complete and % mark down values.

Click Update to complete.

Job Costing Analysis Parameters

Cost Category

Each Job will need to reflect a cost structure and these categories are essential to completing that structure. Headings listed here will be available to all jobs in all companies.

NB.   Cost categories must be specified.

The list may contain an unlimited number of categories, each reflecting your own terms to describe the nature of work/activity carried out. The cost category can be generic e.g. Materials. The line item of cost specified within a Job structure must be given a cost category heading but in addition it has a further free text description which can be more specific in nature.

Click ADD to enter the Category description (up to 40 characters) and then click Update to complete.

Use the Up/Down Slide buttons to set the order of a selected category in the list. Repeat this operation on each heading in turn.

NB.   For costs incurred in securing a Job related order (before it starts officially), enter a cost category and set the status as **Pre-Order**.
Assignment of costs to this category of a Job will be treated outside the scope of the Job performance. They are not forced to go through WIP in the balance sheet. The Job enquiry screen (Overview Tab) gives an analysis of these pre-order costs to enhance the information available.
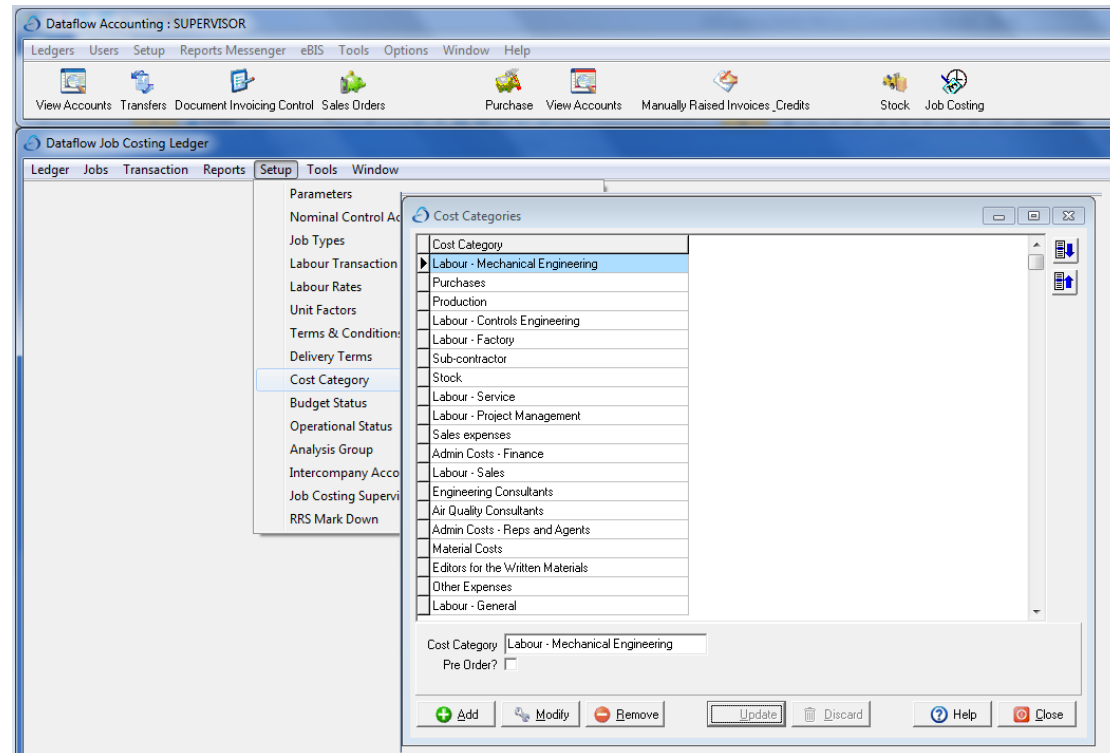
Analysis Groups

Setting up Analysis groups is optional but may prove useful when performing enquiry searches (cross job analysis when reporting?)

These analysis headings can be set up at any time and are available to all Jobs in all companies.
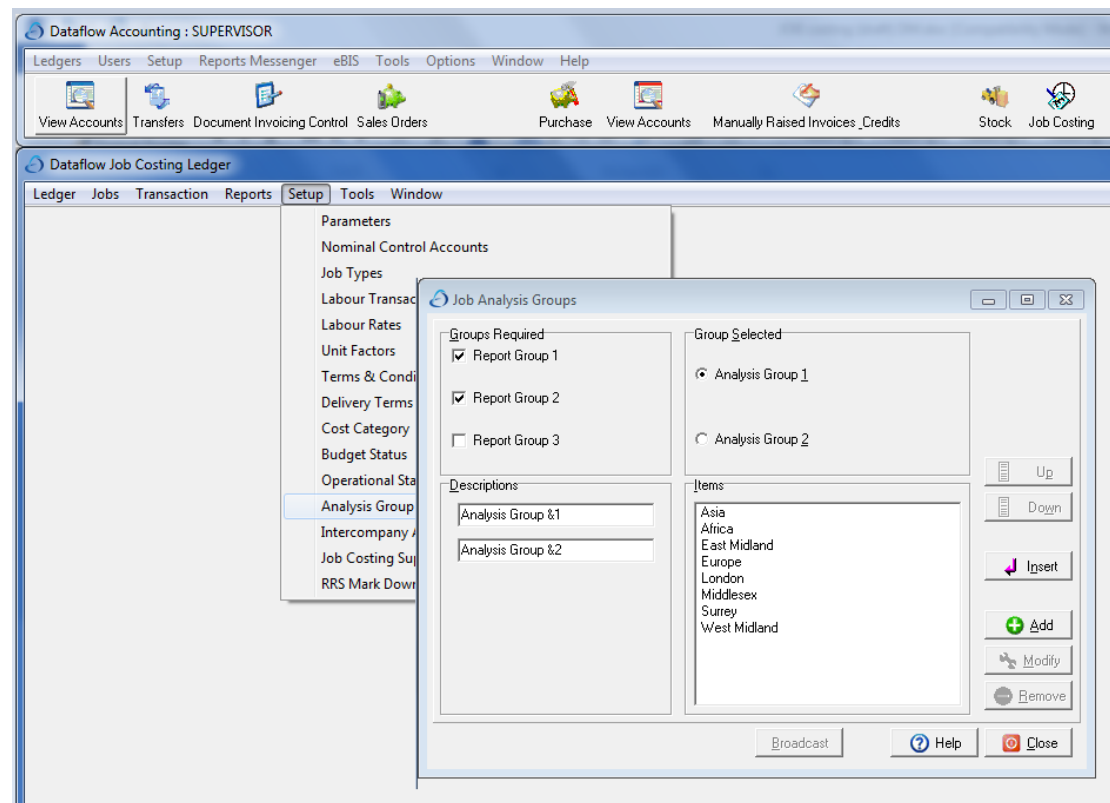
First, using the check box options for 'Groups Required', determine the number of group levels, up to three, you plan to operate. Next, for each level you have checked you may, optionally, change it's default description (e.g. Analysis Group 1) so as to be meaningful to your grouping structure.

For each of these groups, you may then enter the headings required. Click the required 'Group Selected' radio button. Existing headings, if any, are shown in the list box.

To start a new entry, click the **Add** button. An item 'new' is listed and highlighted. Simply type the name of your heading to replace the text 'new'. Items are saved instantly. You should ensure each heading name is different and meaningful to operators.

To change or remove a heading from the list box, select (click it) and click **Modify** or **Remove**, as required. Change a heading by over-typing a new one.
You cannot remove groups which have been assigned to Jobs.

Use the Up/Down sequence buttons to set the order of a selected analysis heading in the list.

Repeat this operation on headings at each level to achieve the required order.

Control Accounts within Job Costing

Nominal Ledger Control Accounts

The nominal code map is required for the management of SSAP9 and WIP Jobs. Ensure the Nominal ledger charts of accounts have been completed to accommodate the automated postings generated for Work in Progress, Cost of Sales, Revenue recognition and Accruals.

Non –WIP Jobs are not affected by the nominal code mapping.

Click the Modify button and select each code. Click Update to finish.

Processing rules behind each account are outlined below.
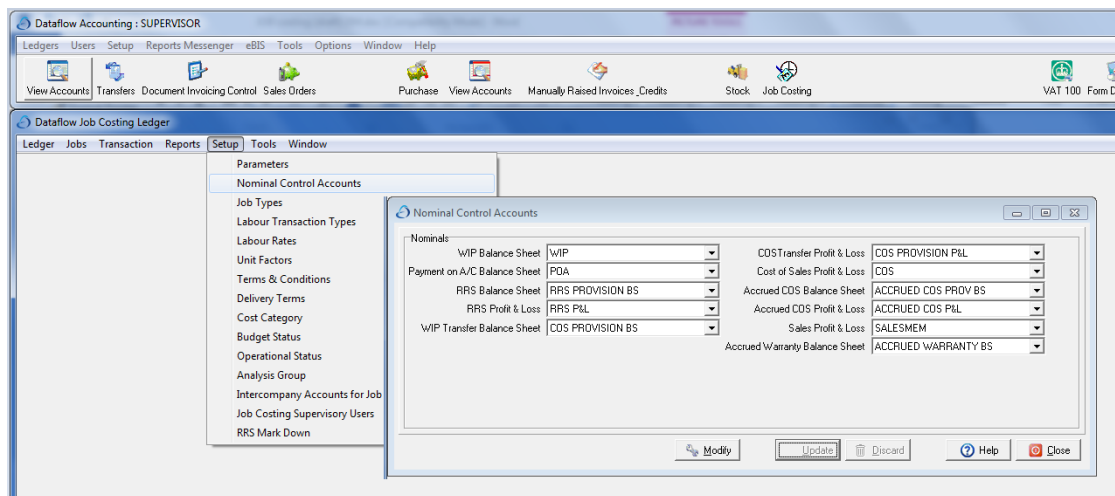
WIP Balance Sheet

For open Jobs all postings of cost lines, being outstanding commitments and actual costs, are forced to this account (typically Debits).

When a Job is completed all related costs are released from here to the Cost of Sales account.

Payment on A/C Balance Sheet

For open Jobs all sales invoice lines are forced to this account.

When a job is completed the related values in this account are released to the Sales account.

RRS Balance Sheet
RRS Profit & Loss
WIP Transfer Balance Sheet
COST Transfer Profit & Loss

These accounts apply to SSAP9 only and provide for the separate disclosure of Revenue recognition and associated cost of sales.

RRS journals post to these accounts to reflect the revenue provision and cost of sales (based on the balance in WIP) in the profit and loss account.

When a job is completed the related cumulative balances in these accounts are reversed out.

When a Nominal Year end process is run the profit or loss is accounted for in the normal manner. If the Job is completed in the new year all the job related RRS journals on these accounts, from the start of Job, are, again, reversed out. Thus any profit or loss reported in year 1 is then reversed in year 2 and the final JOB results posted by the transfer of balance sheet WIP and 'Payments on Account' to the Profit and Loss.

Cost of Sales Profit & Loss

When jobs are completed the value of all related costs held in the WIP account are released to here.

Accrued COS Balance Sheet

When a job is completed this account is credited with the:-

> value of all unused/outstanding estimates
> and
> value of all open/outstanding orders (Purchase and Works)

After a Job is completed any further job related costs for it are forced to this account and used to offset the value of outstanding estimates at completion (as above). For open purchase and works orders, their progress to actual costs (supplier invoice and stock nominal update respectively) is automatically mapped to this account also.

Where the value of these post completion costs exceed the value of the unused/outstanding estimates the difference will be released from this account and charged to the Profit and Loss using the late cost accruals routine – refer Job management section.

When a job is closed and the value of unused/outstanding costs exceeds the value of late postings the difference, being unused estimates, is debited to this account to provide clearance of over provision of charges in the Profit and loss.

Accrued COS Profit & Loss

When a job is completed this account is debited with the value of:-

- all unused estimates

- all open/outstanding orders (Purchase and Works)

- warranty accruals (contra to 'Accrued Warranty Balance Sheet)

Refer to the above account 'Accrued COS Balance sheet' for contra processing rules.

Sales Profit & Loss

When jobs are completed the value of all related invoices held 'on account' are released to this account (profit and loss).

Accrued Warranty Balance Sheet

When jobs are completed the warranty value (based on the set percentage applied to the total of Sales Order values on all Job Lines) is credited to this account. The contra debit is to the Accrued COS Profit and Loss.

Operational Parameters outside Job Costing

Depending on operational requirements it is necessary to look at the issues and options available for use of the related ledgers.

Nominal Ledger and Cost Centres

Accounting Period End

Automatically generated Job Costing journals operate in accordance with the accounting calendar specified for each company.

Chart of Accounts

The account codes mapped out for Job costing (as above) must be assigned to each chart of accounts. They should be properly configured to meet the processing and reporting requirements of the Nominal Ledger.

Cost Centres

Typically the Profit and Loss accounts may be set for cost centre analysis. Ensure these are set under the option 'Nominals' on the Cost centre Setup menu. Each Job (see under Job Header Maintenance) can be assigned a cost centre profile that will be used automatically by the Job management journals (SSAP9 and WIP type jobs).

Posting Controls

Menu Path > Nominal Setup > Nominal Ledger Parameters
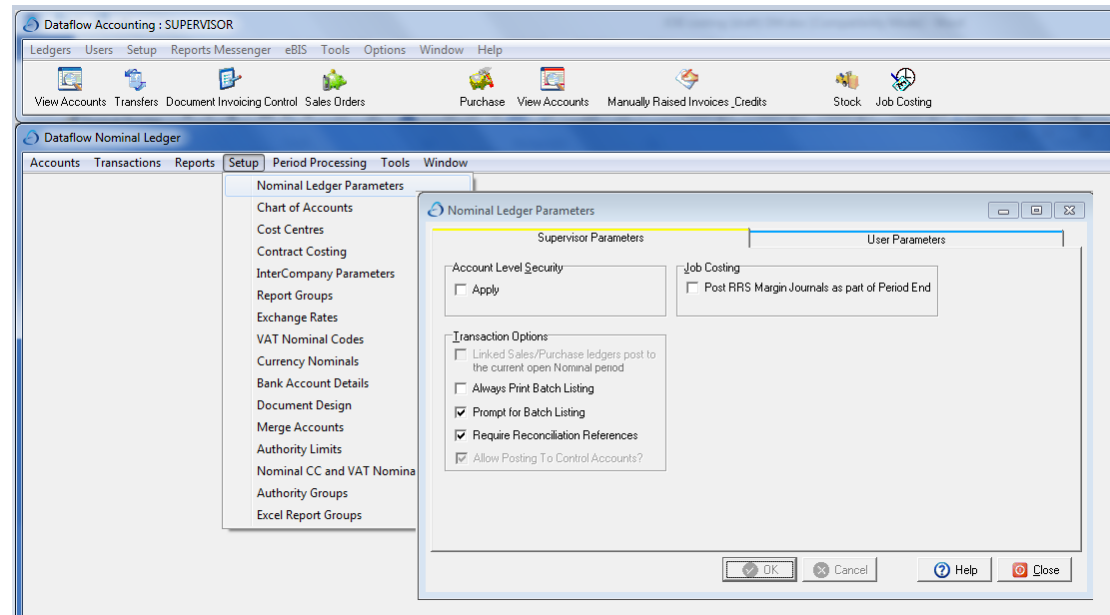
'Post RRS Margin Journals as part of period end'

Set this parameter if you wish to automate their production at the same time as the Nominal period is closed.
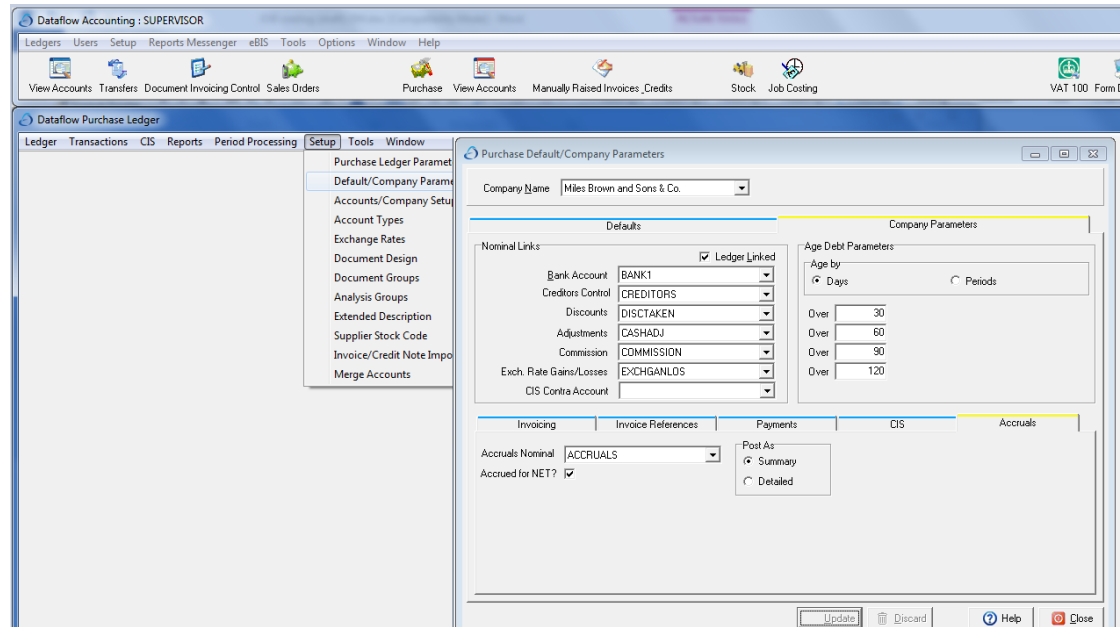If not, these journals can be triggered manually from menu options within Job costing – refer Job Management processes.

'Allow posting to Control Accounts'

Also, consider whether control accounts should be available for selection within posting routines generally. The term 'control accounts' applies to the nominal codes specified for Job costing and Sales, Purchase and Stock ledgers.

Purchase Ledger

Menu Path > Purchase Ledger Setup > Default Company Parameters
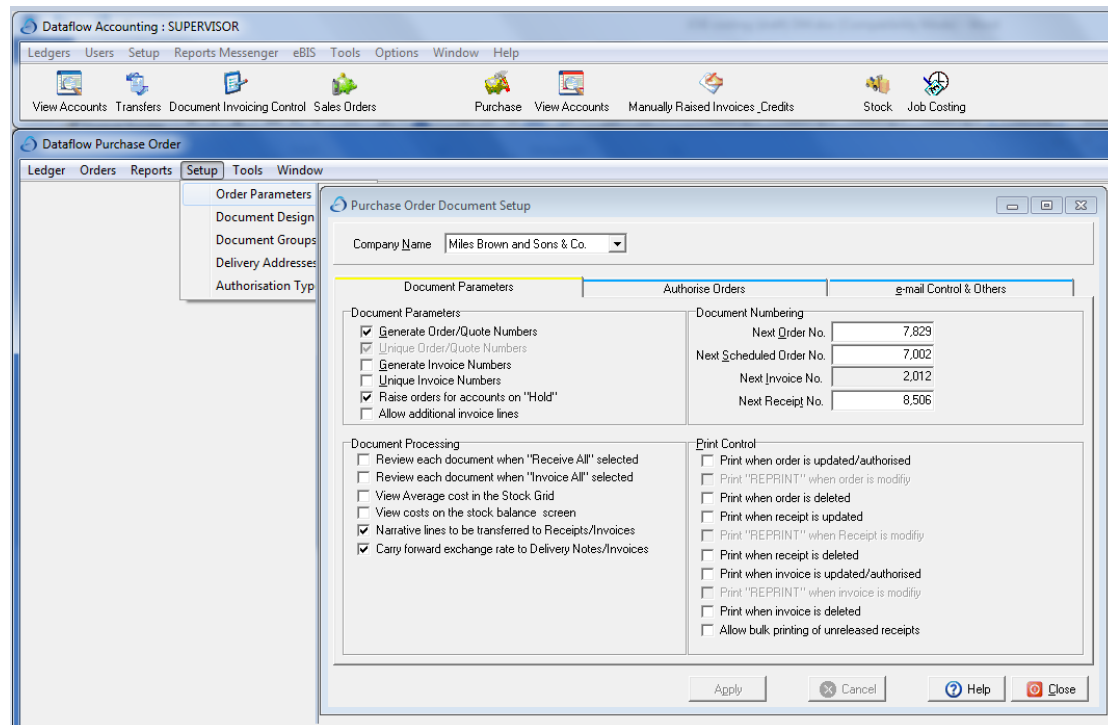

Set 'Approved Parameters' - Percentage and Value.

These parameters apply to all Purchase Orders, including job related orders, and their progress to Invoice. They provide tolerances that automatically set the 'Approved' status of Supplier Invoices raised from Purchase Orders. If the Invoice value exceeds the Order value by either the % specified or the Value specified then the Invoice will update to the ledgers as 'Unapproved' and await resolution.

Purchase Orders

Menu Path > Purchase Orders Setup > Order Parameters

Set the parameter 'Carry forward exchange rate to Deliveries/Invoices'.

If set this will ensure that the exchange rate applied to each Purchase Order will also be applied to related Supplier Invoices. This avoids variances in exchange rates distorting the Job costs.

Review the use of the parameters available for Purchase Order operation.

On the header of each Purchase Order and related Supplier Invoices, further separate control flags are given to release and approve a document 'on the fly' as it were. The 'Approve' status will carry forward, after invoice update, and restrict payment. The release status controls if an Order is allowed to progress.

Notes:

- Purchase Order lines for true stock items cannot be job related. These lines must be received to the warehouse by progressing the Purchase order through receipt or Invoice. Then, true stock items can be issued out to a Job using the 'Stock Issues/Returns' option (Stock Ledger Transactions menu) or by stock issues conducted as part of Works Order progression.

- Jobs can only be assigned on Purchase Order line entry. Assignment cannot be made, or changed, on the Supplier Invoice line that has been generated from an Order line.

Stock Control

There are no specific Job related parameters within the Stock Ledger. Stock items, both non-stock Products and True stock should be set up as required.
If true stock items are to be issued to Jobs their value can only be assigned using the 'Stock Nominal update' process. Stock items, the valuation basis and control accounts must be configured for compliance.

NB. Purchase Order Lines for true stock items cannot be allocated to Jobs. True stock must be received into the Warehouse first and then issued out to a Job.

Bill of Materials

The Works order process within the stock ledger provides for assignment to Jobs. Again, standard procedures are given to build Kit listings to multiple levels of sub assembly if required.

Typically, the outstanding commitment value for a main assembly or Kit will reflect the value of any sub assembly parts lists as well. If the Works Order for the main assembly is allocated to a Job it follows that all Works Orders for sub assemblies should NOT be allocated to the Job.

Sales Ledger

Customer accounts should be set up as required. Each Job record incorporates an optional link to a Customer account and furthermore an additional reference to End User, also drawn from the customer accounts.

Sales Orders

At present there are no relationships between Sales Orders and Job Costing. The maintenance of the Job Record itself allows for the direct entry of an Order value against each section or Job Line.

Job Maintenance

Menu Path: Jobs > Job Costing Control

The Job costing control window provides for entry of new jobs and the modification, removal of existing Jobs. The procedures also cover the maintenance of cost and revenue estimates for a Job.

A new Job can either be specified by direct entry to all levels of the Job structure or using a 'COPY JOB' option. This requires entry of the Job Header but then allows the structure to be created quickly by copying all Job lines and related cost lines, including estimate values, from an existing Job (template).

To locate an existing Job, standard search & select options are provided via the shortcut menu (click right mouse button) or click on a column e.g. Job code, and type search characters as required.
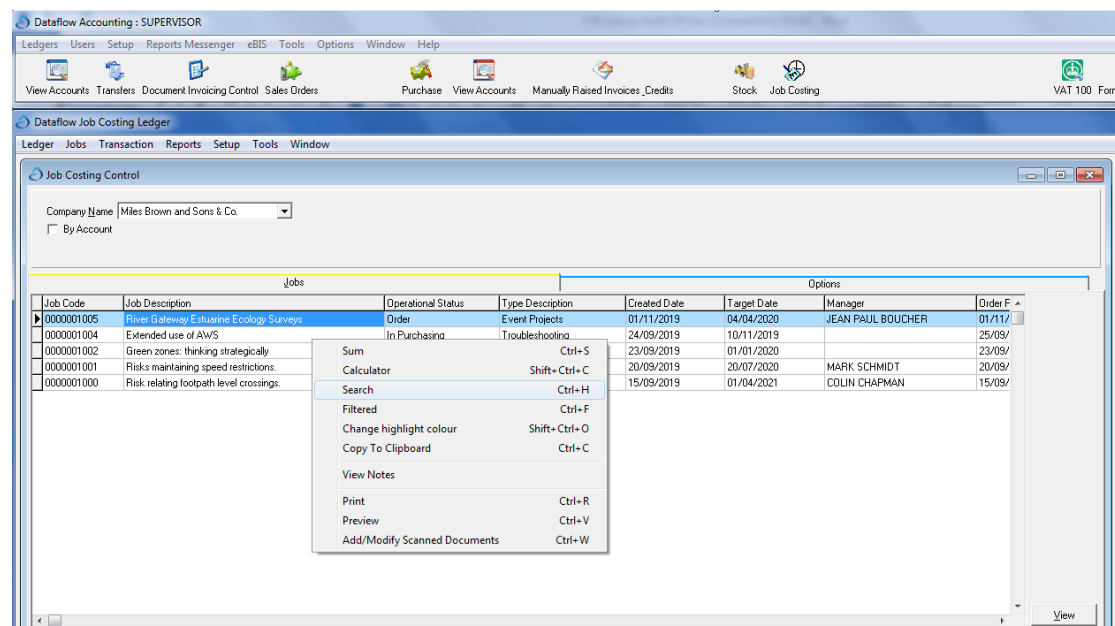
The grid display show jobs on the basis of the filter choices given on the Options Tab alongside. The default setting is to display all Open Jobs.

To start a new Job click the [Add] button to display the Job Header screen.

Alternatively, locate an existing Job in the grid and click [Modify] or [Remove] as required. Jobs can only be removed if all estimates are first set to zero (modify) and there is no transaction history.

Raising a New Job

Click [Add] to display the Job Header. Entries are required at all three levels of the Job structure.

- Job Header
- Job Lines (one or more lines to specify Job sections or stages)
- Cost Lines (one or more lines attached to each Job Line)

1. A job must have at least one Job Line with one cost line attached. Set the Job number and description first and then complete the remaining fields on the header screen (see Header fields below). Note that entry of a Customer account is optional. A job may be set as specific to one customer or left blank (open).

2. Next click on the [Outline & Cost] Tab to start entry of Job Lines.
   The outline to the left shows the header of the job, it's number and description.
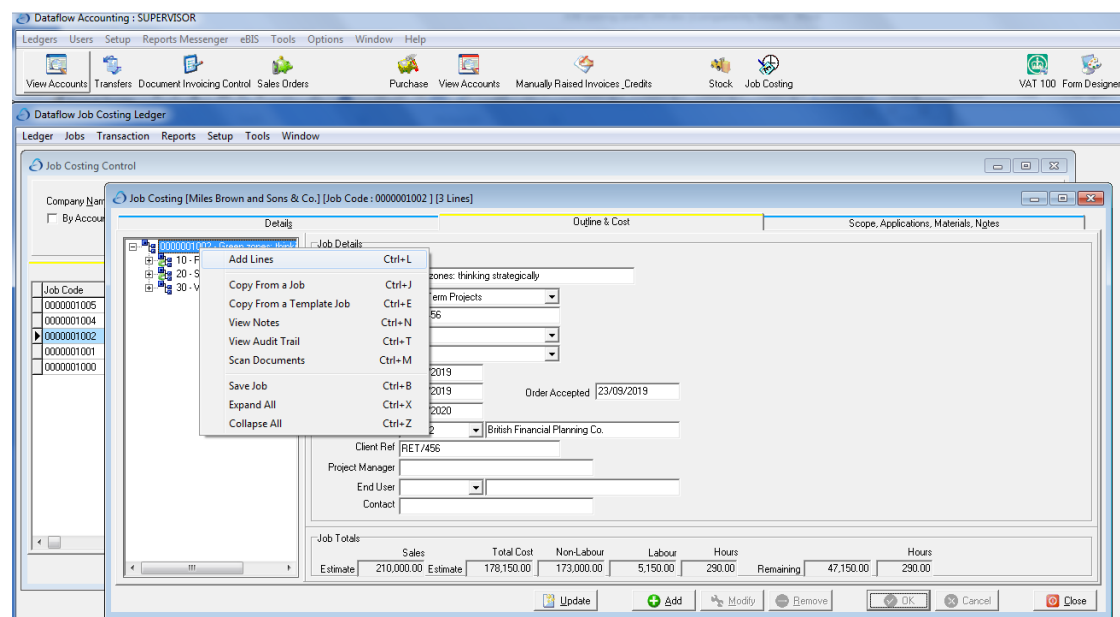
Highlight the header and click the right mouse button. Use the Copy Job option and select the Job (template) to copy from. Click Ok and all Job lines and Cost lines with estimate values will be copied to the new Job. The structure can be edited using the data-entry procedures that follow.
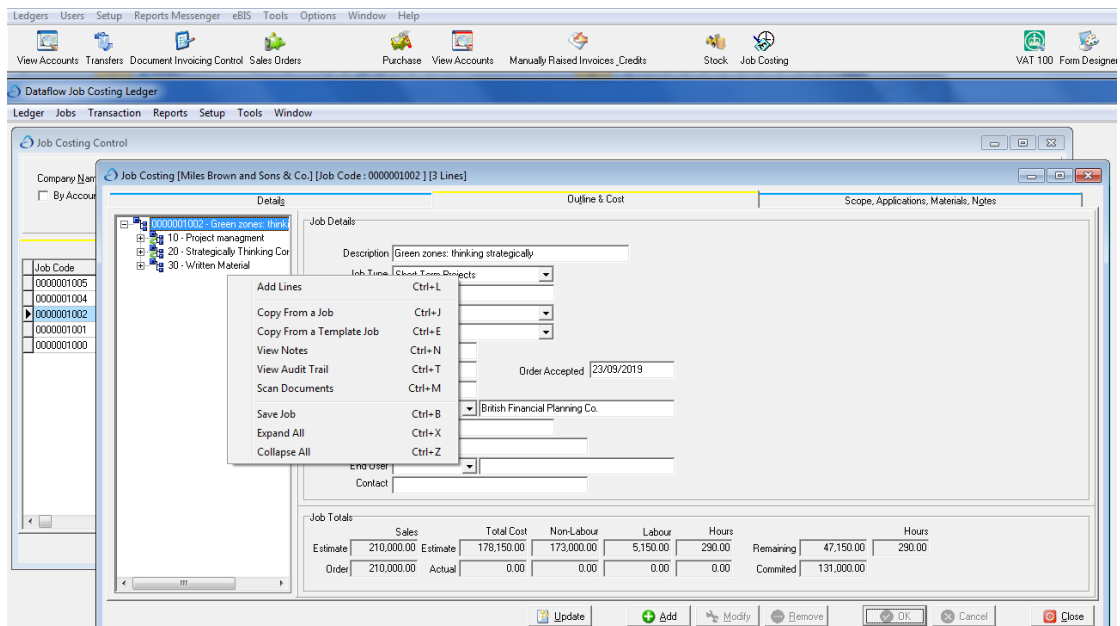
If the copy option is not used then click Add to start a new Job Line.

The line code (can be system generated, if required) and it's description show in the job outline display within job search and selection procedures. The job Line may also be a reference point for the Sales Invoicing routines when only that section of the Job is to be billed. Alternatively, a sales Invoice can be assigned to the Job Header if it relates to the Job as a whole.

Each Job Line maintains an estimate for Sales revenue on the Job and also the value of any confirmed orders for the Job. They are used to derive the total revenue estimate and order values for the Job as a whole.

An existing Job line, with it's cost lines, can be copied and then repeated within the same job. Highlight the Job Line, right click the mouse to display the shortcut menu and select Copy. Then choose Paste.

Complete fields (see Job Line fields below) and then click OK. Repeat for additional lines, as required. Press Escape or click Cancel when complete.

Note the option 'Save Job'. If the structure will take some time to complete use this option to save the details entered so far.

3. To enter cost lines first highlight a Job line (click it) and then click ADD.

The outline to the left shows the job number, Job Lines and Cost lines.

The cost line number is maintained automatically by the system but the description must be entered and is used within job search and selection procedures. Actual or outstanding committed costs must always be lodged against a cost line.

The estimates for Non- Labour, Labour and Hours on each cost line are used to derive the total cost estimate for the Job as a whole.

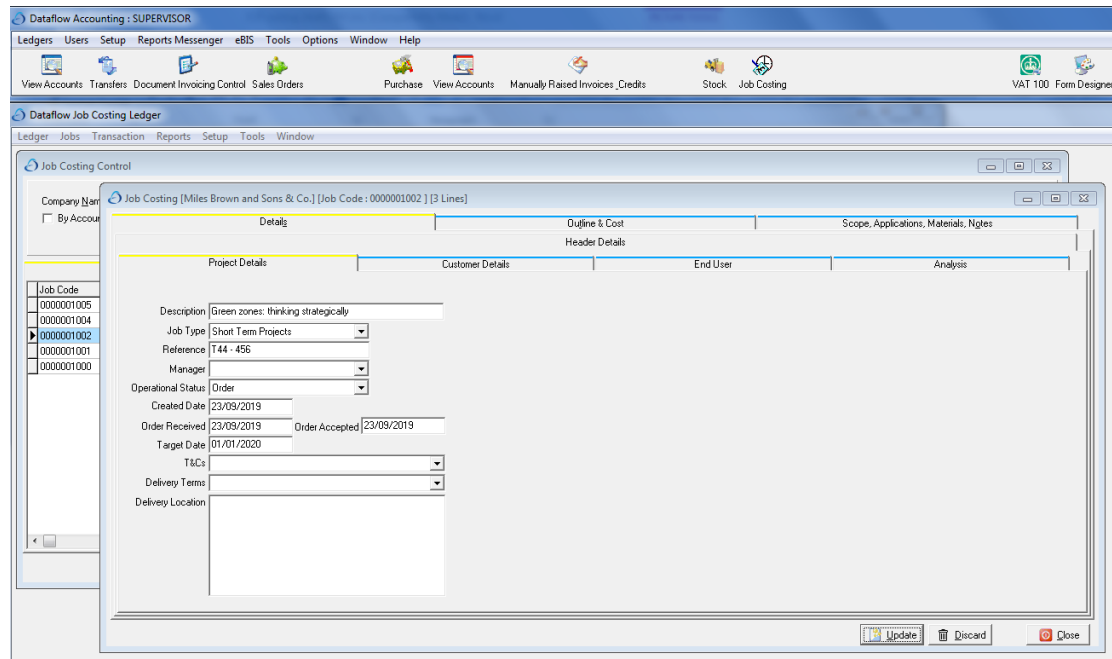Complete the cost line fields (see below) and then click OK to repeat for additional lines.

Click Cancel or press Esc to finish entry of cost lines.

Review structure and, if required, enter Job Header notes to the Tab sections available
    Scope
    Applications
    Materials
    Notes (short note) – maintains history.

Click Update to complete the Job record and return to the Job control window.

Job Header Fields

Job Number   up to 20 characters – entered or set to generate automatically.

Description   up to 40 characters – must be entered.

Job Type   Default may be changed.

All remaining entries on the Header are optional.

Reference   up to 60 characters
Manager   select
Operational Status   default may be changed
Created Date
Converted to Order date
Target Date
Analysis Tab   select as required.

Cost Centre Tab

> For SSAP9 and WIP JOBS the job management journals will use the cost centres
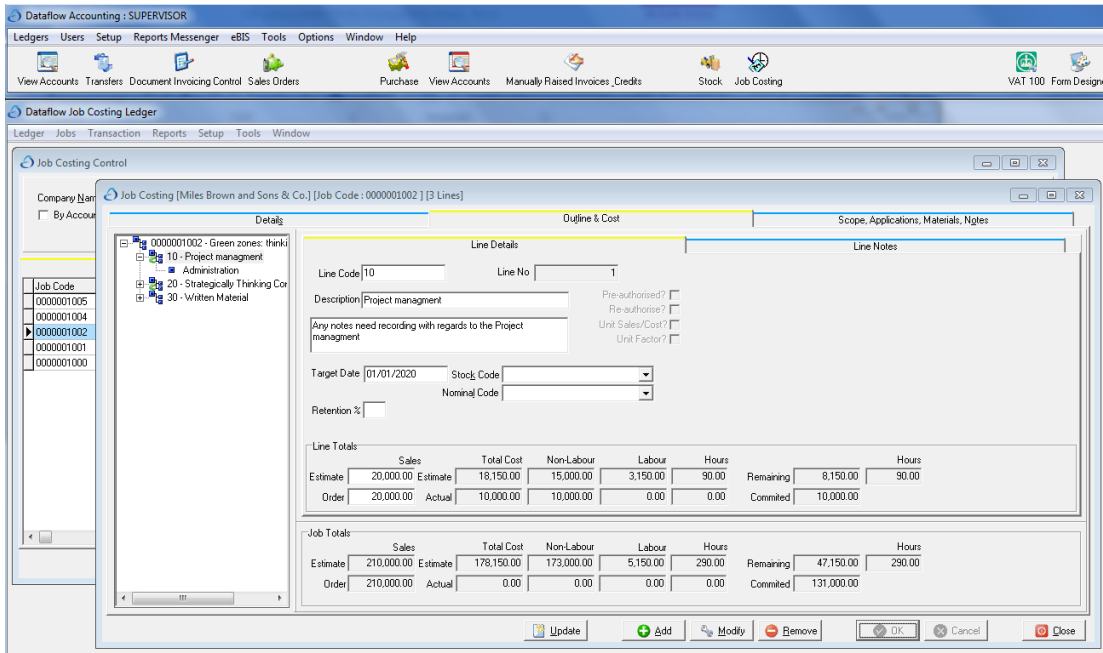> specified here automatically.

Customer account
Client Reference
Contact
End User Account
Contact

Job Line Fields

Line Code   up to 20 characters – entered or set to generate automatically.
Description   up to 40 characters – must be entered.

All remaining entries are optional.

Further Description
Target Date
Stock Code

> Only non-stock product codes may be selected here. If selected, this code will be picked up automatically on Sales Invoice/Credit lines that relate to this Job Line.

Sales Estimate

> This value, together with other Line values, is used with cost estimates (see below) to determine the estimated Job Margin.

Sales Order value

> Being the value of confirmed orders from customers, it is used to calculate the margin (the RRS Margin) that in turn derives the revenue provision each month as the Job progresses. The order value is significant for SSAP9 Jobs.
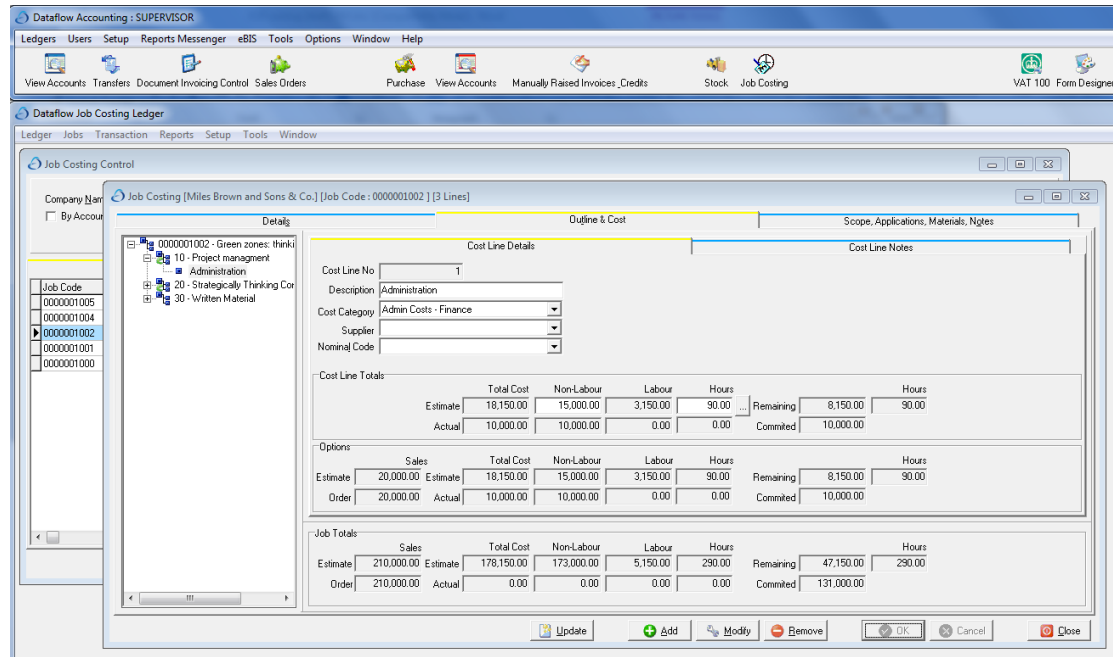> .
> The influence of estimate and order values is described in the section on Job Management – SSAP9 Jobs.

NB.   Entry of Sales Estimate and Order values are replacement values for the existing estimate amount. Revisions can also be entered via the Job enquiry screen but, by contrast, these are based on entry of the change or movement on the estimate rather than a replacement value.

Line notes TAB - optional, enter as required.

> Enter a short note (identifier) and extended notes then click Update. A Notes history is maintained for the current Job Line showing a time stamp for each new addition. Further notes can be added for the Job Line via the Job enquiry option (Detail tab).

Cost Line Fields

Description	up to 20 characters – must be entered.
Cost Category	must be entered - select as required.

All remaining entries are optional.

Non–Labour	estimate value.
Labour	estimate value.
Hours	quantity estimate.

These may not be relevant for WIP only and non-WIP jobs and indeed can be left out altogether. However for SSAP9 jobs they are significant, especially the Non –Labour and Labour value estimates.

The influence of these estimates is described in the section on Job Management – SSAP9 Jobs.

These estimate values may be automatically adjusted as a result of Job postings. When the estimated cost on a line is exceeded by one or more postings to it, the system automatically adjusts the estimate to match the total of actual costs against it.
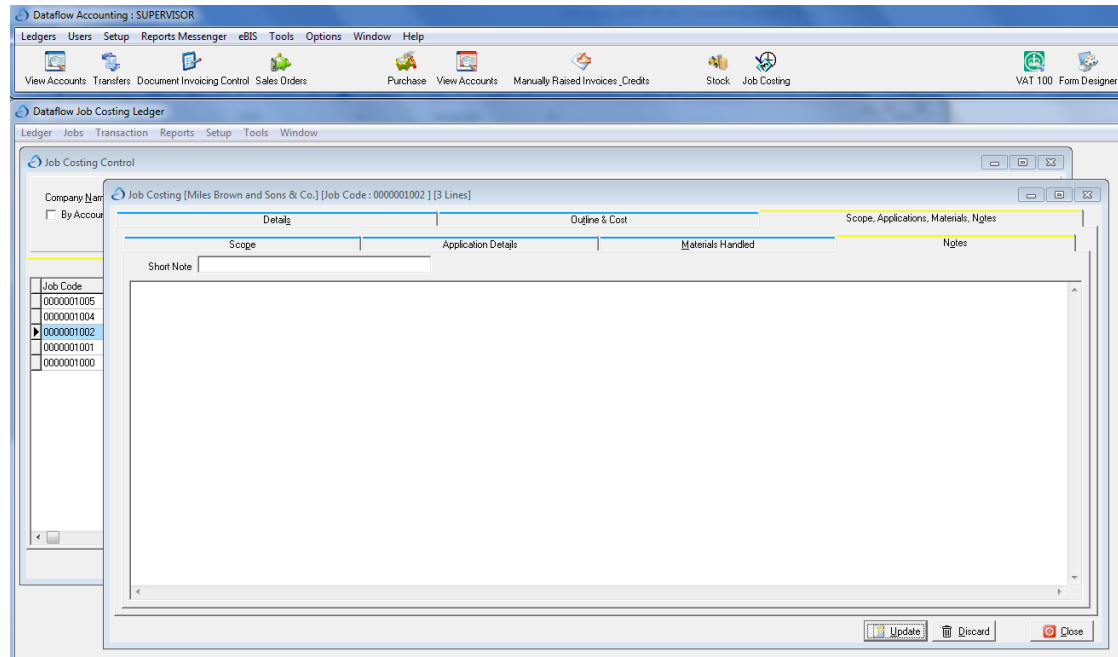
NB. Entry of estimate values will replace entirely the current estimate.
Revisions can also be entered via the Job enquiry screen but these are, by contrast, based on entry of an increase or decrease to the current estimate.

Line Notes TAB - optional, enter as required.
Enter a short note (identifier) and extended notes then click Update. A Notes history is maintained for the current Cost Line showing a time stamp for each new addition. Further notes can be added for the Cost Line via the Job enquiry option (Detail tab)

Job Notes

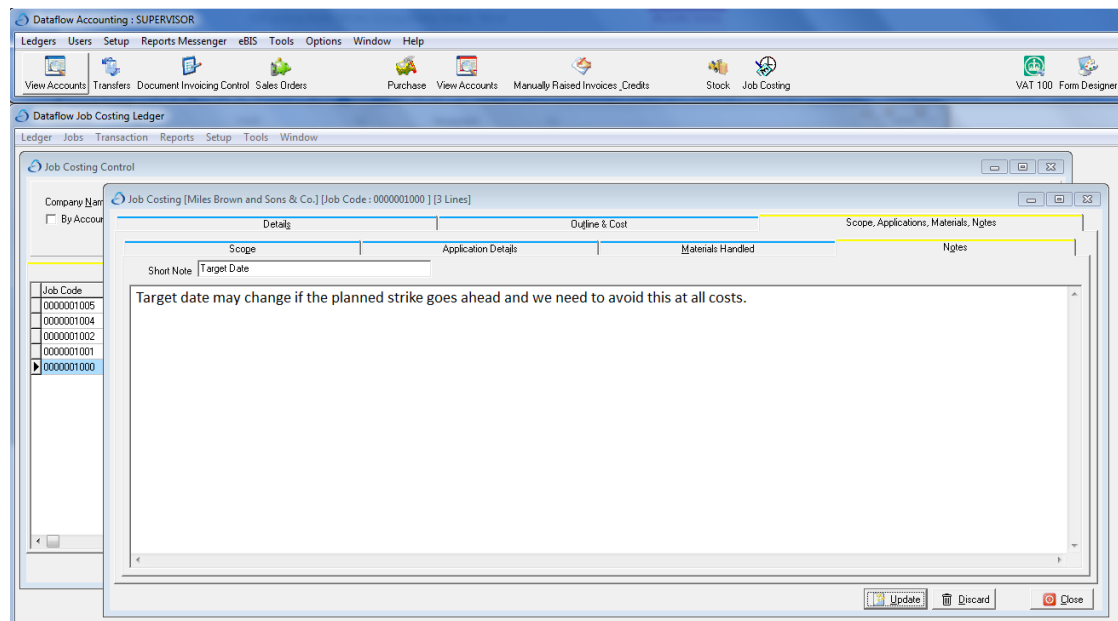Job Header notes are shown under four Tab sections:-

Scope, Applications and Materials

These represent descriptive content about the job. They can only be changed via the Job maintenance routines. Job enquiry provides view only on these notes.

Notes

Enter a short note (identifier) and extended notes then click Update. A Notes history is maintained for the Header Notes showing a time and user stamp for each new addition. Further notes can be added at the Header level via the Job enquiry option (Detail Tab).

Modify Job Record

Open the Job Costing Control window.

The grid display show jobs on the basis of the filter choices given on the Options Tab alongside. The default setting is to display all Open Jobs.

To locate an existing Job, standard search & select options are provided via the shortcut menu (click right mouse button) or click on a column e.g. Job code, and type search characters as required.

Once located click the [Modify] button to display the Job Header screen. Follow the procedures given above, including the 'COPY' options, to add further parts to the job structure or revise existing details.

Remove Job Record

It is not possible to remove a Job unless it's history is blank and all estimates are zero.

Locate the Job on the grid and click [Remove].

Operational procedures - Integration

Assembling Costs

With a job structure in place, allocating a cost or commitment is made straightforward by using a procedure that is common to all routines.
that collect and organise the various elements of Job costs.

Job Costing is fully integrated with the df32 Nominal Ledger. This means that transactions are entered once only, and all the ledgers are balanced and reconciled. When a transaction is processed in the various df32 modules the choice is offered to allocate it to a job. If it is, then details will be registered against the Job and the transaction is posted to the Nominal Ledger and source ledgers (Sales, Purchase etc) as required.

Job related costs can be considered under two broad headings, being Actual 'booked' costs and Open or outstanding commitments.

> The sum of "outstanding commitment" and "actual costs" represents the total commitment on the job. This can be monitored and compared against the estimates/budget on an ongoing basis.

For Open jobs, in the category SSAP9 and WIP, the nominal coding is automatically set to the Balance sheet WIP account and cannot be changed.

NB. The only exception to this is for job related costs lodged against a 'pre-order' cost category. Pre-order costs can be coded, in accordance with standard procedures, typically to the Profit and Loss.

If a Job in these categories has been set as COMPLETED then job related updates to it are forced to the Balance Sheet nominal code for accruals.

> Thus, a Purchase Order may reflect coding to WIP but if the Job has been marked COMPLETED by the time a job related order line is invoiced and fully updated to the ledgers, the invoice will automatically be coded to accruals in the Balance sheet.

Job Management journals automatically handle the clearance of Balance sheet accounts and any Cost centre analysis, based on the specification for the JOB itself, will be posted at the same time – refer Job Management.

For non-WIP type jobs the nominal coding is completely open to selection and would normally be coded direct to the appropriate Profit & Loss accounts. In these cases the posting requires allocation to a Job and to cost centres if required.

Drill down features available within the Job Review screen, for the entire Job or parts of it, show full transaction details including the originating ledger.

Typical routines that post Actual costs direct to a Job include:
- timesheets for labour cost allocation
- Purchase invoices/credits made specifically for the job
- Stock Issues/returns from/to the warehouse
- direct journal entry for disbursements and other costs associated with the job.

Routines that post Outstanding committed costs are

- Purchase Orders
- Works Orders for assemblies (BOMs)

Import routines are also capable of processing Job assignments.
Job fields are available for specification when importing:-

Nominal Journals – standard import option on the Tools menu.

Purchase Ledger Invoices

Either using the standard option on the Tools menu
or
the advanced import option on PL Setup menu.

Stock Issues – standard import option.

The following table summarises the classification of costs for each routine and highlights the use of the Stock Control Module, if it applies to Job costing operations.

Job related posing and Allocation

Services and Non Stock Materials

	O/S Committed Costs	Actual Costs
Purchase Order module	Purchase Order Receipt (if used) Invoice (awaiting Update)	Updated PO Invoice
Purchase Ledger		Manual Invoices/Credits
Nominal Ledger		Journals Journal Adjustments
Timesheet		Posted Values

Stock Related

	O/S Committed Costs	Actual Costs
Purchase Orders & Receipt to Invoice	**N/a** NB. Lines on a PO for true Stock items cannot be Job related.	**N/a**
Stock Control		Stock Issues/ Returns After running Stock Nominal Update process
Stock Control	Works Order value	WO Issues value (if used) After running Stock Nominal Update process
	Works Order value	WO Complete value (if issue stage skipped) After running Stock Nominal Update process

Purchase Orders

These become costs only when a line or lines on an order are delivered and the related supplier's invoices are fully updated to the Ledgers.

For open Jobs when a job related invoice is updated to the ledgers, the value of the outstanding commitment is reduced by the value of the order line and the Work In Progress is increased by the invoice amount, taking account of any over or under spend that arises.

These become actual costs as component stock is issued and the value of these stock movements are posted to the Nominal Ledger.

The value of the outstanding commitment is reduced by the value of stock issued and the Work In Progress is increased.

Allocating Actual Costs to a Job

When a line entry for a journal or document is started click the right mouse button to show menu options and shortcut keys for Job costing assignment (see screen below).

Where multiple lines of goods or services apply to a document, each line may be assigned to a different job or all lines can go against the same job. Whichever case applies, the procedure must be performed on each line that is job related.
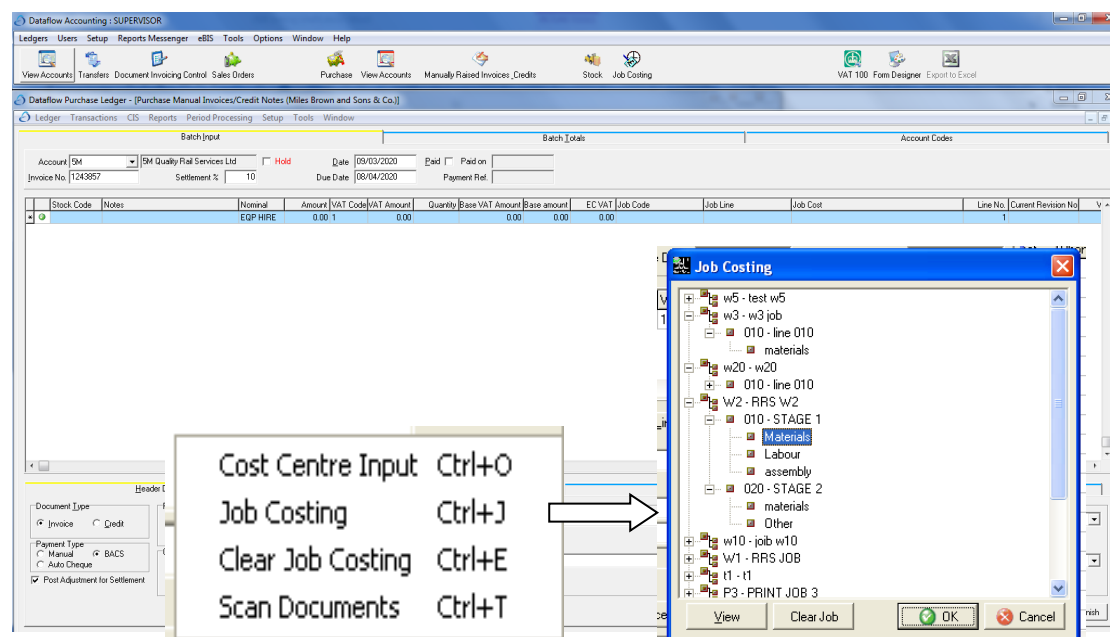
The example above is of a Purchase Invoice/credit note entry. The same principle applies to Nominal Journals, Purchase Orders, Stock Issues and Works Order entry.

Costs must be lodged against the cost line part of the selected Job. Open the Job outline with the mouse or use the up/down and right/left direction keys to locate the required cost line and click [OK[to select.

Purchase Order Lines for true stock items cannot be allocated to Jobs. True stock must be received into the warehouse using Purchase Order progress options and then issued out to a Job.

The option 'Stock Issues/Returns' on the stock control transaction menu and the options to progress a works order both allow assignment of actual stock costs to a Job. However the cost is not registered fully against the Job until the process 'Stock Nominal Update' is run. Check this process is regularly actioned to bring the Job costs up to date.

Billing/Invoicing

Options to assign revenue (invoices and credit notes) to a Job are:-

Sales Ledger Document Invoicing

Sales Ledger Manually Raised Invoices/Credits.

The procedure for assignment is the same as for costs, described above.

Revenue is recorded against Jobs when sales documents or transactions are fully updated to the ledgers.

SSAP9 and WIP Jobs

Against Open Jobs, related Sales document lines will be automatically coded to the Balance Sheet 'Payment on accounts'. When a Job is completed the balance held, for that Job, in this account will automatically be cleared to the Profit and Loss. Refer Nominal Ledger control accounts.

Against completed Jobs, lines will be automatically coded to the Profit and Loss.

Non- WIP Jobs

Assign the line to a non-WIP job as described above. Account coding of Invoice and Credit Note lines is open to selection, as per normal entry standards.

Cash Paid   Purchase Ledger and Cash Receipts – Sales Ledger

The Job enquiry reflects cash values - based on allocation to job related Invoices.

Job Management

With Job Costing comes the ability to review Work In Progress at any time - by Job, Groups of Jobs or All Jobs. Integrated processes keep the position up to date at all times.

The status of a Job and access to Job specific control processes is provided by the Job Review Screen. It aims to suit the needs of both operational and financial users of the system providing many levels of enquiry to support the current position and job history.

Journal production routines, across all Jobs, are given on the Transactions menu within the Job Costing Ledger. These specifically address provisions for revenue recognition on SSAP9 Jobs and also to handle late cost accruals on SSAP9 and WIP jobs.

The section that follows gives a general description of the Job review screen, regardless of Job Type. Sections that follow take a more detailed look at the management processes relevant for each of the three Job categories.

JOB REVIEW SCREEN

Menu Path: Job Costing > Ledger >Job Review

Select Job

Firstly, ensure the Job review screen is set for the required company.
Type the Job number, if known, to display results in all tabbed levels of the window (see below).

Alternatively type search characters into the job number (or leave blank) and click the Extend Button alongside to show a grid display of matching (or all) Job numbers. Select a column on the grid and type search characters or use the standard search options available on the right click shortcut menu, for the selected column.
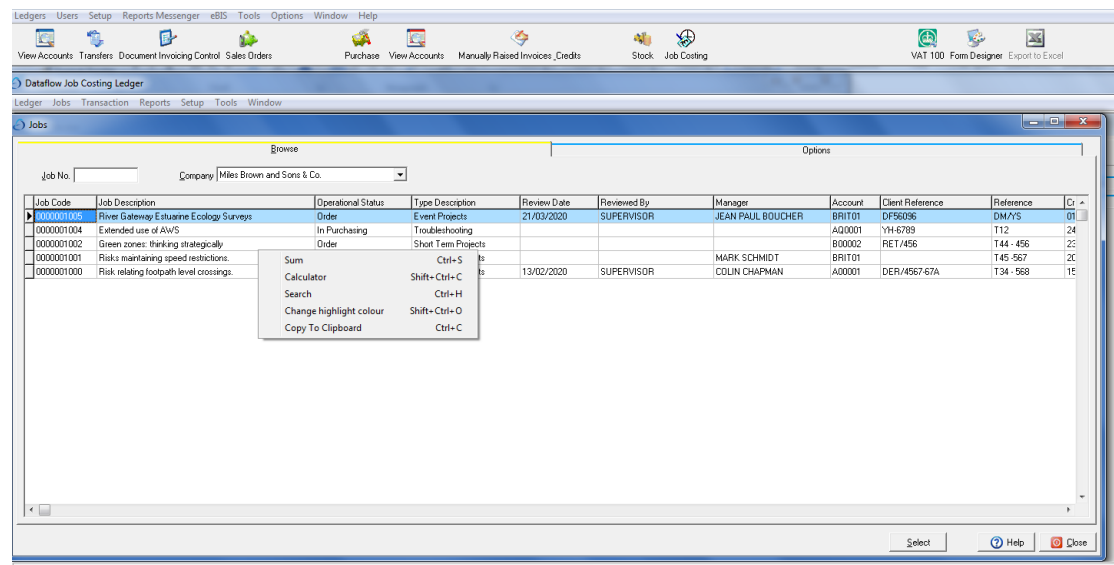
Upon Job selection the four Tab sections are populated.

> <u>Header Tab</u> – displays the Job Header data.

> <u>Scope, Applications and Materials</u> – displays Job notes

> <u>Overview Tab</u>

>> Displays overall job status and supporting data and also provides access to management processes for the selected Job.

> <u>Detail Tab</u>
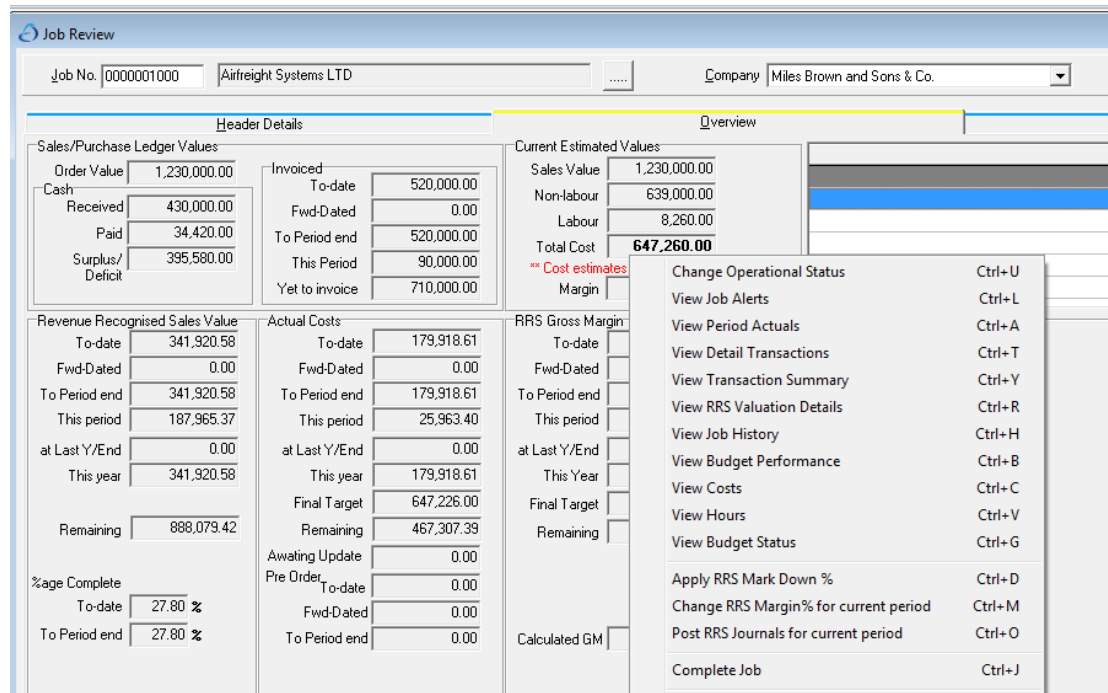
>> Provides for drill down enquiry on the entire Job or selected parts of the Job structure and provides for entry of estimate revisions and notes.

Enquiry Operations: An Overview

Use of each Tab is supported by a shortcut menu of options. Whilst many of these provide drill down to detailed or summary information, others offer routines for managing the period accounting, progress to completion and finally, closure of the Job.

Open the shortcut menu by clicking the right mouse button. When opening the shortcut menu to display supporting transactions the position of the mouse pointer is significant.

On the Overview Tab it is possible to show listings for selected values by placing the mouse pointer over the field (appears bold - see example below), clicking the right mouse button and choosing the required option.

On the Detail Tab, open the outline of the Job structure and highlight a specific item e.g. a cost line, and then right click to choose a shortcut option.
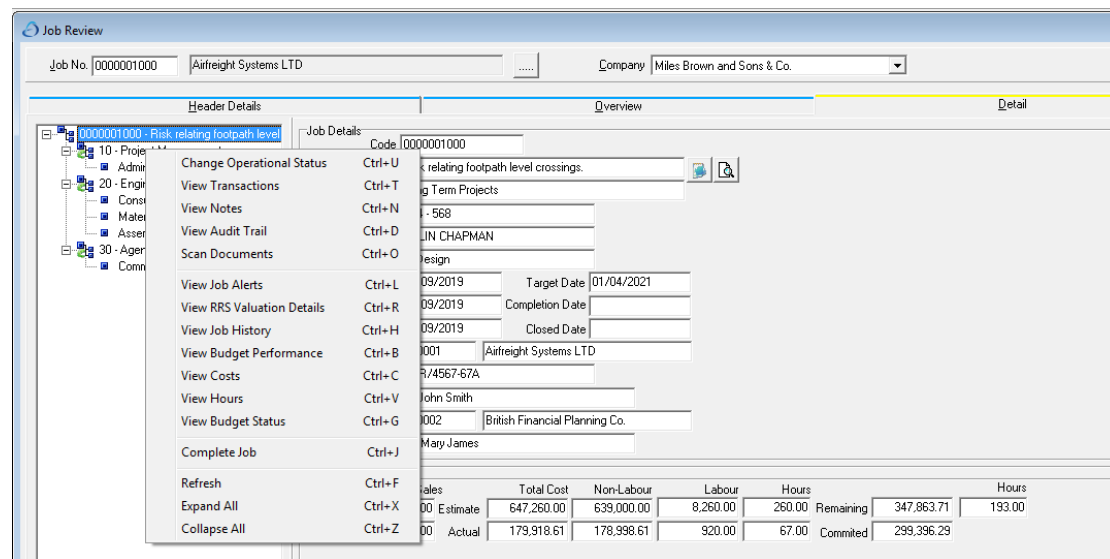
Each option on the shortcut menu, and the context of it is described below.
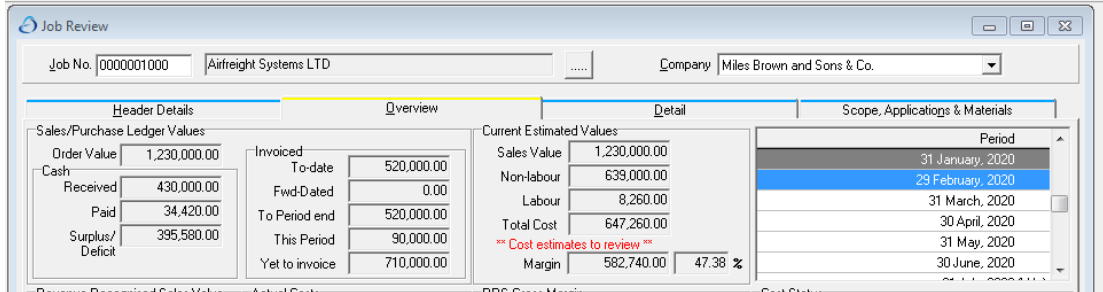
NB: Note the fast key combinations (Ctrl+?) available to open or perform the required action.

A REFRESH (Ctrl+F) option is also given on the shortcut menu. This means the enquiry screen can be left open and updated simply by choosing this option. This avoids having to close and reopen the window.

NB: If required the content of listings and analyses can be exported to excel, via the standard procedures available within *dataflow*.

Overview Tab

This Tab shows analysis of the Job based on the current Nominal accounting period.

Top of screen shows analysis of estimates, billings and payments, and the accounting period selection.

Based on the selected accounting period the lower screen section presents period and cumulative analyses of actual costs, revenue provisions (if applicable), margins and open or outstanding commitments.

Also shown are the percentage complete and remaining estimate values.

NB. Pre –order costs shown are not related to Job performance itself. They are shown here to enhance the information available.

Shortcut Menu options
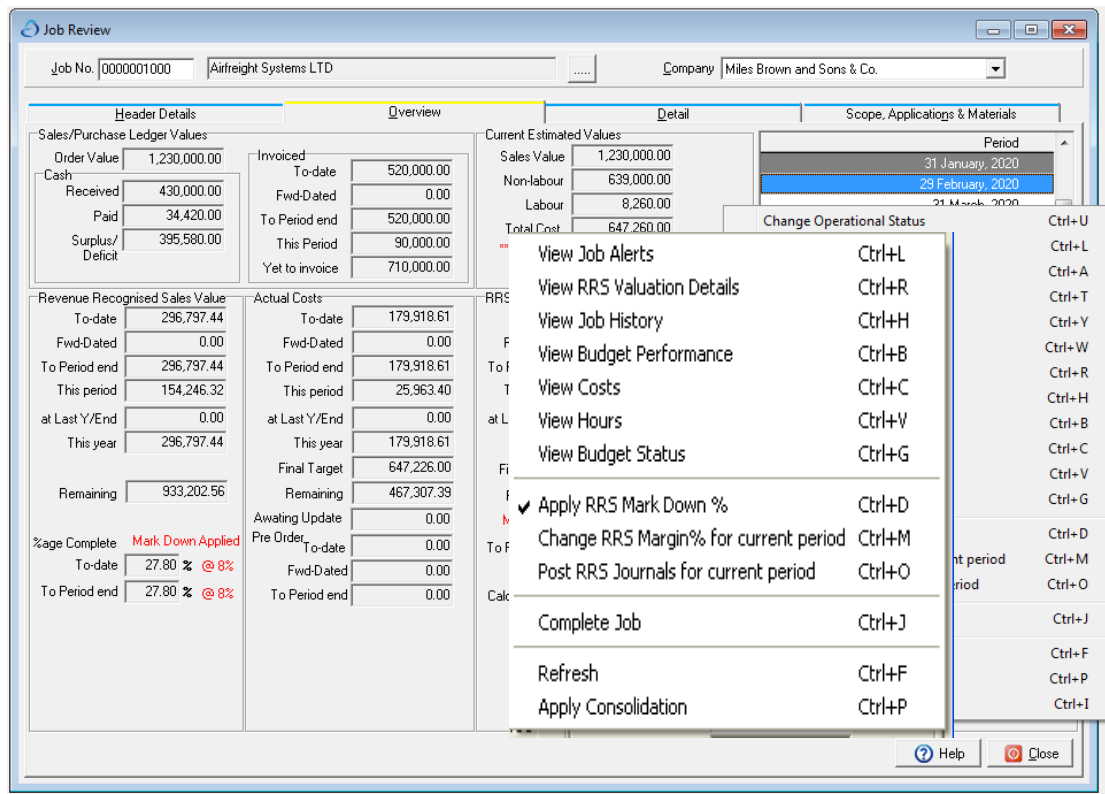
The list of options is covered under three headings.

- Transaction information
- Summary Balance Information
  - **NB.** Standard procedures on the grid displays are given to:-
    - Export data to Excel
    - Organise grid columns to set visibility preferences.
    - Sort and Select functions (open shortcut menu)

- Action or Processes

Transaction information

View Detail Transactions

View Open POs/WOs

View Transaction Summary

These options only work for specific values. Click the value or move the mouse pointer over it until it appears in BOLD. Click the right mouse button and choose the required option.

Note also the Options Tab where the facility is given to set/clear Filters to control which types of transactions are listed. Highlight headings and use the chevron (> >>) buttons to include or exclude.
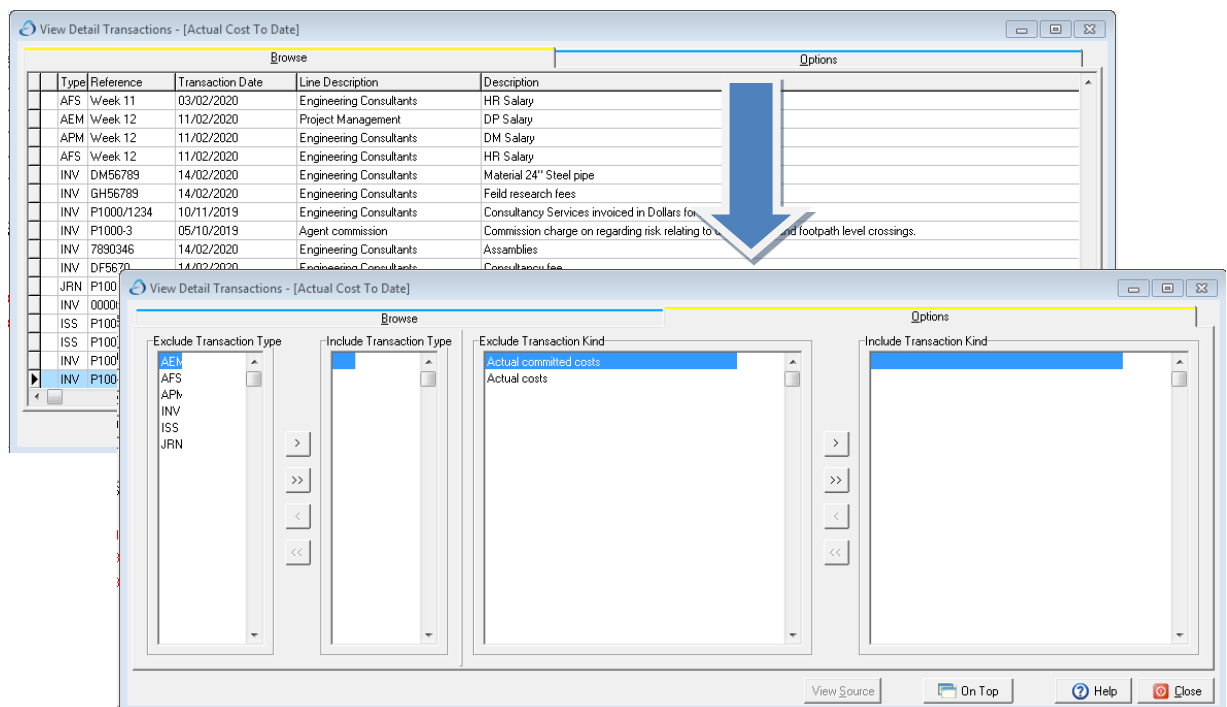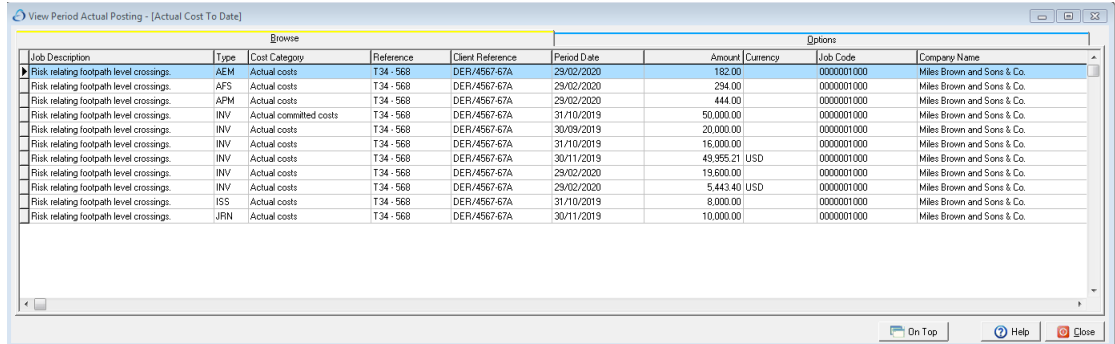
View RRS Valuation Detail

Applicable to SSAP9 Jobs only – lists the revenue recognition journals processed to date.

Summary analyses

View Period Actuals

Displays actual costs for the period selected on the calendar.

View Job History

Displays period and cumulative summary for each accounting period.

View Budget Performance

Summary information for each budget stage/milestone.

View Costs

View Hours

Summary of costs and hours for each 'cost Line' of the Job structure, again on the basis of the selected budget stage.

Action or Process type options

View Job Alerts

This option displays and allows maintenance of alerts that specifically relate to the selected Job.
Refer to the standard procedures for maintenance of Alerts.

View Budget Status

Use the close option to freeze a budget stage.
Use the open option to release the budget.
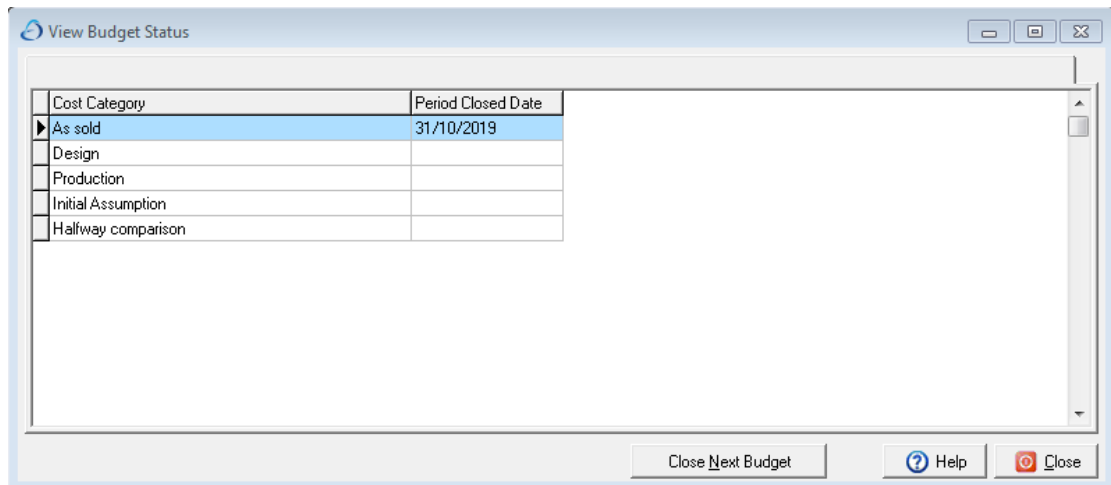
Apply RRS Mark Down %
Change RRS Margin % for current period
Post RRS Journals for current period

These options apply to SSAP9 Jobs only – refer below for details.

Complete Job (available for all Jobs)
Complete Job Line (option available for WIP jobs only)
NB. Use these options with caution as completed status cannot be reversed.
These actions are described in more detail under the sections on specific Job categories – see below.

Close Job
This option only appears for Jobs that have set as completed.
When closed, a Job will not be available for selection from postings routines.
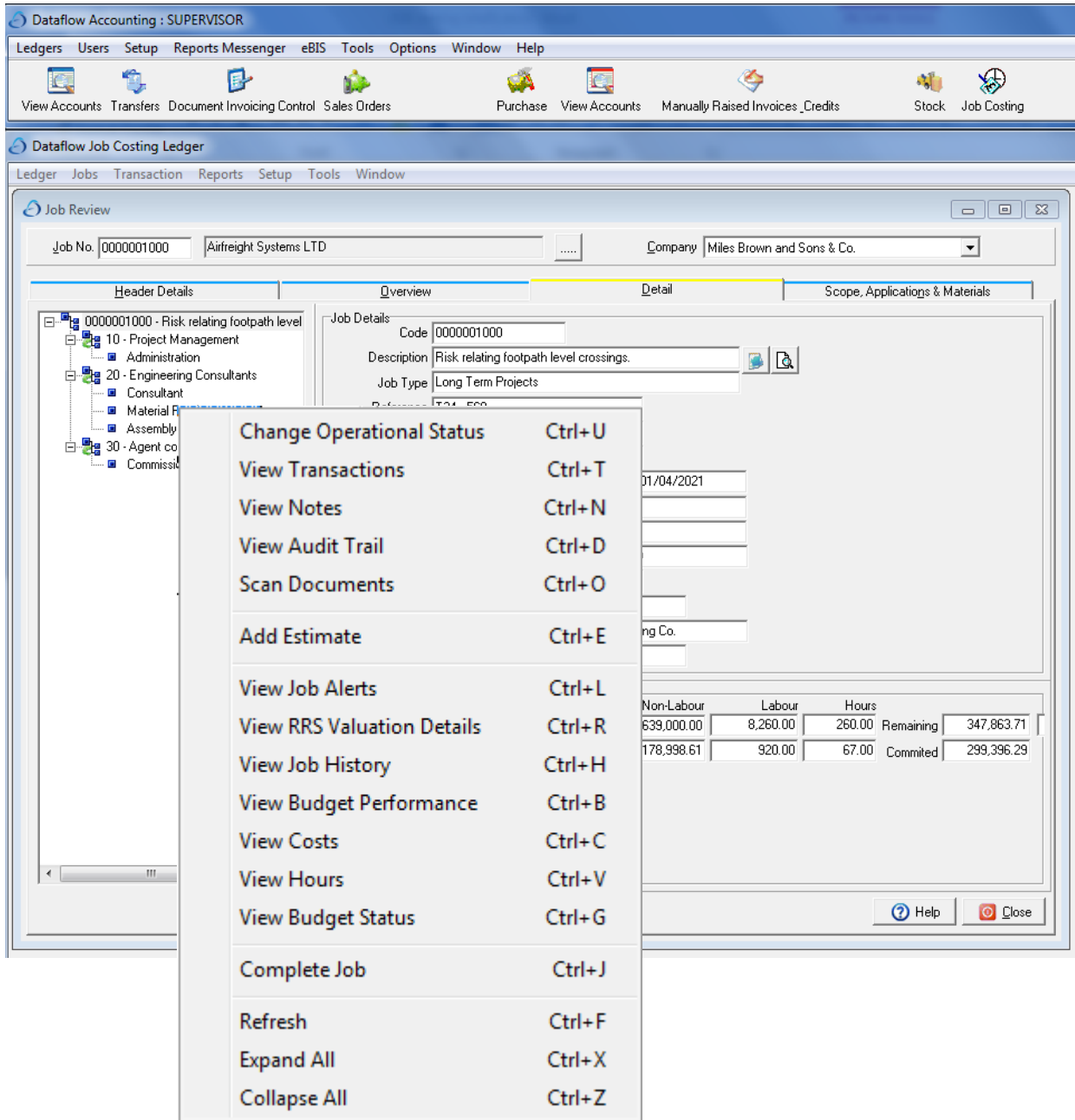
Refresh
Applicable to all Jobs. Avoids having to close and reopen the enquiry window in order to bring values up to date

Detail Tab

This Tab provides for enquiry on a selected part of the Job structure. It also offers the facility to enter estimate revisions on cost lines and estimate and order values on Job Lines.

Using the outline to the left of this Tab, all or a specific part of the Job structure can be highlighted for further enquiry. Open the shortcut menu for options available for use in relation the highlighted item.

Many options on the shortcut menu are the same as those described for the Overview Tab above.

View Notes

For the highlighted item in the structure this option will display the notes history and allow entry of further notes, as required.
Enter the short note, extended description and click Update.

A history of job notes is maintained for each item at each level in the Job structure.

View Audit Trail

Displays related postings that have been updated to the Accounts.

Scan Documents

Refer to procedures for attaching scanned documents.

Add Estimates

Highlight either a Job Line or a Cost Line within it and open the 'Add Estimate' window from the shortcut menu. Enter revisions to the estimate (and Order if applicable) together with
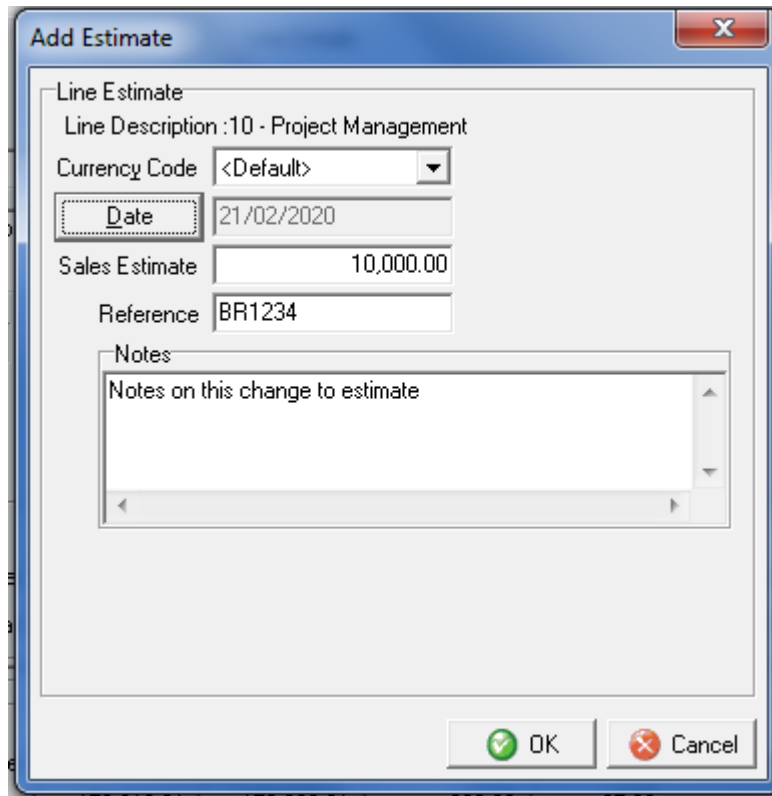
Currency Code – default is home currency.
Date – default today's date.
Reference – must be filled – cannot be blank
Notes – optional enter as required.

NB. The value of a revision to an estimate or order is based on entry of the change or movement on the estimate rather than a replacement value.

Job Transaction Menu

Routines on this menu should be used in conjunction with the review processes described below for each category of Job.

RRS options automate journal production across all open SSAP9 jobs, maintaining an up to date position for WIP, Revenue Recognition, Cost of Sales and Accruals. They can be used at any time as the journal values recognise activity since the last RRS update and consequently reflect the value of movement in balances only.

Ensure the nominal ledger control accounts for Job costing have been fully specified.

- RRS Gross margin Journals

  For the selected Company, click the generate button to produce RRS Journals to the current 'Open' period end date (ALL open SSAP9 Jobs).

- RRS Gross margin Journals (Last period)

  As above but (Last period) produces journals that reflect Job status at the time of the last 'closed' period end date.

NB.   Before using these two RRS options it is recommended that all related Jobs are reviewed – refer to the section on SSAP9 Jobs below.

- Late Cost Accrual Journals

  For the selected Company, click the generate button to produce journals applicable to all SSAP9 Jobs and WIP jobs marked as **COMPLETED.** (See Below).

Journals are subject to the standard period posting controls and results are maintained in line with the progress of accounting periods in the Nominal ledger, up to and including the current open period. If Nominal ledger periods have lagged behind, RRS postings can be synchronised with Nominal period closedowns to maintain period on period results.

In each case, the batch update window presents a grid of the postings. Click on a grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

SSAP9 Jobs: Review and Management

The Job review screen, in particular the Overview Tab, provides the basis for assessing a Job's performance. From estimates and the various job related postings the gross margin and provisions for revenue can be established.

From the review it is then possible to generate journals, at any time, to reflect the Revenue and WIP transfer to cost of sales in line with the company accounting periods. These are called RRS Journals.

NB.   RRS journal routines can also be found on the Job Ledger Transaction menu, described in the previous section, but these produce journals for all open SSAP9 Jobs.

Further stages for Job completion and closure also generate journals that finalise revenue, costs and accruals.

All journals will, for the appropriate nominal codes, attract the cost centre analysis applied on the Job Header – refer Job maintenance.

For a selected Job the Job Review screen offers facilities to:-

- Review and apply Margin controls.

- Generate RRS Journals to current 'Open' period (Job only).

- Complete Job and generate completion journals

- Close Job and generate closure journals.

Review and Margin control

Select an SSAP9 Job on the Job review screen. The Overview tab presents the current status of the Job, along with access to history and supporting data (refer enquiry operations above).

The following explains how the RRS value is maintained and then goes through each process available to manage the Job over time.

The RRS value is calculated by applying the gross margin% to actual costs to date, to derive the revenue provision value and consequently the percentage complete.

The following example is given in support of the formulation:-

Open orders = 5,000
Actual costs to date = 40,000

Total estimates (from all Cost Lines) = 160,000

Confirmed orders (from all Job Lines) = 300,000

Margin value = 140,000 (300,000 less 160,000)

Gross margin % = $\frac{140,000}{300,000} \times 100 = 46.67\%$

With a margin of 46.47% then it follows ...
£40,000 costs represents 53.33% of estimated revenue,

therefore

RRS value is $\frac{40,000}{53.33 \times 100}$ = approx. 75,000

therefore,

% Complete= $\frac{\text{RRS Value (excl. Markdown)} \times 100}{\text{Total Sales Order Value}}$

In the example above the Job is 25% complete.

If the Sales Order value is zero, the percentage complete is based on actual costs as a proportion of Estimated costs.

Two options on the shortcut menu influence the RRS value.

Apply RRS Mark Down %

To view the adjusted RRS value, select this option from the shortcut menu. Repeat the selection to turn off markdown results.

NB.   The actual process of generating the RRS journals will always use the appropriate markdown percentage so it is important to set them according to requirements.

The markdown percentages (refer table on the setup menu) operate according to the percentage complete. As supplied, the example above would attract an 8% markdown. The result would be a lower RRS provision and reflect a degree of prudence.

RRS value $\dfrac{40{,}000}{0.5333 + 0.08}$ = approx 65,220

Change RRS Margin % for current period

The calculated Gross margin percentage can be overridden using this option.

Before doing so you may wish to remove the markdown percent.

A lower margin% will result in a lower RRS value and a lower percentage complete. The opposite if the margin % is increased.

The new margin % will be applied to all future RRS journal postings (with markdown % included).

If the margin% is lowered to the extent that the new calculation of RRS value falls below the total of RRS postings already updated, the new journals will post the required adjustment to reduce the previously overstated provision for revenue.

Post RRS Journals for current period

For the selected Job, select this option to bring Revenue provisions and WIP transfer to Cost of Sales up to date in the accounts.

The accounting entries are described in the section on Control Accounts within Job Costing – Nominal ledger accounts.

This option can be used at any time as the journal values recognise activity since the last RRS update and consequently reflect the value of movement in balances only.

RRS journals are subject to the standard period posting controls and results are maintained in line with the progress of accounting periods in the Nominal ledger, up to and including the current open period. If Nominal ledger periods have lagged behind, RRS postings can be synchronised with Nominal period closedowns to maintain period on period results.

The batch update window presents a grid of the postings. Click on a grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

Complete Job

This option is available from the shortcut menu of the Job Review screen

NB. Use with caution as completed status cannot be reversed.

NB. A Job cannot be set as 'Completed' whilst there are costs pending update.

Check the Purchase Order Invoices and update any outstanding invoices to the ledgers.

Similarly for Works Orders where stock has been issued, the process needs to be completed by running the stock nominal Update routine on the Stock Ledger Transactions menu.

Completion does not close off a Job entirely as postings can still be lodged against it, but coded to accruals rather than WIP. Selecting 'Complete' opens the completion journal window which reflects the following:-

- The total of job related Sales Invoices are transferred from the Balance Sheet 'payments on account' to the Profit and Loss sales account.

- The total value of all related RRS postings, since the start of the Job, are reversed.

- The Job related balance held in the WIP Balance sheet account is transferred to the Cost of Sales account.

- The value of remaining estimates, open orders (purchase and works orders) and, if applicable, warranty costs are also accounted for as accruals.

Refer to the section on Nominal Ledger Control accounts for more detail on the account postings.

Click on a journal grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

Late Cost Accruals

This option can only be run, manually, from the Job Ledger transactions menu.

Click 'Generate' to produce the journal batch update window.

Late cost accrual journals are only generated for SSAP9 and WIP jobs that have been completed and where late costs have exceeded Job accruals accounted for by the completion journals.

Example
> Completion journals have accrued in total 5,000.00
> A job related supplier invoice is updated to the ledgers to the value of 5,025.10 and has been forced to the accruals Balance sheet account.
>
> The late cost accrual journal will process the difference only, resulting in a charge of 25.10 to the profit and loss account.

Where this process has not been run from the menu option the closure of a Nominal ledger period will automatically pick up any outstanding late costs dated on or before the period end date.

Click on a journal grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

Close Job

This option only appears on the shortcut menu once a Job has been set as completed.

All open related Purchase Orders and Works orders must be fully updated before a Job can be closed.

When closed, a Job will not be available for selection from postings routines.

Journals will be generated automatically to reverse the value of outstanding or unused estimates accounted for by completion journals.

Click on a journal grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

WIP only Jobs : Review and Management

Facilities to review a Job are the same as those described for SSAP9 Jobs above, but the major differences are :-

- Revenue recognition (RRS) and related options to control the Job margin do not apply.

- A 'Complete Line' function, available from the Detail Tab, produces completion journals for a selected Job Line only.

The Overview tab shows the progress of outstanding commitments and actual costs. Costs and revenue lodged against open jobs are coded to the nominal accounts for WIP and 'Payments on account' respectively.

Job completion and Job Close options generate journals that release balances to the profit and loss and post accruals.

All journals will, for the appropriate nominal codes, attract the cost centre analysis applied on the Job Header – refer Job maintenance.

For a selected Job the Job Review screen offers facilities to:-

- Review the Job
- Complete Job Line – Detail Tab only.
- Complete Job and generate completion journals
- Close Job and generate closure journals.

To process late cost accruals, manually, use the option on the Job Transactions menu.

Complete Job Line

This option is only available from the Detail Tab and operates on a selected Job Line.

The Job as a whole will be completed either by selecting the Complete Job option or when the last open Job line is completed.

NB. Use with caution as completed status cannot be reversed.

NB. A Job Line cannot be set as 'Completed' whilst there are costs pending update.

Check the Purchase Order Invoices and update any outstanding invoices to the ledgers.

Similarly for Works Orders where stock has been issued, the process needs to be completed by running the stock nominal Update routine on the Stock Ledger Transactions menu.

Completing a line does not close it off entirely as postings can still be lodged against it, but coded to accruals rather than WIP. Selecting 'Complete line' opens the completion journal window which reflects the following:-

- For the selected Job Line the total of job related Sales Invoices are transferred from the Balance Sheet 'payments on account' to the Profit and Loss sales account.

- For the selected Job Line and related cost lines, the related balance held in the WIP Balance sheet account is transferred to the Cost of Sales account.

- For the selected Job Line and related cost lines, the value of remaining estimates, open orders (purchase and works orders) and, if applicable, warranty costs are accounted for as accruals.

Refer to the section on Nominal Ledger Control accounts for more detail on the account postings.

Click on a journal grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

Complete Job

This option is available from the shortcut menu of the Job Review screen

NB. Use with caution as completed status cannot be reversed.

NB. A Job cannot be set as 'Completed' whilst there are costs pending update.

Check the Purchase Order Invoices and update any outstanding invoices to the ledgers.

Similarly for Works Orders where stock has been issued, the process needs to be completed by running the stock nominal Update routine on the Stock Ledger Transactions menu.

Completion does not close off a Job entirely as postings can still be lodged against it, but coded to accruals rather than WIP. Selecting 'Complete' opens the completion journal window which reflects the following:-

- For all open Job Lines the total of job related Sales Invoices are transferred from the Balance Sheet 'payments on account' to the Profit and Loss sales account.

- For all open Job Lines and their cost lines, the related balance held in the WIP Balance sheet account is transferred to the Cost of Sales account.

- For all open Job Lines and their cost lines, the value of remaining estimates, open orders (purchase and works orders) and, if applicable, warranty costs are accounted for as accruals.

Refer to the section on Nominal Ledger Control accounts for more detail on the account postings.

Click on a journal grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

Late Cost Accruals

This option can only be run, manually, from the Job Ledger transactions menu.

Click 'Generate' to produce the journal batch update window.

Late cost accrual journals are only generated for SSAP9 and WIP jobs that have been completed and where late costs have exceeded Job accruals accounted for by the completion journals.

Example

Completion journals have accrued in total 5,000.00
A job related supplier invoice is updated to the ledgers to the value of 5,025.10 and has been forced to the accruals Balance sheet account.

The late cost accrual journal will process the difference only, resulting in a charge of 25.10 to the profit and loss account.

Where this process has not been run from the menu option the closure of a Nominal ledger period will automatically pick up any outstanding late costs dated on or before the period end date.

Click on a journal grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

Close Job

This option only appears on the shortcut menu once a WIP Job has been set as fully completed i.e. all Job Lines have been completed.

All open related Purchase Orders and Works orders must be fully updated before a Job can be closed.

When closed, a Job will not be available for selection from postings routines.

Journals will be generated automatically to reverse the value of outstanding or unused estimates accounted for by completion journals.

Click on a journal grid line and review cost centre analysis using the shortcut menu option (right click mouse button). To accept, open the Batch Totals Tab alongside and click Update to process.

NON WIP Specific Processes

Postings to these Jobs are not subject to RRS or WIP processing.
There are no automated journals produced.

The Overview tab shows the progress of outstanding commitments and actual costs.
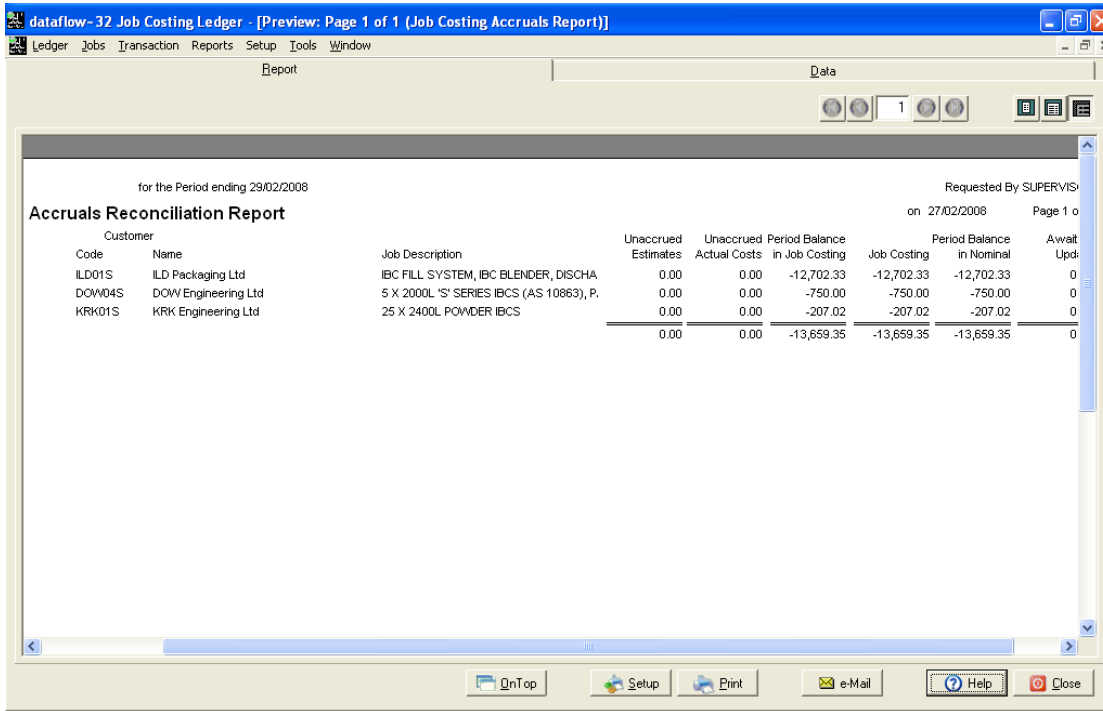
Close Job

The only process applicable is 'Close' Job. To allow close, open Purchase Orders and Works Oders must be progressed to the stage where values are updated to the nominal ledger.

Reporting

An extensive range of reports that are mainly self-explanatory.

- **WIP Reconciliation Report**

- **Accruals Reconciliation Report**

When the job is marked for completion the accruals are posted for Purchase Orders and Remaining estimates split by Labour and non-labour.

After the completion:

Un-accrued estimate: If you increase the estimate manually or by raising a PO that exceeds the outstanding estimate.

Un-accrued Actual cost: if you post a manual P-INV or stock issues including WO/ Journals/ Timesheet posting that exceeds the outstanding estimate that has already been accrued.

Period Balance in Job Costing: It is the outstanding balance of the costs that have been accrued for.

Job Costing: Is the total of the first 3 columns.

Awaiting Update: Is the PO invoices waiting to be updated onto the ledgers.

- **Gross Margin Report**

Only includes completed jobs that the gross margin has changed from previous period.

- **Job Summery Report**

- **Job Summery Cost Report**

- **Transactions Details Report**

- **Review Additional Estimate Report**

- **Sales to Accrue Report**

- **Job Total by Nominal Report**