

**MICROSOFT® BUSINESS SOLUTIONS
NAVISION® 4.0**

COURSE 8424A: JOB COSTING

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INTRODUCTION

Welcome

We know training is a vital component of retaining the value of your Microsoft® Business Solutions investment. Our quality training created by industry experts keeps you up-to-date on your solution and helps you develop the skills necessary to maximize the value of your solution. Whether you choose Online Training, Classroom Training, or Training Materials, there is a type of training to meet your needs and learning style. Choose the training 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 options, eCourses, combine the efficiency of online training with the in-depth product coverage of classroom training, and provide at least two weeks to complete each course.

Classroom Training

Classroom Training provides serious, in-depth learning through in-class interaction. From demonstrations to presentations to classroom activities, you will gain hands-on experience with instruction from our certified staff of experts. Regularly scheduled throughout North America, you can be sure you will 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 Courseware: These detailed Microsoft Business Solutions training materials are designed by experienced trainers. These manuals include basic through 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.

Microsoft Business Solutions Courseware Contents

Test Your Skills

Within the Microsoft Business Solutions Training Courseware you will find a variety of exercises. These exercises are offered in three levels to accommodate the breadth of knowledge and expertise of each student.

Challenge Yourself! (Level 3)

Challenge Yourself! (Level 3) exercises are the most challenging. These exercises are designed for the experienced student who requires little instruction to complete the required task.

Need a Little Help? (Level 2)

Need a Little Help? (Level 2) exercises are designed to challenge students, while providing some assistance. These exercises do not provide step-by-step instructions, however, do provide the user with helpful hints to complete the exercise.

Step-by-Step (Level 1)

Step-by-Step (Level 1) exercises are geared towards novice users who require detailed instructions and explanations to complete the exercise. Step-by-step (Level 1) exercises will guide the user through the task, step-by-step, including navigation.

Quick Interaction: Lessons Learned

At the end of each chapter within the Microsoft Business Solutions Training Courseware there is a Quick Interaction: Lessons Learned page. This page is designed to provide the student with an opportunity to reflect on the material they have just been exposed to. By outlining three key points from the chapter, the student can maximize knowledge retention, and provide themselves with an excellent resource for review.

Student Objectives

What do you hope to learn by participating in this course?

List three main objectives below.

1.

2.

3.

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CHAPTER 1: SETUP OPERATIONS

Training Objectives

This chapter discusses:

- Overview
- What are Jobs?
- General Posting Setup
 - Job Sales Adjustment Account
 - Job Cost Adjustment Account
- Job Posting Groups
 - WIP Cost Account
 - WIP Sales Account
 - Cost Account
 - Sales Account
 - GL Expense Account
- Job Card
- Job Card Setup
- Job Budget
- Job Budget Setup

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Overview

This chapter defines Jobs and describes the posting groups that must be set up to successfully use Microsoft® Business Solutions–Navision® Job Costing. You then create Job Cards and a Job Budget, after defining the fields on each respective form.

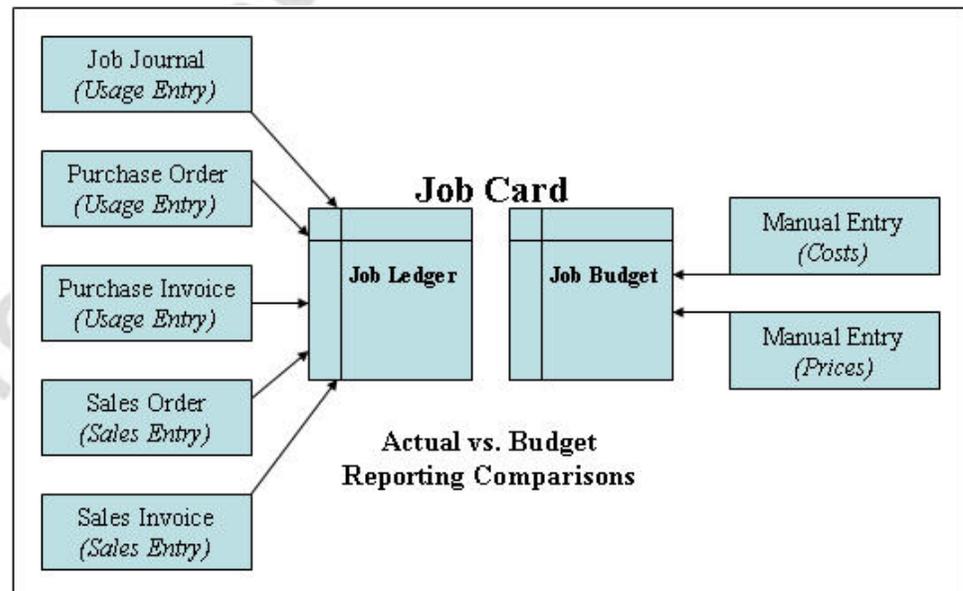
What are Jobs?

Jobs provide the ability to keep track of various costs associated with a long term project or Job; track the profitability of a Job; and compare budgeted costs and revenues to actual Job costs and revenue. Each Job is tracked using a Job Card, and each Job Card is unique by its Job number, Budget, and Ledger.

The Job Budget is an estimate of costs and selling prices for a Job. Item, Resource, and G/L Account costs posted to the Job Budget become budgeted costs and budgeted prices.

In the Job Ledger, the actual costs of Items, Resources, and G/L Accounts attached to a Job are tracked when a purchase invoice is posted (with a Job No. on it) and/or a Job Journal is posted. These costs are posted on the Job Ledger as a “usage” entry type. The actual sell price of Items, Resources, and G/L Accounts attached to a Job are tracked when a sales invoice is posted (with a Job No. on it). These prices are posted on the Job Ledger as a “sales” entry type.

Job Information Flow

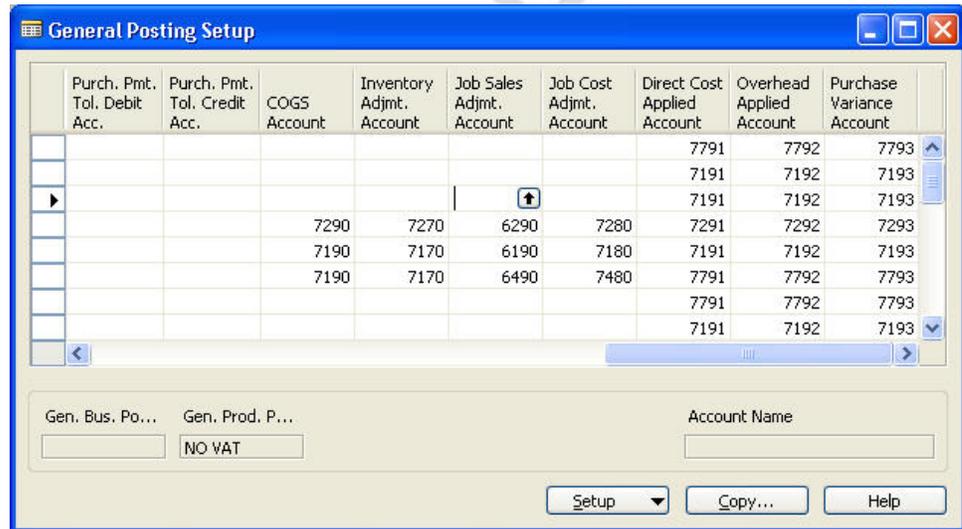


General Posting Setup

On the Financial Management menu, click **SETUP**→**POSTING GROUPS**→**GENERAL**→**POSTING SETUP**. The General Posting Setup window appears.

The General Posting Setup option is used to construct a matrix associating each Business Posting Group (assigned to Customers and Vendors) with every relevant Product Posting Group (assigned to Inventory Items and Resources). This is where the valid combinations of Business Group and Product Groups are made.

Typically, the **Job Sales Adjustment Account** and **Job Cost Adjustment Account** fields are hidden on this window. To view these fields, click **VIEW**→**SHOW COLUMN**. When the Show Column window appears, locate the fields, select the check box next to both fields, and click **OK**. In the General Posting Setup window, scroll to the right to view the fields:



Field	Description
Job Sales Adjustment Account	Enter the number of the G/L account to which you want Microsoft Navision to credit the value of work in process (for job sales) when you run the Post WIP Value to G/L batch job for jobs in this posting group.
Job Cost Adjustment Account	Enter the number of the G/L account to which you want Microsoft Navision to credit the value of work in process (for job costs) when you run the Post Job WIP Value to G/L batch job for jobs in this posting group.

Setup for G/L Expense Scenario

In later chapters you will post a G/L Expense which requires you to set up a General Posting combination and make a quick change to the G/L Account Card you will be using.

1. While in the General Posting Setup window, locate the line for the NATIONAL / NO VAT combination. Note that it is near the bottom of the window.
2. In the **Job Sales Adjmt. Account** field, type 6620.
3. In the **Job Cost Adjmt. Account** field, type 7620.

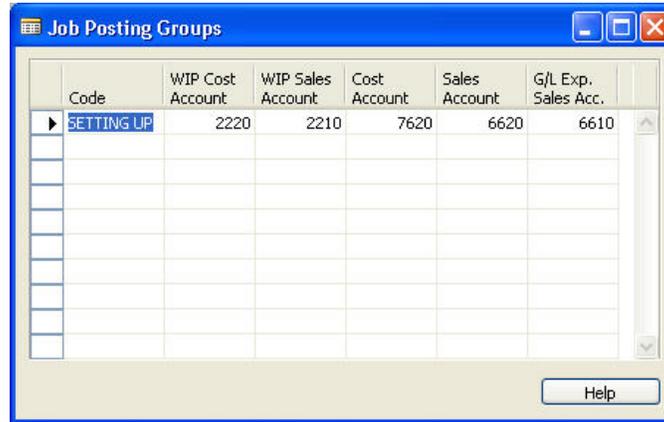
***NOTE:** In a typical setup, these accounts are not used since they are used in the Job Posting Setup as the Job Costs and Job Sales accounts—which are where the usage and sales entries are moved after the Job Recognition periodic activity has been run. These accounts are just being used so new G/L accounts do not need to be setup.*

4. Escape out the General Posting Setup window.
5. On the Financial Management menu, click GENERAL LEDGER→CHART OF ACCOUNTS. The Chart of Accounts window appears.
6. Find No. 6610 (Sales, Other Job Expenses).
7. Press SHIFT+F5 to open the **G/L Account Card**.
8. On the **General** tab, select the **Direct Posting** check box.
9. Click the **Posting** tab.
10. In the **Gen. Bus. Posting Group** field, type National.
11. In the **Gen. Prod. Posting Group** field, type No VAT.
12. Close the G/L Account Card and Chart of Accounts windows.

***NOTE:** The setup on this G/L Account card is only necessary because this database is not set up completely for these processes.*

Job Posting Group Setup

On the Resource Planning menu, click **JOBS**→**SETUP**→**POSTING GROUPS**. The Job Posting Groups window appears:



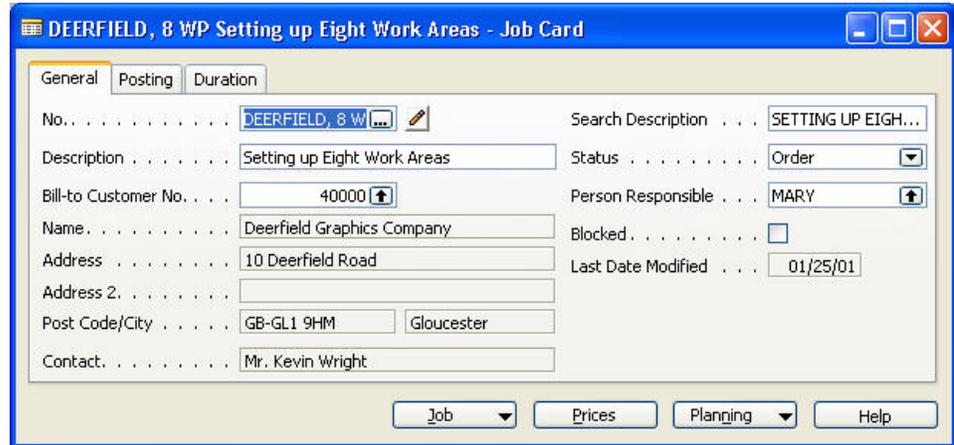
Job Posting Groups define the relationship between jobs and the General Ledger. Each job must belong to a posting group because the job's posting group tells Microsoft Navision where to post the transactions associated with that job. You can create as many posting groups as you like. A posting group lets you define the Work in Process (WIP) accounts, Cost and Sales accounts, and G/L Expense Sales Accounts. Posting groups are very useful because they automate the account selection for WIP and Recognition periodic functions.

Field	Description
Code	Enter a unique code for this posting group. This alphanumeric code can be up to 10 characters.
WIP Cost Account	<p>Choose the account to post unrecognized work in process costs. This is usually a balance sheet asset account.</p> <p>When you should record WIP Job Costs (JOBS→PERIODIC ACTIVITIES→POST WIP VALUE TO G/L):</p> <ul style="list-style-type: none"> For item and resource type entries, Microsoft Navision debits the selected WIP Cost Account and credits the account entered in the Job Cost Adjustment Account column in the General Posting Setup table. For account (G/L) type entries, Microsoft Navision debits the selected WIP Cost Account and credits the account entered in the Job Cost Adjustment Account column in the General Posting Setup table. When you recognize costs for a job (JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION TO G/L), Microsoft Navision reverses all the entries in the WIP Cost Account and debits the account you specify in the Cost Account field.

Field	Description
WIP Sales Account	Select an account to post unrecognized WIP sales. This is usually a balance sheet liability account.
	When you should record WIP Job Sales (JOBS→PERIODIC ACTIVITIES→POST WIP VALUE TO G/L): <ul style="list-style-type: none"> • For items and resources, Microsoft Navision credits the WIP Sales Account and debits the account entered in the Job Sales Adjustment Account column in the General Posting Table. • For account (G/L) type entries, Microsoft Navision credits the WIP Sales Account and debits the account entered in the Job Sales Adjustment Account column in the General Posting Setup table. • When you recognize revenue (JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION), Microsoft Navision reverses all entries in the WIP Sales Account and credits the account specified in the Sales Account field.
Cost Account	Enter the account to post cost recognition. This is usually an income statement direct expense account or cost of sales.
	When you recognize costs (JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION TO G/L), Microsoft Navision credits the WIP Cost Account and debits the Cost Account.
Sales Account	Enter the amount to post sales recognition. This is usually an income statement direct sales account.
	When you recognize revenue (JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION), Microsoft Navision debits the WIP Sales Account and credits the Sales Account.
G/L Exp. Sales Acc.	Enter an account to use when posting miscellaneous job expenses charged to a customer. This is usually an income statement sales account. This account is entered on the Sales Invoice line when the “Get Job Usage” function is run on the sales invoice.

Job Card

This section defines the fields on the Job Card. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears:



There are three tabs on the Job Card: **General**, **Posting**, and **Duration**.

General Tab

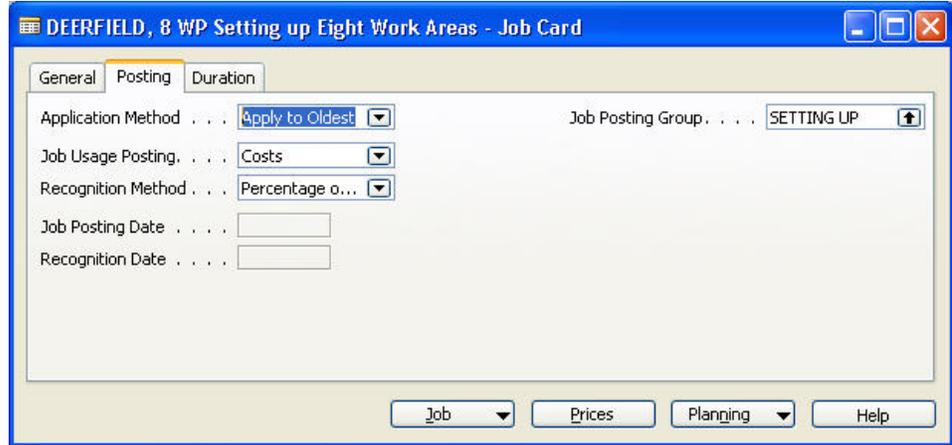
The **General** tab is for entering information such as a job name and Bill-to Customer.

Field	Description
No.	Enter a number for the Job. This number can be automatically assigned from the No. Series by pressing ENTER or manually by typing in an alphanumeric code. This field is limited to 20 characters.
Description	Enter a description for the Job. This field has a 50 character limit.
Bill-to Customer No.	Select a Customer from the Customer List. Once a customer is selected, the other fields related to this customer are automatically populated. The Customer selected is defaulted in to be invoiced for the Job.
Search Description	This field populates automatically with the Description field entry, but can be edited.

Field	Description
Status	<p>Enter a status for the current job. The status can only be changed in the sequential order given below starting with Planning and ending with Completed. Setting the status in reverse sequence is not possible. All postings and invoicing to customers is only possible when the status is Order. Final calculations are possible on completed jobs. The options are:</p> <ul style="list-style-type: none"> • Planning – Use Planning 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. Posting is not possible during the planning phase of a job. You would use this status option before you submit a quote to a customer. • Quote – Use Quote when you have job that has been planned, but not begun yet. A job budget can be entered here to see how it affects your resource capacity. Posting is not possible during the quote phase of a job. • Order – Use Order to indicate that a job is active. This is the only step during which posting is possible. You can use sales invoices and credit memos to customers for various posted job entries and to invoice the cost. • Completed – You can no longer post entries when the status is Completed. Invoicing is no longer possible. The purpose of this step is to close the job. You can use the statistics on a completed job for comparison purposes and for the planning of future jobs. The actual costs of the completed job can be compared to the budgeted figures.
Person Responsible	Enter the name of the person responsible for the job. The responsible person is retrieved from the Resource table.
Blocked	If selected, the posting of any transactions to this Job is prevented.
Last Date Modified	This field contains the date of the most recent change of information on this Job Card.

Posting Tab

The **Posting** tab is used for entering information such as recognition method and posting group codes.

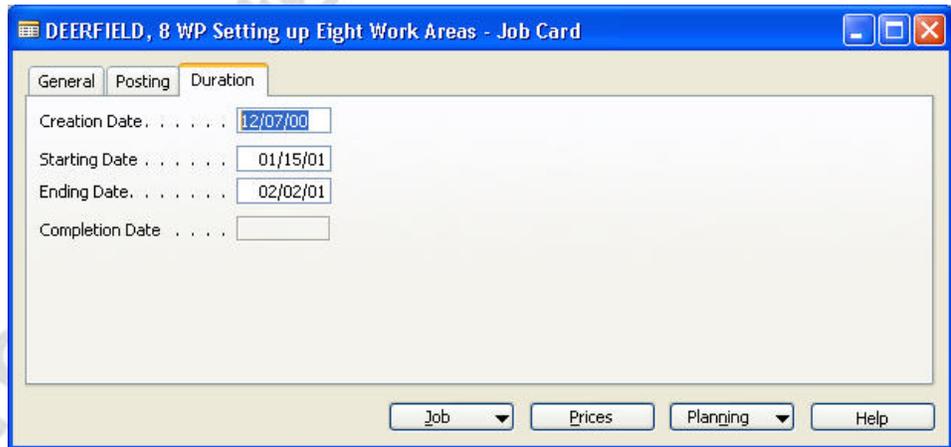


Field	Description
Application Method	<p>In this field, you select the method used to post invoices against usage entries. Your options are:</p> <ul style="list-style-type: none"> • Apply to Oldest – Applies invoices against the oldest entry. This is the preferred method as there are no options to apply transactions after posting. • Manual – This application method always requires manual assignment from one entry in the job journal or the sales lines to an open entry in the Job Ledger Entry window.
Job Usage Posting	<p>This field is related to the Calculate Job WIP Value batch job and determines how entries with the entry type “Usage” can be posted. Your options are:</p> <ul style="list-style-type: none"> • None – No posting to the general ledger is possible. • Costs – Posting of job usage is based on unit costs. • Prices – Posting of job usage is based on unit prices.

Field	Description
Recognition Method	<p>This field determines what to post to the general ledger when you recognize revenue. Your options are:</p> <ul style="list-style-type: none"> • Percentage of Completion – This option allows you to use the Calculate Job Recognition and Post Job Recognition to G/L batch jobs at any time during the course of the Job. • Completed Contract – This option prevents you from recognizing actual costs and revenue until the Job Status field is set to “Completed.”
Job Posting Date	Displays the date when the Post Job WIP Value to G/L batch job was started.
Recognition Date	Displays the date when the Post Job Recognition to G/L batch job was started.
Job Posting Group	Select the appropriate Job Posting Group for this job.

Duration Tab

The **Duration** tab is used for entering information about the time frame for a job.



Field	Description
Creation Date	Enter the date on which you set up the Job.
Starting Date	Enter the date on which this Job actually starts.

Field	Description
Ending Date	Enter the date on which you expect to complete this Job.
Completion Date	This field is filled in automatically with the date on which the Status field is marked as “Completed.”

Job Card Setup

Scenario 1: Your customer, Fairway Sound, has contracted with Cronus International, Ltd. to set up five conference rooms. You must create a new Job using the following criteria:

Field	Value
No.	Fairway, 5 CR
Description	Set up five Conference Rooms
Bill-to Customer No.	61000
Status	Order
Application Method	Apply to Oldest
Job Usage Posting	Costs
Recognition Method	Percentage of Completion
Job Posting Group	Setting Up
Creation Date	11/01/04
Starting Date	11/15/04
Ending Date	12/22/04

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Press F3 to insert a new Job.
3. In the **No.** field, type Fairway,5 CR.
4. In the **Description** field, type Set up five Conference Rooms.
5. In the **Bill-to Customer No.** field, type 61000.
6. Press ENTER.
7. In the **Status** field, press F6 and select Order from the option list.
8. A warning message appears, click **Yes**.
9. Click the **Posting** tab.
10. In the **Application Method** field, leave Apply to Oldest.

11. In the **Job Usage Posting** field, press F6 and select Costs from the option list.
12. In the **Recognition Method** field, leave Percentage of Completion.
13. In the **Job Posting Group** field, look up to the Job Posting Groups list and select SETTING UP.
14. Press ENTER, or click on **OK**.
15. Click the **Duration** tab.
16. In the **Creation Date** field, type 110104.
17. In the **Starting Date** field, type 111504.
18. In the **Ending Date** field, type 122204.

The Job Card set up is complete.

Test Your Skills – Create a New Job

Scenario: Today, November, 15, 2004, your customer, John Haddock Insurance Co., contracted with Cronus International, Ltd. to set up four work areas. You will want to post WIP entries but you want to post prices rather than costs to the general ledger. You will also want to run the Job Recognition jobs throughout the course of the Job. The estimated starting date will be 11/21/04 with an estimated completion date of 12/08/04.

Create a new Job based on the above, using the following **Job Number** and **Description**:

No.	JHaddock, 4 WA
Description	Set up four Work Areas

Challenge Yourself!

Your task is:

- Create a job using the information provided above.

Need a Little Help?

- Go to RESOURCE PLANNING→JOBS
- Create a new job card
- Use the above data to complete the job card

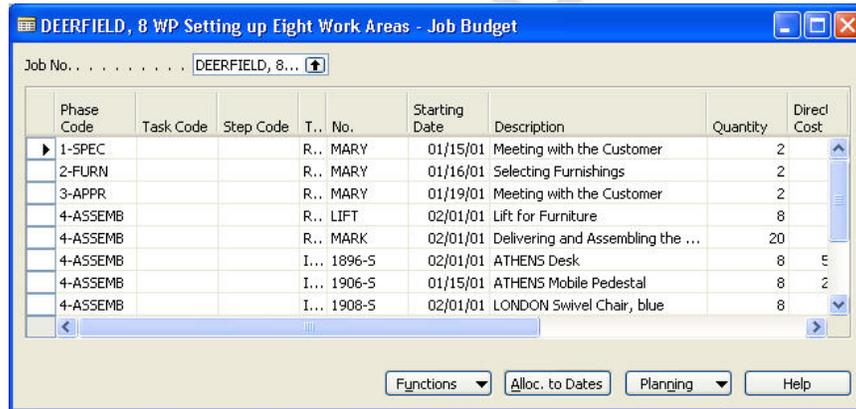
***HINT:** Pay attention to the requirements in the scenario that affect the **Posting** tab.*

Job Budgets

Job Budgets allow you to estimate how many hours the job is expected to take and the materials it may 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.

Budgets include cost and price fields that allow you to determine your estimated budgeted costs as well the estimated price that would be charged to the customer. You can assign an entry to phases, tasks, or steps within a job, allowing you to compare what you budgeted to what you actually used. Reports can be run which contain information from this table.

In this section, you will see how to define the fields on the Job Budget. On the Resource Planning menu, click JOBS→BUDGETS. The Job Budget window appears:



By clicking the **Assist** button in the Job No. field you can select a different Job No. from a list of jobs.

NOTE: You can also access Job Budgets directly from Job Cards by clicking **PLANNING→JOB BUDGET**.

Field	Description
Phase, Task, and Step	<p>A job can be divided into three levels of activity: phases, tasks, and steps. There are no limitations on the number of activities in a job. You do not have to use all three kinds of activities for every job. They are meant to provide flexibility whenever needed.</p> <p>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 then be compared across several different jobs.</p> <p>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.</p> <p>Phases are the major activities in a job; Tasks are sub-activities in phases; and Steps are activities within the tasks.</p>
Type	<p>Select the type of entry. The options are:</p> <ul style="list-style-type: none"> • Resource – Labor or Equipment • Item – Materials and Items used • Account (G/L) – G/L Accounts • Group (Resource) – a Resource Group
No.	<p>This field contains the Resource, Item, G/L account, or Resource Group number you want to appear on the current line.</p>
Starting Date	<p>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.</p>
Description	<p>In this field contains the description that you entered in Type field. This information can be overridden.</p>
Quantity	<p>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.</p>
Direct Unit Cost	<p>This field is automatically filled with the direct unit costs of the selected Type and No. field. You can also enter the amounts manually in these fields.</p>

Field	Description
Unit Cost	This field is automatically filled with the unit costs of the selected Type and No. field. You can also enter the amounts manually in these fields.
Total Cost	This field displays the accumulated values of the Total Cost field in the Job Budget Entry table.
Unit Price	This field is automatically filled with the unit price of the selected Type and No. field. You can also enter the amounts manually in these fields.
Total Price	This field displays the accumulated values of the Total Price field in the Job Budget Entry table.

Job Budget Setup

Scenario 2: Now that you have set up your Job Card for the Fairway Sound job, you need to set up a Job Budget for the five conference rooms. You must create a new Job Budget using the following criteria:

Phase Code	Resource / Item	Starting Date	Hours / Quantity
1-SPEC	MARY	11/15/04	4
2-FURN	MARY	11/22/04	6
3-APPR	MARY	11/29/04	3
4-ASSEMB	LIFT	12/13/04	6
	MARK	12/13/04	32
	Item 1920-S	12/13/04	5
	Item 1928-S	12/13/04	5
	Item 1964-S	12/13/04	30
	Item 1984-W	12/13/04	5
5-CLOSE	MARY	12/22/04	2.5

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Locate **Job No.** Fairway, 5 CR.
3. Click PLANNING→JOB BUDGET.
4. In the **Phase Code** field, press F6 and select 1-SPEC from the Phases window.

5. Press ENTER.

NOTE: It is very important when entering Job Budgets that the Sorting Key be followed very closely. You must enter data in the following sequence: "Phase, Task, Step, Type, and No." In this scenario, you can tab or click from the Phase Code to the **Type** field.

6. In the **Type** field, press F6 and select Resource from the option list.
7. In the **No.** field, press F6 and select MARY from the Resource List window.
8. Press ENTER.
9. In the **Starting Date** field, leave 11/15/04.
10. In the **Quantity** field, type 4.
11. Go to the next line.
12. Repeat steps 1-11 for the above Resources and Items listed above.
13. Escape back to the **Job Card** and press F9 to open the Job Statistics window.
14. On the **Budget** tab, notice that all the budgeted amounts appear. The Miscellaneous column would contain G/L amounts.
15. Click the **Realized** tab. All the fields are empty since nothing has been posted to this job yet.

The Job Budget setup is complete.

Test Your Skills – Create a New Job Budget

Scenario: Now that you have set up your Job Card for John Haddock Insurance Co., you need to set up a Job Budget for the four work areas. Create a new Job Budget using the following criteria:

Phase Code	Resource / Item	Starting Date	Hours / Quantity
1-SPEC	MARY	11/21/04	2
2-FURN	MARY	11/22/04	2
3-APPR	MARY	11/27/04	1.5
4-ASSEMB	LIFT	12/07/04	4
	MARK	12/07/04	10
	Item 1896-S	12/07/04	4
	Item 1906-S	12/07/04	4
	Item 1908-S	12/07/04	4
	Item 1928-W	12/07/04	2
	Item 1964-S	12/07/04	1
	Item 1976-W	12/07/04	2
	Item 1984-W	12/07/04	1
5-CLOSE	MARY	12/09/04	1

Challenge Yourself!

Your task is as follows:

- Create a job budget using the information provided above.

Need a Little Help?

- Go to RESOURCE PLANNING→JOBS.
- Locate the JHaddock, 4 WA job card.
- Click PLANNING→JOB BUDGET.
- Use the above data to complete the job budget.

HINT: To make data entry quicker, use the Copy (F8) function key to copy data from the field above and remember that you can always type data directly into the fields instead of using the Lookup.

Test Your Skills – Create Another Job and Budget

Scenario: Today, January, 4, 2005, your customer, The Device Shop, contracted with Cronus International, Ltd. to set up a small conference room. Since this is a small job you do not need to calculate WIP. The estimated starting date will be 1/6/05 with an estimate completion date of 1/24/05.

Create a new Job based on the above, using the following **Job Number** and **Description**:

No.	Device, 1 CR
Description	Set up a Conference Room

Create a Budget for this job using the following criteria:

Phase Code	Resource / Item	Starting Date	Hours / Quantity
1-SPEC	MARY	1/6/05	1
2-FURN	MARY	1/11/05	1
3-APPR	MARY	1/14/05	1
4-ASSEMB	LIFT	1/20/05	2
	MARK	1/20/05	8
	Item 1900-S	1/20/05	6
	Item 1920-S	1/20/05	1
	Item 1928-S	1/20/05	1
	Item 1996-S	1/20/05	1
5-CLOSE	MARY	1/24/05	1

Challenge Yourself!

Your tasks are:

1. Create a job using the information provided above.
2. Create a job budget using the information provided above.

Need a Little Help?

- Go to RESOURCE PLANNING→JOBS.
- Create a new job card.
- Use the above data to complete the job card.
- Click PLANNING→JOB BUDGET.
- Use the above data to complete the job budget.

Quick Interaction: Lessons Learned

Take a moment to write down three Key Points you have learned from this chapter:

- 1.

- 2.

- 3.

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CHAPTER 2: USAGE POSTING

Training Objectives

This chapter discusses:

- Overview
- Recording Job Costs
- Purchase Order Posting
- Job Journals
- Job Journal Posting
- Making Corrections to Entries posted with incorrect Phases, Tasks, and Steps
- Purchase Order and Job Journal Posting Review
- Actual to Budget Review

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Overview

In this chapter you will post job usage entries using Purchase Order and Job Journals, after defining the fields on the Job Journal form. You then review the results of posting the Purchase Order and Job Journals. Finally, you review the updated job Actual to Budget comparisons report and window.

Recording Job Costs

In Microsoft® Business Solution–Navision®, you post usage in two ways:

- Using Purchase Orders and Invoices in the Purchases application area.
- Using Job Journals in the Jobs application area.

Purchase Orders and Invoices

You can choose to record items ordered specifically for a job in Purchases 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.

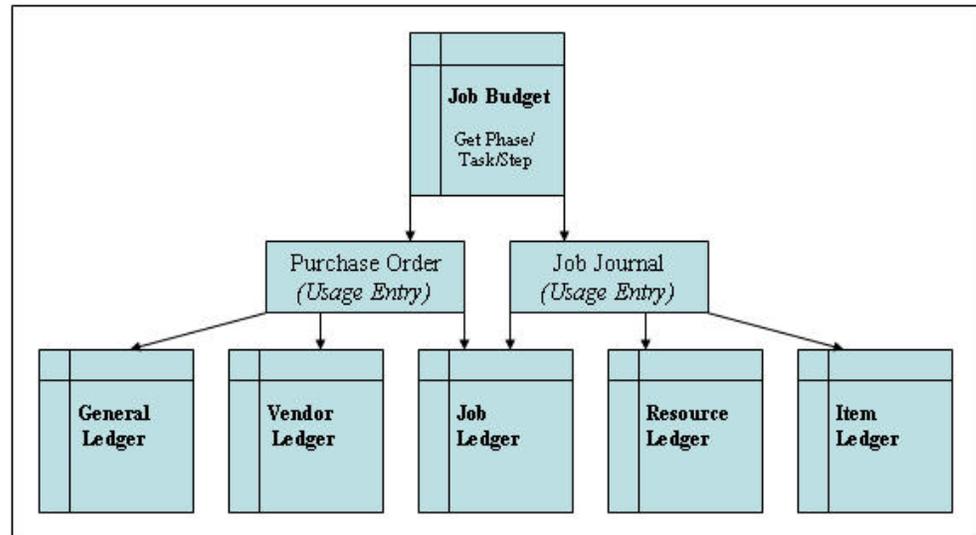
Job Journals

You can use the job journals to record:

- Miscellaneous expenses related to 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.

Job Usage Posting Flow



Purchase Order Posting

Scenario 1: It is time to order an item for the Fairway Sound job. You currently have all the items in stock except for item 1984-W, the “SARAJEVO Whiteboard, blue.” You need to create and post the Order for this item using the following criteria:

Field	Value
Buy-from Vendor	30000
Posting, Document, and Order Date	11/29/04
Vendor Invoice No.	877
Item No.	1984-W
Quantity	5
Job No.	FAIRWAY, 5 CR

1. On the Purchase menu, click ORDER PROCESSING→ORDERS. The Purchase Order window appears.
2. In the header, press F3 and ENTER to create a new Order.
3. In the **Buy-from Vendor** field, type 30000.
4. Press ENTER.
5. In the **Posting Date** and **Order Date** fields, type 112904.
6. In the **Vendor Invoice No.** field, type 877.

7. Go to the lines area.
8. In the **Type** field, select Item.
9. In the **No.** field, type 1984-W.
10. In the **Quantity** field, type 5.
11. Use the VIEW→SHOW COLUMN functionality to display the **Job No.** field.
12. In the **Job No.** field, type FAIRWAY, 5 CR.

Since you will be comparing this actual job cost with the costs on the job budget, you need to select the Phase, Task, and Step related to this purchase.

13. Click FUNCTIONS→GET PHASE/TASK/STEP.

The Job Budget (Phase/Task/Step) window for the job number on the line displays for you to select the relevant budget line entry.

14. Click in the line for item 1984-W and then click **OK**.

The Phase, Task, and Step values are copied into the order line. You can check this by pressing CTRL+F8 to use the Zoom function on the line. (Remember, you did not set up Task and Steps for this budget.)

15. While using the Zoom function, look at the General Business and General Product Posting Group combination. The combination should be: NATIONAL / RETAIL. You will need this combination later for reviewing purposes.
16. Escape back to the Purchase Order window.
17. Click POSTING→POST.
18. Select Receive and Invoice and click **OK** to post the order.

Test Your Skills – Create a Purchase Order

Scenario: You need to order items for your John Haddock Insurance Co. job. You currently have all the items in stock except for items 1976-W, “INNSBRUCK Storage Unit/W.Door” and 1984-W, the “SARAJEVO Whiteboard, blue.” You need to create and post the Order for this item using the following criteria:

Buy-from Vendor	30000
Posting, Document, and Order Date	11/29/04
Vendor Invoice No.	S7775
Item No.	1976-W
Quantity	2
Item No.	1984-W
Quantity	1
Job No.	JHADDOCK, 4 WA

Challenge Yourself!

Your tasks are:

1. Create a purchase order using the information provided above.
2. Use the Get Phase/Task/Step function.
3. Post the Purchase Order.

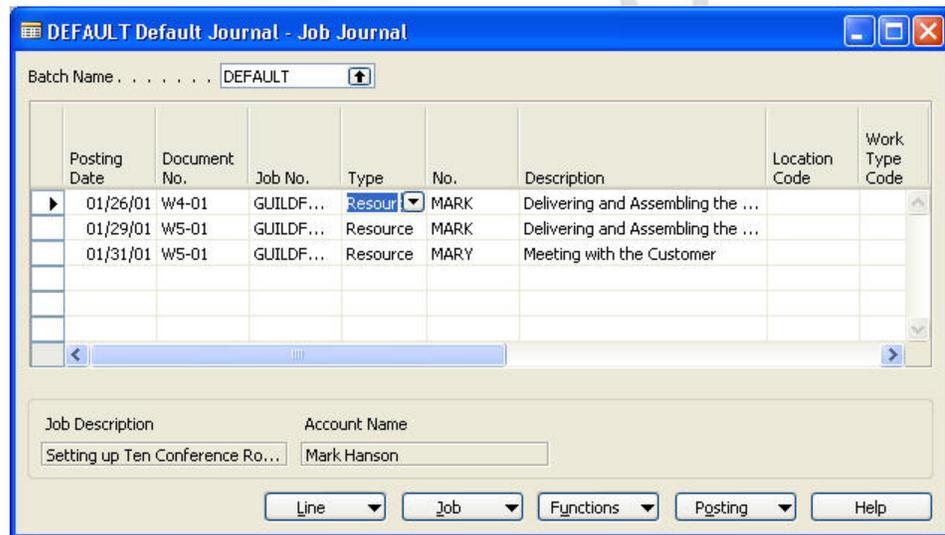
Need a Little Help?

- Go to PURCHASES→ORDER PROCESSING→ORDERS.
- Create a new purchase order.
- Use the above data to complete the purchase order header and lines.
- Add the Job No. to both lines.
- Click FUNCTIONS→GET PHASE/TASK/STEP for both lines.
- Post the order.

Job Journals

In job journals, you can record what has happened on a job. If you look at a job ledger entry, you will see that it is a record of activities over a period of time. For example, you can record the time employees have spent on a job; items used on a job that were originally bought for inventory; and/or miscellaneous expenses that were incurred for this job using a G/L account.

This section defines the most commonly used fields in the Job Journal. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window appears:



Field	Description
Posting Date	This is the date the usage of resources or materials was incurred.
Document No.	Enter a document number for the journal line. This can be entered manually or defaulted in using a No. Series.
Job No.	This field must be filled in with the related job. The job must have the status Order.
Type	Enter an account type for job usage to be posted in the job journal choosing from the following options: Resource, Item, or G/L Account.
No.	Select the resource, item, or G/L account number that this entry applies to. The No. must correspond to your selection in the Type field.

Field	Description
Description	The application automatically displays the name of the resource, item, or G/L account that this entry applies to. You can change the resource description to make it more descriptive. You can enter a maximum of 50 characters, both numbers and letters.
Location Code	Enter a location code for an item. The location code indicates which location the item should be posted from.
Work Type Code	This field shows which work type the resource applies to (when applicable). The program automatically updates prices based on this entry.
Phase Code	Contains the number of the phase linked to the journal entry. It is a good idea to link each entry to its corresponding job budget (using the Get Phase/Task/Step function). You can also retrieve the relevant phases manually from the Phase table by clicking the AssistButton to the right of the field.
Quantity	Enter the quantity of units that you intend to post.
Unit of Measure Code	Enter a unit of measure for the job (for example, hours or km).
Direct Unit Cost	This field is automatically filled in with the direct unit cost of one unit of the selected Type and No. The program retrieves the amounts from the resource costs. In the case of a G/L account, the field must be filled in manually.
Unit Cost	This field is automatically filled in with the unit costs of the selected Type and No. In the case of a G/L account, the field must be filled in manually.
Total Cost	This field shows the total cost for this journal line. The program calculates the amount as Quantity * Unit Cost . If you change one of these fields, the entry in the Total Cost field changes accordingly.
Profit %	This field contains the profit percentage for this entry. This percentage reflects the difference between the unit price and the unit cost. If you change this percentage, the program will automatically calculate a new unit price. Profit % = $(1 - (\text{Unit Cost} / \text{Unit Price})) * 100$.
Unit Price	This field is automatically filled in with the unit prices of the selected Type and No. In the case of a G/L account, the field must be filled in manually.

Field	Description
Total Price	This field shows the total price on the journal line. The program calculates the amount as Quantity * Unit Price . If you change one of these fields, the entry in the Total Price field changes accordingly.
Chargeable	Indicate if the journal line is chargeable. If this field is not selected, entries posted in the journal line cannot be invoiced.

Job Journal Posting

Resource Posting

Scenario 2: As Mary Dempsey, the designer for the Fairway Sound job, you need to post the time you have spent working on this job. As of 11/30/04, you have spent the following hours working with the customer, as well as the necessary planning and design hours:

Date	Phase Code	Description	Hours
11/15/04	1-SPEC	MD-Determining Specifications	2
11/18/04	1-SPEC	MD-Determining Specifications	2.5
11/22/04	2-FURN	MD-Furnishing the Premises	2
11/23/04	2-FURN	MD-Furnishing the Premises	2
11/24/04	2-FURN	MD-Furnishing the Premises	2
11/29/04	3-APPR	MD-Obtaining Customer Approval	3.25

1. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window appears.
2. Delete the existing job journal lines, if necessary.
3. In the **Posting Date** field, type 111504.
4. In the **Document No.** field, type FS0001.
5. In the **Job No.** field, type FAIRWAY, 5 CR.
6. In the **Type** field, leave Resource.
7. In the **No.** field, type Mary.
8. In the **Description** field, type MD-Determining Specifications.
9. In the **Quantity** field, type 2.
10. Click on FUNCTIONS→GET PHASE/TASK/STEP.
11. Select the line with the appropriate **Phase Code** and click **OK**.

12. Repeat steps 1-11 for the remaining entries.
13. Verify that the **Chargeable** option is selected and that the **Unit Price** field is populated for all entries.
14. Click POSTING→POST.
15. A message appears asking if you want to post the journal lines. Click **Yes**.
16. A message appears that journal lines have successfully posted. Click **OK**.

G/L Expense Posting

Scenario 3: Fairway Sound has asked that you ship the design documents to them before the meeting, and have stated that they will pay the postage charge. You need to post this postage expense to the job, using the job journal:

Date	Phase Code	G/L Account	Description	Quantity	Unit Cost/Price
11/23/04	3-APPR	8240	Design Documents to Customer	1	21.25

***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 to the customer.*

1. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window will appear.
2. Delete the existing job journal lines, if necessary.
3. In the **Posting Date** field, type 112304.
4. In the **Document No.** field, type FS0002.
5. In the **Job No.** field, type FAIRWAY, 5 CR.
6. In the **Type** field, press F6 to display the option list and select G/L Account.
7. In the **No.** field, type 8240.
8. In the **Description** field, type Design Documents to Customer.
9. In the **Quantity** field, type 1.
10. In the **Direct Unit Cost**, **Unit Cost**, and **Unit Price** fields, type 21.25.
11. Select FUNCTIONS→GET PHASE/TASK/STEP.
12. Select the line with **Phase Code** 3-APPR and click **OK**.

13. Verify the **Chargeable** option is selected.
14. Click POSTING→POST.
15. A message appears asking if you want to post the journal lines. Click **Yes**.
16. A message indicates that journal lines have successfully posted. Click **OK**.

Correcting 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 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.

One way to 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, which you will run shortly.

1. Go to the Fairway Sound job card and press CTRL+F5 to open the Job Ledger Entries window.
2. Zoom (CTRL+F8) on a line and locate the **Related to Budget** field.

This field indicates 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.

3. Escape back to the Job Ledger Entries.
4. If the **Phase Code** field does not appear in the Job Ledger Entries window, use the Show Column functionality.

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.

Test Your Skills – Create a Job Journal for Resources and Expense

Scenario: As Mary Dempsey, the designer for the John Haddock Insurance Co. job, you must post your hours to the job. As of 11/30/04, you have spent the following hours working with the customer, as well as the necessary planning and design hours:

Date	Phase Code	Description	Hours
11/21/04	1-SPEC	MD-Determining Specifications	1.75
11/22/04	2-FURN	MD-Furnishing the Premises	1
11/23/04	2-FURN	MD-Furnishing the Premises	1
11/29/04	3-APPR	MD-Obtaining Customer Approval	1.5

You had been asked to ship the design documents to the Customer prior to the Customer Approval meeting. Since you need to post this expense, you decide to create and post one journal that includes the resource hours and this expense. Use the following information to create the expense line in the journal:

Date	Phase Code	G/L Account	Description	Quantity	Unit Cost/Price
11/23/04	3-APPR	8240	Design Documents to Customer	1	12.75

Challenge Yourself!

Your tasks are as follows:

1. Create a job journal using the information provided above.
2. Use the Get Phase/Task/Step function.
3. Post the Job Journal.

Need a Little Help?

- Go to RESOURCE PLANNING→JOBS→JOB JOURNAL.
- Use an empty job journal.
- Use the above data to complete the job journal.
- Click FUNCTIONS→GET PHASE/TASK/STEP for each line.
- Post the job journal.

Test Your Skills – Create a Job Journal for Resources and Items

Scenario: As the project manager for The Device Shop job, you must post all the resource hours to the job, as well as all the necessary inventory items. As of 1/31/05, the following hours have been turned into you:

Date	Phase Code	Resource No.	Description	Hours
1/6/05	1-SPEC	MARY	MD-Determining Specifications	1
1/11/05	2-FURN	MARY	MD-Furnishing the Premises	1
1/14/05	3-APPR	MARY	MD-Obtaining Customer Approval	1
1/24/05	5-CLOSE	MARY	MD-Meeting with the Customer	1
1/20/05	4-ASSEMB	MARK	MH- Delivering and Assembling the Furniture	7.5
1/20/05	4-ASSEMB	LIFT	Lift for Furniture	2

You decide to create and post one journal for all entries. As of 1/14/05, you have the following items available in inventory:

Item No.	Description	Location	Quantity Needed
1900-S	PARIS Guest Chair, black	YELLOW	6
1920-S	ANTWERP Conference Table	GREEN	1
1928-S	AMSTERDAM Lamp	YELLOW	1
1996-S	ATLANTA Whiteboard, base	YELLOW	1

Challenge Yourself!

Your tasks are as follows:

1. Create a job journal using the information provided above.
2. Use the Get Phase/Task/Step function.
3. Post the Job Journal.

Need a Little Help?

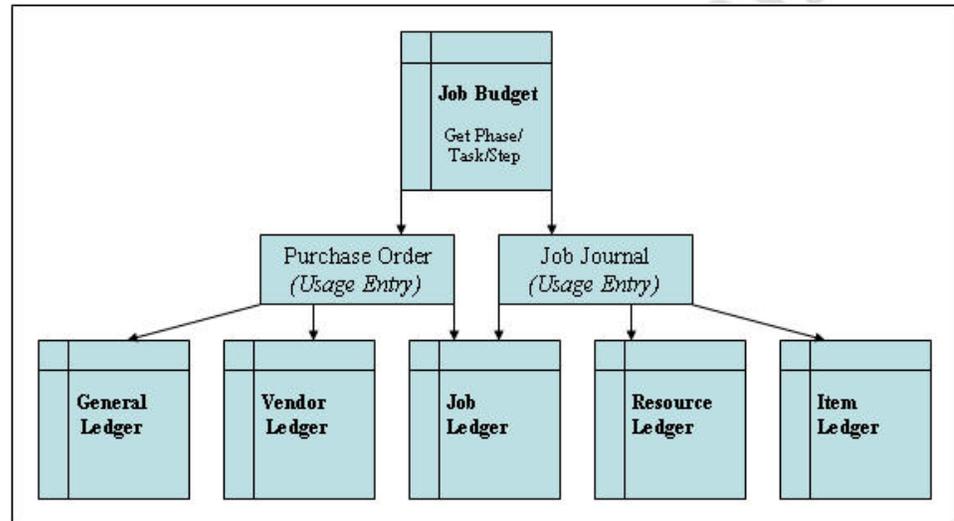
- Go to RESOURCE PLANNING→JOBS→JOB JOURNALS.
- Use an empty job journal.
- Use the above data to complete the job journal.
- Click FUNCTIONS→GET PHASE/TASK/STEP for each line.
- Post the job journal.

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Purchase Order and Job Journal Posting Review

To confirm that the amounts were posted to the various ledgers as indicated in the Job Usage Posting Flow diagram below, on the Resource Planning menu, click JOBS→JOBS. Locate the Fairway Sound job and press CTRL+F5 to open the Job Ledger Entries.

Job Usage Posting Flow



Purchase Order Usage Entries

1. Locate the line with Item “SARAJEVO Whiteboard, blue”. This line was created in the Job Ledger by posting the Purchase Order.
2. Click **Navigate**. The Navigate window appears.
3. In Table Name section, click **G/L Entry** and then **Show**.
4. The General Ledger Entries created by posting the Purchase Order will appear.
5. Escape back to the Navigate window.
6. In the Table Name section, ARROW DOWN to the Vendor Ledger Entries and click **Show**.
7. The Vendor Ledger Entries created by posting the Purchase Order appear.
8. Escape back to the Job Ledger Entries window.

Job Journal Usage Entries

1. Locate the line with Resource “MARY.” This line was created in the Job Ledger by posting the Job Journal.
2. Click **Navigate**. The Navigate window appears.
3. In Table Name section, click **Res. Ledger Entry** and then **Show**.
4. The Resource Ledger Entries created by posting the Job Journal appear.
5. Escape back to the Job Ledger Entries window.

NOTE: Each individual Resource line in the Job Ledger Entries window appears in the appropriate Resource Ledger Entries window.

At this point, nothing has been posted to the Item Ledger. In Chapter 5, the Item Ledger will be affected when the Items needed for the Fairway Sound job are posted through the job journal. At that time, inventory for those items will be reduced by the quantities posted on the job journal.

6. Close the Job Ledger Entries and Job Card windows.

Actual to Budget Review

Now that you have posted usage for the Fairway Sound job, we will review the Job – Actual to Budget report.

1. On the Resource Planning menu, click JOBS→REPORTS→JOB – ACTUAL TO BUDGET. The Job – Actual to Budget window appears.
2. On the **Job** tab, type FAIRWAY, 5 CR.
3. On the **Options** tab, select Usage.
4. Click **Preview**.

Notice that the **Realized Costs** and **Prices** fields are populated for only those Resources and Items that you have posted using the Purchase Order and the Job Journal.

Job Statistics

Another way of reviewing the Actual to Budget comparisons on a job is to view the Job Statistics from the Job Card.

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Locate the Fairway Sound job card.
3. Press F9 to open the Job Statistics window.
4. Click the **Realized** tab.

Notice that this tab is now populated with the amounts that you have posted using the Purchase Order and the Job Journal. The **Invoiced Price** fields will be populated once you post an invoice to the Customer (Sale Entry).

Quick Interaction: Lessons Learned

Take a moment to write down three Key Points you have learned from this chapter:

1.

2.

3.

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CHAPTER 3: WIP POSTING AND REVIEW

Training Objectives

This chapter discusses:

- Overview
- Job WIP of Costs
- Calculate Job WIP Value
- Post Job WIP Value to G/L
- WIP Posting Review
- WIP Posting Breakdown
- Actual to Budget Review

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Overview

This chapter defines the Job Work in Process (WIP) Periodic Activities, including Calculate WIP Value and Post WIP Value to G/L. You will run these two Periodic Activities and view the results of running these batch jobs.

Job WIP of Job Costs

When you posted the purchase order and job journals in the previous chapter, the job costs for the items were initially posted to the Retail Purchases account in the general ledger by posting the invoice. 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.

To transfer job costs to a WIP Balance Sheet account, you can use the Job WIP value and the 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.

This chapter only covers the WIP Value functions. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES. The following menu items appear:

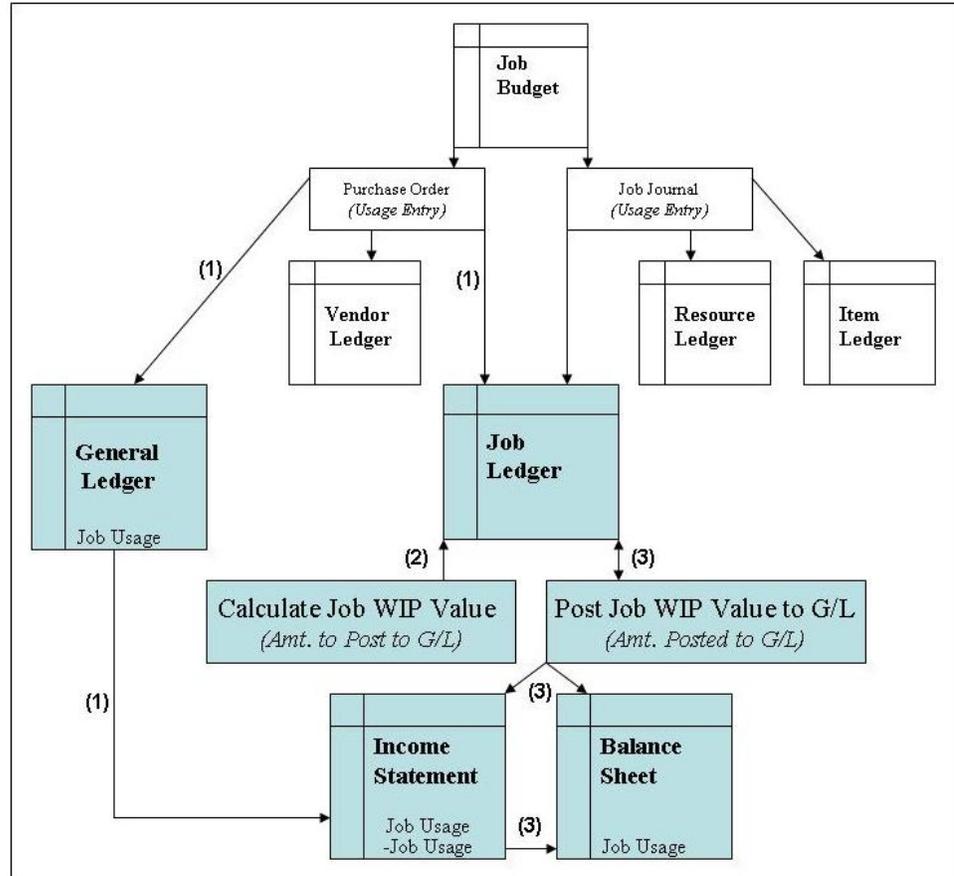
- **Calculate Job WIP Value** – This batch job calculates the value of all recorded usage and sales.
- **Post WIP Value to G/L** – This batch job posts the usage and sales amounts calculated by the Calculate Job WIP Value batch job to Balance Sheet WIP accounts. The program also posts the balancing entry 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.

***NOTE:** The batch jobs can only be run in the order shown on the menu and the process cannot be reversed. 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 Posting

The diagram below shows the posting flow that occurs when the Job WIP process runs.

Job WIP Posting Flow



1. Posting the Purchase Order creates a Usage Entry in the General Ledger and Job Ledger. The result of posting to the general ledger is a Job Usage entry into the Income Statement.
2. When the Calculate Job WIP Value batch job is run, the **Amt. to Post to G/L** field in the Job Ledger Entries is updated with the appropriate cost or price (determined by the Job Usage Posting specified on the Job Card). No general ledger activity occurs during this step.
3. When the Post Job WIP Value to G/L batch job is run, the value in the **Amt. to Post to G/L** field on the Job ledger is used to determine the amount that will be posted in the G/L. The **Amt. Posted to G/L** field is then updated with this amount in the Job Ledger Entries.

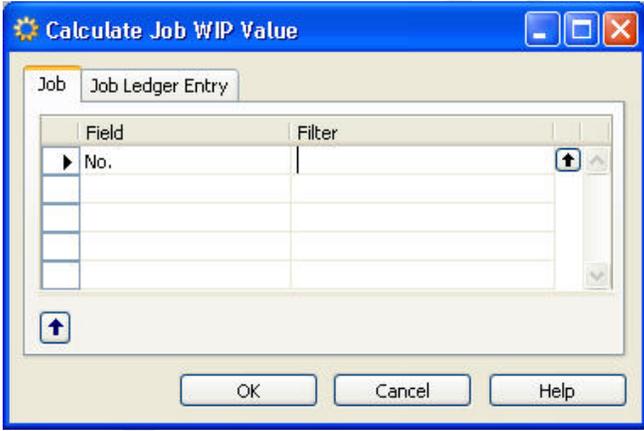
This value is then removed (credited) from the Income Statement and added (debited) onto the Balance Sheet.

***NOTE:** The above diagram follows the flow of Usage postings ONLY since the scenarios in this manual have only included usage entries. In the case that Sale entries have been posted, this process could include them.*

Calculate Job WIP Value

Scenario 1: It is November 30, 2004 and as the Accounting Manager for Cronus International, Ltd., it is your responsibility to run the WIP Periodic Activities for outstanding jobs. You first need to run the Calculate Job WIP Value batch job for the Fairway Sound job.

On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→CALCULATE JOB WIP VALUE. The Calculate Job WIP Value batch job appears:



Field	Filter
No.	

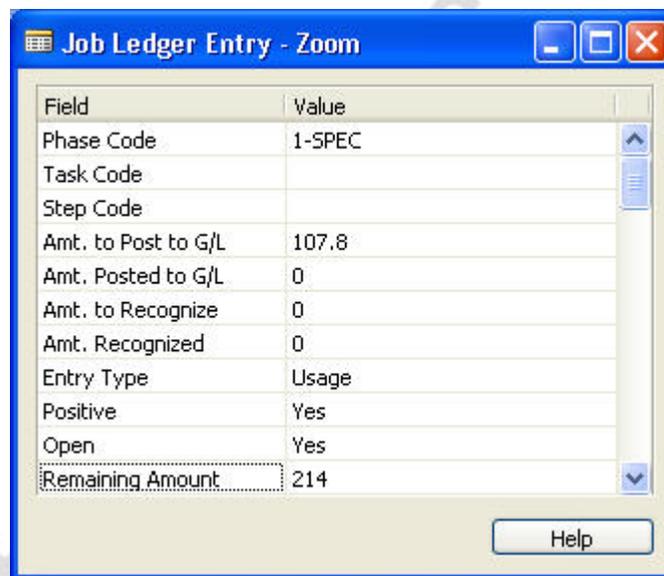
1. On the **Job** tab, in the **No.** field, type Fairway, 5 CR; or look up to the Job list and select the Fairway job.
2. On the **Job Ledger Entry** tab you can select the type (usage or sale) and a posting date range.
3. In the **Entry Type** field, press F6 to display the option list. Since you have only posted usage entries, select Usage.
4. The **Posting Date** field can be blank since there have only been postings in November so you do not need to filter on specific dates. Alternatively, you could type “..113004” to capture all postings made through November 30, 2004.

5. Click **OK**.

NOTE: A message does not appear when the batch job process is complete.

6. Open the Fairway, 5 CR Job Card and press CTRL+F5 to view the Job Ledger entries.
7. Select the first job ledger entry and press CTRL+F8 to zoom on the line.
8. Locate the **Amt. to Post to G/L** field.

The Calculate Job WIP Value batch job has filled in the **Amt. to Post to G/L** field with the Total Cost for Usage entries.



The screenshot shows a window titled "Job Ledger Entry - Zoom" with a table of job ledger entry details. The table has two columns: "Field" and "Value".

Field	Value
Phase Code	1-SPEC
Task Code	
Step Code	
Amt. to Post to G/L	107.8
Amt. Posted to G/L	0
Amt. to Recognize	0
Amt. Recognized	0
Entry Type	Usage
Positive	Yes
Open	Yes
Remaining Amount	214

A "Help" button is located at the bottom right of the window.

REMEMBER: The Total Cost amount is calculated using the **Quantity * Unit Cost** fields.

9. Close the Job windows.

Test Your Skills – Run the Calculate Job WIP Value Batch Job

Scenario: It is still November 30, 2004 and you now need to run the Calculate Job WIP Value batch job for the John Haddock Insurance Co. job. Once the batch job has been run, look at the Job Ledger Entries to verify the accuracy of what will post to the general ledger.

Challenge Yourself!

Your tasks are as follows:

1. Run the Calculate Job WIP Value batch job.
2. Review the **Amt. to Post to G/L** field for accuracy.

Need a Little Help?

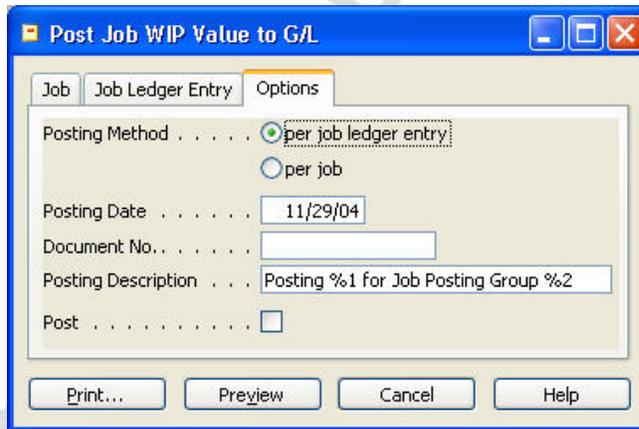
- On the **Resource Planning** menu, click JOBS→PERIODIC ACTIVITIES→CALCULATE JOB WIP VALUE.
- Filter and run the batch job.
- Go to the Job Card for John Haddock Insurance Co.
- View the **Amt. to Post to G/L** field in the Job Ledger Entries window.

REMEMBER: The Job Usage Posting on this Job was set to Prices so the prices are posted to the General Ledger based on the value in the **Unit Price** field.

Post Job WIP Value to G/L

Scenario 2: Now that you have reviewed the Job WIP Value calculations for the Fairway Sound job, it is time to post the calculated usage to the WIP accounts in the general ledger.

1. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→POST WIP VALUE TO G/L. The Post Job WIP Value to G/L batch job appears.
2. On the **Job** tab, in the **No.** field, type Fairway, 5 CR; or look up to the Job list and select the Fairway job.
3. On the **Job Ledger Entries** tab, you can filter the entries you have selected by sales or usage entry type and/or by posting date range. For this scenario, in the **Entry Type** field, select Usage.
4. Click the **Options** tab:



Field	Description
Posting Method	<p>Here you can choose between posting per job ledger entry or per entire job.</p> <ul style="list-style-type: none"> • When you chose 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 per job option.
Posting Date	Enter the date when the postings should be done in the general ledger.

Field	Description
Document No.	Enter a document number for the entire posting process.
Posting Description	There are some standard texts that you can use in the description. For more information on these, use F1 Help.
Post	You must select this check box if you want the batch job to post when you click Print or Preview .

WARNING: If you have selected the **Post** option, 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 is correct before you select the **Post** option when you run the **Post Job WIP Value to G/L** batch job.

5. In the **Posting Method** field, keep **per job ledger entry** selected.
6. In the **Posting Date** field, type 113004.
7. In the **Document No.** field, type FSUP.
8. In the **Posting Description** field, leave the default description.
9. You want to post the entries, so in the **Post** field, select the option.
10. Click **Preview**. These are the amounts posted to the general ledger.
11. Open the Fairway Sound Job Card and press CTRL+F5 to view the job ledger entries again. Select the first entry and press CTRL+F8 to zoom on the line and locate the **Amt. Posted to G/L** field.

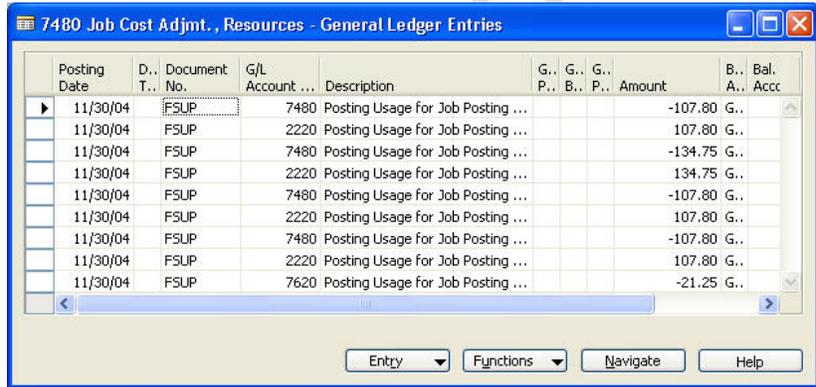
You can see that the **Amt. Posted to G/L** field has now been filled in with the contents of the **Amt. to Post to G/L** field.

12. Escape back to the Job Card and click the **Posting** tab.
13. Note that the **Job Posting Date** field is populated with the posting date used on the **Post WIP Value to G/L** batch job.
14. Close the Job Card.

WIP Posting Review

To confirm that the amounts were posted to the General Ledger, on the Financial Management menu, click GENERAL LEDGER→HISTORY→REGISTERS. The G/L Registers window appears.

1. Go to the end of the list by pressing CTRL+END. Verify the Source Code is POSTVALUE.
2. While on this line, click REGISTER→GENERAL LEDGER. The General Ledger Entries window appears:



Here you see the accounts that were credited and debited after running the Post Job WIP Value to G/L batch job.

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

WIP Posting Breakdown

The diagram below provides a breakdown of the accounts which are debited and credited after the Post WIP Value to G/L batch job has run. Notice that the costs have been debited to the WIP cost account (2220) and credited to a job adjustment account in the retail purchases accounts (7180); resource cost account (7480); and G/L expense account (7620) groups. These postings have effectively transferred the job costs to the WIP accounts.

NOTE: For those unfamiliar with T-Accounts, debits are in the left column and credits are in the right column.

Job Cost Adjmt., Retail (7180) General Posting Setup		Job Cost Adjustment (7480) General Posting Setup		Job Costs (7620) General Posting Setup		WIP Costs (2220) Job Posting Setup	
	(1) 3543.00		(2) 107.80 (2) 134.75 (2) 107.80 (2) 107.80 (2) 107.80 (2) 175.18		(3) 21.25	(1) 3543.00 (2) 107.80 (2) 134.75 (2) 107.80 (2) 107.80 (2) 107.80 (2) 107.80 (2) 175.18 (3) 21.25	

Post Job WIP Value to G/L - USAGE
 (1) Purchase Order – Item
 (2) Job Journal – Resources
 (3) Job Journal – G/L Expense

The table below displays how the General Business Posting Group and General Product Posting Group combinations were used to determine which G/L Accounts to use as contra accounts. Remember this setup is done in the General Posting Setup window. Recall the **WIP Cost Account** was set up in the Job Posting Setup window.

General Bus. Posting Group	Source Card	General Prod. Posting Group	Source Card	Job Cost Adjmt. Account
NATIONAL	Vendor (30000)	RETAIL	Item (1984-W)	7180
		SERVICES	Resource (MARY)	7480
NATIONAL	G/L Account (8240)	NO VAT	G/L Account (8240)	7620

Actual to Budget Review

Now that you have run WIP for the job, take another look at the Job – Actual to Budget report.

1. On the Resource Planning menu, click JOBS→REPORTS→JOB – ACTUAL TO BUDGET. The Job – Actual to Budget window appears.
2. On the **Job** tab, type FAIRWAY, 5 CR.
3. On the **Options** tab, select Usage.
4. Click **Preview**.

Notice that nothing has changed on this report since you last viewed it. This is because the WIP process does not affect the Job, only the General Ledger.

Job Statistics

Now review the Job Statistics window again.

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Locate the Fairway Sound job card.
3. Press F9 to open the **Job Statistics** window.

As seen on the Job – Budget to Actual report, Job Statistics is also unchanged after running WIP.

Test Your Skills – Run the Post WIP Value to G/L Batch Job and Review

Scenario: Now that you have reviewed the Job WIP Value Calculations for the John Haddock Insurance Co. job, it is time to post the calculated usage to the WIP accounts in the General Ledger. Once the batch job has been run, look at the General Ledger Registers to verify the accuracy of what was posted to the General Ledger.

Challenge Yourself!

Your tasks are:

1. Run the Post Job WIP Value to G/L batch job.
2. Review the General Ledger entries made.

Need a Little Help?

- On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→POST WIP VALUE TO G/L.
- Filter and run the batch job.
- On the Financial Management menu, click GENERAL LEDGER→HISTORY→REGISTERS.
- View the amounts posted to the Job Cost Adj. Accounts and the Job WIP Cost Account.

REMEMBER: Use the proper date in the **Posting Date** field on the batch job! Also, the Job Usage Posting on this Job was set to Prices so the prices are posted to the General Ledger based on the value in the **Unit Price** field.

Quick Interaction: Lessons Learned

Take a moment to write down three Key Points you have learned from this chapter:

1.

2.

3.

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CHAPTER 4: USAGE AND SALES POSTING

Training Objectives

This chapter discusses:

- Overview
- Job Journal Posting – Usage
 - Items
 - Resources
- Recording Job Sale Entries
- Sales Posting
 - Get Job Usage
- Job Journal and Sales Invoice Posting Review
- Actual to Budget Review

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Overview

In this chapter you will first complete posting the usage entries to the jobs created in previous chapters. Then you will create a Sales Invoice to the job Customer using the Get Job Usage functionality. Posting the invoice creates job sale entries in the Job Ledger Entry; closes the open usage entries in the Job Ledger Entry; and provides an invoice to be sent to the customer. You will then review the results of posting the Job Journal and Sales Invoices. Finally, you will review the updated job Actual to Budget comparisons report and window.

Job Journal Posting – Usage

Item Posting

Scenario 1: It is December 10, 2004 and the assembly and installation of the five conference rooms for Fairway Sound is scheduled to begin on December 13, 2004. As the project manager for the Fairway Sound job, you need to reserve and post the items that you currently have in inventory to this job.

Item No.	Description	Location	Quantity Needed
1920-S	ANTWERP Conference Table	BLUE	5
1928-S	AMSTERDAM Lamp	BLUE	5
1964-S	TOKYO Guest Chair, blue	BLUE	30

1. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window will appear.
2. In the **Posting Date** field, type 121004.
3. In the **Document No.** field, type FS0002.
4. In the **Job No.** field, type FAIRWAY, 5 CR.
5. In the **Type** field, press F6 to display the option list. Select Item.
6. In the **No.** field, type 1920-S.
7. In the **Description** field, leave the default item description.
8. In the **Location Code** field, type Blue.
9. In the **Quantity** field, type 5.
10. Click \ FUNCTIONS→GET PHASE/TASK/STEP.
11. Select the line with the appropriate **Phase Code** and click **OK**.
12. Repeat steps 1-11 for the remaining entries.
13. Verify that the **Chargeable** option is selected for all entries.

14. Click POSTING→POST.
15. A message appears asking if you want to post the journal lines. Click **Yes**.
16. A message states that journal lines have successfully posted. Click **OK**.

Resource Posting

Scenario 2: As the project manager for the Fairway Sound job, final hours worked by Mary Dempsey, Mark Hanson, and the Lift usage have been sent directly to you. As of 12/23/04, the following hours need to be posted to the job:

Date	Phase Code	Resource	Description	Hours
12/13/04	4-ASSEMB	LIFT	Lift for Furniture	2
12/14/04	4-ASSEMB	LIFT	Lift for Furniture	1
12/15/04	4-ASSEMB	LIFT	Lift for Furniture	1
12/16/04	4-ASSEMB	LIFT	Lift for Furniture	1
12/17/04	4-ASSEMB	LIFT	Lift for Furniture	1
12/13/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	6
12/14/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	8
12/15/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	8
12/16/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	8
12/17/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	4
12/22/04	5-CLOSE	MARY	MD-Closing the Job	2

1. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window appears.
2. In the **Posting Date** field, type 121304.
3. In the **Document No.** field, type FS0003.
4. In the **Job No.** field, type FAIRWAY, 5 CR.
5. In the **Type** field, leave Resource.
6. In the **No.** field, type LIFT.
7. In the **Description** field, leave the default description.
8. In the **Quantity** field, type 2.
9. Click FUNCTIONS→GET PHASE/TASK/STEP.

10. Select the line with the appropriate **Phase Code** and click **OK**.
11. Repeat steps 1-10 for the remaining entries.
12. Verify that the **Chargeable** option is selected for all entries.
13. Click POSTING→POST.
14. A message appears asking if you want to post the journal lines. Click **Yes**.
15. A message states that journal lines have successfully posted. Click **OK**.

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Test Your Skills – Create a Job Journal for Resources and Items

Scenario: As the project manager for the John Haddock Insurance Co. job, you need to post the items that you had available in inventory. As of December 6, 2004, you have the following items available in inventory:

Item No.	Description	Location	Quantity Needed
1896-S	ATHENS Desk	GREEN	4
1906-S	ATHENS Mobile Pedestal	GREEN	4
1908-S	LONDON Swivel Chair, blue	GREEN	4
1928-W	ST.MORITZ Storage Unit/Drawers	GREEN	2
1964-S	TOKYO Guest Chair, blue	GREEN	1

In addition, final hours worked by Mary Dempsey, Mark Hanson, and the Lift usage have been sent directly to you. You decide to create and post one journal for all entries. The following hours need to be posted to the job:

Date	Phase Code	Resource	Description	Hours
12/07/04	4-ASSEMB	LIFT	Lift for Furniture	1.5
12/08/04	4-ASSEMB	LIFT	Lift for Furniture	1.5
12/07/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	7
12/08/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	3.5
12/09/04	5-CLOSE	MARY	MD-Closing the Job	1.5

Challenge Yourself!

Your tasks are as follows:

1. Create a job journal using the information provided above.
2. Use the Get Phase/Task/Step function.
3. Post the Job Journal.

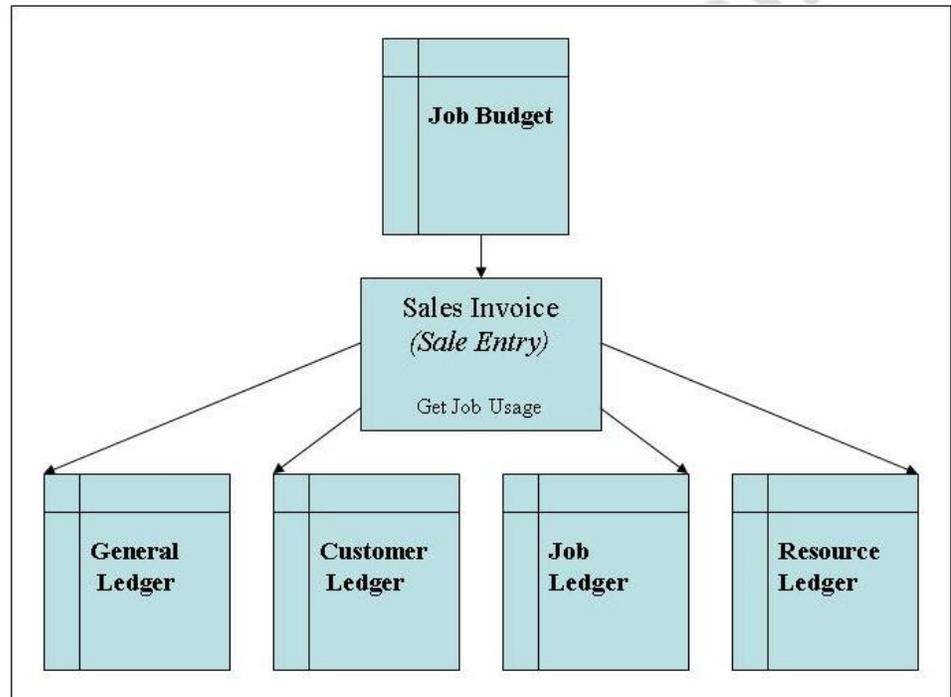
Need a Little Help?

- On the Resource Planning menu, click JOBS→JOB JOURNALS.
- Use the above data to complete the job journal.
- Click FUNCTIONS→GET PHASE/TASK/STEP for each line.
- Post the job journal.

Recording Job Sale Entries

In Microsoft® Business Solutions–Navision®, you post sale entries using a Sales Invoice. Similar to Purchase Orders and Job Journal entries, you can assign a sale entry to phases, tasks, or steps within a job, allowing you to compare your budget to your actual sale. But with Sales Invoices, you can post a resource entry.

Job Sale Posting



Sales Posting

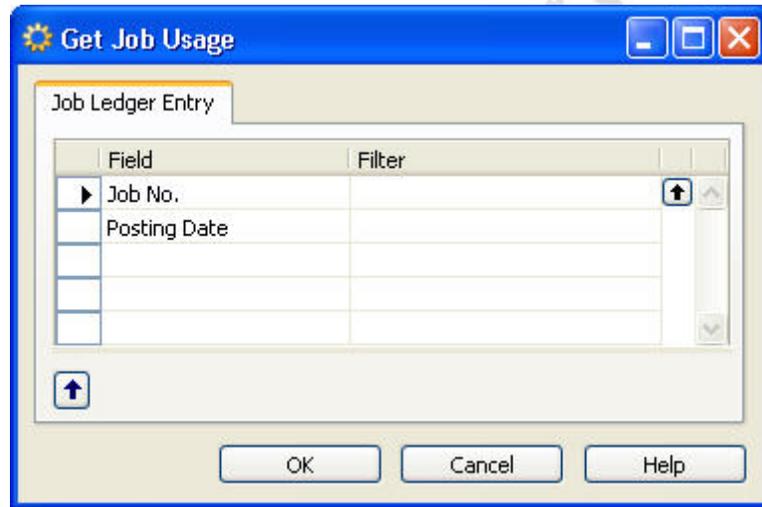
Scenario 3: It is December 30, 2004, and as the accounting clerk for Cronus International, Ltd., you have received notice that the Fairway Sound job is complete and is ready to be billed to the customer. You must create and post the Sales Invoice which will provide a bill to the customer and add sale entries to the job.

1. On the Sales & Marketing menu, click ORDER PROCESSING→INVOICES. The Sales Invoice window appears.
2. In the header, press F3 and ENTER to create a new Invoice.
3. In the **Sell-to Customer No.** field, type 61000 and press ENTER.
4. If a Check Credit Limit warning message appears, click **Yes**.
5. In the **Posting Date** field, type 123004.

6. On the **Shipping** tab, in the **Location Code** field, delete the WHITE location.

In previous chapters, you posted Purchase Orders and Job Journals to the Fairway Sound job, which created usage entries in the Job Ledger Entries. You now want to transfer those usage entries recorded in the job ledger to the Sales Invoice. This is done using the Get Job Usage batch job.

7. Click **FUNCTIONS**→**GET JOB USAGE**. The Get Job Usage batch job window appears:



8. In the **Job No.** field, type FAIRWAY, 5 CR; or look up to the Job list and select the Fairway Sound job.
9. The **Posting Date** field can remain empty since you want to capture all entries.
10. Click **OK** to run the batch job.

The Get Job Usage batch job copies the usage entries for the Fairway Sound 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 also edit and delete the lines that you do not want to bill at this time.

11. Review the lines and verify that the billings are correct.
12. Click **POSTING**→**POST**. A message appears asking if you want to post the Invoice. Click **Yes**.

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.

13. Open the Fairway Sound job card and press CTRL+F5 to see the entries from the invoice you just posted.

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 in the Sales Invoice window by clicking the **Assist** button 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

In chapter 1 you learned that if you are charging general ledger expenses to your 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:** This 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.*

Recall the Postage expense G/L account was 8240, but the sale was posted to 6110, which is the G/L account used in the Job Posting Setup window for the **G/L Exp. Sales Account**.

Job Journal and Sales Invoice Posting Review

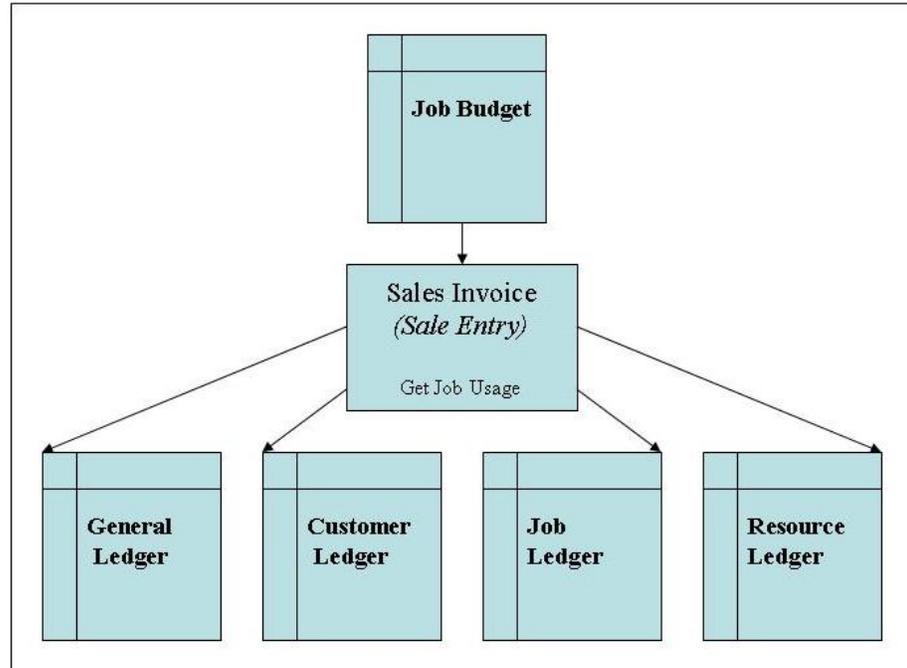
To confirm that the amounts were posted to the Item Ledger Entry as well as the various ledgers indicated in the Job Sale Posting Flow diagram below, on the Resource Planning menu, click JOBS→JOBS. Locate the Fairway Sound job and press CTRL+F5 to open the Job Ledger Entries.

Job Journal Usage Entries (Item Ledger Entries)

1. Locate the line with **Entry Type** Usage for Item “AMSTERDAM Lamp.” This line was created in the Job Ledger by posting the Job Journal.
2. Click **Navigate**. The Navigate window appears.
3. In Table Name section, click **Item Ledger Entry** and then **Show**.

4. Three items appear in the Item Ledger Entries because they were posted from the same journal.
5. Escape back to the **Job Ledger Entries** window.

Job Sale Posting Flow



Sales Invoice Posting Entries

1. Locate the line with **Entry Type** Sale for Item “AMSTERDAM Lamp.” This line was created in the Job Ledger by posting the Sales Invoice.
2. Click **Navigate**. The Navigate window appears.
3. In Table Name section, click **G/L Entry** and then **Show**.
4. The General Ledger Entries created by posting the Sales Invoice appear.
5. Escape back to the Navigate window.
6. In the Table Name section, ARROW DOWN to the **Cust. Ledger Entries** and click **Show**.
7. The Customer Ledger Entries created by posting the Sales Invoice will appear.
8. Escape back to the Navigate window.

9. In the Table Name section, ARROW DOWN to the **Res. Ledger Entries** and click **Show**.
10. The Resource Ledger Entries created by posting the Sales Invoice will appear.
11. Close the Job Ledger Entries and Job Card windows.

Actual to Budget Review

Job – Actual to Budget Report

Now that you have posted the remaining usage entries and the sale entries for the Fairway Sound job, take another look at the Job – Actual to Budget report.

1. On the Resource Planning menu, click JOBS→REPORTS→JOB – ACTUAL TO BUDGET. The Job – Actual to Budget window appears.
2. On the **Job** tab, type FAIRWAY, 5 CR.
3. On the **Options** tab, select Usage & Sale.
4. Click **Preview**.

Notice that both actual and budgeted costs and prices are now displayed.

Job Statistics

Now review the Job Statistics window again.

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Locate the Fairway Sound job card.
3. Press F9 to open the Job Statistics window.

As seen on the Job – Budget to Actual report, both actual (realized) and budgeted costs and prices are now displayed.

Test Your Skills – Create a Sales Invoice

Scenario: It is December 15, 2004 and as the Accounting Clerk for Cronus International Ltd., it is time to run the bi-monthly invoices. You have been notified by the project manager for the John Haddock Insurance Co. job that this job can now be billed to the customer. You need to create and post the Sales Invoice, using the Get Job Usage functionality. When finished, review the actual to budget comparisons.

Challenge Yourself!

Your tasks are as follows:

1. Create a sales invoice.
2. Use the Get Job Usage function.
3. Post the sales invoice.
4. Review the Actual to Budget comparisons

Need a Little Help?

- On the Sales & Marketing menu, click ORDER PROCESSING→INVOICES.
- Create a new sales invoice for John Haddock Insurance Co.
- Click FUNCTIONS→GET JOB USAGE.
- Post the invoice.
- On the Resource Planning menu, click JOBS→REPORTS→JOB – ACTUAL TO BUDGET.
- On the Resource Planning menu, click JOBS→JOBS.

HINT: If an overdue balance warning message appears when creating the sales invoice, accept the message and continue.

Also, if no lines appear after running the Get Job Usage batch job, verify that you used the correct job on the batch job, as well as the same customer on the Sales Invoice used on the Job Card.

Test Your Skills – Create Another Sales Invoice

Scenario: It is January 31, 2005 and you have been notified by the project manager for The Device Shop job that you can bill the customer for all work completed. You need to create and post the Sales Invoice, using the Get Job Usage functionality. Review the job actual to budget comparisons after posting.

Challenge Yourself!

Your tasks are as follows:

1. Create a sales invoice.
2. Use the Get Job Usage function.
3. Post the sales invoice.
4. Review the Actual to Budget comparisons

Need a Little Help?

- On the Sales & Marketing menu, click ORDER PROCESSING→INVOICES.
- Create a new sales invoice for The Device Shop.
- Click FUNCTIONS→GET JOB USAGE.
- Post the invoice.
- On the Resource Planning menu, click JOBS→REPORTS→JOB – ACTUAL TO BUDGET.
- On the Resource Planning menu, click JOBS→JOBS.

REMEMBER: You need to remove the WHITE Location Code from the Sales Invoice header before running the Get Job Usage function.

Quick Interaction: Lessons Learned

Take a moment to write down three Key Points you have learned from this chapter:

1.

2.

3.

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CHAPTER 5: JOB RECOGNITION AND REVIEW

Training Objectives

This chapter discusses:

- Overview
- Recognition of Job Costs
- Calculate Job Recognition
- Post Job Recognition to G/L
- Recognition Posting Review
- Recognition Posting Breakdown
- Closing the Job

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Overview

This chapter defines the Job Recognition Periodic Activities, including Calculate Job Recognition and Post Job Recognition to G/L. You will run these two Periodic Activities and then view the results of running these batch jobs. There is also a short discussion of the choices of closing a job.

Recognition of Job Costs

In the previous chapters you posted Purchase Orders and Job Journals to accumulate costs for particular jobs. You then ran the Job WIP Value batch job to transfer those costs to the WIP accounts while the jobs were in process. These jobs are now finished; you have posted the remaining costs to the job, as well as the sales by posting a Sales Invoice to the customer. It is time to complete the Job Costing procedure by recognizing the costs posted to the WIP accounts by transferring them back to the income statement accounts.

To transfer job costs back to the costs income statement accounts, you can use the Job Recognition function on the Periodic Activities menu. In this chapter, we will focus on the Job Recognition functions. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES. The following menu items appear:

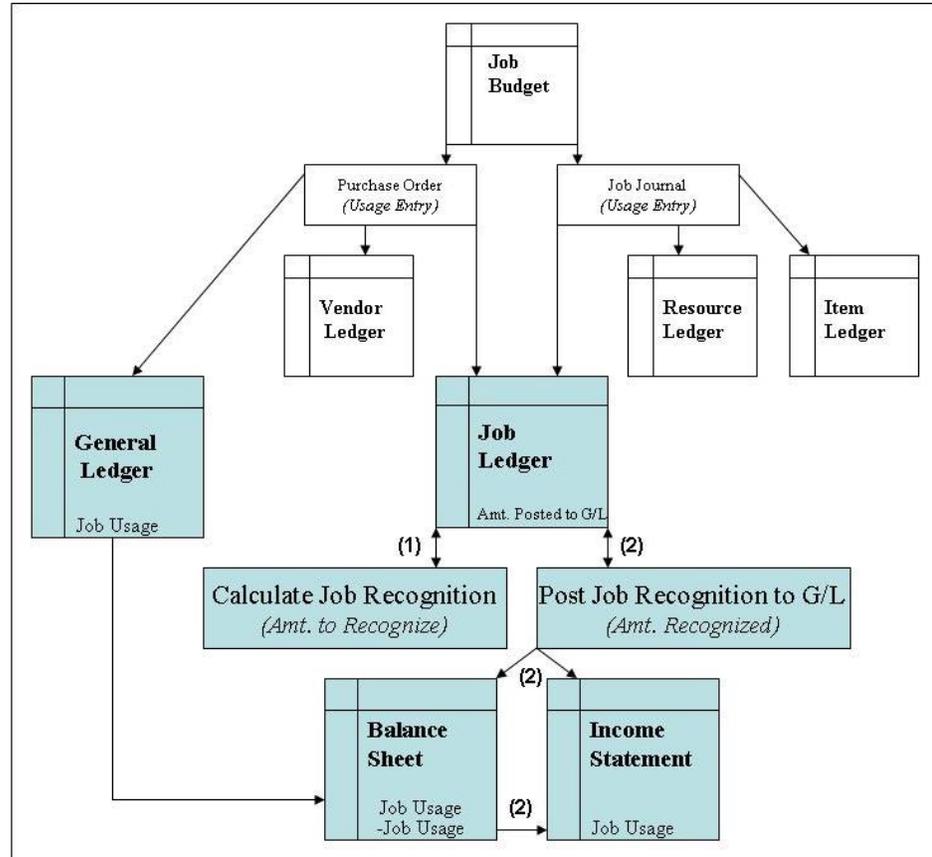
- **Calculate Job Recognition** – This batch job calculates the value of all recorded usage and sales that have already been posted to the Balance Sheet WIP accounts.
- **Post Job Recognition to G/L** – This batch job posts the usage and sales amounts calculated by the Calculate Job Recognition batch job to job costs and sales income statement accounts. The program also posts the balancing entry to the Balance Sheet WIP accounts.

***REMINDER:** As stated in Chapter 3, the batch jobs can only be run in the order shown on the menu 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 Recognition Posting

The diagram below shows the posting flow that occurs when the Job Recognition process runs.

Job Recognition Posting Flow



1. When the Calculate Job Recognition batch job is run, the **Amt. to Recognize** field in the Job Ledger Entries is updated with the value that is in the **Amt. Posted to G/L** field from the Job Ledger Entry. No general ledger activity occurs during this step.
2. When the Post Job Recognition to G/L batch job is run, the value in the **Amt. to Recognize** field on the Job ledger is used to determine the amount to be posted in the G/L. The **Amt. Recognized** field is updated with this amount in the Job Ledger Entries. This value is removed (credited) from the Balance Sheet and added (debited) onto the Income Statement.

NOTE: The above diagram follows the flow of Usage postings ONLY since the scenarios in this manual have only included usage entries. In the case that Sales entries have been posted, this process could include them.

Calculate Job Recognition

Scenario 1: It is December 31, 2004 and as the Accounting Manager for Cronus International, Ltd., it is your responsibility to run the Recognition Periodic Activities for completed jobs. You first need to run the Calculate Job Recognition batch job for the Fairway Sound job.

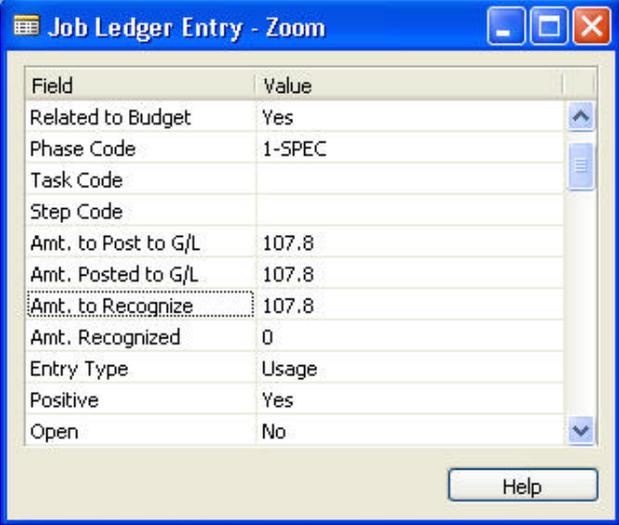
On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→CALCULATE JOB RECOGNITION. The Calculate Job Recognition batch job appears.

1. On the **Job** tab, in the **No.** field, type Fairway, 5 CR; or look up to the Job list and select the Fairway job.
2. Click the **Job Ledger Entry** tab.
3. In the **Entry Type** field, press F6 to display the option list. Since you have only posted usage entries, select Usage.
4. The **Posting Date** field can be blank since there have only been postings made in November so you do not need to filter on specific dates. Alternatively, you could type “.123104” to capture all postings made through December 31, 2004.
5. Click **OK**.

***NOTE:** A message does not appear when the batch job process is complete.*

6. Open the Fairway, 5 CR Job Card and press CTRL+F5 to view the Job Ledger entries.
7. Select the first job ledger entry and press CTRL+F8 to zoom on the line.

The Calculate Job Recognition batch job has filled in the **Amt. to Recognize** field with the amount that was posted to the G/L from the WIP posting process.



The screenshot shows a window titled "Job Ledger Entry - Zoom" with a table of fields and values. The "Amt. to Recognize" field is highlighted with a dotted border. A "Help" button is located at the bottom right of the window.

Field	Value
Related to Budget	Yes
Phase Code	1-SPEC
Task Code	
Step Code	
Amt. to Post to G/L	107.8
Amt. Posted to G/L	107.8
Amt. to Recognize	107.8
Amt. Recognized	0
Entry Type	Usage
Positive	Yes
Open	No

8. Close the Job windows.

Test Your Skills – Run the Calculate Job Recognition Batch Job

Scenario: It is still December 31, 2004 and you now need to run the Calculate Job Recognition batch job for the John Haddock Insurance Co. job. Once the batch job has been run, look at the Job Ledger Entries to verify the accuracy of what will post to the general ledger.

Challenge Yourself!

Your tasks are as follows:

1. Run the Calculate Job Recognition batch job.
2. Review the Job Ledger Entries for accuracy.

Need a Little Help?

- On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→CALCULATE JOB RECOGNITION.
- Filter and run the batch job.
- Go to the Job Card for John Haddock Insurance Co.
- View the **Amt. to Recognize** field in the Job Ledger Entries window.

***REMEMBER:** The Job Usage Posting on this Job was set to Prices so the prices are posted to the General Ledger based on the value in the **Unit Price** field.*

Post Job Recognition to G/L

Scenario 2: Now that you have reviewed the Job Recognition calculations for the Fairway Sound job, it is time to transfer the calculated values from the WIP accounts back to the income statement accounts in the general ledger.

1. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION TO G/L. The Post Job Recognition to G/L batch job appears.
2. On the **Job** tab, in the **No.** field, type Fairway, 5 CR; or look up to the Job list and select the Fairway job.
3. On the **Job Ledger Entry** tab, you can filter the entries you have selected by sales or usage entry type and/or by posting date range. For this scenario, in the **Entry Type** field, select Usage.
4. Click the **Options** tab:



Field	Description
Posting Method	<p>Here you can choose between posting per job ledger entry or per entire job.</p> <ul style="list-style-type: none"> • 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 per job option.

Field	Description
Posting Date	Enter the date when the postings should be done in the general ledger.
Document No.	Enter a document number for the entire posting process.
Posting Description	There are some standard texts that you can use in the description. For more information, use F1 Help.
Post	Select this option if you want the batch job to post when you click Print or Preview .

WARNING: If you have selected the **Post** option, 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 is correct before you select the **Post** option when you run the Post Job Recognition to G/L batch job.

5. In the **Posting Method** field, keep per job ledger entry selected. Since this was the Posting Method selected when you ran the Post WIP Value to G/L batch job, this will keep the posting consistent.
6. In the **Posting Date** field, type 123104.
7. In the **Document No.** field, type FSUR.
8. In the **Posting Description** field, leave the default description.
9. You want to post the entries, so in the **Post** field, select the option.
10. Click **Preview**. These are the amounts posted to the general ledger.
11. Open the Fairway Sound Job Card and press CTRL+F5 to view the job ledger entries again. Select the first entry and press CTRL+F8 to zoom on the line. You can see that the **Amt. Recognized** field has now been filled in with the contents of the **Amt. to Recognize** field.
12. Escape back to the Job Card and click on the **Posting** tab.
13. Note that the **Recognition Date** field is populated with the posting date used on the Post Job Recognition to G/L batch job.
14. Close the Job Card.

Recognition Posting Review

To confirm that the amounts were posted to the general ledger, on the Financial Management menu, click GENERAL LEDGER→HISTORY→REGISTERS. The G/L Registers window appears.

1. Go to the end of the list by pressing CTRL+END. The Source Code is POSTRECOG.
2. While on this line, click REGISTER→GENERAL LEDGER. The General Ledger Entries window appears:

Posting Date	D.. T..	Document No.	G/L Account ...	Description	G.. P..	G.. B..	G.. P..	Amount	B.. A.	Bal. Accr
12/31/04		FSUR	2220	Recognizing Usage for Job Pos...				-107.80	G..	
12/31/04		FSUR	7620	Recognizing Usage for Job Pos...				107.80	G..	
12/31/04		FSUR	2220	Recognizing Usage for Job Pos...				-134.75	G..	
12/31/04		FSUR	7620	Recognizing Usage for Job Pos...				134.75	G..	
12/31/04		FSUR	2220	Recognizing Usage for Job Pos...				-107.80	G..	
12/31/04		FSUR	7620	Recognizing Usage for Job Pos...				107.80	G..	
12/31/04		FSUR	2220	Recognizing Usage for Job Pos...				-107.80	G..	
12/31/04		FSUR	7620	Recognizing Usage for Job Pos...				107.80	G..	
12/31/04		FSUR	2220	Recognizing Usage for Job Pos...				-21.25	G..	

Note the accounts that were credited and debited after running the Post Job Recognition to G/L batch job.

Recognition Posting Breakdown

The diagram below builds on the breakdown of the accounts that were debited and credited from running the Post WIP Value to G/L batch job by including the accounts affected after the Post Job Recognition to G/L batch job was run. Notice that the costs have been debited to the Job Cost account (7620) and credited to a WIP Cost account (2220). These postings have transferred the job costs from the WIP balance sheet accounts to the Job Cost income accounts.

NOTE: For those unfamiliar with T-Accounts, debits are in the left column and credits are in the right column.

Job Cost Adjmt., Retail (7180) General Posting Setup	Job Cost Adjustment (7480) General Posting Setup	Job Costs (7620) General Posting Setup	WIP Costs (2220) Job Posting Setup
(1) 3543.00	(2) 107.80 (2) 134.75 (2) 107.80 (2) 107.80 (2) 107.80 (2) 175.18	(3) 21.25	(1) 3543.00 (4) 3543.00 (2) 107.80 (4) 107.80 (2) 134.75 (4) 134.75 (2) 107.80 (4) 107.80 (2) 107.80 (4) 107.80 (2) 107.80 (4) 107.80 (2) 175.18 (4) 175.18 (3) 21.25 (4) 21.25
			Job Costs (7620) Job Posting Setup
			(4) 3543.00 (4) 107.80 (4) 134.75 (4) 107.80 (4) 107.80 (4) 107.80 (4) 175.18 (4) 21.25
Post Job WIP Value to G/L - USAGE			
(1) Purchase Order – Item			
(2) Job Journal – Resources			
(3) Job Journal – G/L Expense			
(4) Post Job Recognition to G/L – USAGE			

NOTE: If Sales entries had been used in the Job Costing periodic activities, the Job Sales Adjustment, WIP Sales, and Job Sales accounts would be represented in the diagram above.

Test Your Skills – Run the Post Job Recognition to G/L Batch Job and Review

Scenario: Now that you have reviewed the Job Recognition calculations for the John Haddock Insurance Co. job, it is time to transfer the calculated usage from the WIP accounts to the income accounts in the general ledger. Once the batch job has been run, look at the G/L Registers to verify the accuracy of what was posted to the general ledger.

Challenge Yourself!

Your tasks are as follows:

1. Run the Post Job Recognition to G/L batch job.
2. Review the General Ledger entries made.

Need a Little Help?

- On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION TO G/L.
- Filter and run the batch job.
- On the Financial Management menu, click GENERAL LEDGER→HISTORY→REGISTERS.
- View the amounts posted to the Job Costs Account and the WIP Costs Account.

REMEMBER: Use the proper date in the **Posting Date** field on the batch job! Also, the Job Usage Posting on this Job was set to Prices so the prices are posted to the General Ledger based on the value in the **Unit Price** field.

Closing the Job

Now that the Job is completed, you have two choices to designate that the Job is closed. You can either:

- Complete the job by changing the **Status** field on the Job Card to Completed.
- Block the job by selecting the **Blocked** option on the Job Card.

Once you change the job status to Completed it cannot be changed back. This means nothing further can be posted to this job and the job cannot be used again.

The benefit of blocking a job is that the job can be unblocked and additional entries can be posted to it. While the job is blocked, however, users cannot post to it.

Quick Interaction: Lessons Learned

Take a moment to write down three Key Points you have learned from this chapter:

1.

2.

3.

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APPENDIX A: TEST YOUR SKILLS SOLUTIONS

Test Your Skills – Create a New Job (CH1)

Scenario: Today, November, 15, 2004, your customer, John Haddock Insurance Co., contracted with Cronus International, Ltd. to set up four work areas. You will want to post WIP entries but you want to post prices rather than costs to the general ledger. You will also want to run the Job Recognition jobs throughout the course of the Job. The estimated starting date will be 11/21/04 with an estimated completion date of 12/08/04.

Step-by-Step

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Press F3 to insert a new Job.
3. In the **No.** field, type JHaddock, 4 WA.
4. In the **Description** field, type Set up four Work Areas.
5. In the **Bill-to Customer No.** field, type 30000.
6. Press ENTER.
7. In the **Status** field, press F6 and select Order from the option list.
8. A warning message appears, click **Yes**.
9. Click the **Posting** tab.
10. In the **Application Method** field, leave Apply to Oldest.
11. In the **Job Usage Posting** field, press F6 and select Prices from the option list.
12. In the **Recognition Method** field, leave Percentage of Completion.
13. In the **Job Posting Group** field, lookup to the Job Posting Groups list and select SETTING UP.
14. Press ENTER, or click **OK**.
15. Click the **Duration** tab.
16. In the **Creation Date** field, type 111504.
17. In the **Starting Date** field, type 112104.
18. In the **Ending Date** field, type 120804.

The Job Card setup is complete.

Test Your Skills – Create a New Job Budget (CH1)

Scenario: Now that you have set up your Job Card for John Haddock Insurance Co., you need to set up a Job Budget for the four work areas. Create a new Job Budget using the following criteria:

Phase Code	Resource / Item	Starting Date	Hours / Quantity
2-FURN	MARY	11/22/04	2
3-APPR	MARY	11/27/04	1.5
4-ASSEMB	LIFT	12/07/04	4
	MARK	12/07/04	10
	Item 1896-S	12/07/04	4
	Item 1906-S	12/07/04	4
	Item 1908-S	12/07/04	4
	Item 1928-W	12/07/04	2
	Item 1964-S	12/07/04	1
	Item 1976-W	12/07/04	2
	Item 1984-W	12/07/04	1
5-CLOSE	MARY	12/09/04	1

Step-by-Step

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Locate Job No. JHADDOCK, 4 WA.
3. Click PLANNING→JOB BUDGET.
4. In the **Phase Code** field, press F6 and select 1-SPEC from the Phases window.
5. Press ENTER.
6. In the **Type** field, press F6 and select Resource from the option list.
7. In the **No.** field, press F6 and select MARY from the **Resource List** window.
8. Press ENTER.
9. In the **Starting Date** field, leave 11/21/04.
10. In the **Quantity** field, type 2.
11. Go to the next line.
12. Repeat steps 1-11 for the above Resources and Items listed above.

The Job Budget setup is complete.

Test Your Skills – Create Another Job and Budget (CH1)

Scenario: Today, January, 4, 2005, your customer, The Device Shop, contracted with Cronus International, Ltd. to set up a small conference room. Since this is a small job you do not need to calculate WIP. The estimated starting date will be 1/6/05 with an estimate completion date of 1/24/05.

Create a new Job based on the above, using the following Job Number and Description:

No.	Device, 1 CR
Description	Set up a Conference Room

Create a Budget for this job using the following criteria:

Phase Code	Resource / Item	Starting Date	Hours / Quantity
1-SPEC	MARY	1/6/05	1
2-FURN	MARY	1/11/05	1
3-APPR	MARY	1/14/05	1
4-ASSEMB	LIFT	1/20/05	2
	MARK	1/20/05	8
	Item 1900-S	1/20/05	6
	Item 1920-S	1/20/05	1
	Item 1928-S	1/20/05	1
	Item 1996-S	1/20/05	1
5-CLOSE	MARY	1/24/05	1

Step-by-Step

1. On the Resource Planning menu, click JOBS→JOBS. The Job Card window appears.
2. Press F3 to insert a new Job.
3. In the **No.** field, type Device, 1 CR.
4. In the **Description** field, type Set up a Conference Room.
5. In the **Bill-to Customer No.** field, type 62000.
6. Press ENTER.
7. In the **Status** field, press F6 and select Order from the option list.
8. A warning message appears, click **Yes**.

9. Click the **Posting** tab.
 10. In the **Application Method** field, leave Apply to Oldest.
 11. In the **Job Usage Posting** field, press F6 and select None from the option list.
 12. In the **Recognition Method** field, leave Percentage of Completion.
 13. In the **Job Posting Group** field, lookup to the Job Posting Groups list and select SETTING UP.
 14. Press ENTER, or click **OK**.
 15. Click the **Duration** tab.
 16. In the **Creation Date** field, type 010405.
 17. In the **Starting Date** field, type 010605.
 18. In the **Ending Date** field, type 012405.
 19. Click PLANNING→JOB BUDGET.
 20. In the **Phase Code** field, press F6 and select 1-SPEC from the **Phases** window.
 21. Press ENTER.
 22. In the **Type** field, press F6 and select Resource from the option list.
 23. In the **No.** field, press F6 and select MARY from the **Resource List** window.
 24. Press ENTER.
 25. In the **Starting Date** field, leave 01/06/05.
 26. In the **Quantity** field, type 1.
 27. Go to the next line.
 28. Repeat steps 20-27 for the above Resources and Items listed above.
- The Job Card and Job Budget setups are complete.

Test Your Skills – Create a Purchase Order (CH2)

Scenario: You need to order items for your John Haddock Insurance Co. job. You currently have all the items in stock except for items 1976-W, “INNSBRUCK Storage Unit/W.Door” and 1984-W, the “SARAJEVO Whiteboard, blue.” You need to create and post the Order for this item using the following criteria:

Buy-from Vendor	30000
Posting, Document, and Order Date	11/29/04
Vendor Invoice No.	S7775
Item No.	1976-W
Quantity	2
Item No.	1984-W
Quantity	1
Job No.	JHADDOCK, 4 WA

Step-by-Step

1. On the Purchase menu, click ORDER PROCESSING→ORDERS. The Purchase Order window appears.
2. In the header, press F3 and ENTER to create a new Order.
3. In the **Buy-from Vendor** field, type 30000.
4. Press ENTER.
5. In the **Posting Date** and **Order Date** fields, type 112904.
6. In the **Vendor Invoice No.** field, type S7775.
7. Go to the lines area.
8. In the **Type** field, select Item.
9. In the **No.** field, type 1976-W.
10. In the **Quantity** field, type 2.
11. Use the VIEW→SHOW COLUMN functionality to display the **Job No.** field.
12. In the **Job No.** field, type JHADDOCK, 4 WA.
13. Click FUNCTIONS→GET PHASE/TASK/STEP.
14. Click in the line for item 1976-W and then click **OK**.

15. Go to the next line.
16. In the **Type** field, select Item.
17. In the **No.** field, type 1984-W.
18. In the **Quantity** field, type 1.
19. In the **Job No.** field, type JHADDOCK, 4 WA.
20. Click FUNCTIONS→GET PHASE/TASK/STEP.
21. Click on the line for item 1984-W and then click **OK**.
22. Click POSTING→POST.
23. Select Receive and Invoice and click **OK** to post the order.

Test Your Skills – Create a Job Journal for Resources and Expense (CH2)

Scenario: As Mary Dempsey, the designer for the John Haddock Insurance Co. job, you must post your hours to the job. As of 11/30/04, you have spent the following hours working with the customer, as well as the necessary planning and design hours:

Date	Phase Code	Description	Hours
11/21/04	1-SPEC	MD-Determining Specifications	1.75
11/22/04	2-FURN	MD-Furnishing the Premises	1
11/23/04	2-FURN	MD-Furnishing the Premises	1
11/29/04	3-APPR	MD-Obtaining Customer Approval	1.5

On 11/23/04, you were asked to ship the design documents to the Customer prior to the Customer Approval meeting. Since you need to post this expense, you decide to create and post one journal that includes the resource hours and this expense. The amount is 12.75.

Step-by-Step

1. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window appears.
2. Delete the existing job journal lines, if necessary.
3. In the **Posting Date** field, type 113004.
4. In the **Document No.** field, type JH0001.
5. In the **Job No.** field, type JHADDOCK, 4 WA.
6. In the **Type** field, leave Resource.

7. In the **No.** field, type Mary.
8. In the **Description** field, type MD-Determining Specifications.
9. In the **Quantity** field, type 1.75.
10. Click FUNCTIONS→GET PHASE/TASK/STEP.
11. Select the line with the appropriate **Phase Code** and click **OK**.
12. Repeat steps 1-11 for the remaining entries.
13. In the **Posting Date** field, type 112304.
14. In the **Document No.** field, leave JH0001.
15. In the **Job No.** field, leave JHADDOCK, 4 WA.
16. In the **Type** field, press F6 to display the option list and select G/L Account.
17. In the **No.** field, type 8240.
18. In the **Description** field, type Design Documents to Customer.
19. In the **Quantity** field, type 1.
20. In the **Direct Unit Cost, Unit Cost, and Unit Price** fields, type 12.75.
21. Click FUNCTIONS→GET PHASE/TASK/STEP.
22. Select the line with **Phase Code** 3-APPR and click **OK**.
23. Verify that the **Chargeable** option is selected.
24. Click POSTING→POST.
25. A message appears asking if you want to post the journal lines. Click **Yes**.
26. A message states that journal lines have successfully posted. Click **OK**.

Test Your Skills – Create a Job Journal for Resources and Items (CH2)

Scenario: As the project manager for The Device Shop job, you must post all the resource hours to the job, as well as all the necessary inventory items. As of 1/31/05, the following hours have been turned into you:

Date	Phase Code	Resource No.	Description	Hours
1/6/05	1-SPEC	MARY	MD-Determining Specifications	1
1/11/05	2-FURN	MARY	MD-Furnishing the Premises	1
1/14/05	3-APPR	MARY	MD-Obtaining Customer Approval	1
1/24/05	5-CLOSE	MARY	MD-Meeting with the Customer	1
1/20/05	4-ASSEMB	MARK	MH- Delivering and Assembling the Furniture	7.5
1/20/05	4-ASSEMB	LIFT	Lift for Furniture	2

You decide to create and post one journal for all entries. As of 1/14/05, you have the following items available in inventory:

Item No.	Description	Location	Quantity Needed
1900-S	PARIS Guest Chair, black	YELLOW	6
1920-S	ANTWERP Conference Table	GREEN	1
1928-S	AMSTERDAM Lamp	YELLOW	1
1996-S	ATLANTA Whiteboard, base	YELLOW	1

Step-by-Step

1. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window appears.
2. Delete the existing job journal lines, if necessary.
3. In the **Posting Date** field, type 010605.
4. In the **Document No.** field, type DS0001.

5. In the **Job No.** field, type DEVICE, 1 CR.
6. In the **Type** field, leave Resource.
7. In the **No.** field, type Mary.
8. In the **Description** field, type MD-Determining Specifications.
9. In the **Quantity** field, type 1.
10. Click FUNCTIONS→GET PHASE/TASK/STEP.
11. Select the line with the appropriate **Phase Code** and click **OK**.
12. Repeat steps 1-11 for the remaining entries.
13. In the **Posting Date** field, type 011405.
14. In the **Document No.** field, leave DS0001.
15. In the **Job No.** field, leave DEVICE, 1 CR.
16. In the **Type** field, press F6 to display the option list and select Item.
17. In the **No.** field, type 1900-S.
18. In the **Description** field, leave the default description.
19. In the **Location Code** field, type Yellow.
20. In the **Quantity** field, type 6.
21. Click FUNCTIONS→GET PHASE/TASK/STEP.
22. Select the line with **Phase Code** 4-ASSEMB and click **OK**.
23. Repeat steps 13-22 for the remaining entries.
24. Verify that the **Chargeable** check box is selected.
25. Click POSTING→POST.
26. A message appears asking if you want to post the journal lines. Click **Yes**.
27. A message states that journal lines have successfully posted. Click **OK**.

Test Your Skills – Run the Calculate Job WIP Value Batch Job (CH3)

Scenario: It is still November 30, 2004 and you now need to run the Calculate Job WIP Value batch job for the John Haddock Insurance Co. job. Once the batch job has been run, look at the Job Ledger Entries to verify the accuracy of what will post to the general ledger.

Step-by-Step

1. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→CALCULATE JOB WIP VALUE. The Calculate Job WIP Value batch job appears.
2. On the **Job** tab, in the **No.** field, type JHADDOCK, 4 WA; or look up to the Job list and select the John Haddock job.
3. On the **Job Ledger Entry** tab, in the **Entry Type** field, press F6 to display the option list. Since you have only posted usage entries, select Usage.
4. The **Posting Date** field can be blank. Since there have only been postings in November you do not need to filter on specific dates. Alternatively, you could type “.113004” to capture all postings made through November 30, 2004.
5. Click **OK**.
6. Open the JHaddock, 4 WA Job Card and press CTRL+F5 to view the Job Ledger entries.
7. Select the first job ledger entry and press CTRL+F8 to zoom on the line.
8. Locate the **Amt. to Post to G/L** field.

The **Calculate Job WIP Value** batch job has filled in the **Amt. to Post to G/L** field with the Total Price for Usage entries.

9. Close the Job windows.

Test Your Skills – Run the Post WIP Value to G/L Batch Job and Review (CH3)

Scenario: Now that you have reviewed the Job WIP Value Calculations for the John Haddock Insurance Co. job, it is time to post the calculated usage to the WIP accounts in the general ledger. Once the batch job has been run, look at the General Ledger Registers to verify the accuracy of what was posted to the general ledger.

Step-by-Step

1. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→POST WIP VALUE TO G/L. The Post Job WIP Value to G/L batch job appears.
2. On the **Job** tab, in the **No.** field, type JHADDOCK, 4 WA; or look up to the Job list and select the John Haddock job.
3. On the **Job Ledger Entries** tab, in the **Entry Type** field, select Usage.
4. Click the **Options** tab.
5. In the **Posting Method** field, keep **per job ledger entry** selected.
6. In the **Posting Date** field, type 113004.
7. In the **Document No.** field, type JHUP.
8. In the **Posting Description** field, leave the default description.
9. We want to post the entries, so in the **Post** field, select the check box.
10. Click **Preview**. These are the amounts posted to the general ledger.
11. Open the John Haddock Job Card and press CTRL+F5 to view the job ledger entries again. Select the first entry and press CTRL+F8 to zoom on the line and locate the **Amt. Posted to G/L** field.

You can see that the **Amt. Posted to G/L** field has now been filled in with the contents of the **Amt. to Post to G/L** field.

12. Escape back to the Job Card and click on the **Posting** tab.
13. Note that the **Job Posting Date** field is populated with the posting date used on the Post WIP Value to G/L batch job.
14. Close the Job Card.

Test Your Skills – Create a Job Journal for Resources and Items (CH4)

Scenario: As the project manager for the Job Haddock Insurance Co. job, you need to post the items that you had available in inventory. As of December 6, 2004 you have the following items available in inventory:

Item No.	Description	Location	Quantity Needed
1896-S	ATHENS Desk	GREEN	4
1906-S	ATHENS Mobile Pedestal	GREEN	4
1908-S	LONDON Swivel Chair, blue	GREEN	4
1928-W	ST.MORITZ Storage Unit/Drawers	GREEN	2
1964-S	TOKYO Guest Chair, blue	GREEN	1

In addition, final hours worked by Mary Dempsey, Mark Hanson, and the Lift usage have been sent directly to you. You decide to create and post one journal for all entries. The following hours need to be posted to the job:

Date	Phase Code	Resource	Description	Hours
12/07/04	4-ASSEMB	LIFT	Lift for Furniture	1.5
12/08/04	4-ASSEMB	LIFT	Lift for Furniture	1.5
12/07/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	7
12/08/04	4-ASSEMB	MARK	MH-Assembling the Furniture, etc.	3.5
12/09/04	5-CLOSE	MARY	MD-Closing the Job	1.5

All Skill Levels

1. On the Resource Planning menu, click JOBS→JOB JOURNALS. The Job Journal window appears.
2. In the **Posting Date** field, type 120604.
3. In the **Document No.** field, type JH0002.
4. In the **Job No.** field, type JHADDOCK, 4 WA.
5. In the **Type** field, press F6 to display the option list. Select Item.
6. In the **No.** field, type 1896-S.
7. In the **Description** field, leave the default item description.

8. In the **Location Code** field, type Green.
9. In the **Quantity** field, type 4.
10. Click on FUNCTIONS→GET PHASE/TASK/STEP.
11. Select the line with the appropriate **Phase Code** and click **OK**.
12. Repeat steps 1-11 for the remaining entries.
13. In the **Posting Date** field, type 120704.
14. In the **Document No.** field, leave JH0002.
15. In the **Job No.** field, leave JHADDOCK, 4 WA.
16. In the **Type** field, press F6 to display the option list. Select Resource.
17. In the **No.** field, type LIFT.
18. In the **Description** field, leave the default description.
19. In the **Quantity** field, type 1.5.
20. Click on FUNCTIONS→GET PHASE/TASK/STEP.
21. Select the line with the appropriate **Phase Code** and click **OK**.
22. Repeat steps 13-21 for the remaining entries.
23. Verify that the **Chargeable** check box is checked for all entries.
24. Click POSTING→POST.
25. A message will appear asking if you want to post the journal lines.
Click **Yes**.
26. A message will appear that journal lines have successfully posted.
Click **OK**.

Test Your Skills – Create a Sales Invoice (CH4)

Scenario: It is December 15, 2004 and as the Accounting Clerk for Cronus International Ltd., it is time to run the bi-monthly invoices. You have been notified by the project manager for the John Haddock Insurance Co. job that this job can now be billed to the customer. You need to create and post the Sales Invoice, using the Get Job Usage functionality. When finished, review the actual to budget comparisons.

Step-by-Step

1. On the Sales & Marketing menu, click ORDER PROCESSING→INVOICES. The Sales Invoice window will appear.
2. In the header, press F3 and ENTER to create a new Invoice.
3. In the **Sell-to Customer No.** field, type 30000.
4. A Check Credit Limit warning message appears. Click **Yes**.
5. In the **Posting Date** field, type 121504.
6. Click FUNCTIONS→GET JOB USAGE. The Get Job Usage batch job window appears.
7. In the **Job No.** field, type JHADDOCK, 4 WA; or look up to the Job list and select the John Haddock job.
8. The **Posting Date** field can remain empty since you want to capture all entries.
9. Click **OK** to run the batch job.
10. Review the lines and verify the billings are correct.
11. Click POSTING→POST. A message appears asking if you want to post the Invoice. Click **Yes**.
11. Open the John Haddock job card and press CTRL+F5 to see the entries from the invoice you just posted.

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

12. On the Resource Planning menu, click JOBS→REPORTS→JOB – ACTUAL TO BUDGET. The Job – Actual to Budget window appears.

13. On the **Job** tab, type JHADDOCK, 4 WA.

14. On the **Options** tab, select Usage.

15. Click **Preview**.

Notice that both actual and budgeted costs and prices are now displayed.

16. Escape back to the John Haddock job card.

17. Press F9 to open the Job Statistics window.

As seen on the Job – Budget to Actual report, both actual (realized) and budgeted costs and prices are now displayed.

Microsoft Internal Use Only

Test Your Skills – Create Another Sales Invoice (CH4)

Scenario: It is January 31, 2005 and you have been notified by the project manager for The Device Shop job that you can bill the customer for all work completed. You need to create and post the Sales Invoice, using the Get Job Usage functionality. Review the job actual to budget comparisons after posting.

All Skill Levels

1. On the Sales & Marketing menu, click ORDER PROCESSING→INVOICES. The Sales Invoice window appears.
2. In the header, press F3 and ENTER to create a new Invoice.
3. In the **Sell-to Customer No.** field, type 62000.
4. In the **Posting Date** field, type 013105.
5. Click FUNCTIONS→GET JOB USAGE. The Get Job Usage batch job window appears.
6. In the **Job No.** field, type DEVICE, 1 CR; or lookup to the Job list and select the John Haddock job.
7. The **Posting Date** field can remain empty since you want to capture all entries. Alternatively, you could type “..013105” to capture all postings through January 31, 2005.
8. Click **OK** to run the batch job.
9. Review the lines and verify that the billings are correct.
10. Click POSTING→POST. A message appears asking if you want to post the Invoice. Click **Yes**.
11. Open the Device Shop job card and press CTRL+F5 to see the entries from the invoice you just posted.

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.

12. On the Resource Planning menu, click JOBS→REPORTS→JOB – ACTUAL TO BUDGET. The Job – Actual to Budget window will appear.

13. On the **Job** tab, type DEVICE, 1 CR.

14. On the **Options** tab, select Usage & Sale.

15. Click **Preview**.

Notice that both actual and budgeted costs and prices are now displayed.

16. Escape back to the Device Shop Job Card.

17. Press F9 to open the Job Statistics window.

As seen on the Job – Budget to Actual report, both actual (realized) and budgeted costs and prices are now displayed.

Microsoft Internal Use Only

Test Your Skills – Run the Calculate Job Recognition Batch Job (CH5)

Scenario: It is still December 31, 2004 and you now need to run the Calculate Job Recognition batch job for the John Haddock Insurance Co. job. Once the batch job has been run, look at the Job Ledger Entries to verify the accuracy of what will post to the general ledger.

Step-by-Step

1. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→CALCULATE JOB RECOGNITION. The Calculate Job Recognition batch job appears.
2. On the **Job** tab, in the **No.** field, type JHADDOCK, 4 WA; or look up to the Job list and select the John Haddock job.
3. Click the **Job Ledger Entry** tab.
4. In the **Entry Type** field, press F6 to display the option list. Since you have only posted usage entries, select Usage.
5. The **Posting Date** field can be blank. Since there have only been postings made in November you do not need to filter on specific dates. Alternatively, you could type “.123104” to capture all postings made through December 31, 2004.
6. Click **OK**.
7. Open the JHaddock, 4 WA Job Card and press CTRL+F5 to view the Job Ledger entries.
8. Select the first job ledger entry and press CTRL+F8 to zoom on the line.
9. Locate the **Amt. to Post to G/L** field.
The Calculate Job Recognition batch job has filled in the **Amt. to Recognize** field with the amount that was posted to the G/L from the WIP posting process.
10. Close the Job windows.

Test Your Skills – Run the Post Job Recognition to G/L Batch Job and Review (CH5)

Scenario: Now that you have reviewed the Job Recognition calculations for the John Haddock Insurance Co. job, it is time to transfer the calculated usage from the WIP accounts to the income accounts in the general ledger. Once the batch job has been run, look at the G/L Registers to verify the accuracy of what was posted to the general ledger.

Step-by-Step

1. On the Resource Planning menu, click JOBS→PERIODIC ACTIVITIES→POST JOB RECOGNITION TO G/L. The Post Job Recognition to G/L batch job appears.
2. On the **Job** tab, in the **No.** field, type JHADDOCK, 4 WA; or look up to the Job list and select the John Haddock job.
3. On the **Job Ledger Entry** tab, you can filter the entries you have selected by sales or usage entry type and/or by posting date range. For this scenario, in the **Entry Type** field, select Usage.
4. Click the **Options** tab.
5. In the **Posting Method** field, keep **per job ledger entry** selected.
6. In the **Posting Date** field, type 123104.
7. In the **Document No.** field, type JHUR.
8. In the **Posting Description** field, leave the default description.
9. You want to post the entries, so in the **Post** field, select the check box.
10. Click **Preview**. These are the amounts posted to the general ledger.
11. Open the John Haddock Job Card and press CTRL+F5 to view the job ledger entries again. Select the first entry, press CTRL+F8 to zoom on the line, and locate the **Amt. Recognized** field.

You can see that the **Amt. Recognized** field has now been filled in with the contents of the **Amt. to Recognize** field.
12. Escape back to the Job Card and click on the **Posting** tab.
13. Note that the **Recognition Date** field is populated with the posting date used on the Post Job Recognition to G/L batch job.
14. Close the Job Card.

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