

**MICROSOFT® BUSINESS SOLUTIONS
–NAVISION® 4.0**

**COURSE 8358A: RESOURCES & JOBS
TRAINING**

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INTRODUCTION TO RESOURCES AND JOBS

Welcome

Training is a vital component of retaining the value of your Microsoft® Business Solutions – Navision® investment. Our quality training from industry experts keeps you up-to-date on your solution and helps you develop the skills necessary for fully maximizing the value of your solution. Whether you choose Online Training, Classroom Training, or Training Materials, there is a type of training to meet everyone's needs. Choose the training type that best suits you so you can stay ahead of the competition.

Online Training

Online Training delivers convenient, in-depth training to you in the comfort of your own home or office. Online training provides immediate access to training 24 hours a day. It is perfect for the customer who does not have the time or budget to travel. Our newest online training option, eCourses, combines the efficiency of online training with the in-depth product coverage of classroom training, with at least two weeks to complete each course.

Classroom Training

Classroom Training provides serious, in-depth learning through hands-on interaction. From demonstrations to presentations to classroom activities, you'll receive hands-on experience with instruction from our certified staff of experts. Regularly scheduled throughout North America, you can be sure to find a class convenient for you.

Training Materials

Training Materials enable you to learn at your own pace, on your own time, with information-packed training manuals. Our wide variety of training manuals feature an abundance of tips, tricks, and insights you can refer to again and again:

Microsoft Business Solutions Training Courseware: The Microsoft Business Solutions Training Courseware are very detailed training manuals designed from a training perspective. These manuals include advanced topics as well as training objectives, exercises, interactions, and quizzes.

Look for a complete list of manuals available for purchase on the Microsoft Business Solutions website: www.microsoft.com/BusinessSolutions.

About the Resources and Jobs Training Material

This Resources and Jobs Training Material provides a conceptual and operational description of the standard resource and project management functionality of Microsoft Navision. The material can be used both in the context of an instructor-led training course and as reference material for self-teaching.

Training Objectives

Whether used in a course setting or for self-teaching, the material is designed to build the product knowledge required for those who work as implementation consultants on Microsoft Navision. It is also provided to help these employees obtain certification as a Microsoft Navision Consultant in Financial Management. As a consequence, it is recommended reading for students preparing to take the Financial Management Test.

NOTE: Students should also have gained the knowledge provided in the following training material to take the Financial Management test:

Financial Series 1

Financial Series 2

Fixed Assets

Material Overview

The material consists of the following chapters:

- Chapter 2 Resources
- Chapter 3 Jobs

In this material, the chapters are organized in a manner that reflects the product application area structure. Within each chapter, information is presented on a selected process that can be carried out in the application area. It is recommended that a course or self-teaching activity based on this material follow the suggested chapter order. For students to be prepared for the Financial Management test, all chapters must be covered.

The chapters in this training material typically contain the following elements:

- Concepts
- Scenarios
- Examples
- Exercises

Concepts explain the business processes that can be managed using the financial management functionality of the program.

Scenarios represent the typical business situations where the application is used and provide a basis for examples.

Examples give practical step-by-step descriptions of how you use the application. Exercises allow the course participants to practice using the program. We encourage students to try to solve the exercise by themselves.

The material includes the following typographic conventions:

Name is used for names of fields, tabs, and windows.

Input Text is used for text that the user enters.

Dates

The dates in the course material are in the American format. In order to avoid confusion when reading the material and following the exercises, it is a good idea to change the date format in Windows before starting the training session.

The working date is set to 01/25/01 (January 25, 2001). It is important that this date is used when following the examples and doing the exercises included in the material. Depending on the dates of the posted entries, the working date may change. It is therefore recommended to check that the working date is set to 01/25/01 for the beginning of each example or exercise unless the example or exercise specifies a different date.

Demonstration Data

All examples and exercises in this material are based on a fictitious company, Cronus International Ltd.

Unless otherwise stated, exercises and examples in any chapter are always independent of exercises and examples in other chapters. Therefore, you can use a “fresh” database every time you start a new chapter. Examples and exercises in each individual chapter are also designed independently of each other whenever possible. However, because of the limited scope of the Cronus demo database, the same data is sometimes used in examples to illustrate the steps performed for a particular financial management task.

To make sure that you always have a “fresh” demo database, make a copy of the database on the hard disk before you start the course.

License Information

To run some of the examples and exercises included in the training material, you need a license that allows more functions than the standard Cronus Demo license. You may need access to the form designer in the license to demonstrate some jobs functionality in the program. This enables you to display fields not shown in the forms in the existing demonstration data. In addition, the standard Cronus license limits the date range in which you can enter transactions, so some of the examples in the material do not work.

To enable participants to perform all exercises, a training license (type 013) has been created.

***NOTE:** It is not mandatory to use this training license for all training classes. If you have already used an alternative method that allows students to complete all the exercises and examples, you may continue to use that method.*

Suggested Course Duration

When this training material is to be used for an instructor-led course, it is recommended that the material be taught over one day. You can also add this material to other courses in the Financial Management curriculum to create instructor-led courses of longer duration. Alternatively, you can offer this material for self-study training as part of a blended Financial Management training curriculum.

Installing Microsoft Business Solutions–Navision

Before beginning the course, you must install Microsoft Business Solutions–Navision on your computer. The installation procedure is described below:

1. Insert the CD-ROM. The browser now displays the different options.

If the browser does not load the install file, you can open it manually by performing the following:

1. In the Start menu, click **Run**.
2. In the Run window, in the **Open:** field, enter x:\startcd.exe (replace x by the drive letter of your CD-ROM drive) and then click **OK**.

Once the browser is displayed, this is the installation procedure:

1. Click **Client**.
2. Click **Microsoft Business Solutions–Navision Client**. The installation now begins.
3. The Microsoft Navision W1 Installation Wizard window appears. Click **Next**.
4. In the **User Name** and **Organization** fields enter your customer information. Click **Next**.
5. Click either the **All users** or **Only for me** fields based on the setup you want. Click **Next**.

***NOTE:** Selecting **All users** gives access to basic company functionality.*

6. Click the **Complete** field to select the setup type and then click **Next**.

7. Click **Install** to indicate that you are ready to install the program. The installation process begins.
8. Click **Finish** to complete the installation of Microsoft Navision.

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CHAPTER 1: RESOURCES

Resources Overview

Resources are typically people or machines that you allocate and use (expense) for jobs and then invoice a customer for during the process or at completion of that process. Resources of a company include its employees and equipment. The Microsoft® Business Solutions–Navision® Resources and Jobs program gives you the capability to define the relationship between the company's resources and the job costing and sales cycles. You can also plan and schedule your resources based upon the capacity and availability of those resources.

Resources can still be used without the jobs functionality in the following situations:

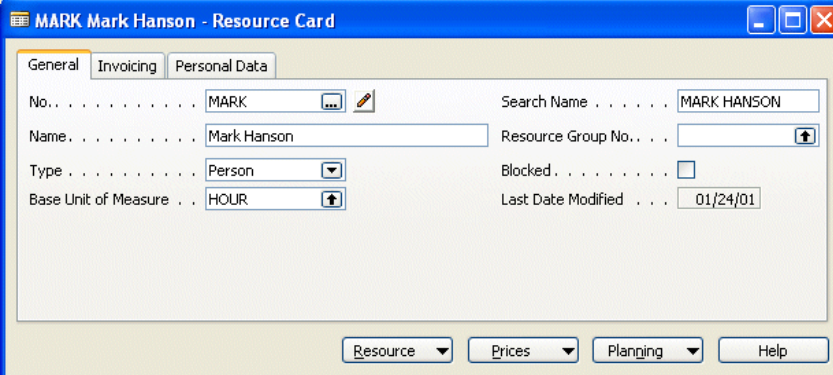
- You can use resources to record “items” for which you do not track inventory quantities or calculate unit costs, such as a person's time or miscellaneous charges like freight. A customer can be invoiced for a resource: the price is taken from the resource's card. You can keep track of quantity sold and total sales. Only the sales and the resource sales accounts are posted to in general ledger. Only when a resource is used in connection with a job is the resource cost posted to the general ledger.
- You can use the resource functionality as an administrative tool for recording capacity and usage of your company resources. Using the resource journal allows you to post entries to the resource ledger to reflect usage. However, this usage is not posted to the general ledger. The resource journal has no link to jobs, only the resource's ledger.

The Resource Card

We start by taking a closer look at the resource card itself. The resource card is equivalent to an item, vendor, or customer card, and contains the same default information like most other "master item" cards.

1. In the main menu, click **Resource Planning**, Resources.
2. Press **F5** to see a list of resources and enter Mark. The Resource Card for Mark Hanson appears:

General Tab

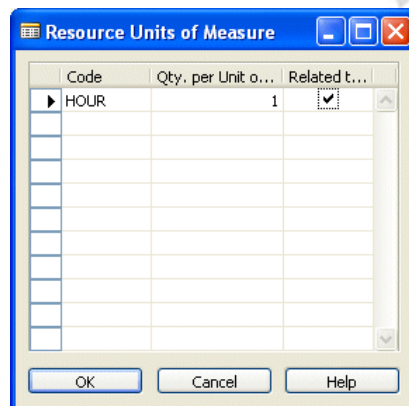


The screenshot shows the 'MARK Mark Hanson - Resource Card' window with the 'General' tab selected. The window contains the following fields and controls:

- General Tab** (selected), Invoicing, Personal Data
- No.:** MARK (with a list icon and a pencil icon)
- Name:** Mark Hanson
- Type:** Person (dropdown menu)
- Base Unit of Measure:** HOUR (with an up arrow icon)
- Search Name:** MARK HANSON
- Resource Group No.:** (empty field with an up arrow icon)
- Blocked:** ☐
- Last Date Modified:** 01/24/01
- Buttons at the bottom: Resource (dropdown), Prices (dropdown), Planning (dropdown), Help

- **No.:** In this field, you can enter a number from the resource number series that you have set up. You cannot fill in the rest of the resource card until you have entered a number in this field.
- **Name:** The **Name** field shows a description of the resource. If the resource is a person, this description is typically the person's name.
- **Type:** Since resources can be both people and machines, you need the **Type** field to indicate what category the current resource belongs to.
- **Search Name:** In the **Search Name** field, you can enter a shorter or different name that you can use whenever you want to search for resources.

- **Resource Group No.:** This field allows you to choose to the group that this resource belongs to. This is a way of categorizing the resources into groups. Each group could represent totally different forms of resources (labor versus machines for example) or different types (such as accountant, plumber, or technician). Resource groups could also contain levels that have different rates, for example, acc1 (senior accountant) versus acc2 (junior accountant). Resource groups give you the flexibility for determining different cost/rates for each group. In jobs, they allow you to create a job budget with a group, instead of a specific resource. For example, you may not know who does the work, and may not know until the work is ready to be performed, but you do know that it takes four hours for an accountant (either senior or junior) to do the job.
- **Blocked:** If you insert a check mark in this field, you block the posting of entries for this resource.
- **Base Unit of Measure:** Here you can select the base unit of measure for measuring the capacity and usage of the resource. For example, the unit of measure could be Hour, Piece, or Kilometer. Click the **AssistButton** in the field to open the Resource Units of Measure window.



In this window, you set up the units of measure for measuring the resource capacity and usage. The base unit of measure must always have 1 in the **Qty. per Unit of Measure** field. You can set up additional units of measure and specify whether these units of measure are related to the base unit of measure or not. For example, you may wish to record the usage of Mark Hanson using the base unit hour but also record usage using two additional units – day (8 HOURS) and miles. The day unit of measure is related to the base unit, since it is also a unit of time. The miles unit of measure is not related to the base unit because it is not a unit of time. If you place a check mark in the **Related to Base Unit of Meas.** field, all usage entries with that particular unit of measure are converted to the base unit and included in the calculation of used capacity, remaining capacity, and availability of the resource.

Invoicing Tab

The screenshot shows the 'MARK Mark Hanson - Resource Card' window with the 'Invoicing' tab selected. The window contains several input fields for cost and pricing data. The 'Direct Unit Cost' is 29.00, 'Indirect Cost %' is 10.00, and 'Unit Cost' is 31.90. The 'Price/Profit Calculation' is set to 'Profit=Price-...', resulting in a 'Profit %' of 40.92593 and a 'Unit Price' of 54.00. On the right, 'Gen. Prod. Posting Group' is 'SERVICES' and 'VAT Prod. Posting Group' is 'VAT10'. The 'Automatic Ext. Texts' checkbox is unchecked. At the bottom, there are buttons for 'Resource', 'Prices', 'Planning', and 'Help'.

Field	Value
Direct Unit Cost	29.00
Indirect Cost %	10.00
Unit Cost	31.90
Price/Profit Calculation	Profit=Price-...
Profit %	40.92593
Unit Price	54.00

- **Direct Unit Cost:** This field contains the direct cost of the resource per base unit of measure. Resources have associated costs and prices. The direct unit cost is the cost the company incurs directly in relation to that particular resource
- **Indirect Cost %:** Most companies have additional costs associated with their resources. Here you can enter an additional percentage to cover, for example, employer's contribution for social insurance, benefits, or administrative costs.
- **Unit Cost:** The program calculates the unit cost based on the information you entered in the **Direct Unit Cost** and the **Indirect Cost %** field as follows:

$$\text{Unit Cost} = \text{Direct Unit Cost} + \text{Indirect Cost \%}$$

- **Price/Profit Calculation:** In this field, you define the relationship between the unit cost, the unit price and the profit % associated with this resource. If you click the **Assist** button to the right of the field, the formula options appear that are available to you.
- **Profit %:** If you have selected the *Profit=Price-Cost* option in the **Price/Profit Calculation** field, the value in this field is calculated by the program. If you have selected any other Price/Profit Calculation method, you should enter the profit percentage for this resource in this field.
- **Unit Price:** If you have selected the *Price=Cost+Profit* option in the **Price/Profit Calculation** field, the value in this field is calculated by the program. If you have selected any other Price/Profit Calculation method, you should enter the unit price for this resource in this field. The **Unit Price** is the sales price for one unit of the resource's base unit of measure. Later in this course, you learn how to create prices that are based on jobs, work types or currencies.

Gen. Prod. Posting Group: General product posting groups specify sales accounts and cost of goods sold accounts in the general ledger. The program uses these to automatically record sales transactions in the general ledger when you sell resources to customers.

- **VAT Prod. Posting Group:** Here you can specify the VAT product posting group to which this resource belongs.
- **Automatic Ext. Texts:** If you place a check mark in this field, an extended text is added automatically on sales or purchase documents for this resource. Click **Resource**, Extended Texts to enter the text.

Personal Data Tab

The screenshot shows a software window titled "MARK Mark Hanson - Resource Card". It has three tabs: "General", "Invoicing", and "Personal Data". The "Personal Data" tab is active. It contains several input fields: "Job Title" with the value "Cabinetmaker", "Address" with "49 A Little John Street", "Post Code/City" with "GB-W12 5XY" and "London", "Employment Date" with "03/01/96", "Social Security No.", "Education", and "Contract Class". At the bottom of the window, there are four buttons: "Resource", "Prices", "Planning", and "Help".

On the **Personal Data** tab, you can enter personal information about the resource. As shown from the screenshot, the fields on this tab are Address, Post Code/City, Social Security No., Education, Contract Class, and Employment Date; fields only relevant when your resource is a person.

If you have set up an Employee Card for the resource, you can enter the resource card No. in the **Resource No.** field on the Employee Card. The program then copies communication and personal information from the Employee Card to the Resource Card.

Setting Up Resource Prices and Costs

The functionality under costs and prices allows you to set up various costs and prices based on a combination of type, code, and work type. You can specify cost, % extra, or LCY extra. Prices can also be specified for a job or work type. For example, you may charge a customer more for using a person that has to work overtime. Both costs and prices can apply to a resource, resource group, or all resources. When you set up resources, this is one of the most important steps because if you do not get paid the right amount for your resources, you end up losing money.

1. On the resource card for Mark Hanson, click **Prices, Costs**.

T..	Code	Work Ty...	C..	Direct Unit Cost	Unit Cost
▶ R..	MARK	⬆ F..		0.00	0.00

2. On the first line, in the **Type** field, enter Resource.
Because you were on the resource card for Mark Hanson, Mark appears as the default value in the **Code** field.
3. In the **Work Type** field, click the **AssistButton** to open the Work Types window.
4. Enter the following information in the Work Types window:

Code	Description	Unit of M...
▶ MILES	Miles	MILES
OVERTIME	Overtime	HOUR
▶ REGULAR	Regular Time	HOUR

5. Enter *REGULAR* and click **OK**.
6. In the Resource Costs window, in the **Cost Type** field, you can choose between three cost types:

Fixed: You can enter an amount.

% Extra: You have to enter a work type to enter a percentage. This is added to the unit cost on the resource card.

LCY Extra: An additional amount in LCY. This is added to the unit cost on the resource card. Again, you have to enter a work type.

In this case, enter Fixed in the **Cost Type** field.

7. In both the **Direct Unit Cost** field and the **Unit Cost** field, enter 70.00.

If you want to use indirect costs, you can enter a Direct Unit Cost and a Unit Cost Amount with the difference between the two being the indirect cost amount for the resource. The program does not use the **Indirect Cost %** field from the Resource card to calculate the **Unit Cost** field in the Resource Costs window.

If you wish to include indirect costs in the Resource Costs window, it may be easier to enter a method of *% Extra* and use the same percentage in the **Direct Unit Cost** and **Unit Cost** field.

8. On the second line, enter Mark Hanson, enter overtime and enter a Fixed cost of 100.00. We have now set up the costs relating to the resource, Mark Hanson. The cost of having Mark Hanson work on regular time is 70.00 and for over time the cost is 100.00.

NOTE: The costs that you set up in the Resource Card are only used when: There are no costs set up in the Resource Costs window that are applicable to that resource and, The resource is not allocated to a resource group that has costs set up in the Resource Group Costs window.

We can now continue to set up the price charged to the client whenever we use Mark Hanson as a resource on a project.

1. From the resource card for Mark Hanson, click **Prices**, Prices.
2. In the **Type** field, enter *RESOURCE* and in the **Code** field, enter *Mark Hanson*.

T.. Code	Job No.	Work Ty...	Curr...	Unit Price
R.. MARK	↑			0.00

3. Leave the **Job No.** field blank, and in the **Work Type Code** field, enter *REGULAR*.
4. Enter *200.00* in the **Unit Price** field.
5. Go to the next line.

6. Enter *OVERTIME* in the **Work Type Code** field.

7. Enter *250.00* in the **Unit Price** field.

The program uses the prices in the Resource Card in a similar manner to the costs.

Changing Resource Prices and Costs

Under the Periodic Activities Menu, you can find the following menu items that are used to change the prices and costs created for resources.

- **Adjust Resource Costs/Prices** – Use this batch job to adjust the cost or price of a resource on the resource card.
- **Resource Price Chg (from Res) and Resource Price Chg (from Prices)** – These two batch jobs create new prices for resources either based on prices in the resource card or prices that have been created for a resource group. The prices are suggested and viewed in the Resource Price Changes window.
- **Resource Price Changes** – This window contains the price changes suggested by the two Resource Price Chg batch jobs. You can add to, modify, or delete any of the suggested prices in this window.
- **Implement Res. Price Change** – Use this batch job to implement the price changes contained in the Resource Price Changes window.

For further information on the operation of each batch job, refer to the online help.

Resource Setup Menu

An alternative way to set up the Work Types, Units of Measure, Costs and Prices for all resources is through the related menu item on the Resources Setup Menu. However, information for individual resources, like **Personal Data** tab information, must still be entered in the Resource Card.

Exercise – Setting up Resources

You have just hired Debra L. Core in your sales department and need to set her up as a resource. The information for Debra is as follows:

No.	DEBRA
Name	Debra L. Core
Type	Person
Base Unit of Measure	HOUR
Direct Unit Cost	32.00
Indirect Cost %	10.00
Price/Profit Calculation	Profit=Price-Cost
Unit Price	61.00
Job Title	Sales Director
Address	99 Hilltop Road
Postcode, City	GB-N12 5XY, London
Social Security No.	788-92-4116
Education	MSc

Debra is to be assigned a general product posting group of service with a VAT Product Posting Group of VAT10. Regular time is fixed at a cost of 80.00 and overtime is fixed at a cost of 125.00. Regular time price is 225.00 and overtime price is 300.00.

The solution to this exercise is as follows:

The General Tab on the Resource Card

The screenshot shows a software window titled "DEBRA Debra L. Core - Resource Card". It has three tabs: "General", "Invoicing", and "Personal Data". The "General" tab is active. The form contains the following fields and values:

- No.: DEBRA
- Name: Debra L. Core
- Type: Person
- Base Unit of Measure: HOUR
- Search Name: DEBRA L. CORE
- Resource Group No.: (empty)
- Blocked: (unchecked)
- Last Date Modified: 03/09/03

At the bottom of the window, there are four buttons: "Resource", "Prices", "Planning", and "Help".

The Resource Unit of Measure window

The screenshot shows a window titled "DEBRA Debra L. Core - Reso...". It contains a table with three columns: "Code", "Qty. per Unit o...", and "Related t...". The first row has the value "HOUR" in the "Code" column, "1" in the "Qty. per Unit o..." column, and a checkmark in the "Related t..." column. Below the table are three buttons: "OK", "Cancel", and "Help".

Code	Qty. per Unit o...	Related t...
HOUR	1	✓

The Invoicing Tab on the Resource Card

The screenshot shows the "Invoicing" tab of the "DEBRA Debra L. Core - Resource Card" window. It contains several input fields and dropdown menus. The "Direct Unit Cost" is 32.00, "Indirect Cost %" is 10.00, "Unit Cost" is 35.20, "Price/Profit Calculation" is set to "Profit=Price-...", "Profit %" is 42.29508, and "Unit Price" is 61.00. On the right, "Gen. Prod. Posting Group" is "SERVICES" and "VAT Prod. Posting Group" is "VAT10". There is an unchecked checkbox for "Automatic Ext. Texts". At the bottom are buttons for "Resource", "Prices", "Planning", and "Help".

Direct Unit Cost	32.00	Gen. Prod. Posting Group	SERVICES
Indirect Cost %	10.00	VAT Prod. Posting Group	VAT10
Unit Cost	35.20	Automatic Ext. Texts . .	<input type="checkbox"/>
Price/Profit Calculation . .	Profit=Price-...		
Profit %	42.29508		
Unit Price	61.00		

The Personal Data Tab on the Resource Card

The screenshot shows the "Personal Data" tab of the "DEBRA Debra L. Core - Resource Card" window. It contains input fields for "Job Title" (Sales Director), "Address" (99 Hill Top Road), "Post Code/City" (GB-N12 5XY, London), "Social Security No." (788-92-4116), "Education" (MSc), and "Contract Class". There is also an "Employment Date" field set to 12/01/00. At the bottom are buttons for "Resource", "Prices", "Planning", and "Help".

Job Title	Sales Director	Employment Date	12/01/00
Address	99 Hill Top Road		
Address 2.			
Post Code/City	GB-N12 5XY	London	
Social Security No. . . .	788-92-4116		
Education	MSc		
Contract Class			

T..	Code	Work Ty...	C..	Direct Unit Cost	Unit Cost
►	R.. DEBRA	OVERTIME	F..	125.00	125.00
	R.. DEBRA	REGULAR	F..	80.00	80.00

Help

The screenshot shows a software window titled "DEBRA Debra L. Core - Resource Prices". The window contains a table with columns: T..., Code, Job No., Work Ty..., Curr..., Unit Price, and an unlabeled column. There are two rows of data:

T...	Code	Job No.	Work Ty...	Curr...	Unit Price	
R..	DEBRA		OVERTIME		300.00	
R..	DEBRA		REGULAR		225.00	

A scroll bar is visible on the right side of the table area. At the bottom right of the window is a button labeled "Help".

Resource Planning

Resource planning is an important part of the Resources application area. The process of resource planning involves entering a capacity for a resource and then allocating the capacity across jobs and service orders. In the program, this is performed in the following windows.

- **Resource Capacity:** The Resource Capacity window allows a resource to be assigned a capacity, or the amount a resource can be used. In the case of a person, this may be 8 hours a day. Notice you can move through time and assign the amount in any of the increments. The **Prices** and **Planning** buttons have similar functionality to those on the resource card.
- **Resource Allocated per Job:** In the Resource Allocated per Job window, you can view a resource's time allocated per job. The total of the job budget entries for the resource are displayed for each job. You can compare the capacity of a resource to the allocation amount so you do not use more than the resource's capacity. This is very helpful when planning what resources are available and how long a job may take to complete. The **Prices** button is just like the **Prices** button on the Resource card, except the window only displays prices for the selected job. If you click **Planning, Job Budget**, the Job Budget window shows you the complete budget for the job that is highlighted.
- **Resource Allocated per Service Order:** This is similar to the Resource Allocated per Job window but in this case the resource is allocated to a specific service order. You can only use this functionality if you have purchased the Service Management functionality.
- **Resource Availability:** In the Resource Availability window the availability of resources through different periods of time can be viewed. The window displays the total capacity of the resource, the capacity allocated to quotes and orders, and the net availability of the resource.

NOTE: The system does not automatically exclude weekends in the Resource Availability, Resource Allocated per Job, and Resource Capacity windows.

Entering Resource Capacity

The following procedure shows how to assign capacity to a resource. In this example, we are assigning capacity to our resources for the month of December 2000.

1. Click **Resource Planning**, Resources.
2. Open the Resource Card for Mark Hanson.
3. Click **Planning**, Resource Capacity. The Resource Capacity window appears.
4. In the lower left corner of the Resource Capacity window, click the **31(month)** button to display resource capacity by month.
5. Select Dec 2000.
6. Enter 160 Hours for Mark Hanson.
7. Enter a capacity of 160 Hours for Mary A. Dempsey for Dec 2000.

No.	Name	Dec 2000	Jan 2001	Feb 2001	Mar 2001	Apr 2001
DEBRA	Debra L. Core	0	0	0	0	0
LIFT	Lift for Furniture	0	0	0	0	0
LINDA	Linda Martin	0	184	160	176	168
▶ MARK	Mark Hanson	160	184	160	176	168
MARY	Mary A. Dempsey	160	184	160	176	168
TIMOTHY	Timothy Sneath	0	184	160	176	168

1 7 **31** 3 12 ⋮ ◀ ▶ ...
Resource ▼ Prices ▼ Planning ▼ Help

If you click the **AssistButton** in the Dec 2000 column for Mark Hanson, you may observe that by entering the capacity, you have created a new capacity entry in the Res. Capacity Entries window.

Allocating Resource Capacity to Jobs

Now we can allocate some of the capacity we just entered for Mark Hanson to the Guildford job.

1. On the resource card, select Mark Hanson.

2. Click **Planning**, Resource Allocated per Job. The Resource Allocated per Job window appears.
3. In the lower left corner of the Resource Allocated per Job window, click the **31(month)** button to display allocated capacity by month.
4. On the line for the Guildford Job, in the Dec 2000 column, enter 90 hours.

No.	Name	Dec 2000	Jan 2001	Feb 2001	Mar 2001	Apr 2001
DEERFIE...	Deerfield Graphics Company	0	0	20	0	0
GUILDF...	Guildford Water Department	90	40	0	0	0

For each amount you enter, a Job Budget entry is created. However, these entries do not contain any phase, task, or step information and therefore limits the analysis capabilities. If you wish to include phase, task, and step information, in the **Resource Allocated to Job** window, click **Planning**, Job Budget. You can then enter the phase, task and step information in the **Job Budget** window.

Viewing Resource Availability and Unused Resource Capacity

To get an overview of the availability of Mark Hanson by month, so we can see if he can be allocated to another job:

1. On the Resource card for Mark Hanson, click **Planning**, Resource Availability.
2. In the lower left corner of the **Resource Availability** window, click the **31(month)** button. The window now displays the allocated capacity and availability of Mark Hanson by month.

Period St...	Period Name	Capacity	Qty. on ...	Availabili...	Job Quo...	Availabili...	Qty. on ...	Net Avail...
09/01/00	September	0	0	0	0	0	0.00	0.00
10/01/00	October	0	0	0	0	0	0.00	0.00
11/01/00	November	0	0	0	0	0	0.00	0.00
12/01/00	December	160	90	70	0	70	0.00	70.00
01/01/01	January	184	40	144	0	144	0.00	144.00
02/01/01	February	160	20	140	0	140	0.00	140.00
03/01/01	March	176	0	176	0	176	0.00	176.00
04/01/01	April	168	0	168	0	168	0.00	168.00
05/01/01	May	184	0	184	0	184	0.00	184.00
06/01/01	June	168	0	168	0	168	0.00	168.00
07/01/01	July	176	0	176	0	176	0.00	176.00

The Resource Availability window contains the following information:

- **Capacity** – The total capacity for the resource.
- **Qty. on Order (Job)** – The units of capacity of the resource allocated to jobs that have the Status, Order.
- **Availability After Orders** – The difference between the quantities in the **Capacity** and **Qty. on Order (Job)** fields.
- **Job Quotes Allocation** – The units of capacity of the resource allocated to jobs that have the Status, Quote.
- **Availability After Orders** – The difference between the quantities in the **Availability After Orders** and **Job Quotes Allocation** fields.
- **Qty. on Service Order** – The units of capacity of the resource allocated to service orders.
- **Net Availability** – The net capacity of the resource available to be allocated to jobs and service orders.

Exercise – Planning Your Resources

Debra L. Core has completed all her initial introduction and training courses. You can now start to assign her to different jobs. Debra has a capacity of 40 hours per week and is initially working on the Guildford job. Set up the capacity for Debra L. Core. After you have set up the capacity, assign her to the Guildford job with the following hours:

Weeks 1-5 in 2001	24 hours per week
-------------------	-------------------

Resource Journals

The resource journal lets you record usage of hours of your company's employees and equipment. It is similar to other journals except that entries only post to the resource ledger and not the general ledger. It is not recommended that you use the resource journal unless:

- You invoice customers for resource usage but do not assign the usage to jobs because you have not purchased the Basic Jobs granule.
- You want to record the internal usage of resources that are never charged to customers.

NOTE: You cannot use the **Resource Journal** for posting resource usage on jobs because you cannot assign a job number in a resource journal. If you wish to record resource usage on jobs and charge this to customers, you should only record the usage with the **Job Journal** and the sales using the **Sales Invoice**.

- [illegible]

Notice that the program automatically fills in the cost and price on the resource journal line with the prices that we just set up. Similar to the price groups that you can use for the items in inventory, the work type provides a means of setting up alternate prices and costs for a resource.

- Click **Posting**, Post and click **Yes** to post the journal line.
- If we now go back to the Resource Card, we can look at the entry that you just created.
- Open the Resource Card for Debra L. Core.

[illegible]

Navigate

General External

Document No. US001 Find

Posting Date 01/25/01

Document Type

Source Type

Source No.

Source Name

Table Name	No. of R...
▶ Res. Ledger Entry	1

Show Help

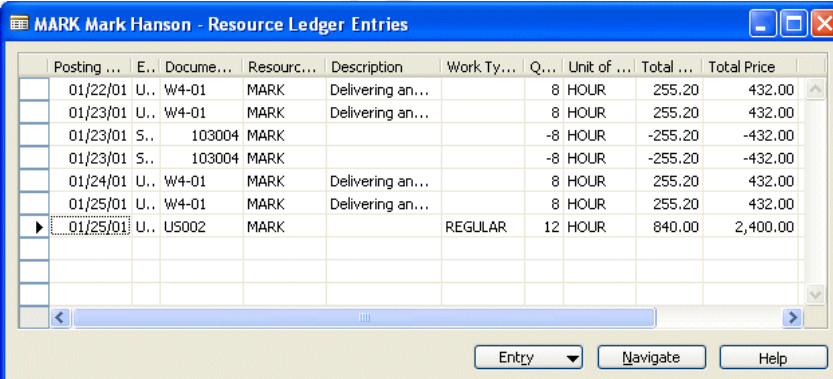
Exercise – Resource Journals

You have received the time sheet from your employee, Mark Hanson and he has reported that he has spent 12 hours regular time setting up furniture for the annual office party.

1. Enter the following information on a line in the resource journal:

Date	0/25/01
Document No.	US002
Resource No.	MARK
Work Type	REGULAR
Quantity	12
Chargeable	No

2. After you have entered this line in the resource journal, post the journal.
3. On the resource card for Mark Hanson, press **Ctrl+F5** to see the ledger entries and verify that the 12 hours appears in the entries.



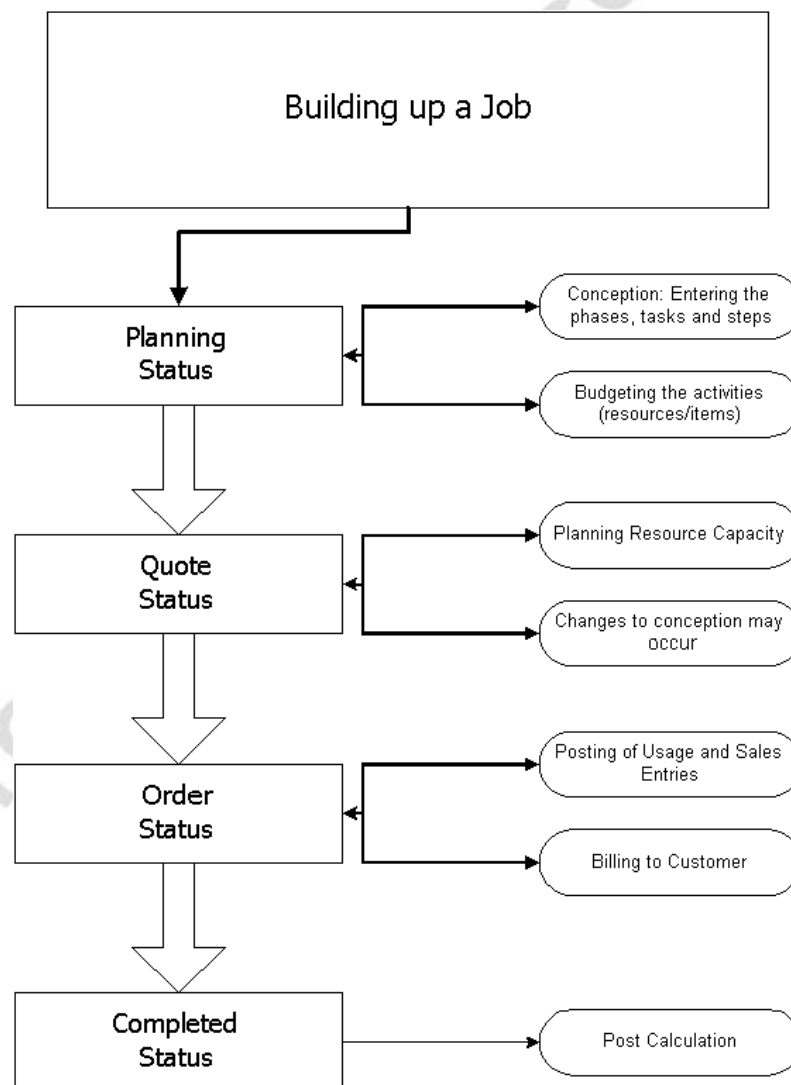
Posting ...	E..	Docume...	Resourc...	Description	Work Ty...	Q...	Unit of ...	Total ...	Total Price
01/22/01	U..	W4-01	MARK	Delivering an...		8	HOUR	255.20	432.00
01/23/01	U..	W4-01	MARK	Delivering an...		8	HOUR	255.20	432.00
01/23/01	S..	103004	MARK			-8	HOUR	-255.20	-432.00
01/23/01	S..	103004	MARK			-8	HOUR	-255.20	-432.00
01/24/01	U..	W4-01	MARK	Delivering an...		8	HOUR	255.20	432.00
01/25/01	U..	W4-01	MARK	Delivering an...		8	HOUR	255.20	432.00
01/25/01	U..	US002	MARK		REGULAR	12	HOUR	840.00	2,400.00

CHAPTER 2: JOBS

The Job Card

The Jobs application area is designed to meet the needs of clients whose business is project or contract based and requires project management features. Jobs involve the consumption of employee hours, machine hours, inventory items, and other types of usage that need to be tracked as a job progresses. The Jobs application area allows you to schedule the usage of your company's resources and to keep track of the various costs associated with the usage of resources on a specific project. Job journals take the place of order entry, but job sales are still invoiced through Sales & Receivables.

The steps involved in processing a job can be seen in the diagram below:



The Job Card enables you to keep track of the jobs in your company. Open the Job Card by clicking **Jobs, Jobs** and then selecting the relevant card (in the following example, Deerfield, 8WP). The card consists of **General**, **Posting**, and **Duration** tabs.

The General Tab

The screenshot shows the 'Job Card' window for 'DEERFIELD, 8 WP Setting up Eight Work Areas'. The 'General' tab is selected. The fields are as follows:

Field	Value
No.	DEERFIELD, 8...
Description	Setting up Eight Work Areas
Bill-to Customer No.	40000
Name	Deerfield Graphics Company
Address	10 Deerfield Road
Address 2	
Post Code/City	GB-GL1 9HM Gloucester
Contact	Mr. Kevin Wright
Search Description	SETTING UP EIGH...
Status	Order
Person Responsible	MARY
Blocked	<input type="checkbox"/>
Last Date Modified	01/25/01

At the bottom, there are buttons for 'Job', 'Prices', 'Planning', and 'Help'.

- **No.:** The **No.** field contains the number of the job.
- **Description:** This field provides additional information and specifications about the job.
- **Bill-To Customer No.:** This field contains the number of the customer that is billed for this job. You can invoice only the customer that you select in the Bill-to Customer field for a particular job.
- **Search Description:** If you want to be able to search for a job using a short search description, you can set it up in this field.
- **Status:** In the **Status** field, you can select one of the following four options: Planning, Quote, Order, and Completed.

Planning – The Planning option is used to set up a budget template. During planning, you can only fill in the Job Card and plan your budget, but you cannot enter any entries into the job journal. You would use this status option before you submit a quote to a customer.

Quote – Use Quote when you have a job that has been planned, but not begun yet. A job budget can be entered here to see how it affects your capacity. No entries are allowed in the job journal.

Order – Use the Order option to indicate that a job is active. When this option is selected, you can enter entries into the job journal. This status is used once a customer has accepted a job.

Completed – By selecting Completed, you show that a job has been completed and that all entries have been made. When this status is selected, the program automatically fills in the Completion Date field and prevents you from entering more entries into the job journal. This status is not used until the job has been completed.

NOTE: You cannot reverse the change of a status and you only change the status in order, you cannot go back to a previous status.

- **Blocked:** If you insert a check mark in the **Blocked** field, you cannot post anything in relation to this job.

The Posting Tab

- **Application Method:** Here you enter the application method that you want to use for the job. You can choose between two methods: Apply to Oldest and Manual.

The *Manual* application method always requires manual assignment from one entry in the job journal or the sales lines to an open usage entry in the Job Ledger Entry window. In the Job Journal window and on sales lines, there are two fields responsible for connecting the entries: Applies-to ID and Appl.-to Entry.

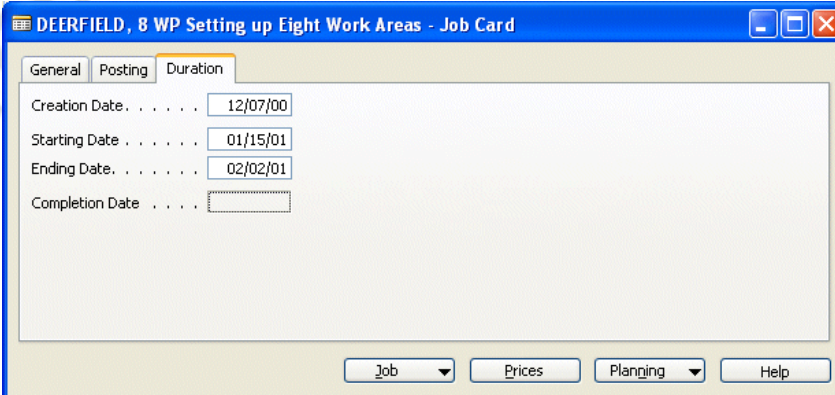
The *Apply to Oldest* application method provides more flexibility in closing and applying job ledger entries. You can apply entries manually, but you do not have to. If you leave the **Applies-to ID** and **Appl.-to Entry** fields blank, the entry in the job journal reduces or closes the oldest opposite job ledger entry with the same Type and No. When the amount of the job journal line being posted and applied exceeds the amount in the **Remaining Amount** field in a single job ledger entry, the oldest entry is closed, and the second oldest entry reduced.

NOTE: It is recommended that you always use Apply To Oldest. This results in no unapplied sales or usage entries. If you use Manual and post a sales entry and forget to apply it to a usage entry, both entries remain open and unapplied. The only way to apply these open entries is to post another sales and usage entry and apply these to the open entries.

- **Job Usage Posting:** Sometimes you need to transfer the unfinished job costs to the general ledger. This is normally called Work-In-Process. It is common to do this when closing the fiscal year, to show which unfinished goods you can set against your costs. The **Job Usage Posting** field is related to the Calculate Job WIP Value batch job. If you choose None, no WIP entries are posted to the general ledger. If you choose Costs, job usage posting is based on unit costs, and if you choose Prices, job usage posting is based on unit prices.
- **Recognition Method:** The option that you select in this field determines when revenues from a job can be recognized in the general ledger. You have two choices: Percentage of Completion or Completed Contract. With Percentage of Completion, you can run the Calculate Job Recognition and Post Job Recognition to G/L batch jobs at any time during the course of the job. That means that you can recognize costs and revenues based on the actual costs and revenues posted to the job, before the job has a status of Completed. If you choose the Completed Contract option, you cannot realize costs and revenue until the status of a job changes to Completed.
- **Job Posting Group:** Here you can assign a job posting group code to a job. To see the available codes, click the **AssistButton** to the right of the field. Job posting groups determine which general ledger accounts are posted to when you run the Post WIP Value to G/L and Post Recognition to G/L batch jobs. There are also two **Job Adjustment Account** fields in the General Posting Setup window that determine which accounts are posted to in the general ledger when posting job WIP and job recognition.

WARNING: *If you have chosen the Manual application method and do not link the sales entries to usage entries before posting the sale, you create new unlinked sales entries. You then have to post another usage and sale entry to link to the unconnected entries.*

The Duration Tab



DEERFIELD, 8 WP Setting up Eight Work Areas - Job Card

General Posting **Duration**

Creation Date 12/07/00

Starting Date 01/15/01

Ending Date 02/02/01

Completion Date

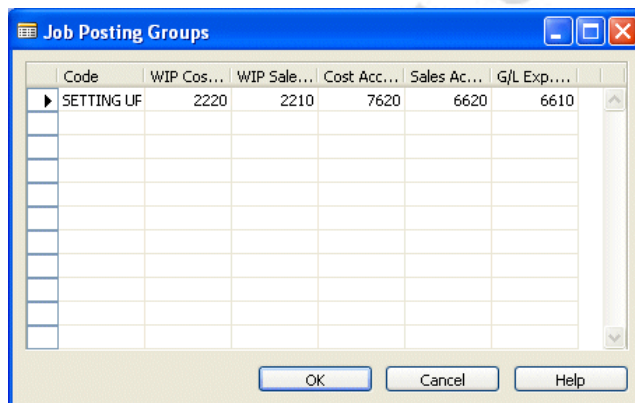
Job Prices Planning Help

- you close the job. The program automatically fills in this field with the date you change the status of the job to Completed.
- ## Job Posting Groups
- In the previous section we were introduced briefly to job posting groups. In the **Posting** tab of the Job Card, Now we are able to look at these posting groups.

Job Posting Groups

In the previous section we were introduced briefly to job posting groups on the **Posting** tab of the Job Card. Now we are able to look at these posting groups in more detail. The job posting groups refer to the accounts that the different job costs are posted to. You can set up these posting groups for each job.

On the **Posting** tab of the Job Card, click the **Assist** button to the right of the **Job Posting Group** field. The Job Posting Groups window opens:



In the **Code** field, you can see the code for the current job, and the other five columns all show the different accounts that you are posting to in connection with the current job.

- **WIP Cost Account:** In this column, you set up an account to which unrecognized work-in-process costs (resource and/or item) are posted; it is usually a balance sheet account. The program debits this account when you run the Post WIP Value to G/L batch job. A credit is made to the Job Cost Adjustment, Resources account (when using a resource) and/or Job Cost Adjustment, Retail, Raw Materials account (when using an item.)
- **WIP Sales Account:** This is the account to which work-in-process sales (resource and/or item) are posted. It is normally a balance sheet account. The program credits this account when you run the Post WIP Value to G/L batch job and debits the Job Sales Adjustment, Resources account (when using a resource) and/or Job Sales Adjustment, Retail, Raw Materials account (when using an item.)

- **Cost Account:** Recognized costs are posted (debited) to this account, a cost of goods sold (COGS) account, and are removed (credited) from the WIP Cost account. This occurs when you run the Calculate Recognition and Post Recognition to G/L batch jobs.
- **Sales Account:** Recognized sales are posted (credited) to this account, a revenue account, and are removed (debited) from the WIP Sales account. This also occurs when you run the Calculate Recognition and Post Recognition to G/L batch jobs.

***NOTE:** The above examples of which accounts are debited and credited are based on the demo company and basic setup using the item posting group to “drive” the sales and purchase posting process. If another setup is used, the accounts used for WIP and recognition may differ.*

- **G/L Exp. Sales Account:** This account is used for miscellaneous expenses. This account is used instead of the cost account if it is a general ledger account, not an item or resource.

This chapter later demonstrates on how to run the Post WIP Value to G/L batch job, and the Post Job Recognition to G/L batch job, as well as which accounts are debited or credited.

For the purposes of this training course the following example uses the posting groups as they have been set up in the demo data.

You have been contacted by one of your customers, No. 10000, with regard to a new job that they might want you to do. You need to set up a new Job Card so that you are ready when they give you the go-ahead.

1. Click RESOURCE PLANNING→JOBS→JOBS.
2. Press **F3** and then press **ENTER** to create a new Job Card.

The program automatically fills in the next number in the Jobs number series.

3. Use the number from the jobs number series that the program automatically fills in.
4. In the **Description** field enter Kitchen and Bath Renovation.

The program automatically enters Kitchen and Bath in the **Search Description** field.

5. In the **Bill-to Customer** field, enter 10000.
6. The project is still in the planning stage, so set the **Status** field to Planning, and assign the job to Debra L. Core.

J00010 Kitchen and Bath Renovation - Job Card

General Posting Duration

No. J00010 Search Description . . . KITCHEN AND BA...

Description Kitchen and Bath Renovation Status Planning

Bill-to Customer No. 10000 Person Responsible . . . DEBRA

Name The Cannon Group PLC Blocked ☐

Address 192 Market Square Last Date Modified . . . 03/09/03

Address 2.

Post Code/City GB-B27 4KT Birmingham

Contact. Mr. Andy Teal

Job Prices Planning Help

7. On the **Posting** tab, in the **Job Usage Posting** field, select Costs.
8. Choose the Setting Up option in the **Job Posting Group** field.

J00010 Kitchen and Bath Renovation - Job Card

General Posting Duration

Application Method . . . Apply to Oldest Job Posting Group . . . SETTING UP

Job Usage Posting. . . Costs

Recognition Method . . . Percentage o...

Job Posting Date . . .

Recognition Date . . .

Job Prices Planning Help

9. Fill out the **Duration** tab as follows:

J00010 Kitchen and Bath Renovation - Job Card

General Posting Duration

Creation Date 01/25/01

Starting Date 11/01/01

Ending Date. 06/30/02

Completion Date

Job Prices Planning Help

You have now created a new job. If you press **F5** to see a list of Job Cards, you can see the kitchen and bath renovation job is included in the list of jobs.

Job Budgets

The Job Budget window is similar to the lines of a sales order. Budget the amount of hours you expect the job to take and also the amount of materials you expect to use. If your budget is accurate, then your job journal and the actual customer invoice should reflect these same entries, although generally not all at once. You can assign phases, tasks, and steps to each entry. This allows you to organize each entry based on scheduling, dependencies, or completion of another entry.

Notice that the Job Budget window includes **Cost** and **Price** fields that allow you to determine your estimated budgeted amount for the cost of the job, and also the estimated price that would be charged to the customer. You can run reports that contain information from this table. There is a window in which you can view the availability and capacity of the resource line highlighted in the budget. Budgets can be copied from job to job, and then modified. In this way a budget can be used as a template for subsequent similar jobs. A budget provides a basis for comparison of the actual usage as recorded through the job journal, which further assists in determining the completion of a job.

We recommend that you use budgets for all jobs. If jobs are based on the Percentage of Completion recognition method, you are required to establish a budget. Establishing a budget assists you in determining costs/pricing, and therefore, helps in determining profitability at a given point in time.

Recording actual usage against a budget and observing the variances improves the quality of any budget and estimate in the future, reducing the risk of underestimating the cost.

Job Structure

We recommend that you set up your jobs with clearly defined phases, tasks, and/or steps. You can determine how many levels you need based on the level of detail you want to be able to compare for budget versus actual usage.

A job can be divided into three levels of activity: phases, tasks, and steps. There are no limitations on the number of activities a job can consist of. You do not have to use all three kinds of activities for every job. They are meant to provide flexibility whenever needed.

Activities do not depend on each other or on a particular job. For example, a phase called Planning can be used in all jobs that involve the planning phase. The same activities can therefore be compared across several different jobs. The use of activities provides you with detailed information about jobs. On each line in a job journal, sales invoice, or purchase invoice, you can see the phases, tasks, and steps that have been budgeted for the particular job.

Phases are the major activities in a job. Tasks are sub-activities in phases, and steps are activities within the tasks.

We can take building a house as an example:

Activity Level	Actual Activity
Phase 1	Preparing for the foundation
Task 1	Preparing the lot
Step 1	Surveying the land
Step 2	Clearing the trees
Step 3	Leveling the land
Task 2	Pouring the foundation
Task 1	Cutting the wood
Task 2	Building the frame

We recommended that you set up the Phases, Tasks, and Steps before you create the budget. To open the Phase, Tasks, or Steps windows, click **Jobs**, Setup and then select the relevant menu item.

Budget Setup

Look at the Deerfield, 8WP job budget.

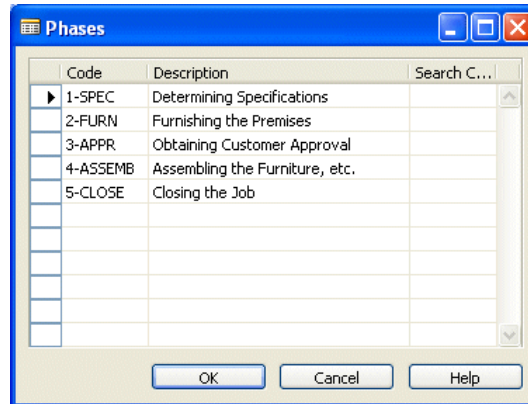
1. Click RESOURCE PLANNING→JOBS→JOBS.
2. Press **F5** and select the Deerfield job. Click **Planning**, Job Budget. You can also open the Job Budget window from the Job Card by clicking **Planning**, Job Budget.
3. The Job Budget window appears:

Phase C...	Ta...	St...	T... No.	Starting...	Description	Qu...	Direct...	Unit Cost	Total Cost	Unit Price	Total Price
1-SPEC			R... MARY	01/15/01	Meeting with the Customer	2	49.00	53.90	107.80	107.00	214.00
2-FURN			R... MARY	01/16/01	Selecting Furnishings	2	49.00	53.90	107.80	107.00	214.00
3-APPR			R... MARY	01/19/01	Meeting with the Customer	2	49.00	53.90	107.80	107.00	214.00
4-ASSEMB			R... LIFT	02/01/01	Lift for Furniture	8	0.00	0.00	0.00	292.00	2,336.00
4-ASSEMB			R... MARK	02/01/01	Delivering and Assembling t...	20	29.00	31.90	638.00	54.00	1,080.00
4-ASSEMB			I... 1896-S	02/01/01	ATHENS Desk	8	506.60	506.60	4,052.80	649.40	5,195.20
4-ASSEMB			I... 1908-S	01/15/01	ATHENS Mobile Pedestal	8	219.50	219.50	1,756.00	281.40	2,251.20
4-ASSEMB			I... 1908-S	02/01/01	LONDON Swivel Chair, blue	8	96.10	96.10	768.80	123.30	986.40
4-ASSEMB			I... 1928-W	02/01/01	ST.MORITZ Storage Unit/Dr...	4	192.00	192.00	768.00	342.10	1,368.40
4-ASSEMB			I... 1964-S	02/01/01	TOKYO Guest Chair, blue	3	97.50	97.50	292.50	125.10	375.30
4-ASSEMB			I... 1976-W	02/01/01	INNSBRUCK Storage Unit/W...	4	150.60	150.60	602.40	256.10	1,024.40
4-ASSEMB			I... 1996-S	02/01/01	ATLANTA Whiteboard, base	3	707.20	707.20	2,121.60	906.70	2,720.10
5-CLOSE			R... MARY	02/02/01	Meeting with the Customer	2	49.00	53.90	107.80	107.00	214.00

Notice how there is a budget line for each phase, task, and step. If you do not use phases, tasks, and steps, just enter the resources and items for the job.

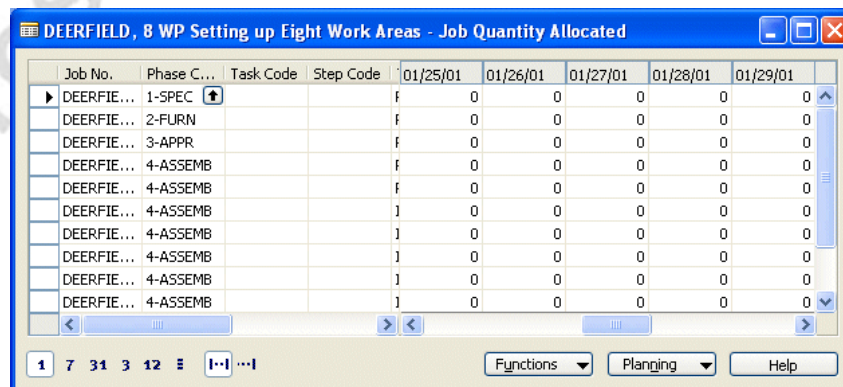
We can now take a closer look at the fields in this window:

- **Phase Code:** In this field, you can see the code for the phase on the line. If you click the **AssistButton** in this field, the Phases window opens where you can see the phases that have currently been set up for this job.



- **Task Code and Step Code:** These two fields show the codes for the applicable tasks and steps, respectively. No tasks or steps have been set up for this job.
- **Type:** Here you can select the type of entry. The options are Resource, Item, Account (G/L), or Group (Resource).
- **No.:** Select the Resource, Item, G/L account, or Resource Group number that you want to appear on the current line. If you click the **AssistButton**, you can open the Resource List window directly from this field.
- **Starting Date:** This is the date on which you begin the task or need the resource or item. The program copies this date from the Job Card, but it can be overridden. It may be changed at any time during the project.

As the name suggests, this date is only a starting date. If you want to allocate the budgeted resource usage to several dates, select Alloc. to Dates on the Function key in the Job Budget window.



In the Job Quantity Allocated window, you can select a time interval and enter amounts for the relevant periods. The program creates a Job budget entry for each amount, totals the amounts and enters them in the Job Budget window. To see the Job Budget Entries, click the **AssistButton** in the field of the relevant allocated amount.

NOTE: The program does not create additional lines in the Job Budget window if you use a different date in the Job Quantity Allocated window from the **Starting Date** field in the Job Budget window.

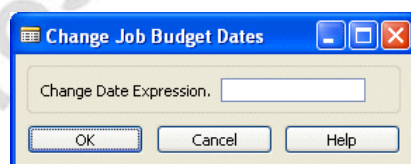
If you allocate an amount for a resource in the Job Quantity Allocated window, that is different from the amount in the **Quantity** field of the Job Budget window, the program automatically changes the amount in the Job Budget window to match your allocation.

NOTE: If you change an existing allocation amount, the program does not overwrite the existing job budget entry; it keeps the original entry and creates a new job budget entry for the net change. This helps to keep a history of all job budget changes. In order to keep the history, you cannot delete entries in the Job Budget Entries window.

- **Description:** In this field, the description that you entered in Type field is shown. This information can be overridden.
- **Quantity:** This field contains the quantity that you have entered into the budget for the phase, task, or step on the line. If you click the **AssistButton** in the field, you can see all the Job Budget Entries that relate to the quantity.
- **Direct Unit Cost, Unit Cost, Total Cost, Unit Price and Total Price:** The program fills in these fields according to the values that you have entered in the budget. You can also enter the amounts manually in these fields.

Changing the Dates of Existing Job Budget Entries

You may change the value in the **Starting Date** field on a particular line in either the Job Budget or Job Quantity Allocated windows by clicking Function, Change Dates.



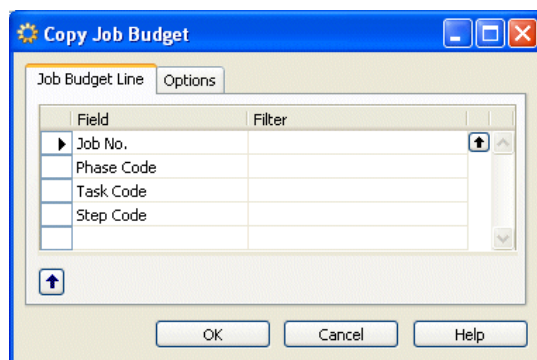
You enter the change period in the **Change Date Expression** field, for example 1M for the same date one month ahead or -1M for the same date in the previous month. The program uses the formula in the **Change Date Expression** field to update the **Starting Date** fields on all job budget lines with the same Phase Code, Task Code, Step Code, Type, No., and Variant Code.

Copying Existing Budgets

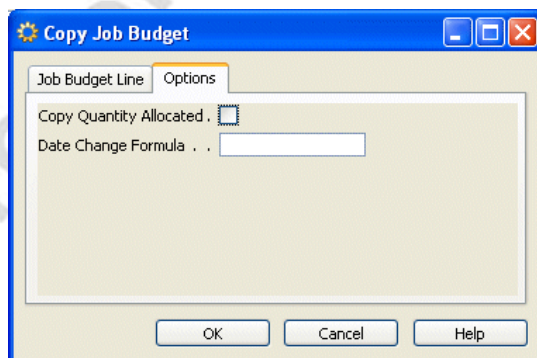
Entering a job budget manually can be very time consuming. If you regularly work on jobs that have a similar phase, task, step, and budget structure, it is an advantage to use a previous budget as a budget template. For new jobs, you can copy the new budget lines from the existing budget using the Copy Job Budget batch job.

To Copy a Budget:

1. Create a new empty job budget for the new job by clicking **Resource Planning, Jobs, Jobs** and then pressing **F3** and then clicking **Job Budget**.
2. In the Job Budget window for the new job, click **Functions, Copy Budget**. The Copy Job Budget window appears:



3. On the **Job Budget Line** tab, enter the **No.** of the Job Budget you want to copy. You can also enter filters so that the batch job only copies job budget lines with a specific phase, task, or step.
4. Click the **Options** tab and fill in the relevant fields.



The fields on the **Options** tab determine whether dates are changed in the new budget and whether quantity information is copied to the new budget.

- **Copy Quantity Allocated** – This field allows you to copy the quantities that have been allocated to dates. The job budget entries of the corresponding values are copied to the new budget as well.
- **Change Date Formula** – Entering a date formula in this field changes the date of the copied job budget entries based on the formula you enter.

You can also copy a job budget by clicking **Functions**, Copy Budget in the Job Quantity Allocated window.

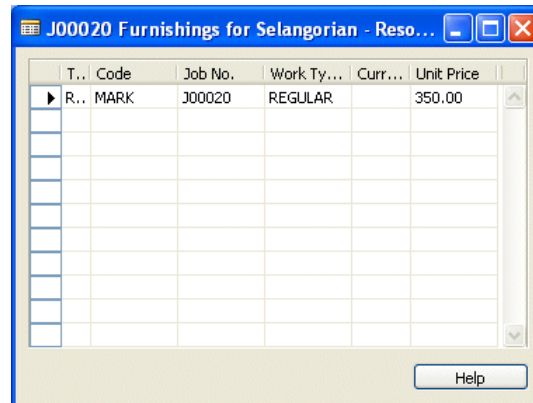
In the following example, you have been hired for a new job installing furniture for Customer 20000. We are going to be creating a job for the customer. Your contact is Mark McArthur. The job is still in the planning stage.

1. Click RESOURCE PLANNING→JOBS→JOBS and press **F3** and **Enter** to add a new Job Card.
2. Enter the following information in the fields on the **General** Tab:

3. Set up the **Posting** tab as follows:

4. On the **Duration** tab, set the Creation Date to 12/31/00, the Starting Date to 01/01/01 and the Ending Date to 01/31/01.

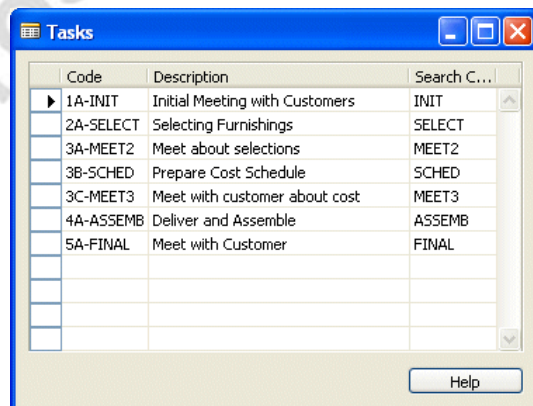
5. For this job only, we want to charge a different hourly rate for the installer. Click **Prices** and add a REGULAR time unit price for Mark Hanson for this job of 350.00.



Now we are going to set up the job budget. First we need to create some tasks for each phase in the job budget. The tasks involved in this job are shown below.

Task Code	Task Description
1A-INIT	Initial Meeting with Customer
2A-SELECT	Selecting Furnishings
3A-MEET2	Meet about selections
3B-SCHED	Prepare Cost Schedule
3C-MEET3	Meet with customer about costs
4A-ASSEMB	Deliver and Assemble
5A-FINAL	Meet with Customer

6. On the Jobs Menu, click SETUP→TASKS.
7. Enter the tasks for the job. We can not enter the lines for the job budget.



8. From the Job Card, click **Planning**, Job Budget.
9. Enter the following budget for the job, including the Phase, Task, and Step information. To keep it simple we have no steps.

Phase Code	Task Code	Resource / Item	Starting Date	Hours / Qty
1-SPEC	1A-INIT	MARY	01/01/01	2
2-FURN	2A-SELECT	MARY MARK	01/01/01	8 4
3-APPR	3A-MEET2	MARY	01/05/01	2
3-APPR	3B-SCHED	MARY MARK	01/05/01	20 6
3-APPR	3C-MEET3	MARY	01/09/01	4
4-ASSEMB	4A-ASSEMB	LIFT MARK Item 1896-S Item 1900-S Item 1908-S Item 1928-S	01/10/01	10 40 4 8 4 4
5-CLOSE	5A-FINAL	MARY	01/25/01	4

Phase C...	Tas...	St...	T...	No.	Starting...	Description	Qu...	Direct...	Unit Cost	Total Cost	Unit Price	Total Price
1-SPEC	1A...	R..	MARY		01/01/01	Mary A. Dempsey	2	49.00	53.90	107.80	107.00	214.00
2-FURN	2A...	R..	MARK		01/01/01	Mark Hanson	4	29.00	31.90	127.60	54.00	216.00
2-FURN	2A...	R..	MARY		01/01/01	Mary A. Dempsey	8	49.00	53.90	431.20	107.00	856.00
3-APPR	3A...	R..	MARY		01/05/01	Mary A. Dempsey	2	49.00	53.90	107.80	107.00	214.00
3-APPR	3B...	R..	MARK		01/05/01	Mark Hanson	6	29.00	31.90	191.40	54.00	324.00
3-APPR	3B...	R..	MARY		01/05/01	Mary A. Dempsey	20	49.00	53.90	1,078.00	107.00	2,140.00
3-APPR	3C...	R..	MARY		01/09/01	Mary A. Dempsey	4	49.00	53.90	215.60	107.00	428.00
4-ASSEMB	4A...	R..	LIFT		01/10/01	Lift for Furniture	10	0.00	0.00	0.00	292.00	2,920.00
4-ASSEMB	4A...	R..	MARK		01/10/01	Mark Hanson	40	29.00	31.90	1,276.00	54.00	2,160.00
4-ASSEMB	4A...	I...	1896-S		01/10/01	ATHENS Desk	4	506.60	481.27	1,925.08	649.40	2,597.60
4-ASSEMB	4A...	I...	1900-S		01/10/01	PARIS Guest Chair, black	8	97.50	95.13585	761.09	125.10	1,000.80
4-ASSEMB	4A...	I...	1908-S		01/10/01	LONDON Swivel Chair, blue	4	96.10	91.295	365.18	123.30	493.20
4-ASSEMB	4A...	I...	1928-S		01/10/01	AMSTERDAM Lamp	4	27.80	26.41	105.64	35.60	142.40
5-CLOSE	5A...	R..	MARY		01/25/01	Mary A. Dempsey	4	49.00	53.90	215.60	107.00	428.00

10. To see the budget entries you created, click **Budgets** on the Jobs menu. In the **Job No.** field window select the job number for the Furnishings for Selangorian job.
11. If you click the **AssistButton** in any **Quantity** field, the budget entries you have just created appear.

Recording Job Costs

In the program, you can access the costs section of the jobs application area in two ways.

- Using Purchase Orders and Invoices in the Purchases and Payables application area.
- Using job journals in Jobs.

Purchase Orders and Invoices

You can choose to record items ordered specifically for a job in Purchases and Payables, or you can record invoices that have overhead expenses charged directly to G/L accounts.

If you need to charge for items purchased directly for a job when you invoice a purchase order, an entry is created in the job ledger and in the vendor ledger. No entry is created in the item ledger, because the item is never part of your inventory.

It is not possible to post a resource entry using the purchase orders or invoices.

***NOTE:** You may want to show the **Job No.** field on your Purchase Order line. You also can add the **Phase, Task, and Step** fields by using the Show Column functionality. On the menu bar, click **View**, show column to display the relevant hidden fields.*

Job Journals

You can use the job journals to record:

- miscellaneous expenses in connection with a job.
- usage of resources and items from inventory.

You can assign an entry to phases, tasks, or steps within a job, allowing you to compare your budget to your actual usage.

In the following example, we assign costs to jobs using purchase documents:

1. Create a new purchase order using the following information:

Buy-From Vendor	3000
Posting, Document, Order Date	1/25/01
Vendor Invoice No.	877-BBC

You are going to purchase two of item number 1976-W.

2. Use the View, Show Column function to display the **Job No.** field and select the Deerfield job.

If you wish to compare this actual job cost with the costs within the job budget, you need to select the Phase, Task, and Step that this purchase relates to.

3. Click **FUNCTIONS**→**GET PHASE/TASK/STEP**.

The Job Budget window for the job number on the line displays for you to select the relevant entry in the budget that this purchase relates to.

In this case, select the entry with item 1976-W and click **OK**. The phase, task, and step values are copied to the order line. You can check this by pressing **CTRL+F8** to use the Zoom function on the line.

4. Click **Posting**, Post
5. Select Receive and Invoice and click **OK** to post the order.

Job Journals

In job journals, you can record what has happened on a job. For example, you can record the time employees have spent on a job and/or items used on a job that were originally bought for inventory. If you look at a job ledger entry, notice that it is a record of activities over a period of time.

Here is an example:

1. Click **RESOURCE PLANNING**→**JOBS**→**JOB JOURNALS**.
2. Delete all of the current entries.

Suppose Mark Hanson wants to record the costs of his services when assembling the ATLANTA Whiteboard on the Deerfield job.

3. Enter the following information on the two first lines:

Posting	Docume...	Job No.	T.	No.	Description	Loc...	Work Ty...	Qu...	Unit of M...
01/25/01	12345	DEERFIE...	R.	MARK	Mark Hanson		OVERTIME	5	HOUR
01/25/01	54321	DEERFIE...	I.	1996-S	ATLANTA Whit...			2	PCS

Job Description: Setting up Eight Work Areas
Account Name: Mark Hanson

Buttons: Line, Job, Functions, Posting, Help

4. When you enter the quantity for the Atlanta Whiteboard, you receive a stock warning message, but just click **Yes** to override the warning.
5. To enable comparison to the Job Budget, you can once again assign each journal to a budget line by clicking **FUNCTIONS**→**GET PHASE/TASK/STEP**.

Assign the Budget line that says Phase 4-ASSEMB for MARK on the first journal line and click **OK**. Similarly, assign the budgeted 4-ASSEMB line for item 1996-S to the second journal line.

6. Click **Posting**, **Post** and then click **Yes** to post the journal lines.
7. Open the Job Card for the Deerfield job, click **Job**, Ledger Entries and verify that the two lines from the job journal have been recorded correctly.

Posting	E.	Docume...	Job No.	T.	No.	Description	Location	Quantity
01/15/01	U.	W3-01	DEERFIE...	R.	MARY	Meeting with the Customer		
01/16/01	U.	W3-01	DEERFIE...	R.	MARY	Selecting Furnishings		
01/19/01	U.	W3-01	DEERFIE...	R.	MARY	Meeting with the Customer		
01/25/01	U.	108028	DEERFIE...	I.	1976-W	INNSBRUCK Storage Unit/W.D...		
01/25/01	U.	12345	DEERFIE...	R.	MARK	Mark Hanson		
01/25/01	U.	54321	DEERFIE...	I.	1996-S	ATLANTA Whiteboard, base		

Buttons: Entry, Application, Navigate, Help

8. Select the line containing Document 54321 and click **Navigate**.
Look at the item ledger entry to see the item in inventory.

Posting ...	E...	Docu...	Item No.	Desc...	Lo...	Quan...	Inv...	Re...	Sales A...	Cost Amo...	Cost Amount...
01/25/01	N..	54321	1996-5			-2	-2	-2	0.00	-1,343.68	0.00

NOTE: You cannot select the Entry type in job journals as you can with resource journals. This means that you can only post usage journals using the job journal. It is not possible to post a sale to a customer through the job journal, only through a sales invoice in the Sales and Receivables application area.

Posting Usage Entries to General Ledger Accounts

To assign general ledger account items (for example, postage expenses) to a job, you must specify a Job Cost Adjustment Account in relation to the G/L Account that you are posting the usage to. You enter the Job Cost Adjustment account number in the General Posting Setup window on the line that contains the General Business Posting Group and General Product Posting Group of the G/L account to which usage is posted.

For example, if you are posting to Account 8240 Postage and the account has a General Bus. Posting Group NATIONAL and a General Prod. Posting Group NO VAT, then on the line with that combination in the General Posting Setup window, you enter the number of the Job Cost Adjustment account.

NOTE: When you post a usage job journal for a G/L account, you must make sure you enter a Quantity, Unit Cost, and Unit Price. If you forget to enter the unit price and post the job journal, you are not able to create charges.

Exercise – Assigning Items to Jobs

Working on the kitchen and bath renovation job previously set up, you have had to make a number of purchases that you now want to assign directly to the job. In addition, you need to assign the costs of Debra L. Core to the job, who has been involved overseeing the project.

1. Click RESOURCE PLANNING→JOBS→JOB JOURNALS.
2. Enter a Posting Date of 01/25/01 and a Document No. of 22441.

3. Select the Kitchen and Bath Renovation job in the **Job No.** field.

NOTE: Note that when you try to select the Kitchen and Bath Renovation job, you an error message appears saying that you need to change the status of the job.

4. To change the status of this job, close the Job Journal window.
5. Click **Jobs** and browse to the Job Card for the Kitchen and Bath Renovation job and select Order in the **Status** field.
6. Click **Yes** to the warning that is displayed.
7. Close the Job Card and return to the Job Journal window.

You should now be able to select the job and complete the journal lines.

8. Complete the journal lines as shown below.

Posting	Docume...	Job No.	T.. No.	Description	Loc...	Work Ty...	Qu...	Unit of M...
01/25/01	22441	J00010	R., DEBRA	Debra L. Core		REGULAR	24	HOUR
01/25/01	5588	J00010	I..., 70010	Wooden Door			2	PCS
* 01/25/01	5589	J00010	I..., 70003	Rear Panel			4	PCS

Job Description: Kitchen and Bath Renovation
Account Name: Rear Panel

Line Job Functions Posting Help

9. Click POSTING→POST to post the journal lines.
10. Open the Job Card for the kitchen and bath renovation job and press **CTRL+F5** to see the ledger entries you just posted from the job journal.

Recording Job Sales

You can use sales invoices to record billings for a job.

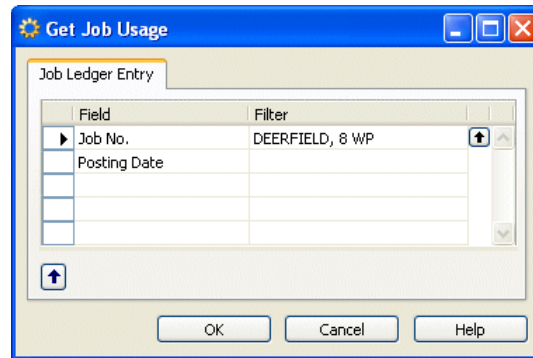
To see how this works, we invoice the customer for the items we just purchased for the Deerfield job:

1. Click FINANCIAL MANAGEMENT→RECEIVABLES→INVOICES.
2. Press **F3** and **ENTER** to create a new invoice.
3. In the **Sell-to Customer No.** field, select customer number 40000 Deerfield Graphics

4. On the **Shipping** tab, in the **Location Code** field, delete the YELLOW Warehouse.

When you post an invoice in Purchases & Payables that is chargeable to a job, the system records a usage job journal in the job ledger. This is in addition to any usage entries created using the Job Journal window. To have the program transfer the open usage entries recorded in the job ledger:

5. Click **FUNCTIONS**→**GET JOB USAGE**. The Get Job Usage window appears.
6. In the **Job No.** field, select the Deerfield job. For this example, leave the Posting Date filter field empty.



7. Click **OK** to run the batch job.

This copies the usage entries for the Deerfield job onto the sales lines, and you can bill the customer for these particular entries. The **Job No.**, **Phase**, **Task**, and **Step** fields for the sales invoice lines are also copied from the usage entries. You can confirm this using the Zoom function (**CTRL. + F8**) on any line. You can edit and delete the lines you do not want to bill for at this point.

8. Look at the lines and verify that the billings are correct.

T.. No.	Description	L... Q...	Unit of ...	Unit Pric...	Line Amount ...	L... Job No.
R.. MARY	Mary A. Dempsey	2	HOUR	107.00	214.00	DEERFIE..
R.. MARY	Mary A. Dempsey	2	HOUR	107.00	214.00	DEERFIE..
R.. MARY	Mary A. Dempsey	2	HOUR	107.00	214.00	DEERFIE..
R.. MARK	Mark Hanson	5	HOUR	250.00	1,250.00	DEERFIE..
I... 1976-W	INNSBRUCK Storage Unit/W...	2	PCS	256.10	512.20	DEERFIE..
I... 1996-S	ATLANTA Whiteboard, base	2	PCS	906.70	1,813.40	DEERFIE..

9. Click POSTING→POST to post the invoice. Once you create and post the invoice, the program posts the sales entries to the job ledger, in addition to the other normal general ledger and customer ledger postings.
10. Open the Job Card for the Deerfield job and press **CTRL+F5** to see the entries from the invoice you just posted.

Posting ...	E.	Docu...	Job No.	T.. No.	Description	L... Qu...	Unit ...	Total Cost	Total Price
01/15/01	U..	W3-01	DEERFIE...	R.. MARY	Meeting with the Cust...	2	HOUR	107.80	214.00
01/16/01	U..	W3-01	DEERFIE...	R.. MARY	Selecting Furnishings	2	HOUR	107.80	214.00
01/19/01	U..	W3-01	DEERFIE...	R.. MARY	Meeting with the Cust...	2	HOUR	107.80	214.00
01/25/01	U..	108028	DEERFIE...	I... 1976-W	INNSBRUCK Storage ...	2	PCS	301.20	512.20
01/25/01	U..	12345	DEERFIE...	R.. MARK	Mark Hanson	5	HOUR	500.00	1,250.00
01/25/01	U..	54321	DEERFIE...	I... 1996-S	ATLANTA Whiteboard...	2	PCS	1,343.68	1,813.40
01/25/01	S..	103043	DEERFIE...	R.. MARY	Mary A. Dempsey	-2	HOUR	-107.80	-214.00
01/25/01	S..	103043	DEERFIE...	R.. MARY	Mary A. Dempsey	-2	HOUR	-107.80	-214.00
01/25/01	S..	103043	DEERFIE...	R.. MARK	Mark Hanson	-5	HOUR	-500.00	-1,250.00
01/25/01	S..	103043	DEERFIE...	I... 1976-W	INNSBRUCK Storage ...	-2	PCS	-301.20	-512.20
01/25/01	S..	103043	DEERFIE...	I... 1996-S	ATLANTA Whiteboard...	-2	PCS	-1,343.68	-1,813.40

You can see that the usage entries no longer have a check mark in the **Open** field since they were closed by the sales job entries.

You can also manually create the invoice lines without using the batch job. Depending on the Application method you have selected for the job, you also may have to apply the sales lines to the specific usage entries manually. You do this by clicking the **AssistButton** in the **Appl. To Job Entry** field and selecting the appropriate usage entry that you are charging the customer.

Posting Sales of G/L Account Usage Entries

Earlier, you learned that if you are charging general ledger expenses to your job customers, you should set up a general ledger expenses sales account in the Job Posting Group for the job.

If you run the **Get Job Usage** batch job and the usage entries include expenses posted to G/L accounts, the program first copies the usage entry to the sales invoice line. It then replaces the G/L account of the usage entry with the account contained in the **G/L Exp Sales Acc.** field in the Job Posting Group.

***NOTE:** The account is only replaced if you use the Get Job Usage batch job. If you create the sales invoice line and apply it to the job manually, the program does not change the general ledger account when you post the invoice.*

Exercise – Entering Job Costs and Sales

In this exercise, we record some inventory usage in the job journal, create a purchase order for items that are not to be transferred from existing inventory, and create a sales invoice to charge the customer for the items used in the job. For the example, you have agreed with the customer that the cost of the items and resource usage costs should be charged in separate sales invoices.

1. Open the Job Card for the Furnishings for Selangorian job.
2. Change the status of this job to Order in the **Status** field.
3. In a job journal, enter the usage of the following items and resources from inventory with Posting Date or 01/17/01 and a Document Number of JOB001.

2 pcs. of Item No. 1908-S

2 pcs. of Item No. 1928-S

8 pcs of Item No. 1900-S

4 pcs of Item No. 1896-S

Click **Yes** to override any stock warnings for any of the items.

To enable comparison to the job budget you set up earlier, you should post the usage with the appropriate Phase and Task codes.

Posting ...	Docume...	Job No.	T... No.	Description	Loc...	Work Ty...	Qu...	Unit of M...
01/17/01	JOB001	J00020	I... 1908-S	LONDON Swiv...			2	PCS
01/17/01	JOB001	J00020	I... 1928-S	AMSTERDAM L...			2	PCS
01/17/01	JOB001	J00020	I... 1900-S	PARIS Guest C...			8	PCS
01/17/01	JOB001	J00020	I... 1896-S	ATHENS Desk			4	PCS

Job Description: Furnishings for Selangorian
Account Name: LONDON Swivel Chair, blue

Line Job Functions Posting Help

4. Post the job journal.
5. On the Purchase menu, click **Order Processing**, Orders.
6. Create a purchase order with **Posting Date** and **Order Date** 01/18/01 with vendor no. 40000 for the items listed below. For this exercise, remove **GREEN** from the **Location Code** field on the **Shipping** tab of the purchase order header before you enter the lines.

2 pcs. of Item No. 1908-S

2 pcs. of Item No. 1928-S

Change the **Direct Unit Cost Excl. VAT** field for each line to contain the following costs.

Item 1908-S200.00

Item 1928-S50.00

8. Charge them to the Furnishings for Selangorian job by entering the job number in the **Job No.** field on the purchase lines.
9. Use the Get Phase/Task/Step function to assign the purchase lines to the related job budget entry.

10. Enter 445 in the **Vendor Invoice No.** field.

T...	No.	Description	Q...	Uni...	Direct...	Line Amo...	Q...	Q...	Q...	Q...	Job No.
I...	1908-S	LONDON Swivel Chair, blue	2	PCS	200.00	400.00	2		2		300020
I...	1928-S	AMSTERDAM Lamp	2	PCS	50.00	100.00	2		2		300020

11. Post and Receive and Invoice the purchase order.

On 01/25/01, you want to invoice your customer for the items only using the Get Job Usage functionality under Sales & Receivables.

1. On the Financial Management menu, click **Receivables**, Invoices.
2. Make sure you use the correct Sell-to Customer No. 20000 for Selangorian Ltd.
3. Click FUNCTIONS→GET JOBUSAGE.
4. Select the Furnishings for Selangorian job in the **Job No.** field.

5. You should have six lines on your invoice for the items usage entries you entered previously.

T..	No.	Description	L...	Q...	Unit of ...	Unit Pric...	Line Amount ...	L...	Job No.
I...	1896-S	ATHENS Desk		4	PCS	649.40	2,597.60		300020
I...	1900-S	PARIS Guest Chair, black		8	PCS	125.10	1,000.80		300020
I...	1908-S	LONDON Swivel Chair, blue		2	PCS	123.30	246.60		300020
I...	1928-S	AMSTERDAM Lamp		2	PCS	35.60	71.20		300020
I...	1908-S	LONDON Swivel Chair, blue		2	PCS	123.30	246.60		300020
I...	1928-S	AMSTERDAM Lamp		2	PCS	35.60	71.20		300020

6. Post the invoice.
7. Go to the Job Journal Register and look at the journals you just created. If you click Application, Applied Entries, the related Usage entry closed by the Sales entry is shown. By applying the Sales entry, the program also sets the Remaining Amount on the Usage entry to 0 and the **Open** field has the check mark removed.

Making Corrections to Entries Posted with Incorrect Phases, Tasks and Steps

Sometimes when you use the Get Phase/Task/Step function, you may accidentally assign a job usage or sales entry to the incorrect line in the Job Budget window. This is even more common if the phase/task/step information is entered manually in journals and documents. Alternatively, you may forget to assign the phase/task/step codes.

If you look at the job ledger entries after you have posted the incorrect entries, you can see the incorrect codes in the **Phase**, **Task** and **Step** fields on the Job Ledger Entries window. By looking at the **Related to Budget** field, you can tell if the job budget, at the time of posting, contained a budget line with the same combination of phase, task and step as the job ledger entry. If it did not, then the field contains No.

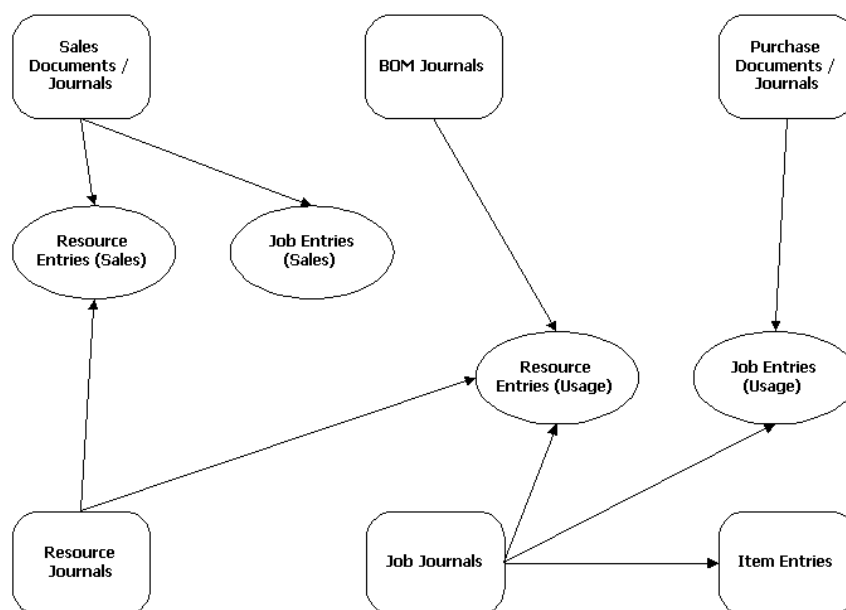
You can also check if you have made errors in phase/task/step information and see which entries do not relate to a budget entry by running the Job - Actual to Budget report.

You can edit the **Phase**, **Task** and **Step** fields on the job ledger entries by pressing **F2** in the relevant field and then clicking the **AssistButton** to select the correct Phase/Task/Step codes. This does not immediately update the contents of the **Related to Budget** field. The contents of this field are only updated when you run the Job - Actual to Budget report.

Resources and Job Posting Flow

The flow of postings to the resource and job ledgers is shown in the following diagram:

Resources and Jobs Posting Flow



Job WIP and Recognition of Job Costs and Revenues

When you posted the job journals and purchase orders for the Deerfield job, the jobs costs for the items were initially posted to the Retail Purchases account in the general ledger either by posting the invoice or running the Post Inventory Cost to G/L batch job. If a job runs over a long period, you may need to transfer these costs to a Work in Process (WIP) account on the balance sheet while the job is being completed. You then recognize the costs and sales in your income statement accounts when it is appropriate. Local accounting standards may also provide rules on when income from contracts or projects should be recognized on the income statement.

To transfer job costs to a WIP Balance Sheet account, you can use the Job WIP value and Job Recognition functions on the Periodic Activities menu. Each option should be run in the order found on the menu. Each option is a step in the process of properly calculating the value of and moving job transactions to the general ledger. The calculation and posting steps have been separated to provide you with flexibility to make modifications and review your data before posting to the general ledger.

From the Jobs menu, click Periodic Activities and view the options:

- **Calculate Job WIP Value** – This batch job calculates the value of all recorded usage and sales.
- **Post WIP Value to G/L** – This batch job posts the usage and sales amounts calculated by the Calculate Job WIP Value batch job to Balance Sheet WIP accounts. The program also posts the balancing entry to the corresponding cost of resources and purchase accounts, and removes the sales value from the sales account to which it was posted in sales invoicing.
- **Calculate Job Recognition** – This batch job calculates the value of all recorded usage and sales that has already been posted to the Balance Sheet WIP accounts.
- **Post Recognition to G/L** – This batch job posts the usage and sales amounts calculated by the Calculate Job Recognition batch job to job costs and sales income statement accounts. The program also posts the balancing entry to the Balance Sheet WIP accounts.

The program makes it possible to transfer both costs and revenues independently to WIP at any time, and also to recognize both independently at any time.

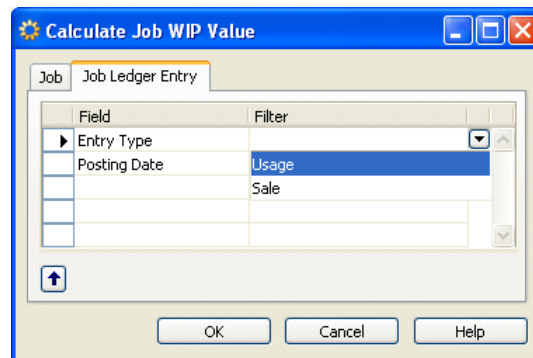
WARNING: *The batch jobs can only be run in the order stated above and the process cannot be reversed. As a result, you should ensure that all information looks correct after running the calculation batch jobs before you run the posting batch jobs. It is now possible to preview the batch job without posting it.*

Job WIP Value

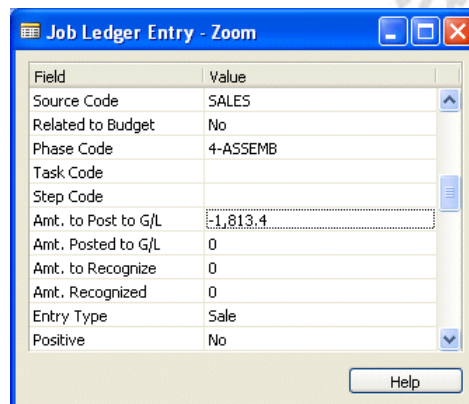
We can now try to calculate the usage and sales on a job that should be transferred to the Balance Sheet WIP accounts.

1. Click RESOURCE PLANNING→JOBS→PERIODIC ACTIVITIES→CALCULATE JOB WIP VALUE. The Calculate Job WIP Value batch job appears.
2. On the **Job** tab, select Deerfield in the **No.** field.

- On the **Job Ledger Entries** tab you can select the type (usage or sale) and a posting date range.



- Since we have completed both sales and usages, leave the fields blank and then click **OK**.
- Open the Deerfield Job Card and press **CTRL + F5** to look at the Job Ledger entries.
- Select the last job ledger entry and press **CTRL + F8** to zoom.



The batch job has filled in the **Amount to Post to G/L** field with the Total Price for Sales entries and Total Cost for Usage entries.

Post Job WIP Value to G/L

To post the calculated usage and sales to the WIP accounts in the general ledger:

- Click RESOURCE PLANNING→JOBS→PERIODIC ACTIVITIES→POST JOB WIP VALUE TO G/L.
- On the **Job** tab, select Deerfield in the **No.** field.
- On the **Job Ledger Entries** tab, you can filter the entries you have selected by posting date range and/or by sales or usage entry type. For this example, leave the fields blank.

4. On the **Options** tab select the following options:

The screenshot shows the 'Post Job WIP Value to G/L' dialog box with the 'Options' tab selected. The 'Posting Method' is set to 'per job ledger entry' (radio button selected). The 'Posting Date' is '01/25/01'. The 'Document No.' is '124'. The 'Posting Description' is 'Posting %1 for Job Posting Group %2'. The 'Post' checkbox is unchecked. At the bottom are buttons for 'Print...', 'Preview', 'Cancel', and 'Help'.

- **Posting Method** – Here you can choose between posting per job ledger entry or per entire job. When you choose the per job ledger entry option, you can keep track of each posting in the Job Ledger Entry window. If you wish to minimize the number of entries posted to the general ledger, you should select the post per job option.
- There are some standard texts that you can use in the description. For more information on these, look at the online help for the **Posting Description** field.
- **Post** – You must place a check mark in this field if you want the batch job to post when you click Print or Preview.

WARNING: This batch job posts in the same way as the Post Inventory Cost to G/L batch job. If you have placed a check mark in the **Post** field, the batch job posts when you click Print or Preview. The program fills in the **Amt. Posted to G/L** field in the job entries. As a result, you should make sure the job calculation information looks correct before you place a check mark in the **Post** field when you run the Post Job WIP Value to G/L batch job.

5. We want to post the entries, so place a check mark in the **Post** field.
6. Click **Preview**. You now see the amounts posted to the general ledger.
7. Open the Deerfield Job Card and look at the Job Ledger entries again. Select the last entry and press **CTRL + F8** to zoom on the entry. You can see that the **Amt. Posted to G/L** field has now been filled in with the contents of the **Amount to Post to G/L** field.
8. To confirm that the amounts were posted to the general ledger, open the last general ledger register entry and have a look at the general ledger entries with the description Posting for Job Posting Group.

Notice that the costs have been debited to the WIP cost account and credited to a job adjustment account in the retail purchases and resource cost account groups. The sales have been credited to the WIP sales account and debited to a job adjustment account in the retail Sales and sales of resources account groups. These postings have effectively transferred the job costs and revenues to the WIP accounts.

General Ledger Account Costs and Sales

When you run the **Post Job WIP Value to G/L** batch job, job usage and sales entries relating to general ledger accounts result in the following general ledger postings:

	Debit	Credit
Usage	WIP Costs	Job Cost Adjustment account from General Posting Setup for usage entry general ledger account
Sales	Job Sales Adjustment account from General Posting Setup for G/L Exp. Sales account	WIP Sales

NOTE: The G/L Exp. Sales account is determined in the Job Posting Group for the job and is used for posting the original sales entry to the general ledger. The batch job that posts to WIP in the general ledger uses the Job Sales Adjustment account from the combined General Business Posting Group and General Product Posting Group for the G/L Exp Sales account. To simplify the traceability of job costs and sales flow through the general ledger, it is recommended that job posting groups and the related G/L Exp Sales accounts are set up in a similar structure to the General Posting Setup.

Calculate Job Recognition

We can now calculate and post recognition for the job. To calculate the usage costs and job sales to transfer from WIP to the job income statement accounts:

1. Click RESOURCE PLANNING→JOBS→PERIODIC ACTIVITIES→CALCULATE JOB RECOGNITION.
2. On the **Job** tab, select Deerfield in the **No.** field.
3. On the **Job Ledger Entries** tab you can select the type (usage or sale) and a posting date range. For our example, leave the fields blank.
4. Click **OK**.

The program fills in the **Amt. to Recognize** field on the job ledger entries.

Post Job Recognition to the General Ledger

To post the calculated usage and sales amounts to the job sales and costs income statement accounts in the general ledger.

1. Click RESOURCE PLANNING→JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION TO G/L.
2. On the **Job** tab, select Deerfield in the **No.** field
3. On the **Job Ledger Entries** tab you can select the type (usage or sale) and a posting date range. Leave the fields blank.
4. On the **Options** tab select the following options:

The screenshot shows the 'Post Job Recognition to G/L' dialog box with the 'Options' tab selected. The 'Posting Method' is set to 'per job ledger entry' (selected with a radio button). The 'Posting Date' is set to '01/25/01'. The 'Document No.' is set to '125'. The 'Posting Description' is set to 'Recognizing %1 for Job Posting Group %2'. The 'Post' checkbox is unchecked. At the bottom are buttons for 'Print...', 'Preview', 'Cancel', and 'Help'.

- **Posting Method** – Here you can decide between posting per job ledger entry or per entire job. When you choose per job ledger entry, you can keep track of each posting in the Job Ledger Entry window. If you wish to minimize the number of entries posted to the general ledger, you should post per job.

There are some standard texts that you can use in the description for the **Posting Description** field. For more information see the online help for the field.

- **Post** – You must place a check mark in this field if you want the batch job to post when you click Print or Preview.

WARNING: This batch job posts in the same way as the Post Job WIP Value to G/L batch job. If you have placed a check mark in the **Post** field, the batch job posts when you click **Print** or **Preview**. The program fills in the **Amt. Recognized** field in the job entries. As a result, you should make sure the job calculation information looks correct before you place a check mark in the **Post** field when you run the Post Job Recognition to G/L batch job.

5. We want to post the entries, so place a check mark in the **Post** field.
6. Click **Preview**. You now see the amounts posted to the general ledger.

If you view the Job Ledger entries for the job, observe that the **Amt. Recognized** field is now filled in.

7. Open the G/L Register window and look at the last entry to see how the entries were posted to the WIP Cost and Sales Accounts.

Notice that the costs have been debited to the Job Cost account and credited to a WIP Cost account. The sales have been credited to the Job Sales account and debited to the WIP Sales account. These postings have transferred the job costs and revenues from the WIP balance sheet accounts to the Job Cost and Job Revenue income accounts.

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