User Reference

Job Costing v10x (ADF)

By CMiC



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User Reference Guide – Version: CMiC Open Enterprise v10x

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Job Costing – v10x (ADF)

Job Costing Considerations

The Job Cost module is a powerful toolset, but its ultimate usefulness depends on the setup.

Before beginning the setup procedures for the Job Costing module, it is a good idea to assess your requirements and have gone through many of the different setup options with your consultant. Some of the questions to ask are:

- Does your current costing structure provide adequate detail within the JC sub-ledger?
- Does your current reporting provide the sub-totals and totals for different costs that your company wants?
- Are the necessary General Ledger accounts set up for the costs that will be tracked in this application?
- Which Accounting Method will be used? This application currently provides three methods: Billings and Costs (allowing for the Percentage of Completion Method), T&M WIP Accrual and Completed Contract.
- Do you utilize inter-branching charges?
- Is it known what units the Job's costs will be measured in? Each weight or measure required for cost components on the Jobs must be individually set up on the Weight/Measure codes form (see Global Tables)
- Do you want to track costs against Bid Jobs?
- How do you currently budget costs? At what level? Do you plan on changing your current method?

These questions should all be considered before beginning the formal Job Cost training session. Contact the CM*i*C Business Consultant for further information.

HINT: If you are creating a new company that requires the identical setup as a previously defined one, you may copy the JC Setup tables instead – Refer to the Utility Section of this manual.

Accounting Methods

There are multiple accounting methods supported by CM*i*C Enterprise. These include the following accounting methods: **Billings and Cost**, **T&M WIP Accrual**, and **Completed Contract**.

Billings and Cost – Accounting Method

This accounting method applies all billing transactions directly to revenue accounts and all cost transactions directly to expense accounts. A Work In Process (WIP) Adjustment transaction is posted each

month for the difference between the total earned revenue amount on the Job and the total amount billed on the Job, based on the estimated percent complete value. This transaction is posted as an accrual and automatically reverses in the next period.

The following illustrates how costs and billing transactions are applied and revenue recognized using the Billings and Costs Method, with a WIP Adjustment transaction.

1. Job Setup for the Previous Month:

Contract:	\$110,000
Total Budget:	\$100,000
Actual Costs:	\$ 50,000
Actual Billings:	\$ 60,000
Percent Complete:	50%

Cost Transaction applied last month:

DR	Expenses	\$50,000	
CR	Accounts Payable		\$50,000

Billing Transaction applied last month:

DR	Accounts Receivable	\$60,000	
CR	Revenue		\$60,000

WIP Adjustment (50%): Over billing

The following illustrates the calculation for computing the WIP Adjustment:

(Percent Complete x Contract) - Total Billings to Date = WIP Adjustment

(50% x 110,000) - 60,000 = -5,000
DR Accumulated Billings (Revenue) \$5,000
CR Accumulated Billings Adjustment
 \$5,000
 (Unearned Revenue)

Month End Summary:

The WIP Adjustment is an accrual, and should be reversed out at the beginning of the next period. The Balance Sheet will show a \$5,000 credit in the Unearned Revenue. The Income Statement will show a \$5,000 Profit.

The following illustrates the calculation for computing the Profit:

Revenue + WIP Adjustment - Expenses = Profit 60,000 + (-5,000) - 50,000 = 5,000

2. Job Setup for the Current Month:

Contract	\$110,000
Total Budget Costs	\$100,000
Actual Costs Spent to Date	\$80,000
Actual Billings	\$75,000
Percent Complete	80%

Cost Transactions:

DR	Expenses		\$30,000	
CR	Accounts	Payable		\$30,000

Billing Transactions:

DR	Accounts Receivable	\$15,000	
CR	Revenue		\$15,000

WIP Adjustment (80%): under billing

The following illustrates the calculation for computing the WIP Adjustment:

(Percent Complete x Contract) - Total Billings to Date = WIP Adjustment

(80 x	110,000) - 75,000 = 13,000		
DR	Accumulated Costs (WIP)	\$13,000	
CR	Accumulated Billings (Revenue)		\$13,000

Month End Summary

The WIP Adjustment is an accrual, and will be reversed out at the beginning of the next period. The Balance Sheet shows a \$13,000 debit in the WIP Account. The Income Statement shows \$8,000.

Profit

The following illustrates the calculation for computing the Profit:

Revenue + WIP Adjustment - Expenses = * Profit

75,000 + (13,000) - 80,000 = 8,000

Completed Contract – Accounting Method

Using this method, revenues and expenses on Jobs are recorded against specific accounts only when the Job is completed. All expenses and billings prior to completion are recorded to the Work-In-Process and Unearned Revenue accounts.

The following illustrates how costs and billings transactions are applied and revenue recognized using the Completed Contract Method:

1. Job Setup:

	Contra Actual	act Costs Spent to Date	\$110,000 \$100,000	
Cost Tr	ansacti	ons:		
	DR CR	WIP Asset Costs Accounts Payable	\$100,000	\$100,000
Billing	Transac	ctions:		
	DR CR	Accounts Receivable Unearned Revenue	\$110,000	\$110,000
Close .	lob:			
Fo	r Actual	Costs Spent to Date:		
	DR CR	Expenses WIP Asset Costs	\$100,000	\$100,000
Fo	r Compl	eted Contract:		
	DR CR	Unearned Revenue Revenue	\$110,000	\$110,000

The Income Statement will show a \$10,000 Profit. The following illustrates the calculation for computing the Profit:

Revenue – Expenses = Profit

110,000 - 100,000 = 10,000

T&M WIP Accrual – Accounting Method

The T&M WIP Accrual method provides the ability to do WIP adjustment accruals for T&M type Jobs before the contract is completed. All programs will treat the method the same as completed contract including the closing of the contract.

Projected Final Cost Methods

The Projected Final Flag setting in CM*i*C Enterprise determines the way in which the Percent Complete is calculated. There are 3 different settings:

- **Committed Costs** will only use the value of your commitments, and commitments are the value of issued Sub-Contracts and issued Purchase Orders. The expected cost of completing the Job will depend on committed costs against the budget, ignoring actual costs incurred.
- **Spent to Date** uses actual spent to date amounts only. Spent to Date costs are actual costs incurred by Accounts Payable, Subcontracts, Purchase Order, Equipment and Payroll. The expected cost of completing the Job will depend on how much has been spent, regardless of any committed costs.
- Largest of Spent or Committed will use the larger of the spent or committed amount. The expected cost of completing the Job will depend on how much has been spent or committed, depending on which amount is larger.

The following scenario illustrates how the Projected Final setting affects the Percent Complete value:

Cost Code	Budget	Committed Cost	Spent To-Date	Projected Final Flag	Percentage Complete
001	1,000,000	500,000	100,000	Committed	50%
				Spent	10%
				Larger	50%
002	1,000,000	500,000	750,000	Committed	50%
				Spent	75%
				Larger	75%

Bid Jobs

Bid Jobs allow for the tracking of costs incurred before a contract is actually awarded. These costs can be tracked against a specific Bid code and once the contract is won, the cost can be transferred to the actual Job.

A Bid Job is no different than a normal Job, it requires a Cost Code/Category structure and can have costs posted to it.

Once a Job has been won, the system creates the 'Actual' Job and transfers the 'Bid Job' structure and budgets to the Actual Job. At this time you also have the option to transfer the costs from the Bid Job to the actual Job or to leave the costs in the Bid Job only.

The system supports three methods of transferring costs from the Bid Job to the Actual Job.

- Do not transfer Costs
- Transfer costs to a specific Cost Code Category
- Transfer costs as incurred

Utilizing Bid Jobs is one way to maintain control of costs incurred before contracts are awarded.

Inter-Branching

Inter-Branching is a method of charging other profit centers for the use of your employees. This facility allows you to lend employees to other departments or companies without losing the employees capacity to generate revenue for you. You have a choice of only creating inter-branch transactions when the controlling department of the employee and job are not the same, or to create them every time the department is different regardless of the controlling department.

For example if engineer 'Joe Smith' belongs to company '01' and his normal pay rates are Pay =\$10.00 per hour, Charge Out = \$20.00 per hour and Bill Rate = \$35.00.

If Joe worked for company '01' the company would make \$15.00 per hour revenue, but if company '01' lent him to a Job in company '02' company '01' would make no revenue at all.

If Inter-Branching was being utilized company '01' would apply an inter branch charge for lending its' employees.

Again if engineer 'Joe Smith' belongs to company '01' and his normal rates are Pay = \$10.00 per hour, Charge Out = \$20.00 per hour and Bill Rate = \$35.00 AND the Inter Branch Charge rate is set at 1.5 of charge out rate.

If Joe worked for company '01' the company would make \$15.00 per hour revenue, but if company '01' lent him to a Job in company '02' company '01' would make \$10.00 Revenue and company '02' would only make \$5.00 revenue.

Inter-Branching also allows for maximum inter branch charge levels to be set per Job and the applying of inter-branch charge rates per Job. You may also override the inter-branch amount and charge the full billing amount on a case-by-case scenario.

Forecasting Methods

Forecasting can be done via three different methods: Amounts, Productivity, and Units. Below is a short description of the methods. These methods can be mixed and matched within a single Job depending on the Cost Code and type of work.

Amount

This method allows projections to be made based on the costs posted against the budgeted cost at the category level. This is the most common method for lump sum type costs.

Using this method, the projected final cost is determined by current costs incurred divided by percent complete. The user may enter either an override to the % complete or an override to the projected final cost.

Unit

This method allows projections to be made based on units posted at the category level against the budgeted units at the same category level.

Using this method, the projected final cost is determined by current costs incurred divided by percent complete. The user may enter either on override to the % complete or an override to the projected final cost. The user may also enter the' Projected' override the Unit Cost or the Unit Quantity.

Productivity

This method allows projections to be made based on units complete at the Cost Code level.

The Productivity method uses units in place to determine percent complete. Unit Projections are done by entering the unit budget at the Cost Code level through the Assign Cost Codes screen. Actual costs are posted to the Cost Code/Category level. Units complete are entered against the Cost Codes. The posting of the units' complete transaction will update the % complete of all 'P' forecast method Categories using the rate of productivity of the unit complete at the Cost Code level. Overrides using this method are done to via Go Forward Yield or Rate changes.

When using any of these methods, you have the ability to Freeze the Projection. This means that the projected final amount will not be updated by the system when costs/units are posted.

Overhead Allocations

Overheads are system generated transactions that add additional cost to a Job when normal cost transactions are posted. If you are Running CM*i*C payroll for timesheet entry only, then you would probably want to utilize this feature to allocate by hours worked a percentage of the Payroll Overheads.

Although usually used for payroll type transactions, Overheads can be applied to any transaction that hits Job cost. Overheads can be applied at the Job, Cost Code (Phase) or Category level, or any combination of these levels as required.

The cost portion of the allocation is charged directly to a Job/Cost Code/Category, this can be the Category that incurred the original cost or a special overhead Category. The Credit side can be accumulated into one or more Jobs (Job/Cost Code/Category) and/or GL accounts. A maximum of five splits are accommodated.

Revenue Generation Methods

The system supports two methods of Revenue Generation, As Costs Incurred With GL and As Costs Incurred Without GL. Whenever a cost is posted to Job Cost, the systems will always look up the billing rate and calculate the potential revenue. The difference between these two methods depends on if the Potential Revenue amount is booked to the GL when the cost is incurred.

As Costs Incurred (Without GL)

Using this method, the General Ledger revenue accounts will not be affected – only the Job Costing will reflect the accumulation of potential revenue. When the Job Billing is generated and posted the revenue amount only will be posted to the GL. The unbilled amounts if any will still be available within Job Billing and Job Costing, but the GL will not store the unbilled amount.

As Costs Incurred (with GL)

Using this method revenue is to be recognized when costs are incurred. Unlike the (without GL), the General Ledger revenue accounts are affected by both the accumulation of costs and the accumulation of billing transactions. When a cost is posted the unbilled revenue account is debited and the revenue account is credited (the unbilled revenue account is a contra revenue to the billings account). When a billing transaction is created the system will debit AR and credit Unbilled Revenue account.

NOTE: There are limitations using the **As Costs Incurred (With GL)** method due to the fact that the GL is affected. If this method is used, you may not re-calculate Billing Rates, nor can you override the calculated Billing Amount when creating Job Billing Invoices. All adjustments to Billing Amounts must be done via transactions.

Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) Codes provide a supplementary method to effectively track and summarize costs on a transaction to transaction basis. The type of breakdown is dependent on the costing structure of the Job and can be tailored to the specific requirements of the company. The WBS Codes are user-defined and each code can be assigned a set of values.

These values define the attributes to be allocated to every Job cost transaction. A maximum of four (4) WBS Codes can be defined and an unlimited set of values (WBS Value Codes) can be assigned to each WBS Code. WBS Codes can be one of 3 types, Free Form, WBS Defined or User Extension Defined.

The User Extension Defined - allows for a WBS value to be validated against other CM*i*C tables such as the Employee File, or the Vendor File.

For example, the requirement to have foremen assigned to each Cost Code (Phase) of a Job is specified by the company. These foremen are responsible for tracking all aspects of their respective Cost Codes (including costs, schedules, budgets, etc.). The ability to analyze the efficiency and effectiveness of each foreman is provided by the information accumulated against these codes. A WBS Code can be created to link the employee table, employee number or name to the WBC Code.

Another use would be for tracking the weather conditions on such Cost Codes as pouring concrete or excavation.

WBS Code	WBS Value Code	WBS Value Name
Weather	01	Below Freezing
	02	Snowing
	03	Raining

Prior to grouping costs with common attributes, remember that a maximum number of four (4) WBS Codes and an unlimited number of WBS Value Codes can be set up for each company.

The system validates the WBS Codes at the lowest level of the costing structure of the Job. Therefore, if a WBS Code is applied at the Cost Code level, Sub-Cost-Code level and Category level, the system will validate the processing and posting of transactions exclusively for the WBS Codes at the Cost Code/Category level. Validation will occur from Cost Code – if assigned. Category if assigned, Job Set up if assigned, Job Budget Category if assigned, and then WBS Codes assigned at local tables.

The WBS Codes can be assigned default WBS Value Codes during the initial set up of a Job using the Job Maintenance, Cost Code Maintenance and Category Maintenance screens. Revisions to these default WBS Value codes are processed using the Job Budget Maintenance form for pending Jobs. Once a Job is in progress, all revisions must be processed using the Update Budget form.

NOTE: If using the PCI/WBS Code option, ensure that the PCI Numbers are not set to use the maximum size of PCI Numbering field as it is larger than the maximum 8 characters of the WBS Code size. If done incorrectly, users will not be able to assign PCI Codes in the WBS Code fields.

Job Bank Account - Feature

The Job Bank Account feature is used to have the default Cash Account for a new Voucher or Request for Payment come from the Job (**Bank** tab of the Enter Job screen) instead of the Vendor.

This feature is available in both the AP and SC modules:

I. In AP, it is activated using the **Use Bank Accounts By Job** flag on the **Voucher** tab of the AP Control

File screen (standard Treeview path: AP > Setup > Local Tables > Control File Options).

AP CONTROL FILE	///////////////////////////////////////			Table Mode 💾 Save 🕞 Ea	át 🛈 🕐 🛆 🔽 🗟	~ C
SELECTION CRITERIA Company ZZ A CMIC	Construction Inc.	Copy Control File				
System Defaults Voucher C	herk Accounting Other					
Invoice Method	Gross Method	•	* Default Term Code	TESTCO		_
Age Vouchers By	Voucher Date	•	Recurring Voucher Prefix	RCV	_	
Default AP Accounts	Currency	•	Next Recurring Voucher Sequence #	500	0	
* Default Voucher Status	Perm Defer	•	* Default Status Of Partially Paid Vouchers	Normal	-	
Discount Cost Code			Discount Category Code			
	Hold All New AP Vouchers			Require Approval Of Registered Invoices		
	Use Invoice Series Code			Allocate Items In Registry Details		
	Series Code Is Mandatory			Use Job Department for Discounts		
	Default System Date To Voucher Date					
	Mandatory Voucher Description		Vendor Address Code On Invoice Is Mandatory	No	-	
	V the Bank Accounts By Job				_	
	Allow Invoice Date In A Future Period			Warn For Alternate Addresses		
	Allow Only Single Job per Voucher			Use Pay When Paid	Days	7
	Registered Invoice Distribution Cannot					
				🕼 🕷 Keep Future Due Date		

II. In SC, it is activated via the **Use Bank Accounts By Job** flag on the **RFP Defaults** tab of the SC Control File screen (standard Treeview path: SC > Local Tables > Control).

SUBCONTRACT CONTROL	Table Mode 💾 Save 🕞 Exit 👔 🍞 🛆 🛛 🖉 🗢 🔾
SELECTION CRITERIA	Conv Control File
Contract Defaults RFP Defaults	
Request For Payment A	Approval Required
Hold All New SC Pay Re	Requests
Auto Hold Pay Requests Over Contract 💿 None 💿 All 🔘 Latest	
Do Not Allow To Post RFP When Exceeds Contract Amount Not Applicable	~
Use Bank Accounts By	y Job
Separate Request For 1	Payment For Change Order
Allow Only Single Job, G	. Change Order Per Request For Payment
🖉 Job Name On Request	t For Payment
💟 Use Pay When Paid (SC	iC)

NOTE: If this feature is activated in the SC module, it also needs to be activated in the AP module.

Normally, without this feature activated, when creating Vouchers or RFPs (Request for Payment), the system uses the default Cash Accounts set up for the Vendors. If this feature is activated, when creating a Voucher, the system uses the default account set up for the Job instead of the default account set up for the Vendor. In addition, if a Job does not have its default Cash Account set up, the system will report an error, such as the one below, and require that its default account be set up in order to finish creating the Voucher.

ENTER VOUCHER		
Bank account 1000 does not match job 15-0003 setup.		
Enter Invoices	Print Edit List	Post Invoice

For further details, please refer to the following subsection in this reference guide: *Creating a Job* > *Enter Job* - *Screen* > Bank - Tab.

NOTE: If Vouchers or Subcontracts are to be created combining Jobs and Sub-Jobs, then the same taxes and bank accounts must be setup identically on the related Jobs.

AP Taxes Hierarchy

Default taxes set up at the Vendor level are always overridden by taxes setup at the Job level. If any tax defaults are set up for a Job, only those taxes will default into Subcontracts or job-related Invoices, and the defaults set up at the Vendor level are ignored.

Creating a Job

Job Creation Overview

In order to create a new Job, the following steps must be taken:

- Enter Job This step defines the Job in general terms.
- Assign Cost Codes This step builds the detailed structure of the Job.

The Job can now be used for processing costs.

- Assign Cost Codes Build Cost Code Level Budgets for Productivity Forecasting.
- Enter Budgets Enter budgets at the cost element level.

Forecasting and Cost vs. Budget reviews are now meaningful.

- Start the Job Locks the Original Budget.
- The Job is fully setup for costing.

Enter Job – Screen

Overview – Enter Job

The Job Maintenance screen is used to create Job records. The Accounting Method and the G/L Accounts for each Job setup will default from the JC Control File, but they can be changed here.

When a Job is created, its status is set to 'Pending'. Costs may be incurred at this time, but original budgets can still be changed.

Job Detail - Tab

JOB SETUP		///////////////////////////////////////				Table Mode	💾 Save	Exit	۵ ۲	▲ [2	v ⊲ Q
SELECTION CRITERIA Company RV123456	ead Quarters Company, LLC										
JOB DETAIL											
Job Detail Settings Accounts	AP Taxes Job Billing WIP	Payroll Bank Security	Equipment Locations	Compliance							
🗊 Search 🛛 Insert Record 🚛 Delete	Record 🔶 Previous Record 📦	Next Record 🛛 🛞 Workflows 🛛 🔻	\bigoplus Report Options $ $ $ imes$	🖉 Attachments 目	Notes 💡	ECM 🛛 🖛 🖧 Use	r Extensions				
* Job Code	SKY5	SKY5 Gilbane# 11.57127 Testing									
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Billing Method	Job Billing	Contract SKY5	* Valid Y								
* Customer	SKYAIR 🔺	RV-SKYAIR Partner	Upd	ate Customer							
Project Manager	A	Contact Name									
Terms	NET30	Net 30 Days 2% Disc 5% retaina									
Location	A										
Warehouse	A										
Accounting Method	Billing and Costs	Default Department 00									
* Revenue Generation	As Costs Incurred (Without GL) 💌										
Market Sector	A										
Estimated Start Date	01012011	Estimated End Date	31122015	6							
Inter-Branch Expense Category	A	Spread Rule Code									
Original Contract Amount	9,975,000.0000	Effective Date		20							
Current Contract Amount	9,975,000.0000	Project Start Date		26							
Original Earnings	9,975,000.0000	Projection Threshold %	0.00								
	Show Graph WBS Notes										

Pgm: JCJOBFM – Enter Job - Job Detail tab

Job Code and Name

If 'Use Automatic Job Numbering' was chosen in JC Control, then this field will not be available,

Otherwise

Enter a unique code for the Job or Sub-Job being defined. This field is 10 characters and the description field is 60 characters.

Control Job

'Controlling' Jobs allow budget, cost, and change order amounts for individual Jobs to be grouped together for reporting purposes. If the Job being defined is a 'Sub Job' then enter its' Controlling Job Code in this field, otherwise leave the system default of 'ALL'.

Bid Job and Bid Date

'Bid Jobs' allow budgets and costs to be entered, but do not allow billing. The purpose is to track the cost of the bidding process. Once it is determined whether the bid has been won or lost, the bid may be closed, or transfer the bid to a regular Job. If this Job is a Bid Job, check this box and enter the date on which the bid is due.

Refer to the *Working with Bid Jobs* section for further details.

Status

This display value shows the current status of the Job. 'Pending' identifies a Job that has not been 'Started', 'In Process' shows a Job that has been started, and 'Closed' shows that the Job has been closed.

Billing Method

When creating a new Job, there are two options: Job Billing and Manual A/R.

Job Billing is a billing system that allows for many different types of billing such as Cost Plus, Budget Plus, Milestones and others. Plus it is fully integrated to Job Costing and has the ability to utilize Minimum Time, Surcharges and Overtime rules.

The **Manual A/R Invoice** Method means that the Job is invoiced manually directly from the accounts receivable program. The details of the invoice are user defined.

Progress Billing and **Time & Materials Billing** are provided for backwards compatibility only. These two options can only be used on new Jobs that are defined as a Sub-Job of a Job that already has this billing method.

Contract

This is the Job Billing - Billing Contract Code. A billing contract may be shared by multiple Jobs/Sub-Jobs. This field will default to the Job Code but it may be changed to be any 10 character code. If the Job being entered is a Sub-Job then this field will probably need to be changed to be the same as the controlling Job. The LOV on this field will show the controlling Job's contract code if the Job is a sub-Job.

If the Job is defined as Manual AR this field will be blank and any contract code entered will be ignored.

Valid

This flag identifies if the Job has all required User Extensions entered (Valid) or if there are mandatory User Extensions against the JCJOB table that have not been entered. All Jobs are displayable in the Enter Job screen, and this status is updated on creating or updating the Job. Jobs must be redisplayed/re-queried to see the updated status after entering/removing values for the User Extensions.

NOTE: This relates only to User Extensions that are both Mandatory and assigned to the JCJOB Table.

Customer

Select the customer to be billed for the Job. The Customer must have already been set up in the Accounts Receivable system. If the Job being entered is a Sub-Job this field will default to the customer assigned to controlling Job. This is a mandatory field unless the billing method is Manual AR.

The Terms Code and Taxes associated with the customer will automatically be defaulted into the Job.

If the Job being defined is for 'Quarry Production' it does not require a customer and it should be defined with the billing type of Manual AR.

Project Manager and Contact Name

If the 'Project Manager Is Mandatory on Job' is active in the Job Cost Control file then this field will be required, otherwise it is optional.

- The LOV for this field is restricted to company ('C' type) contacts that have the PM role defined on the Job Billing Control File. If the PM role is null on the Job Billing Control setup the LOV will show all company contacts.
- If a Job was created via the project management application, then the Job PM Manager will populate from the key player on the project with the same role as specified in the Job Billing Control as the PM Role. If the JB PM role is null or there is no such key player the PM Manager on the Job setup will be left as null.
- When the Job billing contract is created the PM Information partner, type, contact code, and full name will populate. If the Job billing contract has both controlling and Sub-Jobs the PM contact information will be from the controlling Job only.
- If the PM is changed on an existing Job, it will not lead to the change of the department or work location if those fields were not null at the time of the change.

• If the 'JB Contract Project Manager is Synchronized with Job PM' is active on the Job Cost Control File, then the Project Manager can only be changed in the Job set up screen. It cannot be changed in the Job Billing Contract screen. Once the information is entered in the Job Setup screen the PM contact information will update in Job billing contract with the partner, type, contact and full name.

Terms

Terms Codes define the rules for calculating the due dates, retainage and discount amounts for invoices.

The Terms Code entered here is used by 'Manual AR Invoicing' if the Job code is entered on the invoice header (unless there are specific overrides for discount and retainage on the customer record). If this field is left blank the customer Terms Code is utilized. This Terms Code is also used as the default when the Job Billing contract is created. This field will automatically default to the Terms Code associated with the customer.

Location

If default taxes have been applied to a location code they will be defaulted from the location onto this screen, where they can then be modified if required. AP taxes will show under the "AP Taxes" tab and AR taxes will show under the "Job Billing" tab. If AR taxes have been defined at both the Customer and Location, the Location AR taxes will take priority.

This field can also be utilized by the Purchase Order system to determine the 'Ship To' address for any purchase order written against this Job.

Warehouse

If the Inventory system is being used, and warehouses are defined for Jobs, this is where the Inventory warehouse is matched to the Job. A warehouse location is required if the Job being defined is to be used for 'Quarry Production'. This is not a mandatory field.

Refer to the Inventory Manual for more information on warehouses.

Accounting Method

When setting up a Job, the system allows for the specific selection of the Accounting Method used on this particular Job. The Accounting Method will default from the Control Maintenance Form, but may be modified on a job-by-job basis.

For more information please refer to Accounting Methods.

Default Department

If 'Mandatory Default Job Department' was selected in control the default department is required at this stage. Otherwise, entering a department is optional. If a department is entered here, it over-rides the control file department codes.

If 'Job Work Location Defaults From Employee Home Department' is selected on Job Costing control, then the department will default from the employee set up of the Project Manager. When the project manager's home company is different from the Job Company an error will be given and you will be asked to select a new department from the LOV of the Job Company.

Revenue Generation

There are two Revenue Generation Methods available, the value for this field will default from the control file, but you may change it if required.

For more information please refer to Revenue Generation Methods.

Market Sector

In JC's Control File, when the **Market Sector Is Mandatory On Job** flag is checked, during the setup of a new Job, users must enter a market sector for the customer against the job. If a customer is defined with one or many market sectors, then as soon as the customer code is entered, the market sector and the description fields will be auto populated. If there are many market sectors associated with the business partner, then the one alphabetically on top of the list will be used to populate the field. Users are allowed to override the filed, by choosing a different market sector from the LOV.

If the flag is un-checked, then the field is no longer mandatory on the Job setup screen. However, users can choose any market sector of their choice from the LOV. In this case, even the market sector may not have been associated with the customer at all.

Estimated Start Date & End Dates

These fields are used by Job Level Time Phased Budgeting to determine the length of the Job in periods. If Job Level Time Phased budgeting is not used, these fields are for reference only.

The Estimated Start Date may default to the system date if the JC control file has the 'Estimated Start Date Defaulted to System Date' activated.

Inter-Branch Expense Category

If you wish to override the company specified inter-branch category for this specific Job, you may by entering the category code here. If Inter-Branching is not being used leave this field blank.

Spread Rule Code

If the Company Control is set to use Job Level Time Phase versus Detail Phase/Category Time Phasing, this field will be available to specify which GL Period Spread Rule will apply to the Costs of the Job in Time Phased Budget and Forecasting.

NOTE: Detail Phase/Category Time Phasing has been deprecated.

Original Contract Amount

This is the originally entered Contract Amount and is not modifiable once the Job has been created. The initial value entered will be automatically populated into the Current Contract amount when first entering a Job.

If the Job is a Bid Job created from Opportunity Management, when the Job is won the Original Contract Amount in the actual Job gets updated with the Potential Revenue from the opportunity. See the '**Copy Job Original Contract Amount**' flag on the JC Control – Bid Setup tab.

Effective Date

This field is enabled only when the System Options> Projects > 'Store Phase Projections' flag is checked.

The date entered will be considered to be the Original Budget Start Date in all the projections.

Current Contract Amount

This is the Job Contract Amount and is kept updated by the system during the life of the Job whenever a change order is posted. If the Job Status is 'Pending' then the amount entered in this field will be copied into the original contract amount field and if there are posted change orders then they will be subtracted from the original amount. If the Job Status is 'In Process' any amount entered in this field will not update the original contract amount field. If the Job Status is 'Closed', this field is not updateable.

The 'Current Contract Amount' will be compared against incurred costs in the WIP adjustment screen if your control file is set to use 'Job File'.

Project Start Date

Projection Start Date: this field is enabled when the **Store Cost Code Projection** flag on the **Projects** tab of the System Options screen is checked. When a date is entered, the Costs incurred prior to this date will be ignored while calculating projections.

Original Earnings

This field is un-editable, but the actual Job gets updated with the Fee Amount from the opportunity if any associated Bid Job is won.

Projection Threshold

This is a percentage value which is part of a mechanism that will suppress the calculation of the straight line forecast final cost algorithm until a certain percentage of physical work (from either actual units/estimated units or input percentage of completion – as opposed to a cost to cost calculation of percent complete) is achieved. This is a default value from the JC Control that eventually goes to the Cost Code level on a Job and can be overridden if desired.

[Update Customer] - Button

alert

Posted and Unposted Invoices Exist For The Customer, Do You Want To Update The Customer In Job, JB	
Contract And Uposted JB Draw?	
Yes	No

This button is used to update the **Customer** fields for this Job record, its corresponding Invoices and Contract. A confirmation message will be displayed, as shown above.

[WBS] – Button

Use the **[WBS**] button to access the WBS (Work Breakdown Structures) pop-window. WBS Codes can be defined at the Job level, or at the Cost Code (Phase) level.

For more information on WBS Codes, refer to the Using WBS Capabilities section in this manual.

[Notes] - Button

NOTES				💾 Save 🍺 Exit 🕡 🕐 🛆 🏹	~ O
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NOTES	JSEU NOLES				•
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* Numbe	r User 1 Mike Fernandes	Date 22/Dec/2015 23	Closed Subject Updated Est. End Date	Note Updated Est. End Date field from 12/Oct/2021 to 21/Nov/2021.	
•			III		Þ

Job Notes are a useful way to attach specific information to a Job.

To add a note, click [Insert] on the Notes section's Block Toolbar, enter the note and click [Save].

To delete a note, select the note using the Selection area, then click [Delete].

Settings - Tab

JOB SETUP											Table Mode	💾 Save	Exit	() ()	[≱ ≂ 0
Allocate AP Discounts to Job F	lag Y/N														
SELECTION CRITERIA Company RV123456	▲ R.	V.Head Quarte	rs Company, LL	c											
JOB DETAIL															
Job Detail Settings	Accounts	AP Taxes	Job Billing	WIP	Payroll	Bank	Security	Equipment Locations	Compliance	1					
Use Multiple Overhead Joint Travel Regulations Allow Transactions Allow Inter-Branch Ch Use Cost To Complete Ulint Priced Contract Show CP As Cost Anim Equipment Aluto Charge Cost Code Type Requil Allow Cost Code Qty F Allox Code Cdy F	Percentages Used For Expe arges is Override Override Do Not Restar red actoring D Job	t													

Pgm: JCJOBFM – Enter Job - Settings tab

Use Multiple Overhead Percentages

If the offset of the Overhead allocation transaction is to be disbursed to multiple GL clearing accounts, check this box. This box is only applicable if Overheads are being utilized.

For more information, refer to this user guide's Overhead Allocations section.

Joint Travel Regulations Used for Expenses

This option flags the Job to use the maximum expense allowed tables imported through E-Time > Import JTR Files. Once an expense is entered in E-Time Expense Entry it will be compared to the imported file for maximum allowed (allowances have been set by government agencies, etc.). This feature is only available if E-Time is being utilized.

Allow Transactions

This flag stops any transactions from being entered for the Job. There are multiple uses for this flag. An example for use of this option is where there is a *controlling* Job and you do not want any transactions posted to it, this field should be un-checked on the control Job, but checked on the Sub-Jobs. It can also be used on *closed* Jobs to ensure that no new transactions are created for them by mistake. The default for this checkbox can be set through the **Job Setup** tab of the Control File screen (standard Treeview path: Job Costing > Setup > Local Tables > Control File).

Allow Inter-Branch Charges

This field will default to the value defined on the control file, but you may override it if necessary.

For information on Inter-Branch Charges refer to Inter-Branching.

Use Equipment Bill Rates

This field determines where the billing rates for equipment transactions will be derived. Equipment Billing Rates can be defined in the Equipment System or the rate can be determined by the Job Billing Rate table for the Job. The Job Cost Control file determines the default value for this field.

Use Cost to Complete Override

Check to use Cost to Complete Overrides in Contract Forecasting.

Unit Priced Contract

Use this flag to indicate that the Job is a Unit Price Contract. For this type of Job, billing data is optional in the change order screens. In addition, the following takes place:

- The Assign Cost Codes screen does not populate the Cost Code level Estimated Revenue Rate and Estimated Revenue Amount.
- The **Job Budget** screen does not populate the category level Budgeted Revenue Rate and Budgeted Revenue Amount.
- The **Revise Budget** screen does not populate the Category Level Budgeted Revenue Rate and Budgeted Revenue Amount.

Show CPR As Cost Amount

This field is applicable to the JSP version of Contract Forecasting in Project Management, as well as the PCI Projection. When this flag is checked, the Contract Forecasting and PCI Projection screens in JSP will use the Calculated Potential Revenue Amount in the Committed/Cost column rather than the actual cost amount.

The Drill-Downs to Cost Transactions will also display the CPR Amount rather than the Cost Amount when this flag is checked.

The 'Cost Status Query' screens in the PMJSP module will show the CPR amounts as Cost Amounts under the **Spent** column. All the drill downs will also reflect the CPR amounts against the actual cost.

IMPORTANT NOTE: When the CPR amount is 'Null' or 'Zero' for a specific cost transaction record, then the 'Spent' column will reflect the same. Preferably, this option must be used when the posted cost transactions have the CPR amount calculated and populated in JCDETAIL table.

Equipment Auto Charge Do Not Restart

This flag is used to indicate if auto-charging should re-start if equipment is moved within the same Job. By default, it is un-checked. It is used in conjunction with the 'Use Auto Charge Cycle' settings in Systems Options.

Cost Code Type Required

Check to make Cost Code type required for this Job. Cost Code types are entered into the system via the Enter Cost Code Types screen (standard Treeview path: JC > Setup > Local Tables > Enter Cost Code Types).

Allow Cost Code Qty Factoring

This flag is only applicable to public sector jobs. If checked, Cost Code quantity factoring (forecasting based on a factor) will be allowed for this Job. This enables the **Factorable** checkbox in the **Cost Code Detail** section of the Assign Cost Codes screen (standard Treeview path: Job Costing > Job > Assign Cost Codes).

Allocate AP Discounts to Job

This checkbox is used for the Accrue AP Discounts to Job functionality. For details, please refer to the *Accrue AP Discounts to Job* sub-section under the *Processing Invoices* section of the AP-ADF reference guide.

Accounts - Tab

JOB SETUP									Table Mode	💾 Save	Exit	(i) (i	[} ⊽ 0
Allocate AP Discounts to Job Flag Y/N													
SELECTION CRITERIA													
Company RV123456 R.V.Head Qua	rters Company, LL	c											
OB DETAIL													
Job Detail Settings Accounts AP Taxes	Job Billing	WIP	Payroll	Bank	Securit	y Equipment Locations	Compliance						
🔯 Search 🛛 🖶 Insert Record 🛛 📾 Delete Record	Previous Rec	ord 📦 I	Next Record	I © _@ ₩c	orkflows	▼ 🖨 Report Options ▼ 🎖	Attachments	Notes	응 ECM 🔤 🖧 Us	er Extensions			
Dept			Acc	ount		Account Name							
Accumulate Costs (DR)	00												
Adjustment (DR)	00	۸	5200.20	5200.200		Job Cost Cost Adjustments	Job Cost Cost Adjustments						
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Adjustment (CR)	00		4000.40	D		Job Cost Revenue Adjustment	Job Cost Revenue Adjustments						
Unbilled Revenue (DR)	00		A 4000.500 A			Unbilled Revenue							
Unbilled Revenue Reserve Limit (CR)	00		4000.55	D		Unbilled Revenue Reserve Lin	nit						
	View Defaults												

Pgm: JCJOBFM – Enter Job – Accounting tab

When creating a Job, you can override the control file settings for both the departments and accounts associated with the Job. During transaction processing, if the required account is found entered against the Job, the system will use that account for processing.

NOTE: If the account is not found against the Job, the system will use the account associated with the category of the transaction.

The Controlling Accounts default from the Control File Maintenance Screen.

The department code displayed on this screen will have come from the Control File unless it was entered in the General Tab screen.

AP Taxes - Tab

JOB SETUP											Table Mode	💾 Save	Exit	1) (2)	0 ~ I
Enter Tax 1 Code															
SELECTION CRITERIA															
Company RV123456	A R.V.He	ead Quarters	Company, LL	с											
JOB DETAIL															
Job Detail Settings	Accounts A	P Taxes	Job Billing	WIP	Payroll	Bank	Security	Equipment Locations	Compliance						
🕅 Search 🛛 👼 Insert R	ecord 🛛 👼 Delete F	Record 🔶	Previous Rec	ord 📦	Next Record	©₀ w	orkflows	🔒 Report Options 🏻 👻	Attachments	Notes	응 ECM │ ▼ 중 Use	er Extensions			
Tax1 AL	Alabama	State Tax													
Tax2															
Tax3															

Pgm: JCJOBFM – Enter Job – AP Taxes tab

Enterprise allows you to define up to three Accounts Payable taxes by Job.

If you apply taxes to the Job, when an AP Voucher for the Job is created, the taxes will default from here, rather than the vendor. Also you can indicate that the Sub-Contract system uses the same rule, and therefore when a Sub-Contract is entered the taxes will default from the Job. If there are no taxes set on the Job the taxes will default from vendor or department if set there.

NOTE:

1. If **ANY** tax codes exist for the Job's setup, no tax codes will be selected from the Vendor, therefore, it is imperative that all taxes required for this Job be set up here if the decision has been made to use this feature.

2. If invoices or subcontracts are to be created combining Jobs and Sub-Jobs, the same bank account information and taxes must be setup identically for the related Jobs.

Job Billing – Tab

JOB SETUP										Table Mode	💾 Save	Exit	1 1	0 ~ N
Enter Tax 1 Code														
SELECTION CRITERIA														
Company RV123456	R.V.Head Quarters	Comp	any, LLC											
JOB DETAIL														
Job Detail Settings Acco	unts AP Taxes	Job Bi	lling WIP	Payroll	Bank	Security	Equipment Locations	Compliance						
Search 🚓 Insert Record	🚍 Delete Record 🛛 🖕	Previo	ous Record 🔹	Next Record	© _e Wo	orkflows 🛛	🔒 Report Options 🛛 👻 🔏	Attachments	Notes	Secm ▼ 🖧 Us	er Extensions			
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IdXI	AL		Aldudriid State	IdX										
Tax2														
Tax3														
Invoice Link														
Default Billing Type	COST		Cost Plus Mark	cup										
Default Invoice Format	U11A		US AIA Type 11	1 Invoice										
Billing Rate Table	RV-RATE1		RV-RATE1											
JB Map Code	GILBANE2		GILBANE2 - Do	Not Modify										
Retainage Code	RET10		RET10											
Billing Address Code								Update	Address					
Construction Value														
% of Construction Value			Constr. Value											
Max Billing Amt			Total Cost Code	e Max 0										
Max Revenue Cap			Total Cost Code	e Cap 0										
Max Hourly Rate			🔲 * Use Billin	ig Rate Table I	For Reven	ue Forecast	Exceptions							

Pgm: JCJOBFM – Enter Job – Job Billing tab

If Job being created has the Billing Method 'Job Billing' then the system requires entering additional information about the billing. Please refer to the Job Billing manual for all details of set up.

Contact Name

This value will become the default contact when the Job Billing contract is created. The system will default the contact on the customer record. This value is only used on Free Format style Job Billing invoices.

Taxes

The AR Taxes will default from either the customer or the location, but they may be changed as needed.

Invoice Link

The Invoice Linking feature allows Job Billing Contracts to be linked, which links their invoices, so that when an invoice is printed for the customer, a summary page that combines the amounts from all linked invoices is also printed. Linked invoices have the same Customer Code. Additionally, it must be noted, Invoice Links can be applied to Jobs that are not related.

To create a new invoice link, just enter a unique code. To add this Job to an existing link, select the link code from the list of values. If this field is left blank, it means that the invoice created will be for this Job only.

This feature only affects the printing of invoices, and in order for contracts to show up on the invoice, a billing must have been prepared and processed. A work around would be to prepare a zero bill (do not need to post it), and then all the contracts will appear.

The default for this field can be set up in customer details.

Default Billing Type

This default speeds up the creation of a Job Billing Contract. Enter the Billing Method used by the majority of the line items to be billed on this Job. Each line item may have a unique Billing Method, and may be changed during contract setup. This billing type defaults from the customer detail, but if blank, it defaults from the Job Billing Control File when the Job is being setup directly in the Job Costing module. If the Job was created via the Project Management module, this billing type will have defaulted from PM.

Default Invoice Format

This field determines the invoice format that will be sent to the customer. The invoice formats must have already been created in the Job Billing system. You may override the invoice format by selecting from the list of values. This invoice format will have defaulted from the customer detail or if blank in customer detail from the Job Billing control when the Job is being setup directly in the Job Costing application, however, if the Job was created via the project management application this invoice format will have defaulted from PM.

Bill Rate Table

The Billing Rate table determines the markup % or rate to be applied against any cost transaction to create the Billing amount for the transaction.

This bill rate table will have defaulted from the customer detail or if blank in customer detail from the Job Billing control when the Job is being setup directly in the Job costing application, however, if the Job was created via the project management application this bill rate table will have defaulted from PM. The Bill Rate Table can be changed at any time during the life of the Job however you may have to recalculate the bill rates. See the Job Billing Manual for further information regarding recalculation of bill rates.

JB Map Code

The Mapping code entered here is the default will determine how the Job structure is grouped into Billing codes within Job Billing contract. You may override the billing codes once the contract has been created. This Mapping Code will have defaulted from the Customer detail, or if blank, from the Job Billing control when the Job is being setup directly in the Job Costing application. However, if the Job was created via the Project Management application, this mapping code will have defaulted from PM.

Retainage Code

The Retainage Code is mandatory while creating a Job Billing Contract. When a new Job is setup with a customer, the retainage code associated in customer maintenance form will be automatically defaulted into this field. Users may override this value by selecting a valid retainage code from the LOV. Depending on the JB Control 'Default Retainage Code From' selection list, this retainage code will be used while creating Job Billing Contract from the JB-Contract entry, JC-Assign Cost Codes and PM-Create Bid Items screens.

Billing Address Code

For use with the 'Job Billing Address Is Synchronized With JB Contract' selection from Job Costing control.

- If the control option is set to use the address code from the Job setup, then this address code will be used on the Job Billing contract address.
- This is a two-way synchronization. If the address code is entered on the Job setup screen the address code and the correct address information will default to the Job Billing contract. If the address code is then changed on the Job Billing contract the address code will default to the Job cost set up.

NOTE: If the Address Code is changed on the Enter Job screen a second time, only the Address Code will default to the Job Billing Contract, not the address information associated with the Address Code.

This allows for the address information to be manually updated on the Job Billing Contract without fear of it being overwritten at a later date.

Construction Value

Construction value is the complete value of the Project rather than just your portion of the Job. If you are tracking this information, you may enter it here. If billings are determined using the % Of Construction value, then this field must be entered.

% of Construction Value

This is the Percentage of the Construction Value entered in the previous field that represents your portion of the Job.

Max Billing Amt, Total Cost Code Max

These fields should only be used if there is a maximum billing amount for the Project and/or a maximum billing amount for the Cost Codes. Both of these amounts can be changed at the Contract level.

Maximum Revenue Cap

This is only applicable if the Job maintenance is set to revenue generation (As Costs Included (With GL)). The number represents the maximum potential revenue that is believed billable for the Contract or Cost Code (Phase) within the Job. If this maximum is reached, then any potential revenue numbers will no longer be posted to the 'unbilled' revenue account. Posting will go to 'Unbilled Revenue Reserve Limit' account.

Total Cost Code Cap

Used to set the total Cost Code cap.

Max Hourly Rate

Enter the maximum dollar amount the system is to bill per hour for work performed on this Job. If this field is entered, all transactions from payroll will be compared to the maximum bill rate and altered if the billing rate is greater than this maximum.

Use Billing Rate Table for Revenue Forecast & [Exceptions] Button

The status of the flag defaults from JC Control > Forecasting tab. When checked, the revenue forecasting column calculation in contract forecasting screen will be based on the Job Billing Rate table. The **[Exceptions]** button is enabled when this flag is checked.

[Exceptions] - Button

JOB SETUP						© D/~
Enter Category Code						
EXCEPTION BILLING RATE TABLE						
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Job	Job Name	Cost Code	Cost Code Name	Category	Category Name	
SKYS A SKYS Gilbane#	1.57127 Testing	01 🔺	General Conditions	1000 🔺	Labour	
Close						

Pgm: JCJOBFM – Exception Setup pop-up

The [**Exceptions**] button is used to define exceptions, if any, by entering the Job, Cost Code, and Category through the Exception Billing Rate screen (shown above).

NOTE: This functionality is applicable to 'COST' type billing lines only. Refer to JC Control File setup of this flag for more information

WIP – Tab

IOB SETU	P												
SELECTION CRI	TERIA												
Company CCC	:	▲ CM	C Test Cons	truction Compa	ny					Duplicate Job			
JOB DETAIL													
Job Detail	Settings	Accounts	AP Taxes	Job Billing	WIP	Payroll	Bank	Secu	rity	Equipment Locations	Compliance		
🖉 Search	🔄 Insert	🔁 Delete 🛛 🖨	Previous	🔹 Next 🖉 V	Vorkflow	s • 8	Report Opti	ons 🛛	01	Attachments 🗏 Notes 🐇	ECM Documer	nts 🔽 🖧 Use	r Extensions
			Con Con Excl Excl Excl Mar	npleted For WIP efault Budget Co: ude Billings Fron ude Revenue Bu ude Contract Am gin/ Overhead Fo	st to Proj n WIP dget Fro iount for orward L	ected Cost m WIP Jobs oss	Override						
	Margin Fo	orward Loss P/L (DR) 10001)	▲ 5	000.550		▲ W	[P Cos	st Accrual (DR)			
	Margin Fo	orward Loss B/S (CR) 10001)	<u>۸</u>	0000.551							
	O/H Fo	orward Loss P/L (DR)										
	O/H Fo	orward Loss B/S (CR)										
	WIP Ur	posted Costs Ph	ase 02 41 1	3.23	▲ U	tility Line l	emoval						
	WIP Unpo	sted Costs Categ	ory WIP		A	IP Unpost	d Cost Cat	egory					
	WIP Unposte	d Costs Departm	ent 10003)	▲ Ac	count 520	0.920			JC Wip Unposted Costs CA	λT		
	WIP Unpo	sted Revenue Ph	ase 02-500		A	emolition-	lectrical Sy	stem					
	WIP Unposte	d Revenue Categ	ory WIP		A	IP Unpost	d Cost Cat	egory					
WI	P Unposted R	evenue Departm	ent 10003)	▲ Ac	count 400	0.921			JC WIP Unposted Revenue	e Adj GL		

Pgm: JCJOBFM – Enter Job – WIP tab

Roll-In Sub-Jobs for WIP Adjustment – Checkbox

With this flag set, all controlling Jobs (those with Control Job field containing value = 'All') will by default have this same field on the Job Entry form set to Checked.

This flag will determine if all Sub-Jobs within the same department will be included or handled independently in WIP Processing with respect to the Controlling Job. If the JC option is set to ignore Department for WIP Processing, then all related Sub-Jobs will be included in the WIP calculation.

Exclude From WIP - Checkbox

This flag sets the Job as not visible in WIP processing and reports. Jobs with this setting will not appear in any report based on WIP data as well.

Completed For WIP - Checkbox

This option is used to identify a Job that is basically completed for WIP, but may still require WIP adjustments. This sets the Job as 'Completed For WIP', which is a new option in the WIP screen, and the Job will only appear within the WIP Adjustment screen when using the **All Jobs** or **Completed For WIP** options.

Default Budget Cost to Projected Cost Override - Checkbox

This flag, when checked, will cause the Budget Amount in the WIP screen to default into the Projected Cost Override field. The value is inherited from the JC Control but can be overridden.

Exclude Billings From WIP – Checkbox

If checked, Billing Activities will be excluded from WIP adjustments.

Exclude Revenue Budget From WIP – Checkbox

If checked, Revenue Budget will be excluded from WIP adjustments.

Exclude Contract Amounts for Jobs – Checkbox

If checked, the Contract Amount on the WIP screen will be set as 'zero' and all the column values in WIP screen that use the Contract Amount will also consider the Contract Amount to be zero. If users update the **Override Contract Amount** column, this value will be used for all calculations.

NOTE: Users need to refresh twice after checking this checkbox to get correct values for the columns using the Contract Amount for their calculations.

Margin/Overhead Forward Loss - Checkbox

If checked, Forward Loss Margin and Overhead will be calculated, and Earned Revenue will be calculated as % Complete x Current Contract Value.

A Category Code's percentage for Overhead Forward Loss is set via the Category Maintenance screen.

Payroll - Tab

JOB SETUP	Table Mode 💾 Sa	ive 💽 Exit	۵ ۲	₽¤Q
SELECTION CRITERIA Company RV123456 R.V.Head Quarters Company, LLC				
JOB DETAIL				
Job Detail Settings Accounts AP Taxes Job Billing WIP Payroll Bank Security Equipment Locations Compliance	용 ECM 🛛 👻 🖧 User Extensio	ons		
Work Location				^
Prevailing Job Sector Code	Senerate Rates			
Prevailing Job Payrate Schedule Code				
Prevailing Wage Rate Code				
Prevailing Wage Override Rate				=
Default Payroll Overhead Group				
Workers Compensation Policy				
Use Payroll Bill Rates				
Use Calculated Salary Charge Rates Use Cob Company To Pay Employee In Payroll Use Iob Company To Pay Employee In Payroll				
Use Job For Prevailing Wage				-

Pgm: JCJOBFM – Enter Job – Payroll tab

Work Location

The Work Location is utilized by Payroll to determine the appropriate taxes, workers compensation and/or public liability calculations for timesheet entered against this Job. This information can be entered via this screen or it can be entered via the payroll system. It can also be derived from the Project Manager entered if on the Job Cost Control file the 'Job Work Location Defaults From Employee Work Location' is checked.

Prevailing Wage Rate Code

The Prevailing Wage Rate Code is used to link a Prevailing Wage Rate Code in Payroll to the Job for the calculation of prevailing wage benefits. When rates are applied to payroll in the PW Rate Setup screen in Payroll, they will be copied to the trades' setup on the Job.

[Generate Rates] - Button

This button is used to allow updating of the prevailing wage rate without having to go into the Payroll module.

Prevailing Wage Override Rate

This rate can be used to override the rates on the Job in the Benefit By Trade Maintenance screen in Payroll. All the rates for the trades will be overridden with this rate when the [**Apply To Payroll**] button is pressed for the Prevailing Wage Rate Code above.

Default Payroll Overhead Group

This field becomes enabled when the JC Control flag: 'Default Payroll Overhead Rates Group Required' is checked. The user then has to assign one of payroll overhead group codes to the Job. This is a one-time assignment which cannot be changed in the Job Setup screen once the record is committed. Any further re-assignment will have to be done in the Payroll module. Please refer to the Payroll Manual for further details on Payroll Overhead Rates Group Codes.

If there are no underlying rates defined for a given group code, then that group code will not be shown in the LOV for the 'Default Payroll Overhead Group' field.

Use Payroll Bill Rates - Checkbox

Billing Rates for Employee Time can be determined by using Payroll billing rates or by using the Job Billing Rate table. The default value for this field is set by the Job Cost Control file.

Use Calculated Salary Charge Rates - Checkbox

This flag is not accessible if the payroll control file does not indicate that this function is available in payroll. This feature calculates each employee's variable hourly rate, based on salary divided by the total number of hours worked in the period. All Jobs with the 'Use Calculate Salary Charge Rates' flag set will have the charge rates over-ridden with the calculated charge rate. Please refer to the Payroll Manual for more information on this feature.

Use Job Company To Pay Employee In Payroll - Checkbox

This checkbox is used in Crew and Mechanic Timesheet programs to signify that employees who have been copied to multiple companies will be paid from the company that this Job belongs to rather than the primary employee payroll company. No inter-company transaction will be created.

Use Job For Prevailing Wage - Checkbox

This checkbox, when checked, indicates that the Job is subject to prevailing wage rules.

Bank – Tab

	JOB SETU	JP										
s	ELECTION CR Company KJ	ITERIA	× K	urt Richards Co.								
3	OB DETAIL	Settings	Accounts		Job Billing	WTD	Pavroll	Bank	Security	Compliance		
ľ	View -	Freeze	e 🖷 Detach	Search	Insert	Insert Multi	ole ᡖ	Delete	(%) Workflows	🗢 🔒 Report Op	otions 🛛 👻 🏬 Export	Sector Docu
	Departme	ent Banl	k Account		Nar	ne				Default	Set As Default Acc	ount
	00	1030		Brendan's Bank(1030)-(Not Spec	ified)			N		Set As Default	Account
	00	1010		TD(234634)-(N	ot Specified)				Y		Set As Default	Account

Pgm: JCJOBFM – Enter Job – Bank tab

This tab is used to implement the Job Bank Account feature for the creation of Vouchers and RFPs.

This feature is available in both the AP and SC modules:

- I. In AP, it is activated using the **Use Bank Accounts By Job** flag on the **Voucher** tab of the AP Control File screen (standard Treeview path: AP > Setup > Local Tables > Control File Options).
- II. In SC, it is activated via the **Use Bank Accounts By Job** flag on the **RFP Defaults** tab of the SC Control File screen (standard Treeview path: SC > Local Tables > Control).

Normally, when creating Vouchers or RFPs (Request for Payment), the system will use the default Cash Accounts set up for the Vendors. If this feature is activated, when creating a Voucher, the system uses the default Cash Account set up for the Job via this tab instead of the default Cash Account set up for the Vendor. If a Job does not have its default account set up, the system will report an error, such as the one below, and require that its default account be set up in order to finish creating the Voucher.

ENTER VOUCHER		
Bank account 1000 does not match job 15-0003 setup.		
Enter Invoices	O Print Edit List	O Post Invo

More than one bank account can be entered via this tab, but one of them must be set as the default via the [Set As Default Account] button. The other entered accounts will be available in the account LOVs for Vouchers and RPFs.

NOTE: If Vouchers or Subcontracts are to be created combining Jobs and Sub-Jobs, then the same taxes and bank accounts must be setup identically on the related Jobs.

Change Default Bank Account

A Bank Account that is set as the default cannot be changed, so, to change it, insert a new row and enter the details for the new account. Then, click the new row's [**Set As Default Account**] button to set the new account as the default. Since the old account is no longer the default, it can be deleted.

Security - Tab

JOB SETUP					Table Mode	🎬 Save 🍺 Exit	ⓐ @ ▲ [≥ ▽ 0
SELECTION CRITERIA Company RV123456	R.V.Head Quarters Company, LLC]				
JOB DETAIL Job Detail Settings Accounts	AP Taxes Job Billing WIP	Payroll Bank Security I	Equipment Locations Co	mpliance			
View View Freeze Code	Name RV- Job Security VIO. VIO. Icer Only	Insert Multiple Records	Record 🕲 Workflows 🔻	Report Options	Export SEC	.M ▼ 급급 User Extensio	2015
V10-X-11-2	V10-X-11-2 Jobs Only	N					

Pgm: JCJOBFM – Enter Job – Security tab

Job Security is the grouping of access rights to Jobs within the system. In order to access Jobs within the system, a Job must be assigned a security group and the user must belong to that security group.

To setup or modify the Job security group or add additional security groups codes to this Job, go to the Security tab. This tab displays all security groups that the current user has access to. The current user's default security group will be displayed as checked. The user may then apply any other available security groups to the Job by activating the check box beside the required groups.

If more security groups are to have access to this Job than are shown on this screen, they must be applied manually via the Job Security options available on the System menu.

Equipment Locations - Tab

JOB SETUP	Table Mode	Save	Exit (@ ∆	[∂ ⊽ O
SELECTION CRITERIA Company RV123456 R.V.Head Quarters Company, LLC					
JOB DETAIL Job Detail Settings Accounts AP Taxes Job Billing WIP Payroll Bank Security Equipment Locations Compliance					
View 🔻 🕎 🏭 Freeze 🖀 Detach 🛛 🖾 Search 🖶 Insert Record 🗿 Insert Multiple Records 👼 Delete Record 🔍 Workflows 😾 🖶 Report Options	👻 🄜 Export	ਉ ECM ▾ ਨੂੰ ਪ	ser Extensions		
Code Name 1000 Tower Location					

Pgm: JCJOBFM – Enter Job – Equipment Locations tab

Equipment Actual Locations will be created automatically if the JC Control File has this feature activated. If it is not activated, the user may manually create Equipment Location entries through this tab.

Code, Name

If the JC Control file was set to automatically create an Actual Equipment Location, the code and name will be defaulted to the same code and name as the Job. If this is to be manually entered, the user will need to enter a code and name for the Equipment Location. There can be more than one Equipment Location for a Job.

Compliance – Tab

JOB SET	UP										Table	Mode	E Save	Exit	١ (▲	[} ⊽ Q
SELECTION C	RITERIA V123456	A R.	V.Head Quarte	rs Company, Ll	.c												
JOB DETAIL																	
Job Detail	Settings	Accounts	AP Taxes	Job Billing	WIP	Payroll	Bank	Security	Equipment Locations	Compliance							
View 🕶	T Freez	e 🖷 Detach	D Search	n 📑 Insert R	Record	🗿 Insert Mu	ltiple Reco	ords 📇 Del	ete Record 🛛 🛞 Workflows	👻 🖨 Repor	t Options 🛛 👻 🌉 Exp	ort 🧣 E	см 🗕 🖧 и	ser Extens	ions		
c	ode 🔺 🔻		Descrij	otion		Apply Jobs	To Sub	Compliant	Sc Auto Assign								
WAIVER	🔺 SI	ubcontract Wai	ver Compliance	e Code					V								

Pgm: JCJOBFM – Enter Job – Compliance tab

Compliance Codes are defined in the Accounts Payable module's Local Tables Treeview node.

- Any compliance codes that are checked with 'JC Auto Assign' will be defaulted in this tab only for new controlling Jobs.
- Here the user has the option of assigning additional compliance codes to the Job as well as indicating whether any or all apply to Sub-Jobs.
- The compliance code is applied to existing Sub-Jobs as well as newly created Sub-Jobs when the 'Apply to Sub-Jobs' flag is checked. If the compliances are deleted from the controlling Job, they are automatically removed from the Sub-Jobs as well. They cannot be deleted from the Sub-Jobs individually...it is not allowed.
- Also, any additional assignment that is made against an existing compliance code (e.g. SC Auto Assign, Compliant, PO Auto Assign) is applied to the Sub-Jobs as long as the **Apply to Sub-Jobs** flag is checked.

PO/WO - Tab

JOB SETUP		Table Mode 💾 Save 🕩 Exit 🕡 🕐 🛆 📿 🗢 🛈
Verify Or Enter A Contract Number For The	ob	
SELECTION CRITERIA		
Company CCC	MiC Test Construction Company	Duplicate Job
JOB DETAIL		
Job Detail Settings Accounts	AP Taxes Job Billing WIP	Payroll Bank Security Equipment Locations Compliance PO / WO
View - Y 🛱 Freeze 🖀 Detach	💆 Search 🛛 🖶 Insert 📲 Insert I	Multiple 👼 Delete 💩 Workflows 🛛 🖛 Report Options 🖌 🗰 Export 🤬 ECM Documents 🖌 🖉 🖧 User Extensions
* PO / Work Order Number	* Description	Default
PO#1	PO#1	
PO#2	PO#2	
PO#3	PO#3	

Pgm: JCJOBFM – Enter Job – PO/WO tab

The PO/WO tab allows users to insert Purchase Order/Work Order numbers manually as required. This is a free-form record and is not validated. The record selected as default by checking the 'Default' checkbox will auto-populate the PO/WO Number field on the Prepare Billing screen in the Job Billing module when the contract/job is specified (standard Treeview path: *Job Billing* > *Billing* > *G/C Prepare Billing*).

Setup Job Pick List - Screen

PICK LIST					💾 Save 🌓 Exit	۵ 🕐 🛆	Ø ≈ Ø
Enter List Name							
SELECTION CRITERIA Company RV123456 A R.V.Head	l Quarters Company, LLC	Pick Lis	of Jobs	¥			
PICK LIST CODE							
View 👻 🐺 🎼 Freeze 🖷 Detach	🖻 Search 🛛 🖶 Insert Record 🛛 🗿 Insert Multiple Record	is 🛞 Workflows	💌 🗁 Report Options 🛛 👻 🌉 Export	용 ECM │ ▾ 중집 User Extens	sions		
* Pick List Code	Description	* Dynamic					
1000	1000 Serioes Jobs						*
AMIGAS	Job PickList Customer AMIGAS	V					*
Selection Criteria Delete Pick List							
FIXED ENTITY LIST							
View 👻 🍸 🌇 Freeze 🖀 Detach	🙍 Search 🛛 🖶 Insert Record 🛛 🗿 Insert Multiple Record	is 🛛 📅 Delete Reco	rd 💩 Workflows 🛛 👻 🖨 Report Optio	ns 🛛 👻 🔜 Export 🛛 🖓 ECM	ু তু টু টু টু User Extensio	ns	
* Code	Description						
1000	Control Job 1000						
Populate by selection criteria							

Pgm: SDPICK – Job Pick List

The Setup Job Pick List screen provides an alternative method to print multiple Jobs that do not fall under a specific Job Code Range. Job Pick Lists are alternatives to the Job Code Range parameters used in reports to specify the Jobs to consider in reports.

The **Pick List Code** section is used to create a new Job Pick List for the selected **Company**, and the **Fixed Entity List** section lists the Jobs associated to the selected Pick List Code.

To create a new list, click the **Pick List Code** section's [**Insert**] button, then using the new row, provide a code and description for it. If the list being defined is dynamic, meaning that new Jobs can be added automatically based on a specified selection criteria, check the **Dynamic** box.

If the list is small and not dynamic, move directly to the **Fixed Entity List** section and insert the required Jobs manually. Otherwise, use the [**Selection Criteria**] button to have the system select Jobs to add to the **Fixed Entity List** based on an entered selection criteria.
[Selection Criteria] - Button

PICK LIST	SELECT	ION CRITER	RIA									💾 Save	Exit	(i) (i	2 🛆	[≱ ≂ 0
SELECTION CRIT	TERIA															
Com	pany RV1	23456		R.V.Head Quarters	Company, LLC											
Pick List (Code 100	D		1000 Serioes Jobs								Pick List Type	Dynami	c		
SELECTION CRIT	TERIA															
View 👻 🕎	Freez	e 📲 Detach	Search	nsert Record	🛃 Insert Multiple	e Records	🖶 Delete Reco	rd 🛞 Wo	rkflows -	🔒 Report (Options 🛛 🔫	🔣 Export	Secm	- <u>₽</u>	User Ext	ensions
* Sdpicki	rFieldCode	Job code (Je	Sdpic CJOB)	:krFieldName	в	* SdpickrOj ETWEEN	eratorCode	1000,1000	SdpickrValu	•						
Show Matchin	ng															
FIXED ENTIT	Y LIST															
View 👻 🔻	Freez	e 📲 Detach	🗖 Search	nsert Record	🛃 Insert Multiple	Records	🖶 Delete Reco	rd 🛞 Wo	rkflows -	🔒 Report (Options 🛛	🔜 Export	Secm	- <u>~</u>	User Ext	ensions
* c	Code	Control Job	D 1000	escription												

Pgm: SDPICKR – Pick List Selection Criteria

This button's popup is used to select Jobs to add to the Pick List through the use of a selection criteria.

To enter a selection criteria, click the [Insert] button in the second Selection Criteria section. Using the new row, select a Job record's field via the SdpickrFieldCode, select the required relational operator via the SdpickrOperatorCode field, then select a value to compare against via the SdpickrValue field. Only Jobs satisfying this entered criteria will be selected.

To view the results of the specified selection criteria, press the [Show Matching] button, and the Job records matching your selection criteria will be listed via another popup. In the popup, click the [Populate By Selection Criteria] button to bring the matched Job records into the Fixed Entity List section.

To bring the Job records listed under this popup's **Fixed Entity List** section into the **Fixed Entity List** section of the main screen, click [**Save**], then [**Exit**].

Assign Cost Codes (Phases) – Screen

SSIGN JOB	COST CODES										💾 Save 🕞	Exit (i)	
ECTION CRITER	AI												
	* Company CCC	A (MiC Test Const	ruction Comp	any								
	Job J448957	A F	reshmart Offic	e Building - Ch	nicago Il				E	udget Effective	Date		
Use Cost C	ode Template				Use Exis	ting Job							
	Copy Cost C	ode WC Codes	🔲 Use Exist	ing Bill Codes	🔲 Re	tain Budget	🔲 Retai	n Bill Rate Tables	Populate Cost (Codes Add/	Remove Categorie	Add Cost 0	Codes
T CODE DETAIL													
ew - 🛛	Freeze 🖶 Detach 💆	Search 🛛 👼 Ins	sert 👩 Inser	t Multiple 🐇	🗄 Delete	🗞 Workfl	ows 📼	Report Options	👻 🌉 Export	Second Docum	nents 🚽 🚊 User	Extensions	
		* Control Cost	Cost Code	Single Cat		Pudneted		Estimated Cast	Estimated Cast	Budgeted	Rudgeted	Estimated	Entiment
* Cost Code	Description	Code	Type	Budget	wc	Units	WM	Rate	Amount	Rate	Amount	Revenue Rate	Amoun
04 0000	MASONRY	ALL					NA						
04 0500	Masonry	04 0000					NA				43,500.00		
04 0510	Masonry - Mortar & Grout	04 0000					NA		10000		15,000.00		
04 4000 🔺	Masonry - Stone	04 0000					NA 🔺		12000		33,400.00		
04 8888	Masonry - Overhead	04 0000	RECOVERA				NA						
08	Adjustment Phase	ALL					NA						
08-100	Adjustment - Groups	08					NA						
08-200	Adjustment - Contract	08					NA						
08-300	Adjusatment - Groups	08					NA						
08-400	Adjustment - Groups	08					NA						
08-500	Adjustment - Groups	08					NA						
09	Insurance Charges	ALL					NA		6000				
	Contractor Default Insurance	09					NA						
9-999							NA						
99-999 26 0000	ELECTRICAL	ALL											
99-999 16 0000 16 0500	ELECTRICAL	ALL 26 0000					NA				150,000.00		

Pgm: JCPRODSU – Job Cost Code Setup

This screen is where the structure of the Job is defined. It allows the manual entry of elements individually, to copy them from another Job, or to use a Cost Code template (a previously defined collection of Cost Codes and Categories).

The user has an option to have the system automatically populate the Controlling Cost Codes by selecting a lower Cost Code from the hierarchy. When adding it without previously entering the control Cost Code, the system will prompt the user to automatically insert the Controlling Cost Code(s) or disallow entry until the controls are in place.

NOTE: This screen provides the ability to enter Productivity budgets/unit prices at the Cost Code (Phase) level. The entry of actual Job budgets can then be compared against these estimated Cost Code cost amounts to determine productivity. If Unit Price Estimates are not being used, there is no need to enter any figures for the Cost Codes in the table under the **Cost Code Detail** section. Remember, these are not the budget figures (unless using UPHS Billing) – these are the unit estimates – detailed cost budgets must be entered in the 'Budget' screen.

When using the Unit Phase Billing (UPHS) type, the figures entered here <u>are</u> the actual Budget. With this billing type, entry of the budget figures <u>must</u> be completed through this screen.

If not using a Template or previous Job setup, then once the Cost Code is selected and details are added as needed, appropriate Categories can be assigned as required.

Selection Criteria - Section

Job

Job to which Cost Codes are to be assigned.

If the **Mandatory Workers Compensation For Job Cost Codes** checkbox on **Job Setup** tab of the JC Control File screen is checked, the system reports the following error message if the **Work Location** field on the **Payroll** tab of the Enter Job screen is blank:

"Job is missing a work location, which is needed to verify Workers Compensation Code."

Use Cost Code Template

Entering a Cost Code Template code here indicates to the system to assign the Cost Codes according to a defined format. Once the template's Cost Codes are copied over, customize the setup by adding or deleting Cost Codes/Categories as needed.

Cost Code Templates are created and maintained through the Cost Code Template screen (standard Treeview path: Job Costing > Setup > Local Tables > Cost Code Templates).

Use Existing Job

If this field is entered, it means that the new Job will get exactly the same Job structure as the existing Job.

If this option is utilized, you have the option to copy the existing Job's bill codes, budget and billings as well.

NOTE: When using existing Job Bill Codes, the Bill Codes may have been marked to include the Job Code. The Job Code will be from the existing Job, not from the new Job.

Copy Cost Code WC Codes

This checkbox is relevant to the **Use Cost Code Template** option for copying Cost Codes. The checkbox indicates whether or not Workers Compensation Cost Codes are copied during the process of copying Cost Codes from a Cost Code Template or another Job.

- This checkbox is defaulted to checked if the Mandatory Workers Compensation For Job Cost Codes checkbox on Job Setup tab of the JC Control File screen is checked.
- When copying new Cost Codes from another Job, the WC Codes will come from the other Job's WC Codes. When copying new Cost Codes from a template, the WC Cost Codes will come from the Cost Code master setup.

NOTE: Using the **Copy Cost Code WC Codes** option may copy invalid WC Codes, because the codes may not exist for the Job's particular work location. When invalid WC Codes are discovered, a popup error message will be given, with the WC Code beside each Cost Code considered to have an invalid WC Code. A valid WC Code will need to be entered. Once a valid code has been entered, the user will be brought to the next invalid WC Code. A Category cannot be displayed or entered against a Cost Code with an invalid WC Code.

Use Existing Bill Codes

Used with the **Use Existing Job** option for copying Cost Codes. If checked, Bill Codes will be copied; if unchecked, Bill Codes will be nulled.

Retain Budget

Used with the **Use Existing Job** option for copying Cost Codes. If checked, budget related fields will be copied; if unchecked, budget related fields will be nulled.

Retain Bill Rate Tables

Used with the **Use Existing Job** option for copying Cost Codes. If checked, Billing Rate tables are copied; if unchecked, default Billing Rate tables' fields are nulled.

[Populate Cost Codes] - Button

This button copies the Cost Codes from the object selected by either the Use Cost Code Template or Use Existing Job field to this Job. The table under the Cost Code Detail section is populated with these selected codes.

[Add/Remove Categories] - Button

ASSIGN JOB COST CODES (2											
Selected categories w	vill be assigned to/deleted from all Cost C	odes in the company									
ADD CATEGORIES											
View 🗸 👿 🖬	Freeze 🖷 Detach 🗗 Search	🛞 Workflows 🗸 🗎 Report	Options 🖵 🎫 E	xport 🔍 ECM D	ocuments 🖵	*					
* Category	Name test for long char	* Ctrl.	* Active	Selected		*					
1000	Labor	ALL									
1100	Direct Labor	1000	V			=					
1110	Code Category New	ALL	1								
1200	Indirect Labor	1000	1								
1300	Burden Labor	1000	1								
2000	Subcontracts	ALL	1								
3000	Equipment	ALL	1								
4000	Materials	ALL	1								
5000	Sundry	ALL	1			-					
Add Delete	Cancel										

Sample of pop-up launched by [Add/Remove Categories] button

This button's popup is used to add or remove the Categories selected via the **Selected** checkbox to or from all of the Cost Codes listed in the **Cost Code Detail** section of the main screen for the selected **Company** and **Job**.

[Add Cost Codes] - Button

This button is used to add Cost Codes to the Job. The added Cost Codes will appear under the **Cost Code Detail** section.

Cost Code Detail - Section

This section's table is populated by the Cost Codes for this Job. It is used to delete or add Cost Codes and Categories to the Job as required.

Projection Threshold %

This is a percentage value which is part of a mechanism that will suppress the calculation of the straight line forecast final cost algorithm until a certain percentage of physical work (from either actual units/estimated units or input percentage of completion – as opposed to a cost to cost calculation of percent complete) is achieved.

Billing – Flag

The default state of this flag is determined by the **Mark New Cost Codes on Jobs As Billing** flag on the **Job Setup** tab of the JC Control File.

If unchecked, the Unit Phase Billing (UPHS) will not consider this Cost Code (Phase) for billing, and a Change Order entry line will populate the amount only on the Change Order, and the billing quantity and rates will be ignored. The amount will not be carried forward to the JB Contract and billed to the owner.

If checked, a Change Order entry will populate the Billing Quantity, Rate, and Amount fields; and the JB Contract will be updated with the Cost Code unit entry.

Factorable

This flag is only applicable to Cost Codes for public sector Jobs. If checked, Cost Code quantity factoring (forecasting based on a factor) is allowed for this Cost Code. Also, the Job's **Allow Cost Code Qty Factoring** flag must be checked on the **Settings** tab of the Enter Job screen.

Active - Flag

If checked, the Cost Code is active; otherwise, it is not.

[Add/Remove Categories] - Button

ASSIGN JOB COST CODES (1)													
Selected categor	Selected categories will be assigned to/deleted from all lowest-level Cost Codes												
ADD CATEGORIES													
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* Category	N	ame	* Ctrl.	* Active	Selected								
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Add Dele	Add Delete Cancel												

This button's popup is used to add or remove Categories to or from the selected Cost Code assigned to the selected Job. This button is not enabled for Control Cost Codes, as only the lowest level Cost Code can have Categories.

To add Categories to the Job's Cost Code, select them using the **Selected** checkbox and click [**Add**]. The Categories added to the Job's Cost Code can be viewed via the [**Category Detail**] button on the main screen.

To delete Categories from the Job's Cost Code, select them using the **Selected** checkbox and click [**Delete**].

[Category Detail] - Button

	ASSIGN JOB COST CODES															
C/	TEGORY DETA	ar.														
	Save Clos	e														
	view 👻 🔻	Freeze 🗄 Detach	🖗 Search 🛛 👼 Ins	ert 👩 Inser	t Multiple 📰	Delete 🛛 🕲 😡	/orkflows	🖌 🔒 Report Op	tions 🛛 🕶	🔜 Export	Import	Secm 1	Documents	▼ 🖧 User E	tensions	
	Category	Name	Bill Cod		Billing Type	* Ctrl.	WM	Budget Me	thod:	* Active	* Labor Forecast	Exclude Cost Budget	Exclude Costs	Budget Quantity	Budget Unit Rate	Budget Amou
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	1500 🔺	Labour forecast category				ALL	HR 🔺	Amounts	•	✓						145
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	3000	Equipment	J448957 03 31 13	3000		ALL	DY	Amounts	-							235
	4000	Material	J448957 03 31 13	4000		ALL	LS	Amounts	•	V						75
	5000	Sundry	J448957 03 31 13	5000		ALL	LS	Amounts	-	V						67
	сс	Construction Contingency				ALL	s	Amounts	•	V						150
	CFB	Constn Field Burden				ALL	s	Amounts	-							101
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	L	L				ALL	NA	Amounts	-	V						75
			•			"	1									F.

This button is enabled for Cost Codes that are not Controlling Cost Codes, as Controlling Cost Codes cannot have Categories.

This button's popup is used to view a Job's Cost Code's Categories, and it can be used to maintain a Job's Cost Code's Categories by using the Block Toolbar's [**Insert**] and [**Delete**] buttons. Alternatively, the [**Add/Remove Categories**] button can be used to add or remove Categories to or from the Job's Cost Code.

If the **Labor Forecast** checkbox is checked, the corresponding Bill Code is to be used for labor forecast lines in PM JSP Contract Forecasting and GC Monitor. In PM JSP Contract Forecasting, forecast lines with the Bill Code will be green to indicate that the labor forecast line can be drill-downed using GC Monitor.

[Alternate Codes] – Button

ASSIGN JOB COST CO	DDES	💾 Save 🕡 🍘 🛆 🍞 🗸 🖓
Structure Code.		
ALTERNATE CODES		
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* Structure Code	* Alternate Code	Alternate Description
GN-STR-03	GN-ALT-03-01.A	GN-ALT-03-01.A
GN-STR-01	GN-ALT-01-03	GN Alternate Code 03
GN-STR-02	GN-ALT-02-01	GN Alternate Code 01
Close		

This button's popup is used to associate the selected Enterprise Cost Code to its corresponding cost code(s) in a different system (entered via the Setup Alternate Cost Code Structure screen).

Alternate cost codes are not used by the Enterprise system, but they can be a useful reference when converting cost codes from a different system to Cost Codes in Enterprise.

Valid

This is a display field that will read 'Y' unless mandatory user extensions are being used and an extension has not been entered for the Cost Code, in which case it will read 'N' and the Cost Code will not be available for entry until a user extension has been entered. When a budget is imported, this field, for each Cost Code, will read 'N' until a user extension has been entered. If the Assign Cost Codes screen has

been created as a result of a won Bid Job, the Cost Codes that were valid on the Bid Job will default as valid on the won Job and those Cost Codes that were invalid on the Bid Job will be invalid on the won Job.

[Funding Source] - Button

This button is used to select funding sources.

The Funding Source Maintenance screen is reached through the following standard Treeview path: Project Management > File Maintenance > Local Tables > Funding Source Maintenance.

Once a funding source is selected, a percentage for that funding source can be entered. An amount will then be calculated based on the total budget of the Job.

[Validate Cost Codes] - Button

The validation of the structure will process the Cost Codes and Categories as defined and identify any incomplete or incorrect setup for the current Job.

[Apply Budgets] - Button

If using **Single Category Budgeting** and the **Default Budget Category** field is entered on the **Budget** tab of the Control File screen, the [**Apply Budgets**] button can be used to automatically populate the Category level budgets based on the information entered into the budget for the Job.

This function will create the category on each Cost Code if it does not already exist, and it will over-write any existing values on the existing category rows. If the user makes changes to the Cost Code budgets and does not update the Categories, the system will prompt "Do you want to apply budget changes" when attempting to exit the screen.

[Update Dates] - Button

The Update Dates pop-up is used to mass update the start and end dates of all the existing Cost Codes.

[Create Contract] - Button

This is enabled only when a Job is set with billing method as 'Job Billing' and that there is no billing contract already existing for the Job. Once the Job Cost Code/Category and budget setup is complete, users may choose to create a JB Contract right from this screen by pressing this button. Access to this button may be restricted by enabling field security against specific user roles.

[Budget] - Button

This button launches the Enter Budget (Job Budget Maintenance) screen to enter the amounts to be budgeted for the cost elements of the Job. The budget elements entered on this screen are known as the Original Budget and can be modified using this screen as long as the Job is 'pending'. For further details, please refer to the *Job Budget Maintenance* section in this user guide.

NOTE: When using the UPHS Billing Type, the Budget is taken from the Assign Cost Codes screen and NOT the Enter Budget screen.

Single Category Budgeting

If the **Single Category Budgeting** checkbox is checked on the **Budget** tab of the Control File screen, check the **Single Cat Budget** flag for the Cost Codes that require this type of budgeting. If you check this box, the budget amount entered on the Cost Code will automatically be transferred to the Single Budget Category when the **[Apply Budgets]** button is pressed.

Entering Unit Estimates (or UPHS Budget) at Cost Code Level

This only needs to be done if you are using the Productivity budgeting method. For all other types of budgeting, this is reference data only. Details must be entered when using the UPHS (Unit Phase) Billing Type.

Budgeted Units, Rate and Cost

Enter/modify the Budgeted Unit estimate, rate and WM. If you are using Productivity these numbers will be utilized in Percent Complete calculations, otherwise these numbers are for reference only.

NOTE: The heading for this column is user defined within the Custom System Data/Boilerplates screen. The system default for this column is set to "Units".

Once a rate has been entered, the system will automatically calculate the Estimated Cost Amount based on the Budgeted Units * Estimated Cost Rate.

If the rate is not known, the system can automatically calculate the Estimated Cost Rate from the entry of the Estimated Cost Amount/Budgeted Units.

Budgeted Cost Rate and Amounts

The 'Budgeted Cost and Rate' amount fields are display only and will only show data if budgets have been specified at the category level.

Estimated Revenue Rate and Amount

Enter the Estimate Revenue Rate or Amount for the Unit Price Estimate that is being defined at this Cost Code level. Once a rate has been entered the system will automatically calculate the Estimated Revenue Amount based on the Budgeted Units * Estimated Revenue Rate.

If the rate is not known, the system can automatically calculate the Estimated Revenue Rate from the entry of the Estimated Revenue Amount / Budgeted Units.

If a value exists in the Estimated Cost Rate field, The Estimated Revenue Rate will default from the value within that field. The amount displayed may be modified, as required.

Budgeted Revenue Rate and Amount

These fields are display only fields and will only show data Revenue Budgets have been specified at the category level.

Other Cost Code (Phase) Level Options

WC (Workers Compensation)

The WC field declares the Workers Compensation code applicable to the type of work done at this phase of the Job. This field is updatable via this screen and via the Payroll system.

Whether or not this field is required is controlled by the Control File screen's setting **Mandatory Workers Compensation For Job Cost Codes** (found on **Job Setup** tab). Regardless of the setting, only a valid Workers Compensation Code as defined in the Payroll system will be accepted.

If the Control File setting is activated after Cost Codes have already been defined on a Job, the mandatory rules will not apply retroactively to existing Cost Codes. The mandatory rules will apply if the WC field is edited on an existing Cost Codes or navigation away from this field occurs. Mandatory rules will apply to all new Cost Codes.

• All Workers Compensation Codes must be valid with company, country and state entered in payroll workers compensation setup. When assigning Cost Codes, the country and state will come from the Job work location. The Job work location country and state are retrieved when a Job Code is entered.

- If the WC Code is required, but the field is either null or the country and state of the Job location do not correspond to the WC Code company, country and state an error message will be given and the background for the incorrect WC Codes will appear in red. A valid Workers Compensation Code will have to be entered. Once a correct code is entered the cursor will go to the next incorrect code
- Validation of the WC Code only occurs when the Cost Code is a low level Cost Code (i.e., not a Controlling Cost Code).

Estimated Start Date

Record the Estimated Start and End Dates for the Cost Code. These fields are for reference only.

Billing Rate Table and Maximum Revenue Caps

If this Job is a Job Billing type Job, then you may set a unique Rate Table and Maximum Revenue cap at the Cost Code level if required.

Active

Cost Codes can be made inactive by checking this flag. Inactive Cost Codes are not available for transaction entry, but do show on all reports and queries. If you have Cost Codes that will not be utilized at the start of the Job, and want to prevent any transactions from being miscoded to them, you may want to make them inactive at this time.

Assign Templates to Multiple Jobs - Screen

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	* Company			* Job			Job Name		* Template							
CCC			CCC-100001			Sports Compl	lex		NOPO							
ccc			CCC-KING			King Restaur	rant		WIP1							
Process																

Pgm: JCDRIVEP – Assigning Templates to Multiple Jobs

If creating multiple Jobs at once, or adding a new Cost Code (Phase) to existing Jobs, this screen can be used to apply a template to multiple Jobs at once.

NOTE: This feature will not put the Jobs in process, therefore, the Assign Cost Codes screen may still be entered and the template customized by adding or removing Cost Codes and/or Categories.

Select the Company, Job Codes and Template to be applied. There is a List of Values for each field. Once all of the required Jobs have been assigned templates, press the [**Process**] button to start the assignment.

The **Mandatory Workers Compensation For Job Cost Codes** checkbox on the **Job Setup** tab of the Control File screen (standard Treeview path: Job Costing > Local Tables > Control File) may have an effect on the processing of all Jobs. If the checkbox is checked, WC Codes from the Cost Code master setup will be copied to assign Cost Codes. At the end of processing for each Job, if it is discovered that invalid WC Codes have been copied, or are null, the program will rollback all new entries and display an error informing the user that they must use the Assign Cost Codes screen directly. The error message must be acknowledged before processing will continue for the next Job.

Enter Budget - Screen

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3UDGET DETAIL													
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* Cost Code	Cost Code Name	* Category	Meth	Budgeted Amount	Budgeted Quantity	wм	Budgeted Unit Rate	Budgeted Revenue Amount	Budgeted Revenue Rate		Projected Final	Freeze Proj Amt Flag (Y/N)	* Cost to Override
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Forecast Based On	Productivity Totals												

Pgm: JCBUDGET - Job Budget Entry/Edit

Also known as the Job Budget Maintenance screen, this is where you enter the budgets for the cost elements on the Job. Budgets entered here are considered the 'Original Budget' and can be modified as long as the Job has not been started. Once the Job is 'In Progress', the Original Budget becomes frozen, and budget changes are then entered via change orders.

NOTE: If after starting the Job, you find that the original budget needs to be changed, there is a 'Revise Budget' program available on the utility menu.

Budgeted amounts are entered at the lowest level of cost detail and can be entered in dollars or in units. If units are used, a rate per unit is also required so the system can determine the dollar amount of the budget for that cost.

The screen will automatically display all cost elements for the Job. Cost elements are the lowest combination of Cost Codes and Categories where the category type allows budgeting. For each Cost Code/Category combination, a budget amount or unit quantity can be specified.

Budget Detail – Section

As each budget line is accessed, the full name of the Category and forecasting method is displayed at the bottom of the form, via the **Category Name** and **Forecast Based On** fields.

Meth

Cost Code's Forecasting Method: \mathbf{A} = Amounts, \mathbf{P} = Productivity, \mathbf{U} = Units. The Cost Code's selected method is also displayed by the **Forecast Based On** field, located on the bottom-left of the screen.

Budgeted Amount, Budgeted Quantity and Rates

You may enter any two of these fields and the third will calculate. This means that even on an Amount based line, if you only know the Rate and Budgeted Quantity the amount will be calculated for you.

If the budget method is Units, then Units must be entered. If the budget type is Productivity, then the units and rate should be entered.

Enter the Weight/Measure code for the Cost Code.

Budgeted Revenue Amount and Rates

These amounts will automatically be set to match the initial entry values of the cost budget. If your Cost Budget is not equal to the contract amount, then you may want to change the estimated revenue rates and amounts.

When creating a Job Billing contract, the system allows you to create the contract using either the cost budget or the revenue budget.

Percent Complete Method - 'P' Column

This field defaults from the control file. In most cases you will not be changing this value. The computer will automatically calculate the expected costs at the completion of the Job based on the information entered in this field.

- 'C' to use committed costs only.
- 'S' to use spent to date amounts only.
- 'L' to use the larger of the spent or committed amount.

Projected Final

When initially creating the budget, the Projected Final Amount will automatically be updated to the budget amount. This column will be updated if the **% Complete** of the Job is 100 and costs are less than budgeted or if costs exceed the budget.

This field is available in the Forecasting screen.

Freeze Projected Amt Flag

If you check this flag, the amount entered in the Projected Final field will not be updated by the system when costs are posted.

Time Phased – Flag (applicable if using Time Phased Budgeting)

This flag indicates if the specific Phase Category is using a Time Phased Cost Budget (Detail Time Phasing). Since Detailed Time Phased Budgeting has been deprecated, ensure that this flag is unchecked.

Spread Rule – (applicable if using Time Phased Budgeting)

This value represents the assigned Time Phase Spread Rule applied to this item.

Time Phased Variance – (applicable if using Time Phased Budgeting)

This amount is the sum of the difference between the individual period amounts in the Time Phased Budget as compared to the actual Budget entered for the particular Phase/Category. This value will represent a dollar amount for Amount Budget lines, and the number of Units if using the Unit option for the budgeting method.

If this amount is not zero, the [**Synchronize**] button will be available to allow the user to redistribute the variance amount within the Time Phase Budget details.

Active Cost Code, Active Cat

These display fields identify if the Cost Code or Category are active, (checked) or inactive (unchecked). Although users cannot record transactions for inactive Cost Codes or Categories, as there may be historical transactions or budget information, all Cost Codes and Category values assigned to a Job, regardless of current status, are displayed in the Budget screen.

WM

Budgeted Amount & Projected Final Totals

Totals for the **Budgeted Amount** and **Projected Final** columns are provided at the bottom of the columns, in blue text.

Budget Summary Check

Where 'Conceptual Unit Price Estimates' at the Cost Code level have been entered, the system will compare the value of the budgeted Cost Code amount with the total Category budgets within that Cost Code. If there is a difference in these two numbers, the system will return a message upon exiting, indicating that a discrepancy exists and asking if the printing of a report that shows the variations is wanted.

[Calculate Value] - Button

The Budgeted Amount, Budgeted Category Quantity and the Budgeted Unit Rate fields are inter-related in terms of their values. The system will automatically calculate the value of the 'Amount' field when an amount is entered or changed in the Budgeted Quantity or Budgeted Unit Rate fields. If the value is changed in the amount field, the system will automatically change the rate.

Use the [Calculate Values] button to calculate the value of a specific field when the other fields are changed.

An example of where this feature would be used would be when the Budgeted Cost Amount is changed and it is needed to have the system recalculate the 'budgeted quantity' rather than the 'budgeted unit rate'.

In this case, move the cursor to the 'Budgeted Cat Qty' field and press the [**Calculate Value**] button. The field will turn green signifying that it is now the calculated field. A change in the rate or amount field will cause the 'budgeted category quantity' field to recalculate.

NOTE: This rule applies to any group of fields with inter-related calculations such as the Budgeted Cat Quantity, Budgeted Revenue Amount and Budgeted Revenue Rate.

[WBS Defaults] - Button

Click the **[WBS]** button to access the WBS pop-up window displaying the default WBS Codes and WBS Value Codes that are currently assigned before a Job has started ('Pending' status) for the current company. The default WBS Codes can be assigned directly to each Category of the Job Cost structure in order to accumulate costs at a higher level of detail.

Assign Overhead Cost Rates - Screen

For details about this screen, please refer to the Assign Overhead Cost Rates – Screen section of this manual, under Overhead.

Start Job - Screen

START JOB						💾 Save 🕞 Exit	0 • 1 A 🖸
SELECTION CRITER * Company CCC	IA CMiC Tes	t Company					
PENDING JOBS							
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* Job Code		Job Name	Estimated Start Date	Actual Start Date	Profit Plan		
CCC-1000	ccc-1000		01012014	B	Profit Plan		
CCCAERO001	AERO Opportunity for C	ompany CCC	01012015		Profit Plan		
ETC1	ETC1		01012015		Profit Plan		

Pgm: JCJOBDAT - Start Job Entry

Once a Job is set up, its status is set to 'Pending'. Costs may be incurred at this time, but original budgets can still be changed. Once a start date is entered through this screen, the status of the Job is changed to 'In Progress'. The Original Budget is copied to the Revised Budget, and the original can no longer be altered.

Enter the date that work began on the Jobs. This date is for reference only, and it will not affect any processing. Once you have entered the dates against all required Jobs, press the [**Start Jobs**] button. This changes the status of the Job from 'Pending' to 'In Progress'. The original budget is copied to the revised budget and it can no longer be altered via the Budget Entry screen.

Starting of a control Job without Cost Code (Phase)/Category assignment is allowed, with a warning message. Sub-Jobs may not be started without first assigning Cost Codes and Categories.

Add Categories to Jobs in Process

ADD CATEGORIES T	O JOBS IN PROCESS		Save De Exit (1) (2) 🛆 📝 🗢 🔾
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* Company CCC	CMiC Test Company		
SELECTION CRITERIA			
Assign from Category	3000	Equipment	
Assign to Category	CONT-MAX	Contract Maximum Adjustment Ca	
To Start Job	CCC-1000	ccc-1000	
To End Job	CCC-1000	ccc-1000	
To Start Cost Code	01	GENERAL CONDITIONS	
To End Cost Code	þ1 🔺	GENERAL CONDITIONS	
	Process		

Pgm: JCADDCAT – Adding Categories to Jobs

This screen provides a quick way to add categories to more than one Job. Use this program to add missing or new categories to one or more Cost Codes for one or more Jobs at a time. This screen can be utilized for both Pending and In Process Jobs.

Creating a Project

Enter Project

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Bid Date	25/Jun/2011	120				Time 00:00)		Bid Won/	Lost Date			20	
Description	Mechanical, electri building with a belo housekeeping facili Structural engineer walls, and construc accommodate new	al, plumbing, f w grade garag ties. Building d ing includes ge tion administra requirements	fire protection and str ge level, locker/storag Jesign modified to inc eotechnical review, su attion. M/E/P services i and client needs.	uctural engine e room, elevat ude thirty-eig perstructure o uclude revised	eering services fo tor machine roor ant apartments w design to accomr d heating and coo	n 5-story 94,500- n, refuse room wi ith seventeen diff nodate modificat oling load calculat	SF luxury apartn th trash chute a ferent configura ions, four site re cions and equipr	nent ind itions. etaining ment to						
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	Job Detail													
l l														

Pgm: PMPROJFM – Enter Project screen

For details about the Projects screen, please refer to the Project Management reference guide.

Project Control – xProjects Screen

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🗉 🦲 Budget & Cost Management	Bid Package No.	CCBIDPACK*****	CCBIDPACK1234567		
Constant Constant	Submittal No.	CCSUBCODE******	CCSUBCODE 1234567		
User-Defined Logs	Submittal Package No.	CCSPA****	CCSPA12345		
File Maintenance	Communication No.	CCCOMID*******	CCCOMID123456789		
Local Tables BIM 360 Maintenance	Journal No.	CCDYREP******	CCDYREP123456789		
	FWD No.	FWD**********	FWD1234567891234		
	Notice No.	NTCID********	NTCID 12345678912		
Project System Options	REI No.	REINUM*******	RFINUM1234567891		
Project Control	Transmittal No.	TRAID*****	TRAID12345678912		
Activities					

The Project Control screen in the xProjects module contains options for the creation of new Project records, such as the **Automatic Project Numbering** option shown above.

If the **Automatic Project Numbering** box is checked, when entering new Projects the Project Code field will be display-only as the Project Code is automatically generated using the Project Code Mask (**Project Code** field framed above). The display-only field to the right of the **Project Code** field shows a sample generated Project Code using the Project Code Mask.

Using WBS Capabilities

Overview – Work Breakdown Structures

Work Breakdown Structure (WBS) codes provide a supplementary method to effectively track and summarize costs on a transaction basis. The type of breakdown is dependent on the costing structure of the Job, and can be tailored to the specific requirements of the company.

WBS Codes are user-defined fields that can be applied to any Job related transaction in CM*i*C. Each of these user-defined fields can have a list of valid values or be validated against existing CM*i*C data. A maximum of four WBS Codes can be defined per company.

When creating a new Job, the system provides the ability to assign WBS default values at the Job or the Cost Code/Category levels. Revisions to default WBS Codes for Jobs with a **Pending** status are done through the Enter Budget (Job Budget Maintenance) screen. Once a Job's status is changed to **In Progress**, all revisions must be processed using the Revise Budget screen, which is currently only available in Forms (Forms standard Treeview path: Job Costing > Utilities > Revise Budget).

Assigning WBS Codes

WBS Codes can be assigned at the Company Cost Code Level, the Company Category Level, the Job Level or the Job/Cost Code/Category level. Unless the default values or the required flags are different at lower levels, you need only apply the codes and defaults at the Job Level.

The WBS Code and Value will default as follows:

- Job/Cost Code/Category Combination
- If there is no default at the Job\Cost Code\Category level, the next default will be to the Job Level.
- If there is no default at the Job Level, the system will check the Cost Code Master setup for the Company.
- The final default is the Category Master setup for the company.

Use the WBS pop-window to assign default WBS Codes, and to re-set the **Required** and **Editable** flags of Free Form or Company Defined WBS Code types.

Using WBS Codes on Transactions

All Transaction Entry programs that allow 'J' Type transactions will validate data to ensure that all 'required' WBS Codes are assigned with valid WBS Value codes whenever a 'J' type transaction line is entered.

Depending on the screen, the WBS fields may be available directly on the transaction detail line, or you may access the WBS information by using the screen's **[WBS]** button.

• If the selected Job/Cost Code/Category has an assigned WBS Code with the Required Flag set to 'Y', and it has a default value applied, the system will automatically default the value for each entry; the operator does not need to enter the values unless modification is required.

- If the selected Job/Cost Code/Category has an assigned WBS Code with the Required Flag set to 'Y', and no default value applied, the operator will be required to enter valid WBS data.
- If the WBS Code has the Required Flag set to 'N' and the Editable Flag set to 'Y', the operator has the ability to modify the WBS data.
- If the WBS Code has the Editable Flag set to 'N', the operator is permitted to view the codes, but modifications is prohibited.

WBS Codes - Screen

WBS CODES					Table Mode	💾 Save 🕞 Exit 🥻	
SELECTION CRITERIA							
* Company RV123456	R.V.Head Quarters Company, LLC						
WBS CODES							
🖉 Search 🛛 🔂 Insert Re	cord 👍 Previous Record 📦 Next Record 🔞	Workflows 🛛 👻 🔒 Report Op	tions 🛛 👻 🥵 ECM 🗍 👻	User Extensions			
		User					
Code	Name	Defined Field	Required	Editable			
WBS1	Change Orders	PCI 🔺			Delete		
WB52	Jobsize	JOBSIZE A		\checkmark	Delete		
		A			Delete		
		A			Delete		

Pgm: JCWBSFM - WBS Codes maintenance screen; standard Treeview path: JC > Setup > Local Tables > WBS Fields > WBS Codes

This screen is used to define WBS Codes for a company, which is chosen using the Company field.

The following are details about the fields on this screen:

Code

The WBS Code is a unique identifier; the user will see the name, not the code, when entering transactions. The code is an 8-character field.

There are three types of codes:

- Free Form This type of WBS Code allows the user to enter any data without validation against a pre-defined list of values. This is a free form text field that can be added to any Job transaction.
- **Company Defined** This indicates that the valid data available for selection is unique within the company, and it is maintained through the WBS Values screen (standard Treeview path: Job Costing > Setup > Local Tables > WBS fields > WBS Values).

NOTE: If previously using WBS Codes in earlier versions of CM*i*C Software, the data will have been converted to this new type of WBS Code.

• User Defined – This type of WBS Code is designed to utilize User Defined Extension data. This means that this WBS Code can be linked to either your own user defined data or one of the predefined user extension fields, such as employee number. The data will be validated and a LOV created against a User Extension field.

Name

If not creating a user defined WBS, enter the name in this field. If the WBS is to be user defined, the name of the User Extension field will automatically populate this field when selected, so leave this field blank.

User Defined Field

If creating a Company WBS, enter the value "**JCWBSV**" in this field. If creating a user defined WBS, select the User Extension field required from the List of Values. Leave this field blank for Free Form types.

Required - Checkbox

If this checkbox is clicked, the user will be required to enter a value for the WBS Code during transaction entry. If a default value does not exist for the WBS Code, the WBS pop-up window will appear and request the operator to enter a WBS Value code. If these WBS Value codes are missing for the transaction, processing and posting will fail.

Editable - Checkbox

Check the 'WBS Editable' box to allow the users update privileges to the WBS Value code during transaction entry.

WBS Values - Screen

WBS V	ALUES										💾 Save	Exit	i	? ∆	
SELECTION	CRITERIA		CMiC Construct	tion Inc											
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WBS VALU	ES														
View 👻	Y 🖪 Fr	eeze 📲 Detach	Search	nsert 🔁	🛃 Insert Multiple	e 💼 Delete	®₀ Workflows	Report	Options 💌	Export	Sec M Docur	nents 🖛	සි <mark>ට</mark> Use	er Extensio	ons
	Code		Name	:											
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EQ052		PLACA VIBRATORIA	CON MOTOR												
MA03-0	50	AGUA													
VALUE 1	I	58850													

Pgm: JCWBSVFM - WBS Code Values maintenance screen; standard Treeview path: <math>JC > Setup > Local Tables > WBS Fields > WBS Values

This screen is used to enter valid data for Company Defined type WBS Codes.

Selection Criteria - Section

WBS Code

Select the company's WBS Code for which you want to create valid values.

WBS Values – Section

Code, Name

Enter a Unique Code and Name for each required value. The **Code** can be a maximum of 10 characters, and the **Name** can be a maximum of 30 characters.

Working with Bid Jobs

Overview – Working with Bid Jobs

Bid Jobs

One of the functions of Bid Jobs is to track costs incurred during the bid process. Once a bid has been won, there is the option of transferring the costs incurred during the bid process, recorded using the Bid Job record, to the new corresponding Job record. Optionally, the new corresponding Job can be created without these incurred costs.

Enterprise allows the keeping of records on why bids were won or lost, and about the competition. Also, because the Jobs are flagged as Bid Jobs, the system can easily report on pre-contract costs.

Creating Bid Jobs

Creating a Bid Job is the same as creating a standard Job, the only difference is to click the **Bid Flag** checkbox and to enter a Bid Date.

Assign Cost Codes & Enter Budgets

As with Job records, the required Cost Codes may be assigned, and budgets associated with the bid entered.

Track Costs

While working through the bid process, incurred costs may tracked using the Bid Job record, and then either transferred to the Job once won, or closed out if lost. For this reason, transactions may be entered against Bid Jobs as against any Job.

Indicate Status

Indicates whether the Bid has been Won or Lost, and optionally, costs can be transferred to the actual Job.

Bid Won/Lost Reasons (Maintenance) - Screen

	BID WON/LOST REASONS											💾 Sa	/e	Exit	(i)	?	Δ	₽ 🗢	0
R	EASON CO	ODES																	
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	* C	ode					Name												
	L-BUDG	ET		Over Pro	ospect's B	udget													
	L-TIMIN	G		Timing															
	W-APPR			Professio	onal Appr	oach													
	W-BUDG	GET		Under P	rospect's	Budge	t												
	W-EXPER	R		Experier	nce														
	W-PROD)		Superior	r Product	Offerir	ng												
	W-REF			Custome	er Referer	ice													
	W-REP			Compan	y Reputat	ion													
	W-VISIO	N		Superior	r Project V	ision													
	ZZ-BEST			Best bid															
	ZZ-HIGH	ł		Bid too h	high														

Pgm: JCREASON - Reason Codes for Winning/Losing Bids

The Bid Won/Lost Reasons screen is used for maintaining the set of Reason Codes for the acceptance/rejection of bids. These codes are used in the Win/Lose Bid screen to track information about won/lost bids. Also, when indicating if a bid has been won or lost, users can enter a Reason Code.

Bid Competitors (Maintenance) - Screen

BID COMPET	TITORS				💾 Save 🕞	Exit (j) ? 4	∆ ₽⊽Q
COMPETITOR CODE	S						
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* Code		Name					
COLE	Cole Engineering Group	1					
GENCORP	GENCORP Contracting S	ervices Ltd.					
KEHOE	Kehoe Construction						
КОСН	Koch Engineering						
NICHE	Niche Competitors						
PCL	PCL Construction						
RILEY	J.W. Riley						
SUCHER	Joseph Sucher & Sons						
TIER1	Tier 1 Competitors						
TREMBLEY	Trembley Construction						

Pgm: JCCOMPET – Competitor Code Maintenance

The Bid Competitors screen is used for maintaining a set of competitors for entry against a rejected bid. When indicating if a bid has been lost, the system gives the opportunity to enter a competitor code for tracking purposes.

Bid Setup (Control File – Bid Setup Tab)

JOB COST CONTROL FILE Table Mode 💾 Save 🕞 Exit 👔 🍞	∆ ⊉∣≂ O
SELECTION CRITERIA Company CCC CMIC Test Construction Company Copy Control File	
Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions Jobs Change Management	Forward Loss
🔯 Search 🖶 Insert 👼 Delete 🚳 Workflows 🛛 👻 🖨 Report Options 🖌 🦃 ECM Documents 🖉 😤 User Extensions	
Carry Over Bid Job Cost Codes 02-200 Bid Costs Category 5000 Bid Job Template BID1 Transfer Costs As Default Copy Original Source/Reference Values Copy Ocy Cost Codes As Default Copy Job Original Contract Amount	

Pgm: JCCTRLFM – Bid Setup tab in Job Cost Control

This module's Control File screen's **Bid Setup** tab is used to set controls such as the Cost Code/Category where the transfer of costs will be posted to, when posted to the winning Job.

Carry Over Bid Job Cost Codes

This field is relevant if a Bid Job's recorded bid costs are to be transferred to the new corresponding Job record, after a Bid Job is won. Select the Cost Code to transfer bid costs to when a Job is won.

Bid Costs Category

Select the Category Code that bid costs will be copied into if a Job is won.

Bid Job Template

Used to select the Cost Code Template that is to be the Bid Job template for creating Bid Jobs, for the company selected by the **Company** field. Whenever a Bid Job is created, the template's Cost Codes are assigned to the new Bid Job.

Cost Code Templates are created and maintained through the Cost Code Template screen (standard Treeview path: Job Costing > Setup > Local Tables > Cost Code Templates).

In the Opportunity Management module, if using the automatically create Bid Jobs option, the program will use this selected Bid Job template to auto-assign its Cost Codes to new Bid Jobs.

Transfer Costs As Default - Checkbox

This field is relevant if a Bid Job's recorded bid costs are to be automatically transferred to the new corresponding Job record, after a Bid Job is won. Check this field if costs are to be automatically transferred.

Copy Original Source/Reference Values - Checkbox

This flag can be checked when the Transfer Costs As Default flag is checked.

If checked, when a bid is won, the system will automatically copy the original source and reference when transferring costs.

When un-checked, during processing, the reversal of Bid Job and transfer to winning Job transactions will have system defined values for source/reference indicating the transfer details.

When checked, the original source/reference details will be retained in Bid Job reversals and winning Job transfers.

Copy Cost Codes As Default - Checkbox

If checked, when a Bid Job is won, the Bid Job's Cost Codes are carried forward to the corresponding Job record.

Copy Job Original Contract Amount – Checkbox

By default, this flag is checked to keep existing functionality: if a Bid Job created from the Opportunity Management module is won, the Original Contract Amount for the corresponding Job record gets updated with the Potential Revenue from the corresponding Opportunity record.

Default Template To Bidjob - Checkbox

This field is enabled if a Cost Code Template is selected via the **Bid Job Template** field.

If checked, the Bid Job Template will be defaulted to the assigned Cost Code.

Win/Lose Bid - Screen

WIN LOSE BID										💾 Save 🕞 E	xit (2) (?) ▲ [2] マ (
COMPANY CODE											
* Company RV123456	A	R.V.Head Quarte	ers Company, LLC								
a)											
Open Bids Accour	nts										
View 👻 🍸 🌇 Fr	reeze 🖷 Detach	Search	® _@ Workflows ▼ €	Report Options	Export 🖓 ECN	। 👻 🖧 User Ext	ensions				
								Сору			
* Bid	* Lost/Won	Date	Post Date	Reason	Competitor	Јор	Transfer Costs	Cost Codes	Cost Code	Category	* Revenue Genera
A1BRIC0001	Open Bid 💌	01062015	🗞 01062015 🔯								As Costs Incurred (Without
A1DOOR0003	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
A1GARD0002	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
A1GARD0003	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
A1ROOF0001	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
A1ROOF0002	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
ADDRES0001	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
ADDRES0002	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
ADDRES0003	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
AETNA0001	Open Bid 💌	01062015	01062015								As Costs Incurred (Without
•					III						4
Reason Desc											
Competitor Desc											
Process Notes											

Pgm: JCBIDPRO - Updating Win/Lost Status on Bid Jobs

The Win/Lose Bid screen is used to update the status of Bid Jobs.

The system will display all open Jobs in sequence as the screen is being entered. To change the status of a Bid Job, select the Job where the status is to be changed.

When a Bid Job is processed as a Bid Won, the Opportunity and Project codes will be reassigned to the won Job's code (previously set to the Bid Job code).

How important is the use of Win/Lose Bid in Job Costing?

For the purpose of CRM and Project Management, this is a vital step in the normal flow of Job setups. The processing of a Bid Job into a Won Job (actual work) or Lost Job (opportunity lost) has impact on Revenue projections as well as the coding of Jobs and Projects.

Lost/Won

Select the option that best describes the status of the Job to be changed. The system provides for 3 options: **Open Bid**, **Bid Won** and **Bid Lost**.

Upon initial entry, all Jobs are flagged as open. An Open status indicates that a Job is still in the bid process.

If a bid is lost, select **Bid Lost** for the **Lost/Won** field, enter the Reason Code using the **Reason** field, the Rejected Date using the **Date** field, and the **Competitor**, if known. Save your entry.

If a bid is won, select **Bid Won** for the **Lost/Won** field, enter the Reason Code using the **Reason** field, the Accepted Date using the **Date** field. A Bid Job that has been won requires a new corresponding Job to be created that will hold all of the Bid Job's information.

Date, Post Date

When a Bid Job has been won, this field enables the users to enter the posting date to accumulate costs in a particular period.

The following are rules governing this field:

- The **Post Date** field will be available only when a Bid Job is changed to the **Bid Won** status.
- The system will always default the system date into the Date field, which the user may override.
- The system also defaults the value from the **Date** field into the **Post Date** field, which again users may override and modify.
- During posting, a message pops-up if the posting dates of some of Jobs are not in valid open periods.
- If **Continue** is selected, the program will go ahead and post only the records with valid posting dates.
- If **View** is selected, the user is presented with the records with invalid post dates, and modifications/corrections are allowed, prior to continuing the process.
- If Cancel is chosen, no processing will take place.
- If there are different posting dates in a multiple record scenario within the same batch, internally the system will handle this by creating as many batches as posting dates found, and print as many sets of posting reports.

Reason

Select a Reason Code for the won/lost bid.

Reason Codes are maintained through the Bid Won/Lost Reasons screen (standard Treeview path: Job Costing > Setup > Local Tables > Bid Information > Bid Won/Lost Reasons).

Competitor

Select a Competitor from the list of values.

Competitors are maintained through the Bid Competitors screen (standard Treeview path: Job Costing > Setup > Local Tables > Bid Information > Bid Competitors)

When a Bid Job has been won, the system will require that the Job be transferred to a new Job Code. This new Job Code must be unique and cannot be in used by another Job.

The system will default to the 'Bid Job' number into the New Job number field although the screen will not allow acceptance of this code as a valid entry. The default is done to allow modification of the 'Bid Job' code to one that is close in nature to the original code.

Often companies will add an additional letter to the end of the Job Code to signify a bid that has been won and transferred.

If the Bid Job is attached to a single Project, the Project Code will be updated to match the actual Job Code if no Job Code had been previously assigned to the Project. This will update all related tables and keep the won bid Project Codes in sync with the actual working Jobs, instead of the default of Bid Jobs.

Transfer Costs – Checkbox

Indicates if accumulated costs on a Bid Job were transferred to the new corresponding Job, when the bid was won.

Copy Source/Reference – Checkbox

This flag's state defaults to that of the **Copy Original/Source Reference Values** flag on the **Bid Setup** tab of the Control File screen (standard Treeview path: Job Costing > Setup > Local Tables > Control File).

When checked, the original source/reference details will be used when transferring costs from the Bid Job to its new corresponding Job, when the bid is won.

If un-checked, the system will populate transfer reference details into these fields.

Copy Cost Codes – Checkbox

This flag indicates that when a Job is won, the Bid Job Cost Codes are to be copied to the Bid Job's new corresponding Job record.

Cost Code, Category

Enter the Bid Cost – Cost Code and Bid Cost - Category to which all the costs are to post, to be accumulated from a Bid Job to a won Job. If entries were made for the **Carry Over Bid Job Cost Codes** and **Bid Costs Category** fields on the **Bid Setup** tab of the Control File screen, they will default to these fields at this point, if the **Transfer Costs As Default** checkbox (on same tab) is checked. There is the option to remove these entries or modify them for the Job being defined.

NOTE: Leave these fields blank to transfer any accumulated costs from a Bid Job to the original Cost Code (Phase)/Category on the won Job.

Revenue Generation

This field is used to select the Revenue Generation method. The posting of costs against a Bid Job does not provide for the posting of unearned revenue, as the Job is only in the bid process stage. Once a Job has been won, there is the option to account for the costs as unbilled revenue. The information entered in this field will default to new Job, created during the win process.

- Select the **As costs incurred** (**Without GL**) option when revenue is to be recognized when cost are incurred. Using this method, the General Ledger will not be affected only the Job Costing module will reflect the accumulation of unbilled revenue.
- Select the **As costs incurred** (**With GL**) option when revenue is recognized when cost are incurred. Unlike the 'JC only' option, the General Ledger is affected by the accumulation of the unbilled revenue. When a cost is posted against a billing category, the unbilled revenue account is

Job

debited and the billing account is credited (where the unbilled revenue account is a contra revenue to the billings account).

When the Revenue Generation option has been selected, enter a revenue department and account through the **Accounts** tab. The unbilled revenue account will be debited and the billings account will be credited when a cost is posted against a billing category.

Recalculate Revenue – Checkbox

Check this flag if either the 'J/C only' or the 'G/L and J/C' option of revenue generation has been selected, and posting of the transferred costs from the Bid Job to the won Job is required.

If the bid was won, all information from the Bid Job will be transferred to the new Job. The new Job will now be accessible from the Job Menu as a pending Job.

Update Buyout Item Bid Job

If checked on winning a bid, the system will update Buyout Items Bid Job with actual Job in Bid Package.

Accounts - Tab

WIN LOSE BID									💾 Save 🌗 Exi	t 🛈 🕐 🛆	[2 ∼ C
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	Accumulate	Assumulato Costs	Adjustmont	Adjustment (DD)	Accumulate	Assumulate Billing	Adjustment	Adjustment (CD)	Unbilled	Unbilled Peyenue	Unbi
* Bid Job	Costs (DR) - Dept	(DR) - Account	(DR) - Dept	Account	Billing (CR) - Dept	(CR) - Account	(CR) - Dept	Account	Revenue (DR) - Dept	(DR) - Account	Rese (CR)
2000.100	00	A	00 🔺	5200.200	00		00	4000.400	00	4000.500	00
CCC%\$20151	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00
CCC1504001	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00
CCC1504002	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00 ⋿
CCC1504003	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00
CCC1504004	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00
CCC1504005	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00
CCC1504006	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00
CCC2015004	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	00
CCC2015010	00	5200.200	00	5200.200	00		00	4000.400	00	4000.500	• 00
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	Accu	imulate Costs (DR) - Ac	count Name								
		Adjustment (DR) - Ac	count Name Jol	o Cost Cost Adjustmen	IS .						
	Accu	mulate Billing (CR) - Ac	count Name								
		Adjustment (CR) - Ac	count Name Jol	o Cost Revenue Adjustr	nents						
	Unb	illed Revenue (DR) - Ac	count Name Ur	billed Revenue							
	Unbilled Revenue	Reserve Limit (CR) - Ac	count Name Ur	billed Revenue Reserv	e Limit						

The **Accounts** tab's defaults come from the Bid Job, Department and Accounts settings set up on the **Accounts** tab of Job set up, as well as, the Billing Rate table name as specified for the Bid Job. Once the Bid Job has been won, this tab is available to change the Department, Accounts or Billing Rate Table for the transfer of costs to the won Job.

- If the revenue generation is 'As Costs Incurred without G/L' Unbilled Revenue and Unbilled Revenue Reserve Limit will automatically clear. When revenue generation is 'As Costs Incurred with G/L' both the Unbilled Revenue and Unbilled Revenue Reserve Limit' are mandatory fields.
- The billing rate table name can be left as defaulted, left blank to have the Job set up table used or selected from an LOV.

Overhead

Overview – Overhead

The system provides the ability to calculate and apply overhead costs during the posting of cost transactions from any system that affects Job Cost.

Overhead calculations are assigned to Cost Codes (Phases) and Categories, and may be individualized on a jobby-job basis. The overhead costs can be identified as a rate against the cost amount of the transaction or as a markup based on a dollar amount per unit.

NOTE: The Overhead Category must exist within the Cost Code in which the overhead is to be calculated. If the Overhead Category does not exist for the Cost Code, overhead will not calculate.

Control File Setup for Overheads

JOB COST CONTROL FILE	Table Mode 💾 Save 🕞 Exit 🕧 🕐 🛆 🍞 🗸	þ
SELECTION CRITERIA		ĥ
Company RV123456 A R.V.Head Quarters Company, LLC	Copy Control File	
Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions Jobs	Change Management	5
🔯 Search 🖶 Insert Record 🖶 Delete Record 🛞 Workflows 🖛 🖨 Report Options 🖛 🧟 ECM 🖛 Statesions		
Create Overhead		
Use Multiple Overhead % Disbursements		
Default Overhead Category 1000 🔺 Labour		
Default Overhead Dept 011110 🔺 5200.135 🔺 JC Costs - Burden		
* Allow Inter-Branch Charges		
Allow Inter-Branch Charges Within Same Controlling Department		
Restrict Inter-Branching To Payroll/Labour Category		
Inter-Branch Expense Category		
* Auto-Post I/B Adjustments To J/C When I/B Limits Change		=
Inter-Branch Journal For Auto-Post Limit Adjustments		

Pgm: JCCTRLFM – Job Cost Control File – Overhead Settings

To set up the Job Costing module for the calculation of overheads, the **Additional Charges** tab on the Control File screen is used (shown above). On the tab, define the overhead category for the system as well as the associated department and credit account. Where multiple overhead distributions are required, the **Use Multiple Overhead % Disbursements** flag is checked.

Create Overhead – Checkbox

This field must be checked if the system is to create Overhead transactions.

Use Multiple Overhead % Disbursements - Checkbox

To distribute the overhead clearing amount to more than one account (up to a maximum of 5), this flag must be checked. The account setup will then be done on the Overhead screen.

If this is not checked, the overhead will credit the 'Clearing' account entered in the field below.

Default Overhead Category

The Default Overhead Category must be specified here, but it may be overridden by the category entered on the Overhead setup screen.

Default Overhead Dept & Account

To have all overheads post to a specific department, enter the department in this field. If overheads are to be posted to their related Job departments, leave this field blank.

If not utilizing Multiple Overheads, enter the General Ledger clearing account that the system will use to post overhead transactions.

Assign Overhead Cost Rates - Screen

ASSIGN OV	ERHEAD COS	T RATES												Save 🕞 Exit () (
Markup or Rate A	mount/Percent														
SELECTION CRITE	RIA														
* Compar	y RV123456	A RA	Head Quarters Com	pany, LLC		Default Cr	edit Type Is Job								
Jo	b 1000.100	▲ 10	00.100												
Job Pick Li	st					Edit Job Sele	ction Criteria								
OVERHEAD RATES															
View 👻 🕎	🖬 Freeze 🖷 D	etach 🛛	Search 🚓 Insert	Record 📲 Insert Multipl	e Records 🛛 📅 Del	ete Record 🛛 🛞 Workflows	s 🛛 🖛 🖶 Report Options 🗍 🖛 🛽	Export	ECM 🖛 🖧 User	r Extensions					
* Cost Code	Cost Cod	e Name	* Category	Category Name	Overhead Category	Overhead Category Name	Overhead Description	* Rate Type	* Rate	wм	1st Split %	Туре	Account/Job	Account/Job Name	Cost Code
02	Existing Con	litions-Job F	2000	Subcontract	3000	Equipment	Desctiption	M	500	DY	0		A		A

Pgm: JCORATE – Assigning Overhead Rates

The Assign Overhead Cost Rates screen is used to assign overhead rates. These are used during the posting of overheads against cost transactions. While there is also the ability to specify all the Jobs, Cost Codes or Categories within the system; the assigning of overhead rates can be as general or specific as required.

If the **Use Multiple Overhead % Distribution** box has been checked on the **Additional Charges** tab of the Control File screen and on the Job Setup screen, the system will also allow the assigning of multiple credit clearing accounts. Each account allows for the specification of the % distribution, where 100% of the overhead must be distributed.

Overhead Rate Templates can be created by applying rates to Jobs that are marked as **Do Not Allow Transactions**. The system allows users to copy rates from one Job to another using the Copy Overhead Rate utility, available under this module's **Utilities** menu.

NOTE: If setting rates on individual Jobs define 'ALL' Jobs, in 'ALL' Cost Codes, in 'ALL' Categories at a 'M' type of markup of 0.00. This will ensure that only the Job/Cost Code/Category elements that have actual rates applied will result in an overhead transaction.

Job

Select/Enter the Job Code for the Job where rates are being defined.

To enter an overhead rate that should apply to all the Jobs on the system, enter the code 'ALL' in this field. The code 'ALL' is a system-defined code that will establish the overhead rates defined in the next block under all Jobs within the system.

Job Pick List

Select the desired Job Pick List code from the LOV, if overhead rates are to be applied to multiple Jobs selected on certain criteria. The following is the order of precedence followed by the system, while selecting the overhead cost rates during transactions.

First, the system looks for rates at the Job level. If no rates are defined at the Job level, the system looks for rates at the Static Pick List level. If no rates are found, the system looks for rates at the Dynamic Pick List level. Finally, if no rates are found, the system looks for rates defined at "ALL" Jobs level.

It must be noted that if the system tries to find rates at the Pick List level, it uses the first set of rates it finds (First Static Pick Lists, then Dynamic Pick Lists). Hence, the user must be careful while defining the overhead cost rates, and avoid selecting the same Job in multiple pick lists for the same Cost Code/Category.

Default Credit Type is Job - Checkbox

When this flag is checked, the default credit type is 'J' (for Job); otherwise it is 'G' (for GL).

Cost Code

Select the Cost Code for the rates being defined. To calculate overhead against all of the Cost Codes, enter the code "**ALL**" in this field. The code "**ALL**" is a system-defined code that will calculate the overhead rates defined by this line against all Cost Codes within the system.

Category

Select the Category Code for the rates being defined.

To calculate overhead against all Categories, enter the code "ALL" in this field. The code "ALL" is a system defined code that will calculate the overhead rates defined by this line against all Categories within the system.

Overhead Category

Enter the Category Code where the overhead of the previous Cost Code/Category will be posted.

NOTE: Remember that this Category must be assigned at the Cost Code level for overheads to calculate.

Overhead Description

If blank, the standard system generated text "Overhead for Job XXXXXX" will be used. If text is entered, this text will be entered for all Overhead lines of that type. This data is stored in the GL (gl_ref_desc) and JC (jcdt_ref_desc) transactions.

NOTE: The Job code is only included when using the default option and not specifying the text to be used.

Rate Type

Enter the Rate type for the factor to be used when multiplying costs during the processing of Overhead.

Select 'M' (Markup) to calculate overhead as a percentage of the cost. Select 'R' (Rate) to calculate overhead as a rate per unit.

Rate

Enter the Overhead Rate to be applied during overhead processing. The value entered in this field is dependent on the type selected by the **Rate Type** field.

- When defining a **Markup** type, the rate entered in this field will represent the overhead percentage that will multiply against the cost amount of the transaction. For example, an entry of .25 against a \$10 cost amount will result in an overhead transaction of \$.03. The calculation would be: .25/100*\$10 = .025 rounded up to \$.03.
- When defining a Rate type, the rate entered in this field will represent the overhead rate that will multiply against the unit amount of the cost transaction. For example, a rate entry of .25 against

20 units with a cost of \$10 will result in an overhead transaction of \$5.00. The calculation would be: .25*20 = 5.

1st Split %, ... 5th Split %, Account/Job, Cost Code, Category

Optional, if the **Use Multiple Overhead % Distribution** flag is checked on the **Additional Charges** tab of the Control File screen and on the Job Setup screen, users can enter up to five different overhead credit accounts or Jobs/Cost Codes/Categories and their related % of the overhead amount.

For each split, fill in the %, Accounts/Jobs, Cost Codes, and Categories as required. The % must add up to 100% before the form will accept the record.

Posting Without Overhead

BATCH POSTIN	IG			💾 Save 🕞 i	ixit 👔	1	▲ 🖓	∼ Q
Enter Company Code								
Enter T	• Fransactions	Print Edit List	Post Transactions					
SELECTION CRITERIA								
* Company	¢cc 🔺	CMiC Test Construction Co						
GL Current Year	2016	Period 1 Start 01/Jan/20	16 End 31/Jan/2016					
User	MIKEFER1							
Batch	31981 🔺	MIKEFER1 2016-01-07 B						
	Post Overhead Trans	saction						
	Automatic Accrual R	eversal						
	Preview Posting							
	Print Reports Imme	diately						
	Post							

Sample of Post Transactions screen (standard Treeview path: *JC* > *Transactions* > *Enter Cost Transaction*): selected through process train running along top of Enter Cost Transaction Screen.

The Post Batch program in Job Costing is used to post transactions entered manually through the Job Cost application.

The posting of JC transaction batches in Job Costing allows the user to specify if Overhead should be calculated when posting. If the **Post Overhead Transaction** checkbox is unchecked, the calculation and posting of overhead transactions for this batch is turned off. If Overhead functionality is not being utilized, set the checkbox to the unchecked state. This is the only program that allows this, as the types of transactions posted this way are usually adjustment transactions and overhead may not be applicable.

If posting Accrual Transactions, the reversal of the Accrual will calculate overhead only if the original posting calculated overhead.

For further details about the Post Transactions screen, please refer to the *Post Transaction Batches* sub-section under the *Processing* section.

NOTE: Overhead is automatically calculated on transactions generated from other applications such as, Accounts Payable and Payroll.

Inter-Branching

Overview – Inter-Branching

Inter-Branching is a method of charging other profit centers for the use of your Employees, allowing you to lend employees to other Departments or Companies without losing the Employee's capacity to generate revenue for you. You have a choice of only creating inter-branch transactions when the controlling Department of the Employee and Job are not the same, or to create them every time the Department is different regardless of the controlling Department.

The system has a lot of flexibility, allowing an almost infinite number of rules for inter-branch charges. You can declare charge maximums by Job, Cost Code (Phase), Category and Employee, plus you can define the charge amount by setting charge multipliers by Job, Cost Code and Category.

Once Inter-branching has been setup, the system automatically creates the transactions when required.

Inter-Branch Charge Limits

JC INTERBRANC	CH CHARGE LIMIT	þ
COMPANY CODE		
Job Company ZZ	▲ CMIC Construction Inc. Emp Company *	
Job Dept *	Emp Dept *	
INTER-BRANCH CHARGE	E LIMITS	
View - Y Fa Fre	eeze 🚡 Detach 🔯 Search 🖶 Insert 📲 Insert Multiple 📇 Delete 🚳 Workflows 💌 🖨 Report Options 🔍 🖷 Export 🚱 ECM Documents 🔍 🧏 User Extensions	
Job Company I	Dept Job Phase Category Emp Comp Emp Dept Maximum Allowed IB Revenue To-Date IB Lost To-Date Costs To Date Comments	
ZZ 00	A ZZ-WMT A 99 A 9000 A ZZ A 00 A 5,000.00	
•	III	Þ.
Job Company Name	CMIC Construction Inc.	
Job Dept Name	Company Level	
Job Name	ZZ Walmart	
Phase Name	Billings	
Category Name	Fee	
Emp Comp Name	CMiC Construction Inc.	
Emp Dept Name	Company Level	
	Post	

Pgm: JCIBCHRG – Inter-Branch Charge Limits; standard Treeview path: JC > Setup > Local Tables > Inter Branch Setup > Inter Branch Charge Limit

This screen is used to define charge limits. It is also a place where you can view the inter-branch revenue charged, lost and costs to date.

Company Code - Section

The values entered in these fields are the search criteria for the details shown under the **Inter-Branch Charge Limits** section of the screen.

Job Company, Job Dept, Emp Company, Emp Dept

Select the relevant parameters, or enter an '*' to identify "All". The only field that will not accept an '*' is the **Job Company** field.

Inter-Branch Charge Limits - Section

This section will automatically be populated with existing records for the criteria entered, and it allows users to view and update existing records, and to add new ones.

The system will check for the limit at the lowest level and apply that limit. This allows for overall charge limits and specific limits per Job/Cost Code (Phase)/Category, if required.

Job Company

Company for inter-branch limit being defined.

Dept

Department associated with this limit. This field will accept either an '*' meaning all Departments within the Company, or a specific Department code.

Job, Phase, Category

Select the relevant Job, Phase (Cost Code) or Category. Use an '*' to indicate "All".

Emp Comp, Emp Dept

Employee's home company, and employee's home department. Use an '*' to indicate "All".

Maximum Allowed

This is the maximum allowed charge limit. When posting an inter-branch transaction the system verifies that the current transaction will not bring the total charged to date over this maximum amount. If it does, the excess will be posted to the 'Inter Branch Revenue Lost' account.

IB Revenue To-Date

Total inter-branch revenue.

IB Lost To-Date

Total lost to inter-branch transactions.

Cost to Date

Costs to date amount.

Comments

Comments may be entered for each limit using this field.

NOTE: If you are adjusting an existing record and the Control File screen for the company indicates that transactions should be created on charge limit changes, the system will automatically create the correcting transactions for you.

The display fields under the table display column values for the selected row in the table.

Inter-Branch Charge Multiplier

JC INTER BRA	NCH CHARGE I	MULTIPLIER							P Save	🕨 Exit (? ∆	. [≱ ≂ Q
Enter Multiplier For N	lormal Hours.											
SELECTION CRITERIA												
Job Comp Code	RV123456	R.V.Head Quarters Company,	LLC									
Job Dept Code	*											
MULTIPLIERS												
View 👻 📱	Freeze 🖷 Detach	👩 Search 🛛 🔂 Insert Re	cord 📲 Insert Mul	tiple Records 🛛 🖷	Delete Record	🖗 Workflows	🗧 🕂 🔒 Report Optio	ons 🔫 🔜 Export	응 ECM 🔤 🖧 User	Extensions		
* Emp Comp	* Emp Dept	* job	* Cost Code		* Category	* Full Tariff	Regular Multiplier	Overtime Multiplier	Double OT Multiplier	Other Mul	tiplier	
CCC 🔺	00	1000	01	*								
•				III								۱. F
Emp Comp Name	CMiC Test Company											
Emp Dept Name	Company Level											
Job Name	Control Job 1000											
Cost Code Name	General Conditions-J	ob Phase Name										
Category Name	All Category											

Pgm: JCIBMULT – Inter-Branch Charge Multipliers; standard Treeview path: JC > Setup > Local Tables > Inter Branch Setup > Inter Branch Charge Multiplier

This screen is for defining inter-branch charge rates. Rates can be defined by an Employee's Company and/or Department, or by Job/Cost Code/Category, or a combination of both. These rates can be set to the normal charge rate, or they can be set as multipliers of regular, overtime or double-time rates.

Selection Criteria - Section

The values entered in these fields are the search criteria for the details shown under the **Multipliers** section of the screen.

Job Comp Code

The company for which inter-branch charge rates are being defined. Enter an '*' to represent "All".

Job Dept Code

Select a relevant department code, or enter an '*' to represent all Job Department codes.

Multipliers - Section

This section will automatically be populated with existing records for the criteria entered, and it allows users to view and update existing records, and to add new ones by clicking the Block Toolbar's [Insert] button.

The system will check for the multiplier at the lowest level and apply the associated rates. This allows for overall charge rates and specific charge rates per Job/Cost Code (Phase)/Category, if required.

The display fields under the table display details for the selected row in the table.

Emp Company, Emp Dept

Employee's home Company and home Department. Use an '*' to indicate "All".

Job, Cost Code, Category

Select the relevant Job, Cost Code or Category. Use an '*' to indicate "All".

Full Tariff - Flag

If checked, the inter-branch charge will be the full bill amount. When checked, the multiplier fields will be set to null and become unavailable. This means that the home company/department of the employee will not receive any revenue for the employee's time.

Regular Multiplier, Overtime Multiplier, Double OT Multiplier, Other Multiplier

There are four different multiplies than can be defined. The multiplier is applied to the 'Charge' rate of the transaction.

Example: If you enter 1.5 in the multiplier for regular time, you are indicating that you will be splitting the revenue of the transaction in half; 50% for the employee home company/department, and 50% for the cost company/department.

Comments

Comments may be entered for each entry.
Processing – Job Costs

Enter Cost Transaction

ENTER COST TRANSACTION	Table Mode 💾 Save 🕞 Exit 🕡 🕐 🛆 🍞 🗢 🔾
O O Fost Transactions Print Edit List Post Transactions	rocess train for the entry, verification and posting of transactions
SELECTION CRITERIA	
* Company RV123456 A R.V.Head Quarters Company, LLC C	Current Period
* Batch 5868 A RAFID 2015-06-01 C S	Starting 01012015 Ending 31012015
Create Batch	
TRANSACTION	
🔯 Search 🚓 Insert Record 🚓 Delete Record 🖕 Previous Record 📦 Next Record 🚳 Workflows 🖛 🖨	Report Options 🛛 🔻 🖉 Attachments 🗐 Notes 🖓 ECM 🖌 😴 🖧 User Extensions
* Transaction 3675 * Post Date 01062015	
* Journal JC Job Costing	
Currency US VS Dollars Conv Factor	or 1.000000
Source Desc	
Reference Desc	
* Ref. Date 01062015 🚯 🗐 Accrual 🗌 Adjustment Adjustment	
DETAIL	
View 👻 🕎 🎼 Freeze 🖷 Detach 🛛 🔯 Search 🖶 Insert Record 🗃 Insert Multiple Records 👼 Delete F	Record 🛞 Workflows 🛛 🕶 🔒 Report Options 🖌 🗰 Export 🕀 Import 🚱 ECM 🗍 💌 💆 User Extensions
* Type Company Job/Dept/Eqp/WO CostCode/Compon Cat/Tran/Exp Crew Code Q	Quantity Rate WM Debit Credit
J RV123456 1000 010160 1000	100 125.00 HR 12,500.00
G A RV12345 00 A 1000.100 A A	NA A 12,500.00
	12,500.00 12,500.00
W-line Detail Create CostCode/Cat TAC Reference WBS	

Pgm: JCTRNENT – Enter Cost Transaction; standard Treeview path: JC > Transactions > Enter Cost Transaction

In most cases, sub-ledger applications such as Accounts Payable, Accounts Receivable, Subcontracts, Job Billing and Payroll will be used for entering the majority of transactions against Jobs. However, sometimes there is a requirement to enter a transaction that did not originate via a sub-ledger. This is when this screen should be used.

Selection Criteria - Section

Company, Batch

Enter the Company code, and then create a new batch using the [**Create Batch**] button, or select an existing batch from the list of values.

[Create Batch] – Button

This button is used to create a new batch. It will be disabled if the **Batch** field has a selected or preloaded value.

To create a new batch, delete any value that the **Batch** field may have and Tab/click out of the field to enable the [**Create Batch**] button. Click the button and the system will automatically generate a new batch number.

Current Period, Starting, Ending

These display only fields display the current period and its start and end date.

Transaction - Section

This section contains general information about the transaction being entered, such as the Post Date, Currency Code and Journal Code

Transaction (Display-Only)

Transaction number.

Post Date

The post date will default from the batch's date, but may be changed. Each transaction entered within the batch can have a unique post date, allowing entry of transactions in different periods within the same batch.

Warning messages will be displayed if the date is in a closed period, or a current period for which the Preliminary Period End has been run. If the date entered is in a closed period, the user will not be able to continue.

Journal

The Journal code is a way of telling where a transaction originated. Enter the Journal code appropriate for the transaction being entered, the most common being JC as this is an entry being made in the JC sub-ledger.

Currency, Conv Factor

The system will default the company's currency into this field. If the transaction being entered is in a different currency than the company's, change this field appropriately. The system will automatically default the existing current exchange rate (conversion factor). If needed, change it for this particular transaction.

Source, Source Desc

Source and Reference Codes fields are used in all applications. The Source code usually refers to what initiated the transaction, for example, in the case of accounts payable it would be the vendor code and the source description would be the vendor name.

Reference, Reference Desc

The Reference Code refers to the document number associated with the transaction; from Accounts Payable that would be the Invoice Number and Invoice Description.

Ref. Date

The reference date refers to the source date of the transaction, <u>not</u> the posting date. You may, for example, be using a posting date of Sept 1, 2004, while the reference date is Aug 18, 2004.

NOTE: When the transactions are distributed between companies with differing currencies the exchange rate will be calculated using the reference date not the posting date.

Accrual – Checkbox

A transaction may be flagged as an accrual transaction, which indicates that the transaction being entered is to be reversed at a later date. When an accrual transaction is required, set this flag to the checked state and continue the entry as usual.

NOTE: Dependent on the Control File setting or the flag set when posting, Accruals may be automatically reversed or left for manual reversal at a later date. Automated reversals will be recorded at the same time as the original transaction, with the reversal posted on the first date in the next period.

Adjustment – Checkbox

If the transaction has been adjusted through the [Adjustment] button, this flag will be checked.

[Adjustment] - Button

This button's launched popup is used to make transaction adjustments. Note, only particular **Journal** field entries allow adjustments. For details about adjustments, refer to this section's *Entering Adjustments* subsection.

If an adjustment was made, the **Adjustment** flag will be checked.

Detail – Section

This section is used to enter Job costs, Equipment costs, Work Order and G/L dispositions for the transaction specified in the previous section. Each line corresponds to one disposition, either a debit or credit. Every J, E, W or G line entered will debit or credit the G/L account associated with Job, Category on the Job, or Equipment entered.

In order to post a batch, the total dollars of all the debit dispositions must be equal to the total dollars of all the credit dispositions for every transaction within the batch.

Although the system defaults to 'J' as the predominant distribution type code, it also allows for the entry of 'G', 'E' and 'W' type transactions in this screen as well.

Distribution Type Code – 'J' Type will be entered by default.

- Enter 'J' to distribute dollars to a specific Job, Cost Code, and Category.
- Enter 'G' to distribute dollars to a specific General Ledger Department and Account.
- Enter 'E' to distribute dollars to a specific piece of Equipment, Category and Code.
- Enter 'W' to distribute dollar to a specific Work Order, Task and Category.

The column headings and fields will change with each line where a differing distribution type has been entered.

Multiple distribution lines may be created to more than one inter company, Job, and piece of equipment or general ledger account.

NOTE: The distribution must be in balance when finished.

[W-line Detail] - Button

This button is only active for 'W' type distributions. The launched pop-up allows for more information to be entered. The type of data that can be entered varies according to the Expense Code of the line. Labor Expense codes allow for the entry of the Resource, Material Expense Codes allow the user to enter an Inventory or Non-Stock Item and the Equipment Expense Codes allow for the entry of a Tool. This information can be viewed after the voucher is posted, in the Preventive Maintenance work order budget summary screen when the radio button 'Cost' is used.

[Create CostCode/Cat] - Button

QUICK COSTCODE/CATEGORY INSERT	💾 Save 🍺 Exit 👔 🤅	O ∧ [≥ ⊽ O
Category Name		
SELECTION CRITERIA		
Segments 02 41 🔺 13.23 🔺		
Suffix -		
Cost Code 02 41 13.23 Cost Code Name 02 41 13.23 Cost Code	Type EXCAVATION	
Ctrl Cost Code ALL Quantity WM NA 🔺 WC	Single Category Budg	et
CATEGORY Category 1000 A Name Labour Code O1.03A.030000. Ctrl. ALL WM Accept	HR Sciude Cost WIP	Exclude Cost From WIP

When inserting new detail lines, if a new cost code and category is required, this button can be used to launch a screen to create them.

[TAC] – Button

ENTERING TRANSACTION ALLOCATION VALUES	💾 Save 🕞 Exit 🕡 🅐 🛆 🛛 🗸 🗸
SEI ECTION CRITERIA	
Window Chart ZZCHART Company ZZ Department null Account null	
Analysis Code 1 TAX 🔺 Tax Related	🔲 Req 💟 Val 💟 Edt
Revenue Type NEW New	🕅 Req 💟 Val 💟 Edt
Applicant Type	🔲 Req 📝 Val 📝 Edt
Comp Code CXC Cindy's Construction Company	🔲 Req 💟 Val 💟 Edt

This button is only active for G-lines, and then only if the account is utilizing Transaction Allocation Codes (TAC). This is where the user can enter/modify the TAC associated with this transaction and account.

[Reference] - Button

ENTER COST TRAN	 (1) (2) (2)	
Vendor, Customer Or Job Coo	le If Applicable	
Source Code	BUILDERS	
Source Desc	Builders Supply Company	
Reference	4352	
Reference Desc		
Override Bill Rate	25	
Override Bill Amt	2500	
Override Trade Code		
	Accept Close	

Pgm: JCTRNENT – Transaction Entry Reference Details – Reference Button

This button launches a screen to change a detail line's defaulted source and reference descriptions. Please refer to the following section, *Change Distribution Line Reference*, for details.

The launched screen is also used to over-ride Job Billing Amounts or Rates. Please refer to the *Change Distribution Line Job Billing Information* and *Change Distribution Line Job Billing Information* sections for details.

[WBS] - Button

This button launches the WBS Values pop-up to enter values for Work Breakdown Structure codes.

Work Breakdown Structure codes provide a supplementary method to effectively track and summarize costs on a transaction to transaction basis. The type of breakdown is dependent on the costing structure of the Job and can be tailored to the specific requirements of the company. The WBS Codes are user-defined and may be assigned with the system defined field named PCI#.

The WBS functionality with PCI# allows users to specify the Potential Change Item# when transactions are entered, and upon posting, the transaction detail records are associated with specific PCI#s, allowing users to track the costs. Similarly, when Request for Payments are posted, the PCI# linked to the Subcontract will be used as a WBS value and posted to the transaction details table.

Forecasting based on the Billing Contracts with WBS Mapping with PCI functionality allows forecasting with PCI projections showing specific bill codes with PCI# and tracking all committed, spent costs and billings.

The use of WBS functionality in Contract Forecasting may be classified in two categories.

1. Jobs with WBS mapping and using transactions with PCI# as the WBS Code.

2. Jobs with standard mapping and using WBS Code (PCI#) for transactions.

For further details about WBS Codes, please refer to the WBS Functionality & Contract Forecasting section of the Contract Forecasting user guide, and to the *Creating Mappings from JC* section of the Job Billing user guide.

WBS Codes maintenance screens' standard Treeview path: Project Management > File Maintenance > Local Tables > WBS Codes, WBS Values.

Change Distribution Line Reference

When a transaction is entered, the source and reference information is defaulted from the transaction block to each record in the distribution block. Although each detail line is assigned the source and reference descriptions from the transaction header, this information may be changed on a line-by-line basis. To change the transaction header references for a line, place the cursor on that line and press the [**Reference**] button. The reference pop-up will appear with the defaults from the transaction header and discretionary changes may be made to all or any of these references.

The **Source** and **Reference** fields are used to identify the transaction with costs and distributions entered in the **Detail** section. The **Source** and **Reference** fields may be entered by the operator for direct manual entries into the Job Costing module. All posted transactions from the sub-ledgers will automatically fill these fields with the relevant information from the Sub-ledger, as described below.

Source Code

Any code can be entered in this field. For transactions from other application, this field will be updated with the following information:

Transactions	from	Accounts	Payable:	Vendor Co	ode
Transactions	from	Accounts	Receivable:	Customer	Code
Transactions	from	Payroll:		Employee	Code
Transactions	from	Inventory	/:	Item Code	9

For transactions entered on this form, enter the most relevant code for the type of transaction being entered.

Reference Code

Any reference document number or code may be entered in this field. For transactions automatically interfaced from other applications, the following document codes are stored in this field:

```
Transactions from Accounts Payable:Voucher numberTransactions from Accounts Receivable:Invoice numberTransactions from Payroll:Pay Run Code-Period No.
```

Change Distribution Line Job Billing Information

When doing an adjustment or entering a manual JC transaction, if you want to over-ride the Job Billing Amount or Rate, you may do so by using the [**Reference**] button.

```
The popup allows you to adjust each line (disbursement) of a transaction.
```

Entering Adjustments

ENTER O	COST TRANSAC	TION						💾 Save	<u>ن</u> و ا	
JC TRANS	ACTION DETAILS									
Job	J00020.000 🔺 J0	00020.000 Main Job								
Cost Code	01.02A.024100. Ca	tegory CFB	Batch	3743 Journ	nal Code AP	Post [ate 18/Aug/201	1		
Src Desc	A1DOORS' - 'Compa	iny RRR'								
Ref Desc	DOORJ00020									
	Accept Bulk	Transfer Cancel								
View 🕶 🍯	Freeze 🖷	Detach 🗖 Search	🛞 Workflow	vs 💌 🖨 Repo	rt Options	🔣 Export 🔗	ECM Documents	👻 😤 User Ext	ensions	
					· · ·			1 00		
SelectFlag	Src Code	Ref Code	Ref Date	Unit	WM	Cost Amt	Cal. Potential Rev.	Draw #	Rev #	
	A1DOORS	DOORJ00020-2	18/Aug/2011	12.5	\$	1,250.00	3,125.00	2	0	-
	A1DOORS	DOORJ00020-2	18/Aug/2011	7.5	\$	825.00	2,062.50	2	0	
			14/Oct/2011	100	HR	125.00	125.00	4	0	
	A1DOORS	DOOR3000-1	10/Jun/2011	10	HR	1,000.00				
	A1DOOR5	DOOR3000-1	10/Jun/2011	10	CY	3,000.00				
	A1DOORS	DOOR3000-1	10/Jun/2011	10	CY	4,000.00				
	A1GARDEN	1000-1-1	21/Jul/2011	20	CY	2,000.00	2,000.00	3	0	

Pgm: JCTRNENT – Transaction Entry Adjustments popup

The screen launched by clicking the [**Adjustment**] button shows all transactions associated with the **Journal** code entered (refer to the Job Control Setup section for more information on where to set these up). It allows users to change/make alterations to transactions posted from other systems when there is no need to alter the originating transaction. For example, you may have transactions posted from Payroll where the Employee Trade code was incorrect, but for billing purposes you want to change it to the correct one. Or perhaps transactions posted from AP did not have the correct billing rate or amount – the rate table may not have been set correctly. In this case, there is nothing wrong in AP, but if you were to automatically bill the transaction via Job Billing, the billing rate would be incorrect.

The JC Transaction Details section shows details for the selected entry in the below table.

To make adjustments to an entry, start by checking the **Select Flag** check-box at the beginning of the records required. Once done adjusting, press [Accept].

Each transaction selected will automatically be negated and re-instated in the transaction detail section of the form. You may then change any of the information on the re-instated line. You will not be able to change any cost information on the original negated transaction.

NOTE: If the **Copy Additional Fields During JC Transactions Adjustment Posting** flag on the **Projects** tab of the System Options screen (standard Treeview path: System > Setup > System Options) is checked, the program would additionally copy DSRC_Code, SEC_PAY_RUN, SHIFT_CODE and UNION_CODE fields to the newly created JC detail line. Hence, even the JC adjustment transactions, which were originally posted from Payroll, are considered secure information, and only users with the privilege **JCPYINFO** will be able to see the adjusted information in Transaction Query & Reports.

Print Edit List (Pre-Posting Verification)

JC TRANSACTION EDIT LIST	💾 Save 🕞 Exit 🕡 🕐 🛆 🍞 🗢 🖸
Enter Company Code	
Enter Committed Costs Print Edit List	O Post Committed Costs
PRINTING OPTIONS	
* Company CCC CMiC Test Construction Co	
* Batch Type Unposted 💌	
* Batch 31951 A MIKEFER1 2016-01-06 O	
Print WBS and TAC Codes	
* Order By 🔘 GL Account And Job/Phase/Category	
Print	

Sample of a transaction entry screen with Print Edit List screen selected via process train running along top of screen.

After transactions have been entered through any of the transaction entry screens, click the **Print Edit List** option on the process train along the top of the screen (framed in red above) to verify balances, verify that correct G/L accounts have been selected, and that correct distributions have been entered. If no transactions are found using the parameters entered, processing will continue, but no report will print.

Enter/Select the relevant company for the report, and enter/select the required batch number.

To view WBS or TAC information on the report, check the Print WBS and TAC Codes checkbox.

Select the printing order using the **Order By** radio buttons. Note, that if an entry was inserted during transactions entry, it will appear at the end of the report.

Click [**Print**] to run the report.

Post Transactions



Sample of a transaction entry screen with the Post Transactions screen selected through process train running along top of screen.

This screen is used to post batches of Job Costing transactions (costs, billings, and committed costs). This screen is reached by clicking the **Post Transactions** option on the process train along the top of the screen (framed in red above). In addition to posting these transactions to the Jobs themselves, the posting procedure also updates General Ledger and any other affected applications.

NOTE: If you are posting opening balances, and do not want the general ledger affected, use the Post Opening Balances option available on the Utilities menu, not this screen.

Post Overhead Transaction

Make sure that the **Overhead Transaction** flag is set correctly. Leave this checkbox unchecked to turnoff the calculation and posting of overhead transactions for this batch. If the Overhead functionality is not being utilized, this field may be ignored.

Automatic Accrual Reversal

Depending on the setting in JC's Control File screen, this may be checked or unchecked. If posting Accrual transactions in this batch, ensure that the setting is on to have an automatic accrual reversal made, or unchecked to require manual reversals of the accrual at a later date.

Preview Posting

Check to view the posting report, for verification purposes, without actually doing a post.

Print Reports Immediately

Check this box to print the posting report immediately after posting. Leave this box blank and the posting report will not print, however it can be printed later using the Print Posting Reports screen under the Utilities menu.

Enter Committed Cost Transaction

ENTER COMMITTED COST TRANSACTION
O O Forter Committed Costs Print Edit List Post Committed Costs Print Edit List Post Committed Costs
SELECTION CRITERIA * Company CCCC A CMIC Test Company CLUTrent Period 5 * Batch 5570 A RAFID 2015-06-01 O Starting 01052015 Ending 31052015 Create Batch
TRANSACTION
* Transaction 3676 * Date 01062015 Source SRC Source Desc SRC Description Reference REF Reference Desc Ref Description
DETAIL View 🔻 🚏 🏗 Freeze 🖀 Detach 🔯 Search 🖶 Insert Record 📓 Insert Multiple Records 👼 Delete Record 🚳 Workflows 💌 🖨 Report Options 💌 🌇 Export 😨 Import 🚱 ECM 💌 🖧 User Extensions
Job Cost Code Cat Description Quantity WM Amount CCC-1000 01-100 3000 Equipment HR 1.000.00 Job ccc-1000 01-100 3000 Equipment HR 1.000.00 Job cccc-1000 Cost Code/Cat WB WB HR 1.000.00

Pgm: JCTRNCOM – Committed Cost Transaction Entry; standard Treeview path: JC > Transactions > Enter Committed Cost Transaction

Transactions are entered and posted through this screen in the same way as through the other transaction entry screens, however, while the other screens are for posting 'C'- Regular Costs or 'B' Regular Billings, this screen is used to enter a cost for which the company is committed, 'O' Committed Cost. This cost will affect the Job costing percentages and/or units, against specific Cost Codes (Phases), Sub-Cost Codes, Categories and Sub-Categories, but that have not been finalized.

The **Selection Criteria** section is used to specify the relevant Company code and Batch number. The Current Period and Dates will default from the Company Maintenance screen of the General Ledger application.

The second section, **Transaction**, is used to specify the transaction information, such as the Date of Record, Source code and Reference Document.

The bottom section, **Detail**, is used to perform the Job Cost distributions for the transaction.

Selection Criteria - Section

Company, Batch

Enter the Company code, and then create a new batch using the [**Create Batch**] button, or select an existing batch from the list of values.

[Create Batch] - Button

This button is used to create a new batch. It will be disabled if the **Batch** field has a selected or preloaded value.

To create a new batch, delete any value that the **Batch** field may have and Tab/click out of the field to enable the [**Create Batch**] button. Click the button and the system will automatically generate a new batch number.

Transaction – Section

The transaction block is used to identify the transaction where there are dispositions to be entered in the next screen section.

Transaction

Identifier for the transaction record.

Date

The transaction date is a system-defined field. The transaction date can be set to either default the transaction date from the batch date or not to default any date at all requiring the user to enter the date. Note however, that when the date is defaulted the user may change that date on a transaction by transaction basis.

When the batch is posted, the dispositions for each transaction will be posted to the transaction date entered in this field. This allows the operator to enter transactions for different fiscal periods in the same batch.

Source, Source Desc

Source code and its description for the transaction being entered

Reference and Reference Description

Reference and Reference description for the transaction being entered.

Detail – Section

This section is used to enter Job cost dispositions for the committed cost transaction specified in the previous section. Each line corresponds to a single disposition where the committed cost will be applied against a Job/Cost Code (Phase)/Category combination.

NOTE: A committed cost does not carry with it an associated G/L distribution. For this reason, there is no need for a balanced transaction.

Job

Job Code for which the committed cost is to be applied against this disposition.

Cost Code, Cat

Cost Code and Category Code to which the committed cost will apply.

Quantity

Entering quantities may be desirable if the value of the disposition is related to a specific volume. For example, suppose \$500,000 of costs corresponded to 8000 hours of labor consumed.

WM

Enter the appropriate weight/measure code for the transaction item.

Amount

Enter the dollar amount associated with this commitment.

To distribute to more than one Job; continue entering the dispositions as required.

[Create CostCode/Cat] – Button

QUICK COSTCODE/CATEGORY INSERT	💾 Save	Exit	(i) (?)	∆ ⊉ ⊽ O
Category Name				
SELECTION CRITERIA				
Segments 02 41 🔺 13.23 🔺				
Suffix -				
Cost Code 02 41 13.23 Cost Code Name 02 41 13.23 Cost Code T	Type EXC	AVATION		
Ctrl Cost Code ALL Quantity WM NA A WC	S	ingle Categ	gory Budget	
CATEGORY				
Category 1000 A Name Labour Bill .01.03A.030000. A Ctrl. ALL WM	HR	Ex Bu WI	clude Cost dget From P	Exclude Cost From WIP
Accept				

When inserting new detail lines, if a new cost code and category is required, this button can be used to launch a screen to create them.

[WBS] - Button

This button launches the WBS Values pop-up. Work Breakdown Structure codes provide a supplementary method to effectively track and summarize costs on a transaction to transaction basis. The type of breakdown is dependent on the costing structure of the Job and can be tailored to the specific requirements of the company. The WBS Codes are user-defined and may be assigned with the system defined field named PCI#.

The WBS functionality with PCI# allows users to specify the Potential Change Item# when transactions are entered, and upon posting, the transaction detail records are associated with specific PCI#s, allowing users to track the costs. Similarly, when Request for Payments are posted, the PCI# linked to the Subcontract will be used as a WBS value and posted to the transaction details table.

Forecasting based on the Billing Contracts with WBS Mapping with PCI functionality allows forecasting with PCI projections showing specific bill codes with PCI# and tracking all committed, spent costs and billings.

The use of WBS functionality in Contract Forecasting may be classified in two categories.

- 1. Jobs with WBS mapping and using transactions with PCI# as the WBS Code.
- 2. Jobs with standard mapping and using WBS Code (PCI#) for transactions.

For further details about WBS Codes, please refer to the WBS Functionality & Contract Forecasting section of the Contract Forecasting user guide, and to the *Creating Mappings from JC* section of the Job Billing user guide.

WBS Codes maintenance screens' standard Treeview path: Project Management > File Maintenance > Local Tables > WBS Codes, WBS Values.

Print Edit List (Pre-Posting Verification)

JC TRANSACTION EDIT LIST				💾 Save 🚺	Exit () ?	▲	[≱
Enter Company Code								
Enter Commited Costs	Print Edit List Post Co	–O mmited Costs						
PRINTING OPTIONS								
* Company CCC 🔺 CMIC T	est Construction Co							
* Batch Type Unposted								
* Batch 31951 A MIKEF	R1 2016-01-06 O							
Print WBS and TAC Codes								
GL Account And Job/Phase Order By Order Entry Order	Category							
Print								

Sample of a transaction entry screen with Print Edit List screen selected via process train running along top of screen.

After transactions have been entered through any of the transaction entry screens, click the **Print Edit List** option on the process train along the top of the screen (framed in red above) to verify balances, verify that correct G/L accounts have been selected, and that correct distributions have been entered. If no transactions are found using the parameters entered, processing will continue, but no report will print.

Enter/Select the relevant company for the report, and enter/select the required batch number.

To view WBS or TAC information on the report, check the Print WBS and TAC Codes checkbox.

Select the printing order using the **Order By** radio buttons. Note, that if an entry was inserted during transactions entry, it will appear at the end of the report.

Click [**Print**] to run the report.

Post Transactions

BATCH POSTIN	IG			💾 Save 🕞 Exit	
Enter Company Code				 	
	•	•	•		
Enter	ransactions	Print Edit List	Post Transactions		
SELECTION CRITERIA					
* Company	¢cc 🔺	CMiC Test Construction Co			
GL Current Year	2016	Period 1 Start 01/	Jan/2016 End 31/Jan/2016		
User	MIKEFER1				
Batch	31981 🔺	MIKEFER1 2016-01-07 B			
	Post Overhead Trans	saction			
	Automatic Accrual R	eversal			
	Preview Posting				
	Print Reports Immed	diately			
	Post				

Sample of a transaction entry screen with the Post Transactions screen selected through process train running along top of screen.

This screen is used to post batches of Job Costing transactions (costs, billings, and committed costs). This screen is reached by clicking the **Post Transactions** option on the process train along the top of the screen (framed in red above). In addition to posting these transactions to the Jobs themselves, the posting procedure also updates General Ledger and any other affected applications.

NOTE: If you are posting opening balances, and do not want the general ledger affected, use the Post Opening Balances option available on the Utilities menu, not this screen.

Post Overhead Transaction

Make sure that the **Overhead Transaction** flag is set correctly. Leave this checkbox unchecked to turnoff the calculation and posting of overhead transactions for this batch. If the Overhead functionality is not being utilized, this field may be ignored.

Automatic Accrual Reversal

Depending on the setting in JC's Control File screen, this may be checked or unchecked. If posting Accrual transactions in this batch, ensure that the setting is on to have an automatic accrual reversal made, or unchecked to require manual reversals of the accrual at a later date.

Preview Posting

Check to view the posting report, for verification purposes, without actually doing a post.

Print Reports Immediately

Check this box to print the posting report immediately after posting. Leave this box blank and the posting report will not print, however it can be printed later using the Print Posting Reports screen under the Utilities menu.

Phase Quantity Completion (Job Unit Completion)

JOB UN	IT COMPLETION						P Save	Exit (♪ ? ▲	[≱ ≂ 0
Crew sequer	ice name									
	Enter Quantities Co	omplete	O Print Edit List	O Post Quantities Con	plete	process train fo & posting of tra	or the entry, verif insactions	fication		
SELECTION C	RITERIA									
* Company	CCC 🔺	CMiC Test Construction C	Io							
Job										
* Batch	32238 🔺	MIKEFER1 2016-01-21 U			Create Batch					
Date	21/Jan/2016	20								
	Remove Transactions	Retrieve All Cost Co	des 📃 Include Sub-Jobs	Restrict to "P/U" Bud	get Method					
TRANSACTIO	N DETAIL									
View 👻	🝸 🌇 Freeze 📲 De	etach 🛛 🗖 Search 👼	Insert 🛛 🛃 Insert Multiple	🖶 Delete 🛛 🛞 Workflow	s 🛛 👻 🔒 Report	t Options 🛛 👻 🌉 Export	ECM Documents	👻 🖉 User Ext	ensions	
* Transact	tion Date	Job Code	* Cost Code	Transaction * WM Qty	Cost Code Qty to Date	/ Cost Code WM	Notes		Crew Name	
21/Jan/201	16 🔯 CCC-100001	A	02 41 13.23 🔺	1 NA 🔺		1 NA		Brigg EXCAV		
Jo	b Name Sports Complex	x		Previou	sly Posted	0 NA				
Cost Cod	e Name Utility Line Rem	noval			Budgeted	NA				

Pgm: JCUTCOMP - Completed Job Units

The Job Units Complete screen is used to enter the units complete at the Cost Code level. This only needs to be utilized where the forecasting method is Productivity or when using Unit Phase (UPHS) Billing.

Units Complete can be entered in terms of transaction quantity (since the last time units have been complete) or as Job to date quantity. The posting of Job Units Complete will update the percent complete of 'P' (productivity forecast) lines.

Company, Job, Batch

Enter the relevant Company Code.

The Job Units Complete will allow entry to multiple Jobs. If you are entering units to a specific Job, enter the Job code, otherwise do not make an entry in this field.

[Create Batch] - Button

This button is used to create a new batch. It will be disabled if the **Batch** field has a selected or preloaded value.

To create a new batch, delete any value that the **Batch** field may have and Tab/click out of the field to enable the [**Create Batch**] button. Click the button and the system will automatically generate a new batch number.

The [**Create Batch**] button will automatically create a 'U' type transaction batch. A 'U' type transaction batch indicates a 'Unit Cost' batch and is the only type of batch that can be used to create Job Unit Complete transactions.

Date

This default date field will populate the first record or when using the Retrieve All Cost Codes option, for all records retrieved without previously stored units in the current batch. If no date is entered in this field the system date will default in the first record.

[Remove Transactions] - Button

Click to remove all transactions from the Transactions Detail section's table.

[Retrieve All Cost Codes] - Button

Click this button to load the selected Job's active cost codes, having Weight/Measure codes and not having been used previously in this screen for the specific Job, into the **Transaction Detail** section's table. This button works with the **Include Sub-Jobs** flag, and if it is checked, Cost Codes of Sub-Jobs will also be loaded.

To select individual or a selection of Cost Codes manually, do not use this button, and instead, in the **Transaction Detail** section, use the LOVs to select only the required Cost Codes. Optionally, all remaining Cost Codes can be imported later by using this button.

Include Sub-Jobs

This flag works with the [**Retrieve All Cost Codes**] button. Check this flag to have the system populate the Transactions Detail table with all active Cost Codes for all Sub-Jobs related to the Controlling Job used in the Job field.

Restrict to "P/U" Budget Method

This option will show only Cost Codes where there Budgeting Method includes a 'P' (Productivity Method) or a 'U' (Unit Method) method.

Transaction Detail - Section

Transaction Date

This is the Transaction Date for the Units Complete transaction being created. The system date will default to this field but it may be changed as required.

Cost Code

Enter/Select Cost Code for the transaction.

Transaction Qty, WM, Cost Code Qty to Date

The Transaction Quantity can be entered by either entering the actual units completed since the last posting, or by entering the Complete to Date units through the **Cost Code Qty to Date** field. If the **Transaction Qty** field has been entered, the system will calculate and report the Job to Date Cost Code Quantity as the 'Transaction Cost Code Quantity' + 'Previously Posted'. Make sure the WM code is correct for the units being entered.

When exiting the form, all Cost Codes that still show the original state, a zero quantity, will be removed.

Crew Name

The Crew Code has an LOV and validation against the 'Real Crews' defined in the Payroll module, and will only be mandatory if there are 'Real Crews' defined. If Real Crews are not being used, this field is not visible to the user.

Print Edit List - Screen

nter Company Code						
	•	•	0			
Enter 0	Quantities Complete	Print Edit List	Post Quantities Complete			
ELECTION CRITERIA						
* Company	ccc	CMiC Test Construction Co				
* Batch	32238	MIKEFER1 2016-01-21 U				
Start Job	CCC-100001	Sports Complex				
End Job	CCC-100001	Sports Complex				
Start Cost Code						
End Cost Code						

Pgm: JCUTRNLS – Job Cost Unit Completion Edit Listings

The Job Unit Transaction List is used to check the unposted units complete transactions calculated from the Job Units Complete screen.

Enter the Job and Cost Code Ranges

Enter a starting and ending Job and Cost Code range within the appropriate fields in order to limit printing to only the transactions that apply to the selected range.

In order to print transactions for a single Job or Cost Code, enter the same code for both the "Start" and "End" fields. Leave both the "Start" and "End" fields blank in order to print the full range of transactions within the batch specified in the previous field.

Press the [Print] button to view preview and printing options.

Post Quantities Complete - Screen

JOB COST UNIT POSTING			💾 Save 🌓 Exit	(i) (i) 🛆	₽∀Q
Enter Company Code					
Enter Quantities Complete	Print Edit List	Post Quantities Complete			
SELECTION CRITERIA					
* Company CCC CMiC Test Com	nstruction Co				
* Batch 32238 🔺					
Print Reports Immediately					
Post					

Pgm: JCUPSTFM – Job Cost Unit Posting

Use this form to post Unit Complete transactions. The posting of the units complete will update the 'completed output units' as well as the percent complete on budget lines set to use the 'productivity' forecast.

To post, click the [**Post**] button.

Print Reports Immediately

Check this box if the posting report needs to be printed immediately after posting.

If this box is left blank, the posting report will not print after posting, but it may be scheduled to print later using the post report utility.

Accrual Transaction Processing

Overview – Accruals

The processing of accrual transactions is usually a necessary function at the end of each period to record unrecognized revenue and expenses applicable to that period.

It is required when a transaction begins in one accounting period and ends in a later one. Therefore, accrued *revenue* applies to revenue that has been earned during an accounting period, but not received and recorded because payment is not yet due. An accrued *expense* applies to expenses that have been incurred during an accounting period, but have not been paid and recorded because payment is not due.

Enterprise offers both manual and automated accrual processing. Automatic Accrual Reversals are controlled by a flag in Job Costing's Control File screen, as well as an over-ride option when posting actual transactions. The manual reversal of accrual entries is performed by selecting and posting the accrual transactions to be reversed.

Automated Accrual Reversals

A flag in the Job Costing Control setup will turn on or off by default a flag on the Transaction Posting screen that determines if Accrual transactions will be automatically reversed.

If set to complete the automatic reversal, the posting of the transaction will automatically include the accrual reversals set for the first date of the following accounting period (month).

Although the Control File may be set to automatic reversal of accruals, this can be changed when posting the transactions to require the manual reversal of the accrual and vice-versa.

Enter Accrual Transaction

ENTER COST TRANSACTION	Table Mode 💾 Save 🕞 Exit 👔 🕐 🛆 🍞 🗢 🔾
O O O Enter Transactions Print Edit List Post Transactions	
SELECTION CRITERIA	
* Company CCC CMIC Test Company CUrrent Period 5	
* Batch Accrual TXN Starting 01052015 Ending 31052015	
Create Batch	
TRANSACTION	
🔯 Search 🖶 Insert Record 🖶 Delete Record 🍁 Previous Record 🏟 Next Record 🚳 Workflows 🛛 🖛 Beport Options 🖉 Attachments 🗒 Notes	$\left \begin{array}{c} & \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ $
* Transaction 3678 * Post Date 01062015	
* Journal JC A Job Costing	
Currency US 🔺 US Dollars Conv Factor 1.000000	
Source ACCRUAL Source Desc accrual trans entry	
Reference Desc	
* Ref. Date 01062015	
DETAIL	
View 👻 🐺 🎼 Freeze 🖀 Detach 🛛 🛱 Search 🖶 Insert Record 🚮 Insert Multiple Records 👼 Delete Record 💩 Workflows 💌 🖨 Report Options	▼ ■ Export ■ Import ♀ ECM ▼ δ δ User Extensions
*Type Company Job/Dept/Eqp/WO CostCode/Compon Cat/Tran/Exp Crew Code Quantity Rate WM Deb	oit Credit
J CCC CCC-1000 01-100 1000 100 25.00 HR 2.5	500.00
G A CCC A 00 A 1000.100 A A A A	2,500.00
2,	,500.00 2,500.00
W-line Detail Create CostCode/Cat TAC Reference WBS	

Pgm: JCTRNENT – Enter Cost Transaction; standard Treeview path: JC > Transactions > Enter Cost Transaction

All accrual transactions are entered using the regular Enter Cost Transaction screen. For every transaction entered, it be can specified whether the entry is an accrual by checking the accrual flag, as shown above.

Accruals may be entered on the last day of the month, in one special batch or they may be done over the course of the period. If using Automated Reversals, there is no separate step for reversing the original accrual entry. Manual Reversals are only required for entries not processed with automated reversal.

NOTE: Accruals not automatically revered, must be reversed in the module they were entered, either GL or JC.

Accrual - Checkbox

The **Accrual** flag must be checked to identify the transaction as being an Accrual Entry. If the flag is not checked, the system will not generate an automated reversal or display an item for manual reversal in the Accrual Reversal if not automatically reversed.

Posting Accrual Transactions

BATCH POSTIN	IG						💾 Save	Exit	0	
Enter	Transactions	O	Post Transactions	 						
SELECTION CRITERIA										
* Company	CCC 🔺	CMiC Test Company								
GL Current Year	2015	Period 5 Start 010	52015 End 31052015							
User	RAFID									
Batch	5871 🔺	RAFID 2015-06-01 C								
	Post Overhead Trans	saction								
	Automatic Accrual R	eversal								
	Preview Posting									
	Print Reports Immed	diately								
	Post									

Pgm: JCPSTFM – Job Cost Transaction Posting Screen

Posting of Accrual Transactions is identical to posting standard transactions. The form is the same and all fields are used in the same manner with the only exception being the **Automatic Accrual Reversal** flag. If this field is checked, then any Accrual transactions in the current batch will be automatically reversed on the first date in the next period. If unchecked, all the accrual transactions in the current batch will require manual reversal.

For further details about this screen, please refer to the *Post Transaction Batches* sub-section under the *Processing* section for details.

Automatic Accrual Reversal – Checkbox

This flag will be checked or unchecked initially dependent on the settings in Job Cost's Control File screen. This can be modified in this form as required to enable use of both Automated and Manual Accrual reversals.

The posting date determines the period that the accrual reversals are associated with – Reversals generated using the Automated Reversal flag will be posted on the first date of the following period.

Make sure to validate the Report Printing check boxes prior to Posting.

Accrual Reversal Selection

SELEC	T ACCRUAL	REVERSAL							Save 🕞 Exit (004	₽ ¤ 0
REVERSAL	SELECTION										
View 🕶	Y 🖪 Freeze	🗄 Detach	🔯 Search 🛛 🖶 Insert Record 🛛 🗃 Ins	ert Multiple Records	Delete Rec	ord 🛛 🕲 Workflows 🛛 🕶	🔒 Report Options 🛛 👻	🔜 Export 🚱 ECM 🛛 👻	User Extensions		
Accrua	ni Flag * Ba	atch * Batch Type	Batch Name	* Transaction	* Journal	* Date	Source	Reference			
	•	1373 C	ww	934	AR	22022012		AR10000025			-
	-	1559 C	MS Void Internal Billing Batch	1044	AR	08052012		AR10000025			
	-	2253 C	TEST	1512	AR	19022013		AR10000031			=
	-	2382 C	Bill	1571	AR	17042013		AR10000033			
	-	3542 C	MS Void Internal Billing Batch	2305	AR	14032014		AR10000043			
	-	3610 C	99	2302	AR	14032014		AR10000043			
	•	3611 C	invoice is posted	2309	AR	14032014		AR100000044			
	-	3612 C	MS Void Internal Billing Batch	2312	AR	14032014		AR100000044			
	•	3792 C	c	2413	AR	10012014		AR10000046			
	•	3802 C	Ι	2420	AR	10012014		AR10000047			-
DETAILS											
View 🕶	Y 🖪 Freeze	e 📲 Detach	🔯 Search 🛛 🖶 Insert Record 📲 Ins	ert Multiple Records	🖶 Delete Rec	ord 🛞 Workflows 🖛	🔒 Report Options 🛛 💌	🔜 Export 🛛 🗣 ECM 🛛 👻	User Extensions		
* Тур	e * Compar	ny Dept	Job/Acct/Eqp Cos	tCode/ECat	Cat/Code	Amount					
G	RV123456	00	4000.703			-2,50	0.00				
G	RV123456	00	1500.400			-12	25.00				
G	RV123456	00	2000.400			2.62	25.00				

Pgm: JCACRSEL – JC Manual Accrual Reversals (standard Treeview path: JC > Transactions > Accrual Processing > Select Reversal)

All Accrual Entries that have been posted, but not reversed automatically, will be available for selection under the **Reversal Selection** section. Items may be selected for reversal from this screen at any time.

NOTE: Posting Date used when the transaction is posted to ensure the correct period is in effect for the reversals.

Select Accruals to be Reversed

Under the **Reversal Selection** section, use the list of values in the **Accrual Flag** column to select the action to take for the accrual transactions. The following table provides details about the available options:

Action	Description
Activate	Indicates accrual batch is to be reversed in the disposition selection field.
Remove	Remove the accrual flag for the transaction. This will prevent the transaction from ever being reversed using the Accrual Reversal Procedure. Normally, this option is used if a mistake was made during regular transaction entry.
Defer	Defer the accrual flag for the transaction, so that it can be reversed at a future time. This prevents the batch from being posted with this reversal.

Posting Manual Accrual Reversals



Pgm: JCACRPOS – Posting of Accrual Reversals (standard Treeview path: JC > Transactions > Accrual Processing > Select Reversal)

Post Batch of Reversal Accruals

The Post Reversal screen is used to process the debits and credits for the accruals being reversed. For each accrual disposition, an equal and opposite disposition will be created in the posting batch.

The following rules apply when posting accrual batches:

- If the amount was credited to the account, it will be debited.
- If the amount was debited to the account, it will be credited.

Enter the required posting date. The posting date determines the period that the accrual reversals are associated with.

If accruals are normally entered on the last day of a period and reversed on the first day of the next period, be sure to enter the first day of the new period on this form.

Make sure you validate the Report Printing check boxes.

Forecasting

Forecasting Overview

The forecasting menu contains several options for creating and viewing forecasts, and for populating data for the WIP Adjustments at the end of each period.

The Enter Cost Forecast (Enter Manual Forecast) and Enter Units Forecast screens are used to review and update the Projected Final amounts for a particular Job. By adjusting the Cost to Complete or the Projected Final amount, you are overriding the Percent Complete on the line item.

These forms allow the revision of the Cost To Complete, Unit Rate, Go Forward Input/Output rates, Yield and Project Final amount, depending on the budgeting method used.

Normally, the completion rates are entered to the same degree of complexity as the costing structure for the Job. If the costs are budgeted at the Category level, the percentage of completion should also be recorded at the Category level. The system displays all the budget items for the Job upon entry of this form.

As well, there is the ability to create a series of 'snap-shots' of the to-date Job totals throughout the life of the Job. This will provide the ability to produce reports based on these 'snap-shot' projections.

The following examples show how % Complete and Projected Final amounts are calculated in the system, and how the posting of costs and the modifying of amounts affect them.

NOTE: The term "COST" is used to represent the accumulation of costs as determined by the Projected Final Flag setting in JC's Control File.

Calculation of % Complete and Projected Final

The system calculates Percent Complete and Projected Final Cost at Completion as:

Percent Complete	=	Costs / Project Final Cost
Projected Final Cost	=	Costs / % Complete
Cost to Complete	=	Project Final Cost – Costs

Example 1: Prior to the Posting of Costs

Prior to the posting of costs, the system will assume the Projected Final amount to be equal to the budget; meaning that the cost to complete this Cost Code/Category (i.e.\$1000) will be equal to what was budgeted to complete this Cost Code/Category (i.e.\$1000).

% complete:	0			
Projected Final:	Budget			
Budget	1000			
Cost	0			
% Complete	0	00		
Projected Final	1000	(equal	to	Budget)

Example 2: When Costs are Posted to the Job

Once a cost has been posted against the Cost Code/Category, the system takes the cost accumulated to date, and divides by the budget amount to reach the % complete. Here, the system assumes that based on the accumulation of \$100 of costs against a \$1000 budget, we have completed 10% of the work.

Budget 1000 Cost 100 % Complete 10 % (100 (cost) / 1000 (budget)) Projected Final: 1000 (budget)

Calculation of % Complete & Projected Final – Manually Updated

The system calculation of % complete and projected final is based on the assumption that the work on a job is being completed at the same rate at which the costs are accumulating. This may not always be the case, and this assumption may be misleading when monitoring estimated costs at completion. For this reason, it may be useful to override the system Cost to Complete or Projected Final Cost.

Example 1: Prior to a Manual Change

This example shows the way in which the system calculates the percent complete and projected Final numbers when the assumption is that the work is being completed at the same rate at which the costs are accumulating.

```
      Budget
      1000

      Cost
      100

      % Complete
      10 % (100 (cost) / 1000 (budget))

      Projected Final:
      1000 (budget)

      Cost to Complete
      900
```

Example 2: When Projected Final Cost is Changed

Projected Final Changed to \$500

Once The Cost To complete or Projected Final cost has been entered manually, the % complete is adjusted to reflect these overrides. It is now stating that even though accumulated costs of \$100 out of the \$1000 budgeted, the job is now 20% complete rather than 10% complete.

This will affect how much it would cost to complete this work; if spending continues at the same rate and the job is now 20% complete, it will only cost \$500 to complete this work rather that \$1000.

Budget	1,000	
Cost	100	
% Complete	20 %	(manually entered)
Projected Final	500	(100 (cost) / .20 (% complete))
Cost to Complete	\$400	

NOTE: If the Cost to Complete had been adjusted to \$400 the result would be the same.

Example 3: When Costs are Posted to the Job

Once a manual override has been entered, with the **Freeze Projection** flag left Unchecked, the subsequent postings will use this 'Entered Projected Final Amount ' to calculate % complete. Continuing from the example above, since there is now a projected final of \$500, the percent complete figure is calculated using the new cost against the 'Entered Projected Final Amount' of \$500.

Budget	1,000	
Cost	200	
Projected Final	500	(calculated in previous example)
Cost to Complete % Complete	\$300 40	% (200 (cost) 500 (projected final))

NOTE: The Unit to Complete is calculated in the same manner as the Estimate to Complete, except the entries are made on a 'per unit basis' as well as 'dollar amounts'.

Productivity Forecasting Overview

The calculation of job percent complete becomes far more complex when dealing with 'productivity' as a forecast method to calculating the projected at completion costs on a job. In the case of productivity forecasting (P line budgets) the percent complete is calculated based on the budgeting of units at the Cost Code level and the subsequent posting of quantities complete for these Cost Codes. Projected Cost at Completion is updated through the entry of 'Go-Forward Overrides', which change the Estimate to Complete and subsequently change the Projected Cost at Completion.

Initial Calculations:

Percent Complete = Output Units Complete / Output Units Projected Output Units to Complete = Output Units Projected – Output Units Complete Cost to Complete = (Current Output Unit Rate Amt * Output Units to Complete Projected Cost At Completion = Cost to Complete + Input Cost Spent

Example 1: Prior to Posting of Costs & Units Complete

Prior to the posting of Units Complete, the system will assume that the Final Cost at Completion is equal to the Input Cost Budgeted. This means that the cost to complete this Cost Code/Category (\$125,000) will be equal to the budget to complete this Cost Code/Category. In the case of a 'P' line forecast, the posting of input quantities and costs to the Cost Code/Category will not have an effect on the Final Cost at Completion.

Budgeted Output Units	5,000 CY
Units Complete	0 CY
Percent Complete:	0%
Budgeted Input Quantity	1,000 HR
Budgeted Input Amount	\$125,000
Spent Input Quantity	0 HR
Spent Input Cost	\$0
Projected Final Quantity:	1,000 HR
Projected Final Cost	\$125,000

Example 2: After posting of Units Complete

Once the units have been posted as complete against the 'P' line Cost Codes, the system updates the percent complete by dividing the Units Complete by the Budgeted Output Units. Projected Final Quantities and Costs (against the input units) are then revised to account for the percent complete based on the output units. In the example below, the percent complete is 25% based on output units. Applying the output percent complete (25%) against the input units spent to date (\$30,000) has the effect of changing the Projected Final Cost.

Budgeted	Output	Units	5,000	СҮ
Units Cor	mplete		1,250	СҮ

Percent Complete:	25% (1,250/5,000 CY)
Budgeted Input Quantity	1,000 HR
Budgeted Input Amount	\$125,000
Spent Input Quantity	250 HR
Spent Input Cost	\$30,000
Projected Final Quantity:	1,000 HR
Projected Final Cost	\$120,000 (\$30,000/25%)

Productivity Analysis

The analysis of conceptual unit price estimates is based on the relationship between input units and output units. The productivity-forecast screen allows analysis of this relationship in terms of the dollars and quantities needed to complete an output unit. Based on the information provided, productivity can be analyzed to see where the actual progress may be out of line with the estimates.

Due to the nature of productivity forecasts is should be noted that forecast amounts as a lump sum figure on the first screen cannot be changed. In order to change the Final Cost at Completion enter Go-Forward Override amounts against the productivity forecast figures.

Below is an example of a productivity forecast based on the information presented in example 2. In this example, budget is a labor cost of \$125.00 per hour to complete the work on this particular Cost Code. Under this scenario labor would cost \$25.00 per cubic yard to complete the work on this Cost Code. Budgeted productivity would then be 5 cubic yards per hour with a yield of 1 cubic yard every .20 hours where yield is the inverse of productivity.

Budgeted

Input Unit Cost Rate	\$125.00 / HR	(\$125.00/HR = \$125,000/1000 HRS)
Output Unit Cost Rate	\$ 25.00 / CY	(\$125,000 / 5000 CY)
Productivity	5 CY / HR	(5,000 CY / 1000 HRS)
Yield	.20 HR / CY	(1000 HRS / 5,000 CY)
Projected Cost	\$125,000	(Budget)
Estimate to Complete	\$95,000	(\$125,000 - \$30,000)

Analyzing the current forecast rates shows that the job costs are doing better than projected. In the current scenario labor is only costing \$120 per hour. Given the decrease in the labor cost per hour actual spending is only \$24.00 a cubic yard on labor. Since consumption of 25% of the budgeted quantity (250 / 1000) as the units complete (1250/1000) productivity and yield remain the same. In this case, the job is working on schedule but it has cost less to do so. For this reason, the projected cost at completion has been modified down to reflect the decrease in labor cost.

Current

Input Unit Cost Rate	\$120.00 / HR	(\$30,000 / 250 HRS)
Output Unit Cost Rate	\$ 24.00 / CY	(\$30,000 / 1250 CY)
Productivity	5 CY / HR	(1250 CY / 250 HRS)
Yield	.20 HR / CY	(250 HRS / 1250 CY)
Projected Cost	\$120,000	(\$30,000 / 25%)
Estimate to Complete	\$90,000	(\$120,000 - \$30,000)

Example 3: Changes to Go-Forward Override Amounts

Continuing with the scenario in example 2, it may be decided that for whatever reason the rates or productivity numbers are misleading and are over or under estimating the Projected Cost at Completion. In this case, override the calculated amounts through the Go-Forward Overrides. The system allows direct modification of any of the forecast amounts except for the Project Cost amount. As modification of one of the forecast amounts occurs, the remaining amounts will automatically update with the over-ride.

Take, for example, the situation from example 2. Assume that if labor is kept down to \$120 per hour it is known 5 cubic yards per hour will not be accomplished. The project manager estimates that as the job continues productivity will actually reduce to 4.75 CY / HR. In this case, enter 4.75 in the productivity field for the go forward amounts. Using this new productivity the system will calculate the yield will increase to .21 hours to complete one cubic yard causing the output unit cost rate to increase to \$25.26 per cubic yard. Given that there are 3,750 remaining output units to complete the job, the Estimate to Complete would be \$94,725 (Remaining Units * Output Rate).

When working with the go-forward override amounts the system ignores the posted input and output amounts for the calculation of the remaining units. The go-forward amounts are calculated under the following formula:

When Productivity or Yield change:

Productivity, Yield, Output Rate and Projected Cost Change

```
Productivity = 1 / Yield
Yield = 1 / Productivity
Output Rate = Input Rate x 1 / Productivity = Input Rate /
Productivity
Projected Cost = Remaining Output Units * Output Rate
Estimate to Complete = Projected Cost + Spent
```

When Output Rate changes:

Input Rate and Projected Cost change - Productivity and Yield are constant

When Input Rate changes:

Output Rate and Projected Cost Change - Productivity and Yield are constant

Overrides:

Input Unit Cost Rate	\$120.00 / HR Remai	ns the Same
Output Unit Cost Rate	\$ 25.26 / CY \$ 120	/ 4.75
Productivity 4.75 Override	CY / HR as ent	ered in Go Forward
Yield	.21 HR / CY	1 / 4.75
Estimate to Complete	\$ 94,725	3750 * 25.26
Projected Cost \$12	24,725.00	

Enter Cost Forecast (Enter Manual Forecast) - Screen

ENTER MANUAL	FORECAST									8	Save 🕞 Exit 👔	@ ▲	[} ⊽ Q
Enter Job Code													
SELECTION CRITERIA													
* Company ZZ 🔺 CMIC Test Company													
* Job ZZ-WMT 🔺 Wal-mart Stores - West Chicago 📄 Show Zero Dollar Lines													
		- ·	@										
View - Y In Free	ze 🖷 Detacn 🛛 🖉	Search	(2) ₀ W	orknows	Report Options	▼ ⊞ Export	SECM → 5 User E	xtensions		_			
* Cost Code	* Category	Time Phs	JcfBud	wм	Current Budget	Total Commited	Current Cost	% Compl	Cost to Complete	Projected Cost	Variance	Freeze Projection	
01-100	4000		Α	NA		1,375.00	1,375.0	0 100.000	0.0	1,375.00	-1,375.00		-
02-100	1100		Р	HR		0.0	0 2,000.	000.0 00	0.0	2,000.00	-2,000.0		
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02-200	1100		Р	HR		0.0	0 200.	000.0 00	0.0	200.00	-200.0		
02-200	3000		Α	NA		0.0	0 400.	00 100.000	0.0	400.00	-400.0		
02-200	4000		Α	NA		1,000.0	0 1,300.	00 100.000	0.0	1,300.00	-1,300.0		
02-300	4000		Α	NA		0.0	0 400.	00 100.000	0.0	400.00	-400.0		
03-100	1300		Α	\$		750.8	3 750.	83 100.000	0.0	750.83	-750.8	3	-
					120.00	4,545.7	8,180	70		7,730.70	-7,610.7	0	
Time Phased Disc	crepancy	Cost (ode B	lue Prints		Catego	ory Materials						
	Pending 74	,000.00		Spent	t Against Contract	0.00	% of Projection	100.000)				
Pre-	Pending	0.00			Comm.Remaining	1,375.00	% of Budget						
Total Pro	oceeding 74	,000.00			Spent to Date	0.00	System Forecast	1,	375.00				
Notes Attachment	: Snapshot Ur	it Info	Job	Summar	y Store Annual	Store Month	Clear Override	roductivity	Freeze Job U	nfreeze Job Synchr	onize Synchroni	ze All	

Pgm: JCREVCAF – Enter Cost Forecast (Enter Manual Forecast); standard Treeview path: JC > Forecasting > Enter Cost Forecast

Use the Enter Cost Forecast screen to review and adjust the percentage of completion or productivity forecasts against the cost elements on the Job. Additionally, if using Time Phase Budgets, updates and viewing of the Cost Code/Category Time Phase Budgeting is also offered.

Selection Criteria – Section

Company, Job

Select the Company and Job Code for which percent complete figures, productivity overrides or projected cost overrides, are to be entered. The forecast method assigned to each budget line will determine the accessibility of the entry for the Job specified within this field.

Show Zero Dollar Lines - Checkbox

Check this box to display all budget lines regardless of whether a cost or budget amount has been assigned to it.

In the detail section, as you move through the records you will see the Forecast Method – Amount, Units or Productivity at the far right of the screen change.

Job Detail - Section

This section displays details about the Cost Code entries associated to the Job, and it can be used to modify the **Cost to Complete** and **Projected Cost** fields for these entries. It is also used to modify other fields, depending on the Budget Type of the Cost Code, as explained by the following table:

Budget Type	Details
Amount	If the Budget Type of the Cost Code is Amount , the only fields that can be adjusted are the Cost to Complete and Projected Final Cost fields. Either field recalculates the other, plus the % Complete field.

Units	If the Budget Type of the Cost Code is Units , you can adjust the Go Forward Unit Rate (Go-Forward Override field on pop-up) via the [Units] button. If you adjust the Go Forward Rate , the % Complete , Cost to Complete and Projected Final Amount fields will be adjusted accordingly. If however, you only adjust the dollar amounts on the main screen, the Go Forward Rate will not be re-calculated to reflect the changes.
Productivity	If the Budget Type of the Cost Code is Productivity , and you want to adjust Input , Output , Productivity or Yield numbers, click the [Productivity] button. Changes made to these numbers will be reflected in the Percent Complete , Cost to Complete and Final Projected Cost on the main screen. If however, you only adjust the dollar amounts on the main screen, these Productivity numbers will be re-calculated to reflect the dollar amount changes.

The following table provides details about the table's columns:

Column	Description
Cost Code	Cost Code for budget line.
Category	Category associated to Cost Code, for this budget line.
Time Phs	If checked, budget line uses Time Phased budgeting.
JcfBudmethCode	Budget method
WM (Weight/Measure)	This code specifies the unit of measure for the Category.
Current Budget	Current budget amount for line.
Total Committed	Total committed costs for line.
Current Cost	Current costs for line.
% Compl	% Complete of budget.
Cost to Complete	Projected cost to complete amount for line.
Projected Cost	Projected cost for line.
Variance	Variance for budget line.
Freeze Projection – Checkbox	Check to stop the system from updating the Projected Amount when posting future costs or change orders. This flag will be removed if the [Clear Override] button is utilized.

Display Fields for Selected Budget Line

Time Phased Discrepancy	0.00 Cost Code	Excavation	Category	Subcontracts	
Pending	0.00	Spent Against Contract	4,370,585.16	% of Projection	100.000
Pre-Pending	150.00	Comm.Remaining	7,144,265.84	% of Budget	183.390
Total Proceeding	0.00	Spent to Date	4,370,560.16	System Forecast	11,514,826.00

Below this section's table, display fields provide detailed information for the Cost Code/Category selected in the above table.

[Notes] & [Attachments] - Buttons

The [**Notes**] and [**Attachment**] buttons are used to add notes and attachments to the Job's selected Cost Code/Category line, and to view them.

If a line has notes or attachments, an asterisk appears on the button to indicate so, as shown by the following example:

[Snapshot] - Button

Press the [Snapshot] button to access the snapshot screen.

Use this screen to create Snapshots of Jobs at specific periods of time for historical reporting.

These snapshots store the status of the each Job/Cost Code (Phase)/Category combination at any point in time. Snapshots enable the user to see the progression of percent complete or units complete calculations and overrides throughout the life of the Job.

* Notes

Job Snapshots are saved by assigning a unique name to the Job/Job Range or Pick List Range being saved. Snapshots are saved until deleted through Delete Snapshot Utility.

Please refer to the Snapshots section within the Utilities for details on how to create a snapshot.

[Unit Info] - Button

ENTER	MANUAL FOR	RECAST					١	[≱ ≂
UNIT INFOR	MATION Budgeted	Completed	0.000	Projected	32.000	WM		
Unit	Close				0.000	NA		

Pgm: JCREVCAF – Enter Cost Forecast – Units Forecasts pop-up

The launched pop-up displays Unit information for the selected budget line.

[Job Summary] - Button

ENTER MANUAL FO	DRECAST E	Save	(i)	@ ∆	[] ⊽ Q
Contract	20,000,120.00				
Budget	120.00				
Cost	8,180.70				
Committed Remaining	3,545.70				
Projected	7,730.70				
% Complete	105.82				
Variance	-7,610.70				
Gross Profit	19,992,389.30				
Gross Profit %	99.96				
	Accept Cancel				

Pgm: JCREVCAF - Enter Cost Forecast – Job Summary Pop-up

Press the [Job Summary] button to review Job summary information for this Job. The system will calculate and display both actual and projected Job totals based on the percent completes in the previous screen.

The user may enter an Override Contract Amount in this popup which will also be saved for use in the WIP Adjustment processing.

[Store Annual] – Button

ENTER MANUAL FORECAST	Bave Save	٢	?	♪	[≱ ⊽ Ø
Store Annual Forecast					
Store Annual Forecast to Year	2015				
Period	6				
	Accept Close				

Pgm: JCREVCAF - Entering/Displaying Annual Forecasts

The [**Store Annual**] option allows saving of the Annuals Forecast amounts as displayed in the WIP Processing screen – Annual Forecasts tab data. Values may be entered or displayed from this option, and are also found under the **Annual Forecasts** tab of the WIP Adjustments screen.

When this button is clicked, the first dialog prompts for what WIP Period the data will be saved (and will apply the values for all following periods until new data is saved again with a later Year/Period). Once specified, the user is prompted to specify the Annual Total Completed amounts for the current year, plus 4 more years (if required). There is a display of the Prior Year Complete percentage based on the Current Contract Value, and another display showing based on the Contract Value at the last WIP Posting of the prior year. Once the annual values are specified, click the [Accept] button to store the data.

[Store Month] – Button

ENTER MANUAL FORECAST	Save	i ?	∆ ⊉∣⊽ O
Store Monthly Forecast			
* Store Job Forecast to : Year		2015	
Store job Forecast to Fred		2015	
* Period		6	
	Store F	orecast	Close

Pgm: JCREVCAF – Enter Cost Forecast – Store Month Button

Press the [Store Forecast] button to store the forecast in a selected period in the year, as specified by the user.

[Clear Override] – Button

Click the [**Clear Override**] option to remove the overrides for the entire Job, or just the current line. The process will remove any manually entered overrides for either the line you are currently on or for the complete Job, setting everything back to system calculated numbers plus it will remove the 'Freeze Projection' flag.

[Productivity] – Button

Press the [**Productivity**] button to enter the Go-Forward Overrides and analyze the Productivity Forecast. The [**Productivity**] button is only accessible for 'P' (Productivity) forecast method budget lines.

The analysis of conceptual unit price estimates is based on the relationship between input units and output units. The productivity forecast screen allows analysis of this relationship in terms of the dollars and quantities needed to complete an output unit. Based on the information provided, productivity can then be analyzed to see where the actual progress may be out of line with the estimates.

Users may now update Input Units as well as the Input Amount. If the user desires, they may update the Input Amount value, and the system will prompt the user to use the described formulas for recalculating, or, they may select to modify the Input Amount and NOT update any other values based on this change.

NOTE: For a detailed example of how productivity forecasts work, please refer to Example 3 at the beginning of the Production Forecasting section.

The displayed amounts for the Productivity Forecast are calculated as follows:

Budgeted

Input Unit Cost Rate = Budgeted Input Amt. / Budgeted Input Units Output Unit Cost Rate = Budgeted Input Amt. / Budgeted Output Units Productivity = Budgeted Output Units / Budgeted Input Units Yield = Budgeted Input Units / Budgeted Output Units Estimate to Complete = Projected Cost - Spent to Date Projected Cost = Budgeted Input Amount

Current

Input Unit Cost Rate = Spent Input Amt. / Spent Input Units Output Unit Cost Rate = Spent Input Amt. / Completed Output Units Productivity = Completed Output Units / Spent Input Units Yield = Spent Input Units / Completed Output Units Projected Cost = Spent to Date / Percent Complete Estimate to Complete = Projected Cost - Spent to Date

Go-Forward Overrides

When working with the go-forward override amounts, the system ignores the posted input and output amounts for the calculation of the remaining units. The go-forward amounts are calculated under the following formula:

• When Productivity or Yield change:

Productivity, Yield, Output Rate and Projected Cost Change

Productivity = 1/ Yield Yield = 1 / Productivity Output Rate = Input Rate x 1/Productivity = Input Rate / Productivity Projected Cost = Remaining Output Units * Output Rate Estimate to Complete = Projected Cost + Spent

• When Output Rate changes:

Input Rate and Projected Cost change - Productivity and Yield are constant.

• When Input Rate changes:

Output Rate and Projected Cost Change - Productivity and Yield are constant.

• When Estimate to Complete changes:

Output Rate, Input Rate and Projected Cost Change - Productivity and Yield are constant.

[Freeze Job] & [Unfreeze Job] – Buttons

The [**Freeze Job**] button will freeze the projected amount for all Cost Code and Categories belonging to the Job that has been highlighted. The [**Unfreeze Job**] button will reverse the freeze on the projected amount for all Cost Code and Categories on the highlighted Job.

[Synchronize] – Button (Time Phase Forecast)

ENTER MANUAL FORECAST		💾 Save 👔 🕐 🛆	0 ⊽ ⊠
Projected Cost Forecast Amount Variance	 Prorate Across All Periods Apply Equally Across All Periods Apply to First Period Only Apply to Last Period Only Accept Close 	Time Phased Forecast Total Amount	

The [**Synchronize**] button is enabled only when the current Category has the Time Phased flag checked and there is a discrepancy between the forecast value and the sum of the corresponding time phased forecast values. This button pops up another window to allow the user to choose the *synchronize* method to be used in clearing the discrepancy.

For further information, see the Appendix section on Time Phased Budget Synchronizations.

[Synchronize All] – Button (Time Phase Forecast)



The **[Synchronize All]** button is similar to the **[Synchronize]** button, except that it synchronizes all eligible rows queried in the middle block. It is enabled when at least one row queried in the middle block satisfies the conditions to enable the **[Synchronize]** button

[Total Committed] - Button

ENTER MANUAL FORECAST					
View 👻 🍸 🕯	🔓 Freeze 🛛 🖶 Deta	ch 🛛 🖗 Search 🖶 Insert 🗿 I	ínsert Multiple 🛛 💂	🖥 Delete 🛛 🖗 Workflows	• • *
Date	Source Code	Source Desc	SC/PO Code	Amount	PO/SC
18/Jun/201 🖄	ACCESSEN	Access Engineering	A104	17,500.00	SC
19/Jun/201	A1DOORS	A1DOORS' - 'Company RRR'	447799	125,000.00	SC
24/Nov/20	A1BRICKS	A1 Bricks Manufacturing Compar	CCC00000065	292.19	PO
10/Feb/201	A1HVAC	A1 Heating and Cooling	H11	11,275.00	SC
				154,067.19	
Description	A104-000 A104				
1	Close				

This button launches a pop-up to display a detailed breakdown of the **Committed Costs** total for the selected line.

[Current Cost] - Button

JCDETAIL TRANSACTIONS			P Save	Exit 🕻 🧿 🛆	[≱ ≂ 0
TRANSACTIONS					
View 🔻 🍸 🌇 Freeze 🖀 Detach 🔯 Search 🚳 Workflows 💌 🖨 Report Options 💌 🌇 Export 🚱 ECM Documents 💌 🖧 User Extensions					
Code Type Post Dat	te Commitment Cost Amo	unt Billing Amount Co	pent against Spent Out of ommitment Commitment	Commitment Transa Code Numb	er
No rows yet.					
•					+
Vendor / Source CCC-WK-HR1	Isabella Lincoln				
Reference CCCW	CCC Weekly Pay Run				
SPENT/COMMITED COST					
View 👻 🕎 🌇 Freeze 🚡 Detach 🔯 Search 🚳 Workflows 💌 🖨 Report Options 🔍 🌇 Export 🖓 ECM Documents 💌 🖧 User Extensions					
Code Total Commitment	Total Cost Total Spent Against	Total Open Commitment	otal Committed Spent/Con	nmitted	
CFB 154067.19	699.00 644.00	153423.19	154122.19 15	64122.19	
			1	54122.19	
Display Data					

This button launches a popup to display a detailed breakdown of transactions and spent/committed costs for the selected line.

Contract Forecast

For Contract Forecasting details, please refer to the appropriate Contract Forecasting reference guide.
WIP Processing

Overview – Work in Process (WIP)

Work in Process/Work In Place (WIP) adjustments should be done every month for Jobs that are set up as Billings and Cost type Jobs. When you post a WIP adjustment the system generates both the accrual and the accrual reversal transactions. The accrual is posted in the current period and the reversal posted to the first day of the next accounting period.

Over-rides for a Contract in WIP from the prior month will be displayed in the WIP Form at the bottom of the display. If the over-ride is still required, double-click the amount and it will be copied to the contract and the subsequent values adjusted.

When defining a Job, there is a flag setting in the Job (and Job Control that defaults into new Job Entry screens) that will detail if the Sub-Jobs are included (rolled into) or excluded from the Master Control Job when working with WIP. This field is controlled and only available in Master Jobs (with Control Job code = 'All').

The Work In Progress Forecast and Reporting functions in Enterprise are available through two primary options:

- The **WIP** Adjustment screen allows users to review the current state of Jobs, create and post WIP Adjustment transactions, and store long-term revenue forecasts.
- The **WIP Report** presents Job statistics as of the end of the specified period.

WIP adjustment amounts are always calculated on the complete Job, they do not consider the adjustment amount from last month as last month's adjustment was reversed for the current month.

The following illustrates how the WIP Adjustment is calculated in the case of an under billing and an over billing.

Example 1: Under billing

If the result is positive (the amount billed is less than the amount spent on the Job), the Accumulated Costs Adjustment account will be *debited* and the Accumulated Billings account will be *credited*. (The specific G/L accounts used for these transactions were entered on the Job Maintenance form.)

Contract	1,000,000	
Projected Final	800,000	
% Complete Billed	25% 150,000	
25% (Percent Complete) Date)	x 1,000,000 (Contra	act) = 250,000 (Earned To
250,000 (Earned To Date Adjustment)	e) – 150,000 (Billed	1 To Date) = 100,000 (WIP
* DR Accumulated Costs * CR Accumulated Billin	Adjustment Account ngs (Revenue)	(WIP) 100,000 100,000

Example 2: Over billing

If the result is negative (the amount billed is more than the amount spent on the Job), the Revenue Account will be *debited* and the Unearned Revenue Account will be *credited*. (The specific G/L accounts used for these transactions were entered on the Enter Job screen.)

Contract 1,000,000 Projected Final 800,000 % Complete 25% Billed 400,000 25% (Percent Complete) x 1,000,000 (Contract) = 250,000 (Earned To Date) 250,000 (Earned To Date) - 400,000 (Billed To Date) = -150,000 (WIP Adjustment) * DR Accumulated Billings Account (Revenue) 150,000 * CR Accumulated Billings Adjustment (Unearned Revenue) 150,000

Enter and Post WIP Adjustments - Screen

* Con	r														
	pany CCC		CMIC Test Const	truction Co				Status Op	en Jobs	-					
Job/P	icklist							✓ Include	Jobs With Posted W	P					
Cor	ntract							✓ Include	Jobs With Forecast						
Depart	tment							Indude	Jobs Without WIP						
*	Year	2014 🔺	* Period 12	From 01	/Dec/2014	To 31/De	ec/2014								
	Displa	iy -													
	×.														
Adjus	stment Jo	b Summary	Departmen	nt Summary	Company Su	immary	Post/Void WIP A	djustment M	onthly Forecasts	% Complete	Annual Forecasts				_
-	The Freez	e 🖶 Detach	Export												
ect	Stored	Posted	Comp	Dept	Job	Trans. Allowed	Budget	Contract	Contract Override	Projected Profit	Projected Profit Override	Spent	Unposted Cost	Projected Cost	t Pr Ov
	\bigtriangledown	V	CCC	00	1000	1	21,830,269.00	21,705,500.0	0	-278,294,500.0	-278,294,500.00	97,260.03	0.00	45,005,401.42	2
			CCC	00	12345		1,697,430.00	1,989,780.0		292,350.00	292,350.00	15,375.00	0.00	1,625,430.00	
1	\checkmark		CCC	00	13.77210	1	0.00	0.0	0	-150,000.00		0.00	0.00	150,000.00)
3			CCC	00	1385911		300,000.00	300,000.0	0	-98,000.00	0.00	600.00	0.00	122,000.00)
	\checkmark	\checkmark	CCC	00	1487331	\checkmark	146,200.00	146,200.0	0	0.00	0.00	1,175.00	0.00	116,200.00)
			CCC	00	1490125-1		130,000.00	80,000.0	0	-50,000.00	-50,000.00	0.00	0.00	140,000.00)
	\checkmark		CCC	00	1491523-S3	\checkmark	2,000,000.00	2,000,000.0	0	1,999,790.00	0.00	0.00	0.00	210.00)
			CCC	00	1491523M		6,000,000.00	6,000,000.0	0	0.00	0.00	4,500.00	0.00	5,100,000.00)
	\forall	\forall	CCC	00	1491730	1	1,940,000.00	1,940,000.0	0	0.00	0.00	100,497.00	85,000.00	2,015,000.00)
			CCC	00	1496492		1,380,000.00	1,100,000.0	0	-285,000.00		1,056,146.00	75,896.00	1,385,000.00)
							42,803,899.00	42,641,480.0	0	-277,164,427.1	-278,052,150.00	1,297,775.16	160,896.00	61,677,463.55	5
						•									
	Dre	winus Pariad O	varridaa Contract	•		Droi Drofit		Linnasta	Cont	Dre	i Coat	9/ Compl		Eproped Dov	

Pgm: JCWIP – Enter WIP Adjustment (standard Treeview path: JC > Forecasting > Work-In-Progress Adjustments > Enter and Post Adjustments)

This screen is used to process automatic general ledger adjusting entries for over or under billings for Jobs using the Billings and Costs accounting method. This screen is *not* required if the Completed Contract accounting method is used. The WIP Account used will be the Billing Account as entered on the Job, or if that is blank, the WIP Account entered in JC's Control File.

Company – Section

The following provides details about the fields in this section:

Company

Upon entry of the form the company code is set to the users default JC company code, but it may be changed to any company accessible to the user. It may also be left blank; in this case data will be selected across all companies to which the user has access. If the company code is left blank, the company name displays words 'All Companies'.

Job/Picklist

Job/Picklist field accepts either a valid Job pick list code or any valid Job code. If a company code is specified, the LOV on this field shows Job pick list section and Job code section. If the company code is left blank, there will be no LOV, and the field itself accepts any data showing the name as 'Undetermined'.

Status

This option determines whether or not closed Jobs will be included in the selection. Current choices are: Open Jobs (pending and in progress), Closed Jobs or All Jobs.

Contract

Select the relevant contract.

Department

Specifying a Department code allows the user to limit Job selection to a specific department.

Year, Period

Year and period are mandatory entries; they determine the cut-off date for all transactions considered for the current WIP analysis. These values are defaulted if the company code is specified. The defaulting algorithm looks at the current date, and if it is in the first half of the current month, the default fiscal period will be for the previous month. If current date is in the second half on the month, then current month will be used as the default period. If the company code is left blank, the user will have to manually type in the year and period, and the system will perform a very loose validation across all chart codes in the system.

Include Jobs With Posted WIP - Checkbox

By default, this screen displays only those Jobs for which cost forecast have been stored for the current period (this is done via forecasting screen) and WIP Adjustment has not been posted yet. The **Include Jobs With Posted WIP** flag allows the user to review Jobs for which WIP Adjustments have already been posted.

Include Jobs With Forecast - Checkbox

Check to include all active Jobs.

Include Jobs Without WIP – Checkbox

Jobs without WIP will be include; WIP records are populated when forecast is stored/updated.

[Display] - Button

Used to display results for the selected parameters on the WIP Adjustment tab.

WIP Adjustment - Tab

ENTER WIP	ADJUSTMENT	5									💾 Save	Exit 👔	? ▲ [≱ マ
COMPANY													
* Company	CCC 🔺	CMiC Test Cons	truction Co				Status Ope	n Jobs	•				
Job/Picklist							✓ Include J	obs With Posted	WIP				
Contract							Include J	obs With Forecas	t				
Department							Include J	obs Without WIP					
* Year	2015 🔺	* Period 3	From 0	01/Mar/2015	To 31/	Mar/2015							
	Display												
WIP Adjustmer	Job Summary	Department	Summary	Company Sum	mary P	ost/Void WIP Adjus	tment Monthl	y Forecasts	% Complete	Innual Forecasts			
Select S	tored Posted	Comp	Dept	Job	Trans. Allowed	Budget	Contract	Contract Override	Projected Profit	Projected Profit Override	Spent	Unposted Cost	Projected Cost
		ссс	00	1000	V	21,830,269.00	151,418,473.70		-368,914.51	129,588,204.70	103,927.83	0.00	57,856,163.97
		ccc	00	12345		1,699,330.00	2,587,274.00		430,520.00	887,944.00	25,574.99	0.00	2,315,854.00
		CCC	00	52352	\checkmark	100,000.00	197,500.00		79,500.00	97,500.00	1,575.00	0.00	116,000.00
		CCC	00	FORECAST2		1,790,000.00	2,144,745.76		474,745.76	354,745.76	3,275.00	0.00	1,910,000.00
						25,419,599.00	156,347,993.46		615,851.25	130,928,394.46	134,352.82	0.00	62,198,017.97
	Previous Period C	Verrides Contract			Proj Profit	:	Unposted	Cost	Pro	ij Cost	%Compl		Earned Rev
		Job	Project 100	0 With Job Series	1000 (Forec	ast with ADF Only)							
		Dept	Company L	evei									

Pgm: JCWIP – WIP Adjustment screen – WIP Adjustment tab

This tab presents the most detailed information about Jobs, and it is used to enter overrides and finalize the WIP Adjustment amount. Fields are placed in such way that system-calculated values are followed by the manual override fields.

System calculations are made once the user clicks [Display].

Select - Checkbox

Used to select corresponding row.

Stored – Checkbox (Display Only)

Indicates if forecast for corresponding Job has been stored.

Posted - Checkbox (Display Only)

Indicates if WIP Adjustment for corresponding Job has been posted.

Comp, Dept, Job

The Company, related Department and specific Job values will be displayed here based on Jobs matching the required parameters in the header block.

Trans. Allowed – Checkbox (Display Only)

Indicates if transactions are allowed.

Budget, Contract

The Budget and Contract amounts are calculated as their respective original values plus all change orders posted up to the end of the specified period.

Contract Override

Contract Override amount.

Projected Profit

Projected profit is calculated as Contract minus Projected Costs. It seems to be a little out of place here, but this is how the layout was designed by the user group. Apparently the idea was that desired profit will be entered into the override column and it would drive the projected cost override.

Projected Profit Override

Whenever profit override is entered or changed, it will result in changes in forecast override. If forecast override is entered or changed, it will result in changed profit override. None of these fields can alter contract override; it has to be done by the user.

Spent

Spent amount present actual costs posted at of the end of the specified period.

Unposted Cost

By entering an amount in this field for a Job with an unposted WIP, the user is going to be posting Actual Costs that will be accrued automatically. A 'C' transaction against the Cost Code/Category set in the JC Control File (**WIP** tab) settings will be created with the offset being from the Department and Account specified through the JC Control File screen (**WIP** tab).

If an incorrect amount is entered and already posted, enter the new amount and repost. Posting is allowed until the actual WIP has been posted.

If the System Option is off for use of these fields, the columns will not be displayed in the WIP form.

Projected Cost

Projected Cost is a summary of the stored Job/Cost Code (Phase)/Category forecast. For Jobs that do not have forecast stored, the system summarizes current forecast as it is shown on forecasting screens.

Projected Cost Override

If a Forecast override is entered, it will result in %Complete Override, which will be calculated as Spent/ Forecast Override.

% Complete

The % Complete is calculated as Spent / Forecast.

% Complete Override

Entering a % Complete override will result in changes in Earned Revenue. At this point the chain of changes stops.

Earned Revenue

There are two calculations for the Earned Revenue based on whether there is a projected Profit of Loss

If there is a Positive Gross Margin (Earned Profit) then the Earned Revenue represents:

• Earned Profit (which is Current Contract less Projected Costs) * % Complete

In cases where there is a projected loss, the Earned Revenue is calculated as:

• Costs To Date less Earned Profit

Earned Revenue Override

If the user wants to override Earned Revenue, it must be done manually in Earned Revenue Override column.

Billed

The Billed amount is summary of billings as of the end of the specified period, **Over/Under** column shows the difference between earned revenue and billed amount.

Unposted Billings

By entering an amount in this field for a Job with an unposted WIP, the user is going to be posting Actual Billed that will be accrued automatically. A 'B' transaction against the Cost Code/Category, set in the JC Control File (**WIP** tab) screen, will be created with the offset being from the Department and Account specified on the **WIP** tab of the Control File screen.

If an incorrect amount is entered and already posted, enter the new amount and repost. Posting is allowed until the actual WIP has been posted.

If the System Option is off for use of these fields, the columns will not be displayed in the WIP form.

Over/Under

The **Over/Under** column always reflects changes in Earned Revenue or Earned Revenue Override. The value is it is calculated as (Billed Amount + Un-Posted Billings (if applicable) – Earned Revenue (or Earned Revenue Override if exists)

WIP Adjustment

This field is for entry of the WIP Adjustment amount to be applied to the Job.

Notes

Used to enter a note, for various purposes, such as explaining a change.

Override Values

The user may override values calculated values by entering data into the appropriate Override columns. Manual overrides are not necessary; when override fields are blank the system will use calculated values. The following equation must always be true:

• Profit = Contract – Forecast

Buttons

[Finalize Projections]

alert

Would you like to finalize the current line, all lines, or cancel the operation?

Current All Cancel

Used to finalize either the current line or all lines.

The Finalize Projections button when pressed, sets the flag JCW_FINALIZE_PROJECTIONS_FLAG value in JCWIP table for the WIP period as 'Y'.

This effects the following column values as:

Override Contract Amount Column = Actual Billed Amount

Projected Cost Override Column = Spent

Projected Profit Override Column = (Billings – Spent)

Once the Projections are finalized the button name changes to Unfinalize Projection. Pressing Unfinalize Projection will revert the values to system calculated values.

[Store Forecast]

Do you wish to store/update Forecast for selected rows, current row or none? Press <selected rows=""> to store/update for selected rows, <current row=""> for current row, or <cancel> for none. Selected Rows Current Row Cancel</cancel></current></selected>	alert	
Selected Rows Current Row Cancel	Do you wish to store/update Forecast for selected rows, current row or none? Press <selected rows=""> store/update for selected rows, <current row=""> for current row, or <cancel> for none.</cancel></current></selected>	to
	Selected Rows Current Row	Cancel

When the [**Store Forecast**] button is clicked, a popup (shown above) will if you want to store/update the Forecast for the selected rows or the current row only. The selected Jobs will have their Forecasts stored, and their **Stored** flag will be checked.

NOTE: This function does not retrofit Forecast Override values because it is simply not possible – forecast is stored on Job/Cost Code/Category level, and this screen deals with the Job level only.

[Refresh]

The [**Refresh**] button allows the user to bring up to date Contract, Profit and Projection. These values were put into the JCWIP work file when it was created, so the only way to update them would be via this button.

[Copy Overrides]

alert							
Would you	like to copy	previous	period overrid	les to cur	rent period	for all jobs?	
							Copy Cancel
	_						

Used to copy the pervious period overrides to the current period for all Jobs.

[Clear Overrides]

alert			
Would you like to clear override values on the current line, all lines, or to cancel the	ne operation	?	
	Current	All	Cancel

This button is only enabled for lines with overrides, and it is used to remove override values from them. It prompts the user to choose between clearing the entire set of records displayed on the screen or just the current line.

[Populate WIP]

alert	
Would you like to copy WIP Adjustment amount on the current line, all lines, or to cancel the operation?	
Current All Ca	icel

The [**Populate WIP**] button copies the value from Over/Under column into the WIP Adjustment column. Like the [**Clear Overrides**] button, it offers a choice: perform the action for the current line or for all lines.

[O/H Forward Loss]

ENTER WIP A	DJUSTMENTS					Î
FORWARD LOSS OVER	HEAD					
View - Y E	reeze 📲 Detach					
Bill Job Code	Bill Phs Code	Bill Cat Code	Projected Cost Fcast Including Risk	O/H Forward Loss %	Projected O/H Loss Amount	
1496492	01.02A.024100.X	1000	110,000.00	7.25	7,975.00	
1496492	01.02A.024100.X	2000	125,000.00	10.00	12,500.00	
1496492	01.02A.024100.X	3000	150,000.00	18.99	28,485.00	
1496492	01.02A.024100.X	4000	250,000.00	2.25	5,625.00	
1496492	01.02A.024100.X	5000	75,000.00	1.50	1,125.00	
1496492S	01.02A.024100.X	1000	125,000.00	7.25	9,062.50	
1496492S	01.02A.024100.X	2000	125,000.00	10.00	12,500.00	
1496492S	01.02A.024100.X	3000	150,000.00	18.99	28,485.00	
1496492S	01.02A.024100.X	4000	250,000.00	2.25	5,625.00	
1496492S	01.02A.024100.X	5000	90,000.00	1.50	1,350.00	
					112,732.50	

For details about the Forward Job Losses functionality, please refer to the *Forward Job Losses* subsection, under *Quick Guides*, at the end of this reference guide.

Total Overhead Amount = Sum of (Project Cost Forecast (including risk) *O/H Loss%) at all Cost Code/Category levels.

If the Job is in <u>loss</u> position, then,

O/H Forward Loss = Total Overhead Amount + Project Loss .

This amount will be posted to GL and directed to the specified O/H Loss dept and accounts.

If the job is not in loss position then check if,

Project (Job) Profit Override (if not Project (Job) Profit) – Total Overhead Amount is greater or less than zero.

If less than zero,

then this amount (Profit – Total Amount) will be posted to GL and directed to specified OH Loss Department/Accounts.

If greater than zero,

then no overhead forward loss is posted.

Job Summary, Department Summary & Company Summary – Tabs

NTER WIP	ADJUSTME	NTS				Ê	Save 🕞 Exit 👔	⑦ ▲ ₽ ▽
COMPANY								
* Company	ccc	CMiC Test Constructio	n Co			Status Open Jobs	-	
lob/Picklist						Include lobs With	Posted WIP	
Contract						Include Jobs With	Forecast	
Department						Include Jobs With	out WIP	
Department						Include Jobs With	IOUL WIF	
	0.040	the end of the second s	04/04/00/05	T- 04/04				
* Year	2015	A * Period 3 A Fi	rom 01/Mar/2015	To 31/Mar/	2015			
* Year	2015 Display	5 ▲ * Period 3 ▲ F	rom 01/Mar/2015	To 31/Mar/	2015			
* Year /IP Adjustment	201! Display	ary Department Summa	rom 01/Mar/2015 ary Company Sun	To 31/Mar/	2015 Void WIP Adjustment	Monthly Foreca	sts % Complete	Annual Forecasts
* Year /IP Adjustment /iew • Y	201: Display Job Summ	ary Department Summa	om 01/Mar/2015	To 31/Mar/	2015 Void WIP Adjustment	Monthly Foreca	sts 🗍 % Complete	Annual Forecasts
* Year /IP Adjustment /iew - Y I Comp	201: Display Job Summ	ary Department Summa Detach	rom 01/Mar/2015 ary Company Sun Contract	To 31/Mar/ nmary Post/ %Compl	2015 Void WIP Adjustment Project Cost	Monthly Foreca	sts y % Complete	Annual Forecasts Backlog
* Year VIP Adjustment /iew - Y I Comp CCC	2011 Display t Job Summ Freeze Job 1000	A * Period 3 A F ary Department Summa Detach Name Project 1000 With Job Se	rom 01/Mar/2015 ary Company Sun Contract 151,418,473.70	To 31/Mar/ nmary Post/ %Compl 0.31	Void WIP Adjustment Project Cost 21,830,269.00	Project Profit 129,588,204.70	sts % Complete Earned Revenue 467,125.99	Annual Forecasts Backlog 150,951,347.71
* Year VIP Adjustment /iew ~ Y I Comp CCC CCC	2011 Display Job Summ Freeze 1000 12345	Ary Department Summa Detach Name Project 1000 With Job Se Project 12345 - Forecasti	Company Sun Contract 151,418,473.70 2,587,274.00	To 31/Mar/ %Compl 0.31 0.97	2015 Void WIP Adjustment Project Cost 21,830,269.00 1,699,330.00	Monthly Foreca Project Profit 129,588,204.70 887,944.00	sts % Complete Earned Revenue 467,125.99 25,158.65 25,158.65	Annual Forecasts Backlog 150,951,347.71 2,562,115.35
* Year	2011 Display Job Summ Freeze 1000 12345 52352	ary Department Summa Detach Name Project 1000 With Job Se Project 12345 - Forecasti 52352 with Own Contract	Company Sun Contract 151,418,473.70 2,587,274.00 197,500.00	To 31/Mar/ Mary Post/ %Compl 0.31 0.97 1.58	Void WIP Adjustment Project Cost 21,830,269.00 1,699,330.00 100,000.00	Monthly Foreca Project Profit 129,588,204.70 887,944.00 97,500.00	sts % Complete Earned Revenue 467,125.99 25,158.65 3,110.63	Annual Forecasts Backlog 150,951,347.71 2,562,115.35 194,389.37
* Year	2011 Display	Ary Department Summe Detach Name Project 1000 With Job Se Project 12345 - Forecasti 52352 with Own Contrac FORECAST2	Company Sun Contract 151,418,473,70 2,587,274,00 197,500.00 2,144,745,76	To 31/Mar/ %Compl 0.31 0.97 1.58 0.18	Void WIP Adjustment Project Cost 21,830,269.00 1,699,330.00 100,000.00 1,790,000.00	Monthly Foreca Project Profit 129,588,204.70 887,944.00 97,500.00 354,745.76	sts % Complete Earned Revenue 467,125.99 25,158.65 3,110.63 3,924.88 3,924.88	Annual Forecasts Backlog 150,951,347,71 2,562,115.35 194,389,37 2,140,820.88

Pgm: JCWIP – WIP Adjustment screen – Job Summary tab

The **Job Summary**, **Department Summary**, and **Company Summary** tabs are for quick reference of a Job, Department or Company's status. All fields are navigable and queryable, however there is no data entry permitted on these displays.

Backlog

The Backlog is calculated as Contract Amount – Earned Revenue, where both values take into consideration override values entered.

Post/Void WIP Adjustment - Tab

ENTER WIP	ADJUSTMENTS							💾 Save 🕞 Exit	i	③ ▲ [/ ▽ 0
* Company	CCC 🔺	CMiC Test Const	ruction Co			Status	Open Jobs	5	-	
Job/Picklist	A					V Inclu	ide Jobs W	ith Posted WIP		
Contract						Inclu	ide Jobs W	/ith Forecast		
Department	A					Inclu	ide Jobs W	/ithout WIP		
* Year	2015 🔺	* Period 3	From 01/Mar/2015	То	31/Mar/2015					
	Display									
WIP Adjustmen	t Job Summary	Department S	ummary Company	Summary	Post/Void WIP Adjust	ment Mor	nthly Fore	ecasts % Comp	ete	Annual Forecasts
View 👻 🔻	🚡 Freeze 🛛 🖶 Deta	ich								
Job	Nan	ne	Contract Amount	%Compl	WIP Adjustment	Unposted (Cost l	Unposted Billings	P	ost Void
12345	Project 12345 - Fore	casting PMJSP	2,587,274.00				0.00	0.00		
52352	523S2 with Own Cor	ntract	197,500.00				0.00	0.00		
FORECAST2	FORECAST2		2,144,745.76				0.00	0.00		
1000	Project 1000 With Jo	b Series 1000 (l	151,418,473.70				0.00	0.00		
Dept 00	Compar	iy Level								
Batch										
Process	s WIP Post Unpo	sted Cost/Billings								

Pgm: JCWIP - WIP Adjustment - Post WIP Adjustment Tab

This tab is used to post WIP Adjustment transactions for those Jobs where the WIP Adjustment amount is not zero in the period selected via the upper section. It is also used to void WIP Adjustments.

Table Columns

Post - Checkbox

Select corresponding line(s) to post.

Void – Checkbox

Select corresponding line(s) to void.

Display Fields

Dept

Department handling selected Job.

Batch

Batch number and description are created automatically. The batch description is set as 'WIP Adjustment, Yr <yr#>, Per <per#>'. The Batch name is also used to display processing messages. Once posting is successfully completed, the system displays the batch number and name on the screen.

Buttons

[Process WIP]

This button will generate the posting of all selected records, including posting of Unpost Costs/Revenue as well as Post WIP and VOID Posted WIP where applicable. Refer to the following section, *Posting Unposted Costs & Revenues*, for additional details.

[Post Unposted Cost/Billings]

This option will Post the Unposted Costs and Billings for the selected Jobs (does not post WIP Adjustments, however). This allows posting of the Unposted Costs and Billings and permits the user to recalculate the WIP Adjustment using the revised values. Refer to the following section, *Posting Unposted Costs & Revenues*, for additional details.

Posting Unposted Costs & Revenues

The [**Post Unposted Cost/Billings**] button can be used to post unposted values (does not post the GL WIP Adjustment), allowing users to post these unposted Costs and Billings and to return to making additional changes before posting WIP.

If the user wants to post the WIP Adjustment <u>and</u> at the same time, the Unposted Cost and Unposted Billings, they may select the line and use the standard [**Process WIP**] button.

Monthly Forecasts - Tab

ENTER WIP	ADJUSTMENT	s								E Save	Exit	6	?∆	₽ 0
COMPANY														
* Company	CCC 🔺	CMiC Test Con	struction Co				Status Open Job	05	-					
Job/Picklist							Include Jobs With Posted WIP							
Contract							☑ Include Jobs \	Nith Forecas	ŧ					
Department							Include Jobs V	Nithout WIP						
* Year	2015 🔺	* Period 10	A From	01/Oct/	2015 To 31/0	Dct/2015								
	Display													
WIP Adjustmen	t Job Summary	Department	Summary	Com	pany Summary Po	ost/Void WIP Adjustm	ent Monthly For	recasts	% Complete	Annual Forecast	s			
View 🗸 🔻	🛐 Freeze 🖷 Det	ach												
		×												
Comp	Job	Year	Period Co	mpi	Revenue	Spent	Protit	Year	%Compi	Revenue		Spent		Profit
	1000	2015	10	46	1123/6,48	97447.28	14929.2	2016						
CCC	1002	2015						2016						
ccc	12345	2015						2016						
					112,376.48	97,447.28	14,929.2							
			*											Þ
Dept 00	Company	y Level												
Job Project 10	00 With Job Series 100	00 (Forecast with /	ADF Only)											
JOD Project 10	oo wiin job Series Tol	ou (Forecast With)	AUF UNIY)											

This tab is a monthly version of the Annual Forecasts tab.

% Complete - Tab

ENTER WIP	ADJUST	MENTS							💾 s	ave 🕞 Exit (i) (?		[} ⊽ Q
* Company	CCC		CMiC Test Const	ruction Co				Status	Open Jobs	•]		
Job/Picklist								🔽 Ind	lude Jobs With Pos	ted WIP			
Contract								🔽 Ind	lude Jobs With For	ecast			
Department								🗌 Inc	lude Jobs Without	WIP			
* Year		2015 🔺 🔹	Period 10	From 01/	Oct/2015	To 31/Oct/201	5						
	Display												
WIP Adjustment View •	Job Su	ummary	Department S	ummary C	ompany Summa	Post/Vo	d WIP Adjustme	ent M	onthly Forecasts	% Complete	Ann	ual Fore	casts
Job		Current Year	Prior Years Contract	Prior Years %Compl	Prior Years Earned Revenue	Prior Years Spent	Prior Years Profit		Per 1	Per 2		Per 3	
1000		2015							22	25			28.5
1002		2015							66	74			78
12345		2015							35	39			44
								•					÷
Dept 00	Con	npany Level											
Job Project 123	845 - Foreca	sting PMJSP											

This tab contains and updates the same information as the 'Store Annual' forecast functionality in the Manual Forecast screen. The user can enter the % complete for each of 12 periods for the next 5 years or for periods 3, 6, 9 and 12 for each of the next 5 years depending on the setting in the System Options screen.

Annual Forecasts - Tab

ENTER WIP	ADJUSTMENTS							8	Save 🕞 Exit	(j) (j	?∆	[] ⊽ (
COMPANY														
* Company	CCC 🔺	CMiC Test Construct	ion Co			St	atus Oper	n Jobs	-					
Job/Picklist							Include Jobs With Posted WIP							
Contract							Include Jobs With Forecast							
Department							Include Jo	obs Without WIP						
* Year	2015 🔺	* Period 10 🔺	From 01/Oct/2	015 To	31/Oct/2015									
WIP Adjustment View - T Comp	Job Summary	Department Sumr ch Prior Years Contract	nary Comp Prior Years %Compl	any Summary Prior Years Earned Revenue	Post/Void W Prior Years Spent	IP Adjustment	Monthly Year	%Compl	% Complete	Annua	l Forecasts Spen			
CCC	1000						2015	65	1056	511.28	6	4768.87		
ССС	1002						2015	94	18754	177.64	114	5648.32		
CCC	12345						2015	82	8773	74.76	5	8586.45		
									2,858,	463.68	1,26	9,003.64		
Vept 00 Job Project 123	III Company 45 - Forecasting PMJS	Level P												

Pgm: JCWIP – WIP Adjustments screen – Annual Forecasts tab

This display presents future forecast amounts as it is entered by the user starting with the current year. Prior year information is derived from the previously posted WIP Adjustments, as well as the earned revenue, spent and profit amount as they existed or were manually overridden by the user as of the last period of previous year.

Contract value, on the other hand, is displayed as it exists as of the end of the period specified in the top block. It is the same value that can be seen on all previous tabs, including the **WIP Adjustment** tab, where the user may override it.

This allows the displaying of the current state of the contract as well as the revenue recognized in the previous year. The percentage of completion (**%Compl**) for the previous year is calculated in relation to the current value of the contract, so this number changes with a changing contract amount.

The value in this field is accumulative – it shows overall completion of the contract, not just this year's share. Once the user navigates to the empty %Complete, it gets defaulted with 100%, assuming the contract will be completed in this year. If the user changes this to a lesser value, then 100% gets defaulted into the next year's Percent Complete.

Unlike % **Compl** column, the **Revenue**, **Spent** and **Profit** columns display the current year's share. For example, the Contract Value is \$2,000,000, previous year's Percent Complete is 0.25, and Earned Revenue is \$5,000. The user specifies current (2003) year's Percent Complete as 47%. This means that the total Earned Revenue as of the end of the current year will be \$2,000,000 * 47% = \$940,000. But \$5,000 has already been earned, so this year's Earned Revenue column will show \$940,000 - \$5,000 = \$935,000.

The next (2004) year's percent complete gets defaulted to 100%, thus total Earned Revenue is 2,000,000. But 5,000 and 935,000 will have been earned by the end of the current year 2003, so only 2,000,000 - 5,000 - 935,000 = 1,060,000.

Example:

Initial Data Forecast for 2003:

Contract Value Previous Year % Complete Earned Revenue Current Year % Complete Entry	\$ 2,000,000 0.25% \$ 5,000 47.00%										
Earned Revenue for Current Year	\$ 935,000	((2,000,000	* 47%) - 5,000))								
Resulting Data Forecast for 2004:											
Contract Value Current Year % Complete Defaults Earned Revenue for 2004	\$ 2,000,000 to 100.00% \$ 1,060,000	(Default to (2,000,000 -	100%) 5,000 - 35,000)								

The same rule is applicable to other **Spent** and **Profit** columns.

NOTE: It is important to remember that the **Annual Forecasts** tab is not meant to provide extensive validation. The % numbers are totally in user's control, and the system will not attempt to make sure that they still total 100% once the contract value changes.

WIP Adjustments with Unposted Cost/Revenue

The WIP Process has been enhanced to allow a similar accrual posting to the existing GL function, but in this case to create Job Cost details for Unposted Costs ("C" type posting accrual) and Unposted Revenues ("B" type posting accrual). To access and use this functionality, a flag is in System Options on the **Project** tab that must be set first. Once checked, additional fields will be found in the JC Control that are mandatory, and new columns and a posting options will be found on the WIP Adjustment screen.

WIP Tab of JC's Control File Screen

JOB COST CONTROL FILE Table Mode
SELECTION CRITERIA
Company ZZ CMiC Test Company CONTrol File
Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions Jobs Change Management
🖻 Search 👼 Insert Record 👼 Delete Record 🚳 Workflows 💌 🖨 Report Options 💌 🥵 ECM Documents 🔍 🧏 User Extensions
* Contract Amount Source Billing Contract * Projected Profit Amount Source Billing Contract
Roll-In Subjobs For WIP Adjustment
Ignore Subjob Department When Rolling-In Ignore Subjob Department In Ignore Subjob D
* Do Not Recalculate carried exervice Vermode Earned Revenue Uversider August Parale Recomplete and Revenue Versider
Gurrent WIP Vera 2016 Gurrent WIP Period
WIP Cost Accrual(CR)

JC's Control File screen

When using the Unposted Cost/Unposted Billings, an Accrual transaction is created into Job Cost details on the last day of the period, and reversal posted to the first day of the next period.

There is no Void option or Unpost function related to these new values. To undo to the posting or simply change the amounts posted, the user will enter 0 or a new amount in the Unposted Costs/Unposted Billing amounts and reposts the Unposted Costs/Billings values.

Posting can also be completed with the actual WIP Accrual through use of the standard Process WIP button. A dialog will display prompting the user to post these Unposted values if they had not been previously posted.

For further details, please refer to the WIP- Tab sub-section in this user guide, under the section Setting Up Job Costing Module, then Control File – Screen.

Print WIP Report - Screen

PRINT WIP R	REPORT						💾 Save	Exit	(i)	?	₼	[∤ ⊲ 0
Enter Company Cod	le											
SELECTION CRITERI	A											
* Company	DAV		DAV Construction Co	omp TESTV10								
Job Pick List												
From Job												
To Job												
Department												
* Year	2016	5	* Period	2 🔺 From	01/Feb/2016	То 2	29/Feb/201	6				
Job Status	Open Jobs	-]									
	Include Jobs	s With	Posted WIP									
	Include Jobs	s With	Forecast									
	Include Jobs	s With	out WIP									
	Round To T	he Nea	arest Dollar Amount									
	Print											

Pgm: JCWIPREP – WIP Report; standard Treeview path: JC > Forecasting > Work-In-Progress Adjustments > Print WIP Report

This report presents data on A14 (legal) format. Data is grouped by the Company and Department. Amount columns display totals for each group. If the report is run across all companies, the report totals will also be printed at the end. Potential differences in currency are ignored.

Gross Margin Percent at the Department and Company levels is a calculated value.

The report data does not reflect any entry in WIP Adjustment work file; it presents the actual state of the Job as of the end of the selected period.

The flags are self-explanatory, and they are used to control which types of Jobs to include in the WIP Report, and to select whether or not decimal places are used for amounts.

JC WIP Based on Billings

WIP Method

WIP is generally based on 'Cost', which is mostly followed in North American business processes. Due to other international practices, WIP may have to be calculated based on 'Billings'.

System Options

The System Options > Forecast tab has an option for WIP method selection. The drop-down list allows users to set the WIP based on either Cost or Billing. The default values is 'Cost', which is defined in the WP column definitions.

SYSTEM	OPTIONS												Table Mode	💾 Save	Exit
C = WIP Base	d on Cost, B =	WIP Based o	n Billing												
SYSTEM OPT	ONS														
General	Licenses	Reports	Global	Financials	Projects	Forecast	Assets	Payroll	Human Resource	E-TimeSheet	Help	Logo Path			
WIP Met	Quart Notes Use W Allow Synch Autor	erly WIP % C/ Are Mandati IP Unposted To Store Proj Il Forecast Is CI detail Stati ronize RP Alli atically Add d on Cost	mplete ory On WIP Cost and Ur ected % Cor Stored On A us for Contra ocation Perc Cost on GC I	nposted Revenu mplete Value For Veriod Basis act Forecast ent When Impo Monitor	e Each Period tt/Export Fror	Within A Year n Forecast									

During implementation, as required, users may set this option either way as 'WIP Based on Cost or Billings.' This is a onetime setting, and normally NOT updated by users.

Calculations

The following are the calculations when 'WIP based on Billings' is set in System Options.

Sl.No	JC WIP Column	Calculations Default system calculations that cannot be overridden by users	JC WIP Column	Calculations with Overrides System calculations that can be overridden by users
1	%Complete	Billed / Contract	%Complete Override	Billed / Contract Override
2	Projected Profit	Contract – Cost Budget	Projected Profit Override	Contract Override – Projected Cost Override

3	Earned Revenue	% Complete * Cost Budget	Earned Revenue Override	% Complete Override * Projected Cost Override
4	Over / Under	Earned Revenue – Spent Cost	Over / Under	Earned Revenue Override – Spent Cost

Logs

Overview – Logs

System Logs are a convenient way to access information about Jobs in the system. Logs can be accessed via the Logs Treeview menu option.

NOTE: System Logs should only be re-configured by expert users and it is recommended that changes here be made only with the assistance of your CM*i*C Consultant.

Job Cost Summary - Screen

JC - COST SUMMARY L	.OG								(i) (i)
Filter							A <u>d</u> vanced	Layout Sa	ved Search All Fields
Match 🔘 All 🔘 Any									
Category Code	misc								
Company Code	dav								
Job Code									
Phase Code									
Job Cost Amount		\$							
Projected Cost Amount									
Non-Invoice Commited Amount		*							
mounts Invoiced on Commitments		*							
Units Invoiced on Commitments		+							
Bill Amount		A V							
Job Name									
Phase Name									
Category Name									
clogCostAmt sum		.							
JclogProjAmt_sum									
JclogNinvCommAmt_sum		-							
JclogInvCommAmt_sum		*							
1-1DINA									
iew 🔻 Format 👻 🍸 🌇 Freez	te 🖷 Detach 🖳 Wraj	Clear Query	🔜 Export 🛛 🗣 ECM 🔻	-					
arch	Go								
b Cost Amount Projected Cost Amount Amount	Non-Invoice Commited Amount	Amounts Invoiced on Commitments	Units Invoiced on Commitments	Bill Amount	Job Code	Job Name	Phase Code	Phase Name	Category Code
5000.	00				V15PRJ-001	Riverside Condominium Complex	0107100	Project Management a	nd Super MISC
2000.	00				V15PRJ-001	Riverside Condominium Complex	0107010	Management	MISC
9000.	00				V15PRJ-001	Riverside Condominium Complex	0106920	Meeting Expenses	MISC
5000.	00				V15PRJ-001	Riverside Condominium Complex	0106710	Building Permits	MISC
5000.	00				V15PRJ-001	Riverside Condominium Complex	0106700	Permits and Notices	MISC
1750.	00				V15PRJ-001	Riverside Condominium Complex	0106100	Office Supplies	MISC
239375.	73			33740.00	0				

Sample of Job Cost Summary log screen (standard Treeview path: JC > Logs > Job Cost Summary)

This log displays the following Job Cost data for Jobs, including their totals, filtered by the parameters of the **Filter** section:

- Job Cost Amount
- Projected Cost Amount
- Non-Invoiced on Commitments

- Units Invoiced on Commitments
- Bill Amounts

In a way, logs are similar to reports, in that Filter parameters are also used to control what gets displayed.

Transaction Detail - Screen

View ▼ Format ▼ ■ = ■ ■ = # # # # # # # # # # # #	Go Go 2000 2000	Wrap 🐺 Clea	r Query 🔣 Expo	rt ECM 🕶								
Search Job Phase Attachment 1488395-2 02.200 1488395-2 03.200 H483895-2 03.200 H483895-2 03.200 H483895-2 03.200 H483895-2 02.200 H483895-2 02.200 H18807 02.200 B10807 02.200 B10807 02.200 B10807 02.100 B10808 02.100 B1000.1 02.41 13.13 1000.1 02.41 13.13 1000 02.12 12.1	Go C 2000	CH					hover over	column heade	r to bring	up arrows	to	
Job Phat 1483395-2 02.200 1483395-2 02.200 1483395-2 02.200 1483395-2 02.200 BID807 02.200 BID807 02.200 WBID807 02.200 WBID807 02.100 BID808 02.210 1000.1 02 41 13.13 1000 02 41 13.13 1000 02 41 13.13 1000 02 41 13.23 BID808 02.000	ase C 2000									nding orde	ər	
1483395-2 02200 1483395-2 03200 1483395-2 03200 BID807 02200 WBID807 02200 WBID807 02200 WBID807 02200 WBID807 02100 BID808 02111313 D000.1 024113.13 D000 024113.13 D000 024113.13 D000 024113.13 D000 024113.13 D000 024113.13 BID808 02:00	2000	Cat Ref. Da	е Туре	Amount	Source Code	Reference Code	Crew Code	Quantity WM	Ctri Job	Ctrl Phase	Ctrl Cat	
1483395-2 03-200 BID807 02-200 WBID807 02-200 BID807 02-200 BID807 02-200 BID807 02-200 BID807 02-200 BID807 02-200 BID807 02-100 BID808 02-111 1000.1 02 411 3.23 1000.1 02 411 3.23 1000 02 411 3.13 1000 02 411 3.13 1000 02 411 3.13 1000 02 411 3.23 BID808 02-00	2000	2000 21/Aug/2014	В	2,200.00	ABSCONT	AR1-0000142	Sort Descending	20 CY	ALL	02	ALL	JB Drav
BID807 02-200 WBID807 02-200 BID807 02-200 WBID807 02-200 BID807 02-200 BID807 02-100 BID808 02-101 BID908 02-101 BID808 02-100 BID808 02-100	2000	2000 21/Aug/2014	В	5,200.00	ABSCONT	AR1-0000142		40 CY	ALL	03	ALL	JB Drav
WBIDB077 02-200 BIDB07 02-200 BIDB07 02-200 BIDB07 02-100 BIDB08 02-101 D00.1 02 41 13.23 D000 212121212 D000 02 41 13.23 BIDB08 02-00	2000	2000 15/Jul/2015	C	-505.00	TRANSFER	BID807		0 CY	ALL	02	ALL	WON B
BID807 02-200 WBID807 02-100 BID808 02-100 C211 000.1 024116.13 BID808 02-101 121212121 BID808 02-100 024113.13 BID808 02-100 024113.23 BID808 02-100 024113.23	2000	2000 15/Jul/2015	C	505.00	TRANSFER	BID807		0 CY	ALL	02	ALL	WON B
WBID807 02-200 BID807 02-100 WBID807 02-100 BID808 02-100 1000.1 02.41 13.23 1000.1 02.41 13.23 1000.1 02.41 13.13 1000 02.12121212 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 BID808 02-100	1000	1000 15/Jul/2015	C	-404.00	TRANSFER	BID807		0 DY	ALL	02	ALL	WON B
BID907 02-100 WBID807 02-100 BID908 02-101 BID908 02-101 BID908 02-101 BID901 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 BID908 02-100	1000	1000 15/Jul/2015	C	404.00	TRANSFER	BID807		0 DY	ALL	02	ALL	WON B
WBID907 02-100 BID908 02-100 D00.1 02 41 13.23 1000.1 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 1000 02 41 13.23 BID908 02-000	3000	3000 15/Jul/2015	C	-303.00	TRANSFER	BID807		0 DY	ALL	02	ALL	WON B
BID908 02-100 BID908 02-100 BID908 02-100 BID908 02-100 1000.1 02.41 13.13 1000.1 02.41 13.23 1000.1 02.41 13.23 1000.1 02.41 13.23 1000.0 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 BID808 02-100 BID808 02-100	3000	3000 15/Jul/2015	C	303.00	TRANSFER	BID807		0 DY	ALL	02	ALL	WON B
BID908 02-100 BID908 02-100 BID908 02-100 D000.1 024113.13 1000.1 024113.13 1000.1 024113.13 1000.1 024113.13 1000.1 024113.13 1000 024113.23 1000 024113.13 1000 024113.13 1000 024113.23 1000 024113.13 1000 024113.23 1000 024113.23 1000 024113.23 1000 024113.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02410.13 1000 02410.13 1000 02410.13 1000 0240.03	2000	2000 15/Jul/2015	C	202.00	S5	R		CY	ALL	02	ALL	5
BID988 02-100 BID988 02-101 D000.1 02.4113.23 1000.1 02.4113.23 1000.1 02.4113.23 1000.1 02.4113.23 1000.1 02.4113.23 1000 02.4113.23 1000 02.4113.13 1000 02.4113.23 1000 02.4113.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.413.23 1000 02.403	3000	3000 15/Jul/2015	C	303.00	55	R		DY	ALL	02	ALL	5
BID980 02-100 1000.1 02.41 13.23 1000.1 02.41 13.23 1000.1 02.41 13.23 1000.2 02.41 13.23 1000 21.2121212 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 BID908 02-200	4000	4000 15/Jul/2015	С	404.00	55	R		LS	ALL	02	ALL	5
1000.1 024113.13 1000.1 024113.23 1000.1 024116.13 1000.2 024116.13 1000 024113.23 1000 024113.23 1000 024113.23 1000 024113.23 1000 024113.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02413.23 1000 02410.24 1000 02410.24 1000 02410.24 1000 02410.24 1000 02410.24 1000 02410.24 1000 02410.24 1000 02410.24	5000	5000 15/Jul/2015	C	505.00	S5	R		LS	ALL	02	ALL	5
1000.1 0.24113.23 1000.1 0.24116.13 1000.2 0.24116.13 1000 0.24113.23 1000 0.24113.23 1000 0.24113.23 1000 0.24113.23 1000 0.24113.23 1000 0.24113.23 1000 0.24113.23 1000 0.2410.2413.23 BID808 0.2:00	3 2000	2000 07/Apr/2015	в	-1.04	GUELPH	WB-000001		0 CY	1000	02 41 13	ALL	Void JB
1000.1 02.41 16.13 1000.2 02.41 16.13 1000 02.41 16.23 1000 12.1212.12.11 1000 02.41 13.23 1000 02.41 13.23 1000 02.41 13.23 BID808 02.200	3 4000	4000 07/Apr/2015	в	-3.48	GUELPH	WB-000001		0 LS	1000	02 41 13	ALL	Void JB
1000.2 02 41 16.13 1000 02 41 13.23 1000 121212121 1000 02 41 13.13 1000 02 41 13.23 BID808 02-100 BID808 02-200	3 4000	4000 07/Apr/2015	в	-2.09	GUELPH	WB-000001		0 LS	1000	02 41 16	ALL	Void JB
1000 02 41 13.23 1000 1212121212 1000 02 41 13.13 1000 02 41 13.23 BID808 02-100 BID808 02-200	3 4000	4000 07/Apr/2015	в	-2.09	GUELPH	WB-000001		0 LS	1000	02 41 16	ALL	Void JB
1000 1212121212 1000 02.4113.13 1000 02.4113.23 BID808 02-100 BID808 02-200	3 1000	1000 07/Apr/2015	в	-3.11	GUELPH	WB-000001		0 HR	ALL	02 41 13	ALL	Void JB
1000 02 41 13.13 1000 02 41 13.23 BID808 02-100 BID808 02-200	2121212 4000	4000 07/Apr/2015	в	-0.07	GUELPH	WB-000001		0 LS	ALL	00	ALL	Void JB
1000 02 41 13.23 BID808 02-100 BID808 02-200	3 1000	1000 07/Apr/2015	в	-0.70	GUELPH	WB-000001		0 HR	ALL	02 41 13	ALL	Void JB
BID808 02-100 BID808 02-200	3 5000	5000 07/Apr/2015	в	-3.02	GUELPH	WB-000001		0 LS	ALL	02 41 13	ALL	Void JB
BID808 02-200	1000	1000 15/Jul/2015	с	101.00	S5	R		HR	ALL	02	ALL	5
	1000	1000 15/jul/2015	с	606.00	S5	R		HR	ALL	02	ALL	5
BID808 02-200	2000	2000 15/Jul/2015	с	707.00	S5	R		CY	ALL	02	ALL	5
BID808 02-100	1000	1000 15/Jul/2015	с	-101.00	TRANSFER	BID808		0 HR	ALL	02	ALL	WON B
WBID808 03-100	5000	5000 15/Jul/2015	с	101.00	TRANSFER	BID808		0 LS	ALL	03	ALL	WON B +

The Transaction Detail log displays posted and unposted Cost Code (Phase)/Category transactions for a Job.

The column 'Unbilled Revenue Amount', is a calculated column based on Job Billing Rates, Equipment Billing Rates or Payroll Billing Rates. The value populated under this column is used as CPR (Calculated Potential Revenue) amount for "Cost" type Bill Code lines, in Job Billing generation programs, to be generated as billing amounts.

The 'Unbilled Revenue' column values may be updated when necessary, using the Job Billing Utility – 'Recalculate Billing Rates'.

If the 'Post by Burden Transaction Type' and 'Post Transaction by Hour Type in Job Cost' boxes are checked in Payroll Control, the labor cost transaction lines will display individual lines for each transaction type (component), as opposed to current two lines for base wage and burdens lump sum amount. Payroll timesheet posting will consider the checked 'Post Transactions by Hour Type in Job Cost' box and will post and split the transactions by hour type in the JC Transaction Detail Log screen: NWHR, OVHR (OT), DTHR (DOT), OTHR (Other Hours), and Expense.

NOTE: For burden types, the JCDT_AMT will be used for calculation of the unbilled revenue amount. The Payroll's Final Posting screen will post individual lines in the JCDETAIL table for both costs and burden amounts.

Customizing Display

As shown in the screenshot, hover over a column header to bring up arrows to sort the column in ascending or descending order. Also, columns can be dragged and dropped to different positions, and resized.

JC - Analysis Log - Screen

JC - ANA	ALYSIS	5 LOG) O
> Search									A <u>d</u> vanced Layout	Saved Search	All Fields 💌
View 🔻 Form	mat 🔻	T Freeze	🖶 Detach	🗐 Wrap	T Clear Q	uery 🔜 Export	ECM Documents	*			
Find			Go								
Job		Job Nam	e	Revenue	Budget	A/R Invoices	A/R Receipts ▲▼	Cost Budget	A/P Invoices	A/P Paid	
DEFAULT	Project	1214		5,	806,849.30	441,299.11	51,000.00	5,803,399.30	469,951.44		0.00
STAR100	Star 10	0			100,000.00	7,500.00	7,350.00	100,000.00	282.25		0.00
007715980	Museu	m Exhibition Cer	nter	6,	278,875.14	181,960.82	0.00	6,694,120.66	5 34,842,638.94	3,936	6,734.64
1491214	Project	1491214		1,	060,000.00	54,850.00	2,538.46	1,060,000.00	1,350.00		0.00
ZZ-ANDY	Job 74	78			50,000.00	1,111,111,111.00	1,000.00	50,000.00	0.00		0.00
1000	Project	1000		7,	375,500.00	57,630.20	825.00	7,500,269.00	241,207.28	11:	2,027.37
15.07478	15.074	78 - WIP with cat	tegory 'X'		0.00	412.50	275.00	0.00	0.00		0.00 ≡
1620762	162076	52		1,	725,000.00	57,875.00	51,979.50	1,725,000.00	20,835.00		0.00

Pgm: JC_ANALYSIS_LOG – JC Analysis Log

JC Analysis Log has the following information:

- 1. Contract Amount (Total revenue budget)
- 2. Accounts Receivable invoices posted against the Job.
- 3. Accounts Receivable receipts posted against the Job.
- 4. Cost Budget
- 5. Accounts Payable invoices posted against the Job.
- 6. Accounts Payable checks posted against the Job.
- 7. Committed Costs
- 8. Committed Remaining

The log shows the flowing information:

1. Contract Amount (Total revenue budget from the job budget screen and not the billing contract).

2. Accounts receivable invoices posted against the job with drill down capabilities into each A/R invoice. Distribution details pop up also appear for the invoice upon clicking on Invoice.

JC - ANALYSI	S LOG						
≥ Search							Ad
View 👻 Format 👻	🍸 🖬 Freeze 🖷 Detach 📱 W	/rap 🐺 Clear Query 🔜 Export	ECM Documents				
Find 209801	Go						
	209801						
job	Job Name	Revenue Budget	A/R Invoices	A/R Receipts	Cost Budget	A/P Invoice	s A/P Paid
209801	209801	120,000.00	1,757.00	1,721.86	60,000.	00	1,356.57 1,3
		Attp://test4v10.cmic.ca:7785/c	mictestv10x/UILogs2/faces/uilogs.j	jspx?page_id=10126247&p_c	all_id= - Internet Explorer		
		Attp://test4v10.cmic.ca:7785/cm	nictestv10x/UILogs2/faces/uilogs.jspx?	?page_id=101262478p_call_id=1	84057&_afrLoop=426259642795728	afrWindowMode=08	
		AR - INVOICE DET	AILS LOG			(i) (i)	
		≥ Search		<u>Ad</u>	vanced Layout Saved S	earch All Fields	
		View 👻 Format 👻 🏹 🛱 Fr	eeze 🖶 Detach 🖳 Wrap	K Clear Query 🛄 Export	Second Documents		
		Find	Go				
		Invoice Number	Batch Number Status	Invoice Date	Post Date	Net Amount	
		ARINV000064	39492 C 1	19/12/2016 19	9/12/2016	1,757.00	
			Attp://test4v10.cmic.ca	:7785/cmictestv10x/UILogs2/	/faces/uilogs.jspx?_afrLoop=42628	1116087184&Ad - Internet	t Explorer
			Http://test4v10.cmic.ca:	7785/cmictestv10x/UILogs2/fac	ces/uilogs.jspx?_afrLoop=4262811160	187184&Adf-Window-Id=w9&_a	frWindowMode=0&page_id=6802537{
			AR - INVOICE	DISTRIBUTION L	OG		ΰO
			≥Search			A <u>d</u> vanced Layou	Saved Search All Fields 🗸
			View 👻 Format 👻 🕎	🖬 Freeze 🖷 Detach 🛯	Wrap 🐺 Clear Query 🔜 E	xport 🛛 🗣 ECM Documents	-
			Find	Go			
			Type Job/Dept/Eqp	Phase/Acc/Compo	on Category/Tran	Debit	Credit
			G 00	1500.100		1,757.00	
			J 209801	02220	3000		1,132.00
			J 209801	02220	1000		625.00

3. Accounts Receivable receipts posted against the Job, i.e. total dollar amount of the A/R receipts to date.

4. Cost Budget with drill down capabilities into the Cost Budget by Cost Code, including the Spent, Committed Remaining and Committed Amount.



5. Accounts Payable invoices posted against the Job with drill down capabilities into each A/P invoice. Distribution details can be viewed by clicking on invoice under drill down for A/P invoices.



6. Last column of the log is Accounts Payable checks posted against the Job, i.e. total dollar amount of the AP payments to date.

Query

Overview – Querying Data

NOTE: These screens are currently only available through Forms (Enterprise Classic).

Queries are used to view the Job Costing data. When in a query screen you cannot modify, delete or add new data. The system has multiple different queries covering standard transactions, Amount, Units and Productivity, Billings and Revenues as well as WBS Codes plus MBIS queries. Each query gives a slightly different view of the Job data. All Queries for Job cost are accessed from the Query Menu.

Dashboard - Screen



As shown above, the Dashboard screen displays Job Costing data through graphs and a table.

Reports

User Defined Reports - Screen

USER DEF	INED REPORTS						💾 Save 🛛	Exit	(i) (?			0
SELECTION CRI	TERIA											
Report Cod	e JBBDGT-MF											
Report Name	e Job Budget Change Report	- MF										
REPORT COLUM	NNS											
View 👻 🍸	Freeze 📲 Detach	💆 Search 🛛 🖶 Insert	📇 Delete	⊗ Workflows	👻 🔜 Export	Second Docur	ments 🛛 👻	S User	Extensio	ns		
Position		Report Columns					c	olumn Ti	tles			
	Original Budget Quantity				Org. Bdgt. Qnt.							
	Original Budget Amount				Org. Bdgt. Amt.							
	Revised Budget Quantity				Revised Bdgt. Q	nt.						
	Budget Revision Amount				Revised Bdgt. A	mt.						
•												•
											Continue	

Pgm: JC0000 – User Defined Reports

The User Defined Reports screen is used to create user-defined reports.

Selection Criteria - Section

Report Code

If selecting an existing report, select it from this fields LOV; if a new report is being created, enter its code in this field.

Report Name

If an existing report was selected via the **Report Code** field, this field displays its name; if a new report is being created, enter its name in this field.

Report Columns - Section

This section is used to specify the columns of data for the report. Up to six columns of data can be specified.

Click this section's [Insert] button to create a new row, and its [Delete] button to delete a column.

Position

Position of column on report.

Report Columns

Select data for column being defined.

Column Titles

Enter the title of the column.

[Continue] - Button

USER DEFINED RE	PORTS		٢	[≱ ∽
PRINTING OPTIONS				
Company	ZZ	5		
Pick List	4	Edit Job Selection Criteria		
From Job	007715980	Museum Exhibition Center		
To Job	GR0001	First Union Commercial Center		
From Phase				
To Phase	4			
Category Pick List		Edit Category Selection Criteria		
From Category	4			
To Category	4	s		
Snapshot				
File Name		Delimiter Comma Text Qualifie	r	
Roll in Sub Jobs	Show SubCatego	pries Print to Spreadsheet		*
Show Phases	Suppress Zeros	ASCII File		=
Show SubPhases	Include Closed J	obs		
Show Categories				*
Download Print	Close			

Once the reports columns and their data have been specified, click [**Continue**] to progress to the Printing Options popup.

To run the report, select the desired report parameters via the Printing Options popup, as shown above, and click [**Print**].

The following table provides details about the parameters used to generate this report:

Field	Description
Company	Select relevant Company.
Pick List	Used to select Jobs to consider in report via a Job Pick List.
From Job, To Job	Used to specify range of Jobs to consider in report; if From Job field is left blank, taken to be first Job, by code; if To Job field is left blank, taken to be last Job, by code.
From Phase, To Phase	Used to specify range of Phases (Cost Codes) to consider in report; if From Phase field is left blank, taken to be first Phase, by code; if To Phase field is left blank, taken to be last Phase, by code.
Category Pick List	Used to select Categories to consider in report via a Category Pick List.

From Category, To Category	Used to specify range of Categories to consider in report; if From Category field is left blank, taken to be first Category, by code; if To Category field is left blank, taken to be last Category, by code.
Snapshot	Select Snapshot; for details about Snapshots, please refer to the following subsection in this guide: <i>Utilities</i> > <i>Snapshot</i> .
Filename	If the Print to Spreadsheet checkbox is checked, this field displays the spreadsheets filename; if the ASCII Field checkbox is checked, this field is editable, and it can be used to change the default file name.
	To download the file, click the [Download] button.
Delimiter	If the ASCII Field checkbox is checked, this field is enabled to select the delimiter: " Comma " or " Semicolon ".
Roll In Sub Jobs – Checkbox	Include Sub-Jobs in report.
Show Phases – Checkbox	Show Phases (Cost Codes) in report.
Show SubPhases – Checkbox	Show Sub-Phases in report.
Show Categories – Checkbox	Show Categories in report.
Show SubCategories – Checkbox	Show Sub-Categories in report.
Suppress Zeros – Checkbox	Suppress zero values report.
Include Closed Jobs – Checkbox	Include closed Jobs in report.
Print to Spreadsheet – Checkbox	Print report to spreadsheet; File Name field displays spreadsheet's name; click [Download] to download spreadsheet.
ASCII File – Checkbox	Print report to ASCII file; File Name field displays file's editable name; click [Download] to download ASCII file.

Utilities

Overview – Utilities

The Job Cost Utilities include features for setup, maintenance and control of the Jobs in Enterprise. Most of these features will be used only periodically, while some may be used frequently and others never utilized.

Post Opening Balances - Screen

POST OPEN	ING BALANCES	Save	Exit	i ?	▲	[≱ ~ Q
SELECTION CRITE	AIA					
Company	RV123456 R.V.Head Quarters Company, LLC					
Current Year	2015 Period 1					
Start	01012015					
End	31012015					
Batch						
Post Date	100 miles 100 mi					
	Print Reports Immediately					
	Post					

Pgm: JCPSTNGL – Posting Opening Balances

This utility should be used when you are starting the system and need to post imported batches containing JC information that should not be posted to the GL, because the GL already includes the numbers.

This program posts normal JC transaction batches of either 'Costs' or 'Billings'.

For more information on how and when to use this utility please contact your CMiC Consultant.

Enter the Company and Batch number. If the batch number is unknown, select it from the list of values.

Enter the Post Date of the transactions in the Job Cost Ledger. As this is an opening batch, the post date is the same for all transactions in the batch. The post date on this screen over-rides the post date on the transactions with the batch selected.

When the data is correct press the [Post] button.

Change Batch Post Date - Screen

CHANGE BATCH	POST DATE			💾 Save 🌗 Exit	(i) (?) 🛆	[∕ ⊲ Ø
Enter The New Posting Da	ite					
SELECTION CRITERIA						
* Application	JC	Job Costing				
* Company	RV123456	R.V.Head Quarters Company, LLC				
* Batch Type	Cost		•			
* Batch Number	2142	Job Cost Transactions				
Current Post Date	14022013					
* New Posting Date	01062015					
Warnings						
	Update Post Date					

Pgm: SYS_POST_DATE_CHANGE_DATE – Change Batch Post Date

A generic utility is available in AP, JC, SC, PY, PYC, CI and PRM that allows a new batch post date to be applied to an already posted batch. This will reverse the original posting by creating a negating transaction in all affected sub-ledgers and creating a new transaction as of the new posting date. The new batch will use the original posting batch number. Where multiple post dates within a batch are affected the new batch will have one post date only. In Job Costing there will be no recalculation of the projections. This screen uses a privilege with is varied for each application i.e. PSTCHGJC.

Company

Enter or select from the LOV batch company code.

Batch Type

Select from the Batch Type dropdown list the batch type that will be given a new post date. The options are JC Transaction Entry Billing or Cost.

Batch Number

Enter or select from the LOV the batch number that will be given a new post date.

Current Posting Date

The current posting date will display the actual posting date of the batch. The current posting date will change to the new posting date after Update Post Date has been processed.

New Posting Date

Enter the new posting date that will be applied to the selected batch.

Update Post Date

Press [**Update Post Date**]. This will apply the new post date to the batch, the original transaction will be marked with the change date (system date) as will the reversing entry. The new transaction will show the post date with the new post date and the change date as null leaving the transaction available for the post date to be changed again, if required. General rules will be followed i.e. not posting to a closed GL or AP period.

Changed Batch Post Date Query - Screen

CHAN	GED BAT	CH POST DATE QUERY					💾 Sav	ve 🕞 Exit 🧃) @ ▲ [≱ ▽ 0						
SELECTION	N CRITERIA														
Applic	cation JC	A Job Costing													
CHANGED	POST DATE	LOG													
View 👻	Y 🖬	reeze 🖷 Detach 🛛 🗖 Search 🗧	0) Workd	flows 🚽 🔒 Rep	ort Options 🛛 👻 🌉 E	xport 🛛 🚱 ECM Docu	ments 🚽 🖧 User B	extensions							
Арр	Batch	Batch Name	Туре	Description	Old Post Date	New Post Date	Date Of Change	User	Name						
JC	389	test	C	Cost	05/Jan/2010	23/Feb/2010	23/Feb/2010	DA	Database Administrator						
JC	2395	ONERATE1	c	Cost	01/Jan/2011	15/Mar/2011	15/Mar/2011	RAVI	Ravichandran Venkatacha						
JC	2398	BILLRATE4	c	Cost	15/Mar/2011	01/Jan/2011	15/Mar/2011	RAVI	Ravichandran Venkatacha						
JC	1716	sky1	с	Cost	11/Jan/2011	12/Jan/2011	11/Jan/2011	RAVI	Ravichandran Venkatacha						
JC	1716	sky1	c	Cost	12/Jan/2011	11/Jan/2011	11/Jan/2011	RAVI	Ravichandran Venkatacha						
JC	716	unit completion	U	Unit Cost	12/Apr/2010	13/Apr/2010	12/Apr/2010	ANDYTESTV10	Andy Loney						
JC	2324	Cost tRANSACTION	с	Cost	10/Mar/2011	31/Jan/2011	10/Mar/2011	RAVI	Ravichandran Venkatacha						
JC	2380	JC TRANSACTION POSTING FROM J	c	Cost	15/Mar/2011	01/Jan/2011	15/Mar/2011	RAVI	Ravichandran Venkatacha						

Pgm: SYS_POST_DATE_CHANGE_DATE_QRY – Changed Batch Post Date Query

A generic utility query is available providing an audit table for changed batch post dates. The query is available in all applications where the Changed Batch Post Date utility is available (AP, JC, SC, PY and PYC).

Recalculate Balances – Screen

JC - RECALCU	JLATE BALANCE	5		💾 Save	Exit	ï	?	₫	[≱ ≂ Q
OPTIONS									
Company	ССС		CMiC Test Construction Company						
From Job	J448957		Freshmart Office Building - Chicago Il						
To Job	J448957		Freshmart Office Building - Chicago Il						
	🔲 Update Phase Proje	ction							
	Update Category P	ercent	Complete						
	Remove "Freeze Pro	ojecte	d Amount" flag						
	Update Job Life to I)ate S	ummaries						
Ending Year	2017 🔺 F	eriod	1 🔺 Date 31/Jan/2017						
	Update Period Bala	nce							
Starting Year	2016 🔺 F	eriod	1 🔺						
Ending Year	2016 🔺 F	Period	12 🔺						
	Process								

Pgm: JCBALREC – Recalculate Balances

This utility recalculates Job balances. The only reason to run this is if the Summary Verification utility is showing a mismatch.

When this procedure is run, the system will re-calculate both the life-to-date totals as well as each period balance for every Cost Code (Phase)/Category for the periods and Jobs requested. If you select to run this utility, you should run it during off hours.

NOTE: This utility does not erase the **jcat_user_entered_proj_unit** and **jcat_user_entered_proj_amt** values, so they can be used to restore missing data.

Company, From Job, To Job

Enter the Company Code required and the From/To Job Codes required. If the Job Code fields are left blank, you are indicating all Jobs.

Update Phase Projection – Checkbox

If unchecked, the user overwrite for the Projected Phase Output Units amount (projected phase quantity, framed below) will remain as entered.

If checked, the Projected Phase Output Units amount is recalculated back to the Budgeted Phase Output Units (budgeted phase quantity, underlined below), and the user overwrite in Enter Units Forecast (Forms screen) will be set to null.

Example: Below is the Projected Phase Output Units amount <u>before</u> recalculating with this box checked:

5															Сог	ntract				
Co	ntract Job	43M 🗸	Year 2 Period	018 Sta	tus In Process	; 🗸 Filt	er Cost/Re Projecte	evenue ed Cost	s	how [Zero	Cost Li rides O	nes 🗹 nly	Zero	o Co	st and Revenue I	Lines		Hide 📃 ;	Zero Projected C
														1	Bill	Codes				
N	Att	Freeze Update	Contract C	Bill Code	•	Job	Phase	Name		Catego	iry	Туре	Meth	S Sav		Spent/Com (Pending CO)	Cost to Complete		Projected Cost Forecast	Cost Variance
			43M	43M.01-1	00.1000	43M	01-100	Blue Pr	rints	1000		COST	P	N	00	3,150.00	13,734.00	•	15,921.20	-3,391.2
		✓	43M	43M.01-(A Product	ivity/Units - In	ternet Explore	ər	-	-	_	-			_	• X	13,354.53		15,541.73	-3,011.7
			43M	43M.01-				-	-	-		-	-	_			9,782.80	•	11,970.00	560.0
			43M	43M.01-	Attp://t	est4v10.cmic.	ca :7785/cmic	pretestv	/10x/JcCo	ontractF	orecas	t1/sho	wProdu	ictivi	ityP	opup.do?for(9,782.80	•	11,970.00	560.0
			43M	43M.01-				Pro	ductivity	/Units							0.00	•	0.00	0.0
			43M	43M.01-											Sav	e Cancel	9,025.00	•	10,000.00	0.0
			43M	43M.01-			P	hase 01	-100 - Blu	e Prints							9,100.00	*	10,000.00	0.0
			43M	43M.01-			Cate	gory 10	00 - Labo	r			T	anut			0.00	•	0.00	0.0
			43M	43M.01-			ou	ιροι	WM				¢	npuc		Units WM	0.00	•	0.00	0.0
			43M	43M.01-		Budgeted		40	NA			12.5	30.00			132 HR	0.00	•	0.00	0.0
			43M	43M.01-		Complete		11	NA			2,1	.87.20			18.58 HR	234,150.59	•	234,150.59	-234,150.5
			43M	43M.01-		Projected		67	NA		Γ	15	921.2	1	35.2	24599999 HR	10,000.00	•	10,000.00	0.0
			43M	43M.01-		Pemaining		56	NA				13734	1	16	6650000C HP	10,000.00	•	10,000.00	0.0
			43M	43M.01-		Randining		50	100				13731			000000000000000000000000000000000000000	10,000.00	•	10,000.00	0.0
			43M	43M.01-			Bude	eted	Ourren	t i	Go Forv	vard Ov	erride				0.00	•	20,449.49	1,550.5
			43M	43M.01-		Input Rate	c	4 92	117.7	2		1	17 72			¢/HR	0.00	•	20,449.49	1,550.5
			43M	43M.01-		Input rutu										• / · · · ·	0.00	•	0.00	0.0
			43M	43M.01-		Output Rate	31	.3.25	198.8	4		2	45.25			\$/NA	0.00	•	0.00	0.0
			43M	43M.01-		Productivity		0.3	0.5	9			0.48		N	A / HR	0.00	•	0.00	0.0
			43M	43S.01-1		Yield		3.3	1.689	1		2	.0833		н	R / NA	10,000.00	•	10,000.00	0.0
			43M	43S.01-1	Estima	te To Complete	103	42.8	11,134.7	6			13734				10,000.00	•	10,000.00	0.0
			43M	43S.01-1		Projected Cost	12 53	0.00	13 321 9	6		19	921.2				0.00	•	0.00	0.0
			43M	43S.01-1		riojacióu cost	12,50		10,021.0	~		1.					0.00	•	0.00	0.0
			43M	43S.01-1											۲	100% 👻	0.00	•	0.00	0.0
			43M	43S.01-1		-	_	_	-	-	-	-	-	-			0.00	•	0.00	0.0
	/		43M	43S.01-1	00.9000	43S	01-100	Blue Pr	rints	9000		PCCO	А	N	00	0.00	0.00		0.00	0.0
	< 1 D	4 4 N		Por Paga															There are pull re	aarda in databaa
p 🗉		A A P		orrage															mere are null re	cords in databas

											C	Contract				
ntra J	ob 🗸	Year 2 Period	018 3	tatus In Proce	ss 🔽 🛛 Fi	Iter Cost/Rev Projected	enue Cost	Show	ro Cost Li verrides C	ines 🗹 nly	Zero	Cost and Revenu	ie Lines		Hide	Zero Project
										Fore	cast h	as been refreshe	ed			
											В	ill Codes				
A	tt Freeze Update	Contract C	Bill Co	de	Job	Phase I	Name	Category	Туре	Meth	S Sav	Spent/Com (Pending CO)	Cost to Complete		Projected Cost Forecast	Cost Variance
+		43M	43M.01	-100.1000	43M	01-100 E	Blue Prints	1000	COST	P	N	3,150.00	13,734.00		15,921.20 🗸	-3,391
		43M	43M.		ity/Units - Inte	ernet Explorer	Real Property	1000	1000			• X	13,354.53	•	15,541.73	-3,011.
		43M	43M.(Fioductiv	ity/offits - fitte	inet explore	the state of	-	-				9,782.80	•	11,970.00	560.
		43M	43M.0	😂 http://te	st4v10.cmic.ca	:7785/cmicprete	stv10x/JcCor	tractForecast	1/showP	roducti	vityP	opup.do?for(9,782.80		11,970.00	560.
		43M	43M.0			P	roductivity/	Units					0.00		0.00	0.
		43M	43M.0				_				Save	e Cancel	9,025.00	•	10,000.00	0.
		43M	43M.0			Phase	e 01-100 - Blue	Prints					9,100.00	•	10,000.00	0.
		43M	43M.0			Category	1000 - Labor						0.00		0.00	0.
		43M	43M.0			Output				Inpu	t		0.00		0.00	0.
		43M	43M.0		Rudaatad	40	WM NA		12 520	ş 00		122 HD	0.00		0.00	0.
		43M	43M.0		Complete	11	NA		2 187	20		18.58 HP	234,150.59		234,150.59	-234,150
		43M	43M.0		Projected	40	NA		15021	20		135 249 HD	10,000.00	•	10,000.00	0.
		43M	43M.0		Filipecteu				13521			133.240 110	10,000.00		10,000.00	0.
		43M	43M.0		Remaining	29) NA		137	34	116.6	56799995 HR	10,000.00	•	10,000.00	0.
		43M	43M.0						10				0.00		20,449.49	1,550
		43M	43M.0			Budgeted	Current	Go Forw	ard Overn	de			0.00		20,449.49	1,550.
		43M	43M.0		Input Rate	94.92	117.72		117.	72	ş	5/HR	0.00	•	0.00	0.
		43M	43M.0		Output Rate	313.25	198.84		473.	59	\$	5 / NA	0.00		0.00	0.
		43M	43M.0		Productivity	0.3	0.59		0.	25	N	A/HR	0.00		0.00	0.
		43M	43S.0		Yield	3.3	1.6891		4.0	23	H	R/NA	10,000.00	•	10,000.00	0.
		43M	43S.0	Ectimat	a Ta Completa	10242.9	E 766 25		127	24			10,000.00	•	10,000.00	0.
		43M	43S.0	CSUMdu	e to complete	10542.0	5,700.25		157	54			0.00		0.00	0.
		43M	43S.0		Projected Cost	12,530.00	7,953.45		1592:	1.2			0.00	•	0.00	0.
		43M	435.0									100% -	0.00	•	0.00	0.
		43M	435.0		_			_	-	_		100 /0 •	0.00	•	0.00	0.
<																

Below is the Projected Phase Output Units amount after recalculating with this box checked:

Also, after the Projected Phase Output Units amount has been determined, this utility calculates the phase-level % Complete that is applicable to the lower Co/Job/Phase/Category level with Budget Method set to "P" (Productivity). Even if projected units have not changed, this new phase-level % Complete may end up changed if Phase Output Units In Place have changed.

Update Category Percent Complete - Checkbox

If checked, the system will re-calculate and include Percent Complete data according to the updated values in the Life to Date fields. This option varies slightly based on the Budget Method:

- For Budget Method "A" (Amounts), the system calculates the new projected cost amount as it would do during posting of transactions, while taking into account user-entered projection. After, the new percent complete amount is calculated.
- For Budget Method "U" (Units) it is similar, but calculations are based on units instead of amounts.

If unchecked, this option varies slightly based on the Budget Method:

- For Budget Method "A" (Amounts), the system calculates the new projected cost amount based on the current spent and existing percent complete. It ignores user-entered values in this case, but they should have been reflected by the percent complete value anyway. The new projected cost amount is then compared to the budget amount and the highest is chosen.
- For Budget Method "U" (Units) it is similar, but calculations are based on units instead of amounts.

NOTE: This **Update Category Percent Complete** option is NOT applicable to category lines with Budgeting Method "P". The system always takes percent complete from the Phase level and calculates projected amount based on input units in place and current rate.

Remove "Freeze Projected Amount" flag – Checkbox

If checked, after running this re-calculation any Cost Code (Phase)/Category combinations that are were marked as "Freeze Projection" will be unchecked:

						C	Contract									Con	ract	
c	Contract	J448957 🔹	Job Year	2018 Period 2	Filter © Cost/Re Project	evenue Show	Zero Cost Lines Zero Cost and Revenue Lines	Hid		Contrac	1448957	Job Year	2018 Period 2	Filter	Cost/Rever Projected C	nue Show Line	Zero Cost Lines Zero Cost and Reven s	Je Hide
						В	ill Codes									Bill C	odes	
	F	reeze	Bill Code	Contract Code	Job	Phase	Name	Cat	e	_	Freeze	Bill Code	Contract Code	Job)	Phase	Name	Cate
		Update									Update							
\mathbf{F}			10057 00 04 4	1440057	1440057	00.04.40	11	000			_	1440057 00 04 4	1110057	14400			11 11/ 14 Ot-	4000
		J4	48957 03 31 1	J448957	J448957	03 31 13	Heavy Weight Str 1	000				J448957 03 31 1	J446957	14489	57 03	5 31 13	Heavy weight Str	1000
		🔽 J4	48957 03 31 1	J448957	J448957	03 31 13	Heavy Weight Str 2	000	and a			J448957 03 31 1	J448957	J4489	57 03	3 31 13	Heavy Weight Str	2000
		.14	48957 03-100	1448957	1448957	03-100	Structural Concrete 2	000				1448957 03-100	1448957	14489	57 03	3-100	Structural Concrete	2000

Update Job Life To Date Summaries - Checkbox

If checked, the system will re-calculate the costs to date, committed costs to date, billed to date... type of fields. You have the option when updating Life to Date summaries to enter an ending year and period if required. In some cases this may be necessary, as you may have costs posted into a future period that you do not want to have included currently in the Life to Date amounts.

Update Period Balances

Check this box if you want to also re-calculate the period balances for all Cost Code/Categories within the specified Job range. You may if you wish specify starting and ending dates for this calculation.

When all the data is correct, press the [Process] button.

Print Posting Reports - Screen

PRINT PC	OSTI	NG REPORTS							💾 Save	Exit	î	?∆	0
SELECTION CRI * Company	ITERI/ RV1234	456 R.V.Head Quarters Com	ipany, LLC										
BATCH View - Y	1	Freeze 🖷 Detach 🛛 🖉 Search	© _© Workflows ↓	▼ 🔒 Report Options	🕶 🄜 Export	∯ ECM + ਨੂੰ ਪ	User Extensions						
* Batch		Name	* User	* Date									
5	5857	WIP Adjustment, Yr 2015, Per 1	RAVI	26052015									4
5	5856	WIP Unposted Cost/Billings	RAVI	26052015									ш
5	5855	WIP Unposted Cost/Billings	RAVI	26052015									
5	5848	RV TEST	RAVI	26052015									
9	5838	RRR	RAVI	25052015									
5	5824	a	RKUMAR	25052015									
9	5813	15.03627	RKUMAR	25052015									
5	5650	JUNE	RAVI	15052015									
9	5649	APRIL	RAVI	15052015									
9	5648	march	RAVI	15052015									
9	5646	FEB Cost	RAVI	15052015									
9	5645	jan cost	RAVI	15052015									-
Print													

Pgm: SYSRUN – Reprinting Posting Reports

This utility is used to print posting reports within the system. To print a report for a batch, select it and click **[Process]**.

Copy JC Tables - Screen

COPY JC SE	TUP							💾 Save	Exit	(i)	?	Δ	[≱ ≂ Q
	ITERIA												
From Company	ссс		CMiC Test Company										
To Company	ZZ		CMiC Test Company										
	Copy JC Co	ontrol Fi	ïle	Copy JC Control File UE									
	Copy Cate	gory Fil	le	Copy Category File UE									
	Copy Cost	Code N	Aaster File	Copy Cost Code Master File UE									
	Copy Temp	plates		Copy Templates UE									
Status													
	Process												

Pgm: JCCOPY - Copying Job Cost Setups Between Companies

NOTE: The copy JC Tables can only be utilized between companies that use the same Chart of Accounts.

This utility will copy as much information as possible, but you must check the new company setup to ensure all data is correct.

Enter the **From Company** and **To Company** fields, then check what information should be copied. If you do not copy the full set of information, there may be gaps in the **To Company** setup.

This utility allows the User Extension (UE) data assigned to an object in one Company to be copied to the same object of the other Company. If no User Extensions are defined for an object, its corresponding checkbox will be disabled.

In order to copy the setups and tables from one Company's modules to another, preconditions must be meet, detailed below. If the preconditions are satisfied, click [**Process**] to begin the copying process.

Preconditions

Companies Must Use Same Chart Code, If Applicable

In order to copy the setup of the modules that specify accounts, from one Company to another, both Companies must use the same Chart Code, otherwise a validation error is reported. This is necessary because the setups in the Control Files of each module use specific accounts, which are defined for a Chart Code.

Companies Must Have Same Department Structure

For reasons similar to that of the previous condition, in order to copy the setup of the modules from one Company to another, both Companies must use the exact same Department structure. The Department codes must be the same, and their corresponding Controlling Department and Business Unit codes must also be the same.

Transfer Job

TRANSFER JOB				💾 Save	Exit	٢	•	Δ	[≱ ∽ Q
TRANSFER SELECTION									
From Company	CCC 4	A	CMiC Test Construction Company]					
Job Code	FM-WF0716	A	Whitefalls Grocery Store - Freshmart]					
To Company	CCC 4	A	CMiC Test Construction Company]					
Job Security Group	CCC-MASTER	A							
	Do Not Allow Transactions Against The Job On The From Company								
	Process								

Pgm: JCTRANSF - Transferring Jobs between Companies

The utility allows a Job to be transferred from one Company to another. The system will transfer the cost transactions from Company A to Company B, creating reversing transactions for the "From Company". The Job Security Group is the group to which the Job will be assigned in the "To Company".

The Job will still exist in the originating Company to be closed and/or have Allow Transactions disallowed as needed. The transfer simply duplicates the Job in the "To Company", reverses all JC transactions in the "From Company" and recreates them in the "To Company". The transfer transactions will have a description identifying that the costs were transferred – "Transfer from *Comp CC* on *dd-mon-yy*".

NOTE: The Transfer Job utility was designed for Jobs without transactions, however, it does allow the Job with transactions to be moved to a new Company. When this occurs, the user will be responsible for manually updating the General Ledger with the transfer transactions.

Unstart Jobs - Screen

UNSTART JOB					💾 Save	Exit	i) (?		[≱ ⊽ 0
SELECTION CRITERIA									
Company ZZ	CMiC Construction Inc.								
STARTED JOBS									
View 👻 🛐 Freeze 🚡 Detach 🔯 Search 🗞 Workflows 💌 🖨 Report Options 🔍 🎚 Export 🖓 ECM Documents 🔍 🖧 User Extensions									
Job	Job Name	Estimated	Acutal	Unstart Jobs					
CANNIST	Cannistraro TEst	2.	2.						
ECTEST	KW Test	13/Feb/2012	13/Feb/2012						
GILBANE-01	Gilbane GC Monitor	01/Nov/2010	01/Nov/2010						
LGJOBAAA	LG subjob to LGJOB	12/May/2014	28/Jul/2015						
SAMPLEJB	Job Billing Job Sample	03/Mar/2009	01/Jan/2010						
Process									

Pgm: JCUNST – Un-starting Jobs

This utility should be used if you want to change the 'Original Budget' amount on the Job. This should only be done if the Job was started in error. By setting a Job back to 'Pending', the Job will be available in the Job Budget Entry screen where you can then change the original budget. This does not affect any budget changes made via Change Orders.
Query the Job(s) required and check the **Unstart Jobs** check box. When all of the required Jobs have been selected, press the [**Process**] button.

Copy Multiple Setups - Screen

COPY MULT	IPLE SETUPS	s							E Save	Exit	Û	?	▲	7 Q
	TERIA													
Select Company	У													
From Company	CCC		CMiC Test Company											
To Company	ZZ		CMiC Test Company											
JC Setup		_												
Copy JC Contro	ol File													
Copy JC Catego	ory File													
Copy JC Cost C	ode Master File													-
Copy JC Templ	lates													-
JB Setup														
Copy JB Contro	ol File													-
Copy JB Catego	ory Types													
Copy JB Group	Codes													=
Copy JB Billing	Codes													
Copy JB Minim	num Time Charge	s												ш.
Copy JB Retain	hage Code Rules													
CM Setup														
	rol File													
SC Setup	el File													
Copy Se Contr	orrie													
Process														
Status														

Pgm: MULTICOPY - Copy Multiple Company Setups

This utility is used to copy the setups in the Job Costing, Job Billing, Change Management and Subcontract Management modules from the **From Company** to the **To Company**.

In order to copy the setups and tables from one Company's modules to another, preconditions must be meet, detailed below. If the preconditions are satisfied, select the Control Files and tables to copy, then click **[Process]** to begin the copying process.

Preconditions

Companies Must Use Same Chart Code

In order to copy the setup of the modules that specify accounts from one Company to another, both Companies must use the same Chart Code, otherwise a validation error is reported. This is necessary because the setups in the Control Files of each module use specific accounts, which are defined for a Chart Code.

Companies Must Have Same Department Structure

For reasons similar to that of the previous condition, in order to copy the setup of the modules from one Company to another, both Companies must use the exact same Department structure. The Department codes must be the same, and their corresponding Controlling Department and Business Unit codes must also be the same.

Copy PM Tables – Screen

COPY PM SI	TUP	💾 Save	Exit	(i)	?	₼	[≱∣≂ Q
From Company	DAV A DAV Construction Comp TESTV10						
To Company	ZZ MiC Construction Inc.						
	Copy PM Control File						
Status							
	Process						

Pgm: PMCopy – Copy PM Tables

This screen is used to copy the PM Control File from one Company to another.

After selecting the relevant Companies, select the relevant copy operation(s): **Copy PM Control File** and/or **Copy PM Control File UE** (User Extensions). The **Copy PM Control File UE** option is disabled if there are no User Extensions.

In order to copy the setups and tables from one Company's modules to another, preconditions must be meet, detailed below. If the preconditions are satisfied, click [**Process**] to begin the copying process.

Preconditions

Companies Must Use Same Chart Code

In order to copy the setup of the modules that specify accounts from one Company to another, both Companies must use the same Chart Code, otherwise a validation error is reported. This is necessary because the setups in the Control Files of each module use specific accounts, which are defined for a Chart Code.

Companies Must Have Same Department Structure

For reasons similar to that of the previous condition, in order to copy the setup of the modules from one Company to another, both Companies must use the exact same Department structure. The Department codes must be the same, and their corresponding Controlling Department and Business Unit codes must also be the same.

Document Options – Screen

DOCUMENT OP	TIONS SETUP	Add New	💾 Save	Exit	()		[≱ ⊽ O		
OCUMENT GROUP TYPI	ES								
View - Y Fa Free	eze 🖷 Detach 🛛 🗖 Search 🖶 Insert Record 👼	Delete Record 🛛 🗞 Workflows 🛛 🖛 🔒 Report Options	🗧 🗮 Export 🛛 🖓 ECM Document	s ▼ 🖧 User	Extension	5			
Edit * Code	Name	Package Menu Label							
ATTACHMENT	Attachment	Attachment Packages							
BLUEPRINTS	Blueprints and Schematics	Schematic Packages							
CONNECT	Connection Protocol	Connection Protocol PKG							
🛃 СР	Compliances	Compliance Packages							
DOCSQUOTES	Documents with quotes	Documents with quotes							
DRAWINGS	Drawings	Drawings							
FLOORPLANS	Floorplans	Floorplans							
MVOICE	Vendor Invoices	Vendor Invoices							
MANUALS	Manuals and Instructions	Manuals and Instructions							
NEWPICS	new pictures	new pictures							
NOPKGLBL	No Package Label test								
PHOTOS	Photographic Materials	Photographic Packages							
PHOTOSPEC	PhotoSpec	PhotoSpec							
PREQUALFIN	Prequalification Financials	Prequal Financials Pkg							
PROJECTDOC	Project Documentation	Project Documentation							
SCHEMATICS	Schematics and Plans	Schematics and Plans							
SITESURVEY	Site Surveys	Site Surveys							

Pgm: PMOPTFM – Document Options Setup screen in Table Mode

The Document Options screen is used to create and configure Document Packages. In Table Mode, shown above, the screen lists all of the Document Packages defined in the system.

To add a new Document Package, click [Add New], and to edit an existing one, click its corresponding Edit icon.

Document Packages

Document Packages are sets of related individual documents grouped together, under a particular Document Package Type, to create a complete picture. For example, you may split your drawings into packages called Civil, Electrical, Mechanical and Structural. Then as the drawings are compiled, link them to their relevant packages. Also, Document Packages can be associated to a Project's objects, such as RFIs, PCIs, Subcontracts, etc. For further details about Document Packages, please refer to the xProjects user guide.

Document Group Types – Section

DOCUMENT OPTIONS SETUP	Table Mode	💾 Save	Exit	(i) (?	▲	
Document Group Code (KEY FIELD)						
DOCUMENT GROUP TYPES						
🗊 Search 🖶 Insert Record 🖶 Delete Record 🖕 Previous Record 🌩 Next Record 🗞 Workflows 🔻 🖨 Report Options 💌 🦑 ECM Document	s 🛛 👻 🖧 User Exte	ensions				
Code BLUEPRINTS Blueprints and Schematics						
Package Menu Label Schematic Packages						
Package Document						

Pgm: PMOPTFM – Document Options Setup screen in Form Mode – Document Group Types section

Code

Code to identify Document Package in system.

Package Menu Label

Name to identify Document Package in system.

Package - Tab



Pgm: PMOPTFM – Document Options Setup – Package tab

This tab is used configure the defaults for Document Packages of this type. The **Documents** tab is used to configure the defaults for Documents contained in this package type.

Auto. Number – Checkbox

Indicates whether auto-numbering is to be used for new Document Packages of this type.

Package ID Mask

Auto-numbering mask used for new Document Packages of this Type.

Allow Override – Checkbox

This flag enables the **Number** field (Document Package ID) for new Document Packages to allow editing, even if auto-numbering is being used.

NOTE: If not assigning a mask, ensure the **Allow Override** flag is checked, otherwise users will not be able to use that document type.

Status

Select the default status for new Document Packages of this type.

Define - Button

This button is used to manage the values available for its corresponding drop-down list. For instance, the corresponding drop-down list can be configured to be a field to select the level of importance of the package, or it can be configured to be a field to select the topic of the package (General, Electrical, Mechanical, Structural, Labor, etc.).

The remaining editable fields on this tab are used to edit the labels for their corresponding fields.

Document - Tab

DOCUMENT OPTIONS SETUP	^{kit} (Ĵ) (∄) △ []/ マ ()
Package Menu Label	
DOCUMENT GROUP TYPES	
🔯 Search 🚓 Ensert 🚓 Delete 🔺 Previous 🏟 Next 🗞 Workflows 🔻 🔿 Report Options 🛛 🛪 🖓 ECM Documents 🛛 🛪 🎇 User Extensions	
Code DRAWINGS Drawings Package Menu Label Drawing Packages Package Document Auto. Number Document ID Mask DR-****	
Title Drawings Tab Title Drawings Document Menu Label Drawings	
From Contact Image: Contact To Contact Image: Contact	
Number Title Revision 🖉 Active Rev Date 🖉 Active Copies 💟 Active Status 🖉 Active	
Document ID Document Title Last Rev. No. Last Revision Date Number Of Copies Open	
CONST_TYPE Active PHASE Image: Active CSTCDE Image: Active CONT_TYPE Image: Active Active PROJMANGR Image: Active Image: Active Image: Active Active PROJMANGR Image: Active Image:	eceived 📝 Active
Construction Type Job Phase Code Cost Code Contract Type FEB-26-2016 Project Managers 28	8 Feb., 2000

Pgm: PMOPTFM – Document Options Setup – Document Tab

This tab is used to setup the defaults for Documents contained in this type of Document Package.

Auto. Number – Checkbox

Indicates whether auto-numbering is to be used for new Documents that will be included in Document Packages of this type.

Package ID Mask

Auto-numbering mask used for these new Documents.

Allow Override – Checkbox

This flag enables the **Number** field (Document ID) for new Documents, to allow editing, even if autonumbering is being used.

NOTE: If not assigning a mask, ensure the **Allow Override** flag is checked, otherwise users will not be able to find the document.

The remaining editable fields on this tab are used to edit the labels for their corresponding fields, and the default states of the flags.

Delete Batches (Unposted)

UNPOSTE	UNPOSTED BATCH DELETION										(i) (2 🛆	[≱ ≂ Q
SELECTION CRI	TERIA												
Company	RV123456		R.V.Head Quarters Company, LLC										
From Batch		4140 🔺	jc										
To Batch		5852 🔺	Cost Pool Allocation Batch for RVTEST1										
				:									
	Delete												

Pgm: DELBATJC - Deleting Unposted Batches

The batch deletion utility allows unposted batches to be removed from the system. This routine should be used periodically to ensure that the system is kept clean, and that older, perhaps incorrect, batches do not get posted in error.

Select the **From Batch** and **To Batch** range to be processed. The list of values will only show unposted batches for the selected Company. The system will NOT remove any posted batches that might be within the range entered.

Press the [Delete] button to start the process.

Close Jobs – Overview

There are two different programs for closing Jobs, depending on the type of the Job. When closing a Complete Contract type Job, the system must move the costs and billings from the balance sheet to the expenses. While, when closing a Billings and Cost type Job, there is no need to create any transactions.

Although a Job may be closed, transactions may still be posted against the Job. To make the Job unavailable for transactions, go to the Job Master and mark the Job as not allowing transactions. If this is not done, the GL accounts that are usually associated with a cost transaction will now be different. Rather than using the Accumulate Costs account, the system will automatically post to the Cost Adjustment account.

To print data for closed Jobs, most reports will require checking the **Include Closed Jobs** flag. Once a Job has been closed, its status changes from **In Progress** to **Closed**.

Close Billings, Costs Jobs and TM Contracts - Screen

CLOSE COM	PLETED CONTRACT JOB						💾 Save 🕞 Exit	۵ @ ۵	∆ [≱ ≂ Q
SELECTION CRITER	IA								*
In	clude Closed Jobs								~
JOB DETAIL									
View 👻 📱	Freeze 🖷 Detach 🛛 🖗 Workflows 🖛	Report Option	is 💌 🌉 Export 🧳	🛚 Attachments 🗐 🕅	Notes 🖓 ECM 🔻 🖁	User Extensions			
* Job	Name	Customer	Actual Start Date	Estimated	Actual Completion Date				
RC-IMPORT1	TEST JOB FOR IMPORT	AMIGAS			20				
RV-16NOV11	RV-16NOV11	SKYAIR	01012011	31122015					
SKY-10	SKYAIR Project for 11.62326 Testing	SKYAIR	16112011	31122013					
T1	R1	SKYAIR	10102013						
Customer Name	AMIGAS NAME					Р	rocess		

Pgm: JCCLOSE2 – Close Billings and Costs Job

This utility will only close Billing and Cost type Jobs. If you have closed a Billing and Cost type Job, and wish for some reason to re-open it, this can also be done via this screen.

Make sure the **Company** code is correct, and to display closed Jobs, check the **Include Closed Jobs** flag. By default, this flag is un-checked.

To close a Job, enter the Actual Completion Date field. To re-open a Job, remove the date from the Actual Completion Date field.

Close Completed Contracts – Screen

CLOSE CO	OMPLETED CONTR	АСТ ЈОВ							💾 Save	Exit	(i) (i	[] ⊽ Q
SELECTION CRI	ITERIA											
* Company	RV123456	R.V.Head Quarters Company, LL	2									
* Batch	5867	AFID 2015-06-01 R			Cr	eate Batch						
* Journal	JC	Job Costing										
* Post Date	02062015	Period 6 Year	2015									
JOB DETAIL												
View 🕶 🍸	🛯 🖬 Freeze 📲 Detach	🖉 Search 💩 Workflows 🗖	🔒 Report Options	🔻 🏬 Export	Attachments	Notes	SECM 🗢 🖧 User Exter	nsions				
* Job		Name	Customer	Start Date	Select							
No rows yet.												
Customer Na	ame Process											

Pgm: JCCLOSE – Close Completed Contract Job

This procedure should be performed for Jobs using the Completed Contract accounting method or the T&M WIP Accrual accounting method, in order for the revenue and expense G/L accounts to be properly updated. When closing a Job that used the Completed Contract accounting method, or the T&M WIP Accrual accounting method, the system creates the following General Ledger transactions:

Costs:	Billings:
DR Expenses	DR Unearned Revenue
CR WIP Asset Costs	CR Revenue

To close a Job, under the **Selection Criteria** section, select the relevant **Company** code, and select the **Batch** to be used for the transactions that will be posted when the Job is closed. The system will put an 'R' in the Batch Type to specify a Revenue Batch when the [**Create Batch**] button is selected.

Enter the **Journal** code that the transactions should be posted against, and the posting date. They will default to the system date.

Move to the **Job Detail** section, where only Jobs using the Completed Contract or T&M WIP Accrual accounting methods will be displayed. Check the selection box for the Jobs to be closed. When all the data is correct, press the [**Process**] button.

Recalculations

Correct JC Structure - Screen

UPDATE CONTROLLI	NG CODES			Exit () () ▲ () ▽ O
SELECTION CRITERIA * Company RV123456 A V Process Update	R.V.Head Quarters Company, LLC ed Records Only			
Jobs Cost Codes Cate	egories	ptions 🛛 👻 🌉 Export 🖉	Attachments 🗐 Notes 🖓 ECM 👻 🖧 User Extensions	
* Job Code	Job Name	* Controlling Code	Hierarchy	
1000	Control Job 1000	ALL	RV1234561000 *	A
1000A	1000A Sub Job of 1000	1000	RV1234561000 1000A *	=
1000B	1000B	1000	RV1234561000 1000B *	
1000C	1000C	1000	RV1234561000 1000C *	
1000.100	1000.100	ALL	RV1234561000.100 *	
1274103	1274103-Net Method	ALL	RV1234561274103 *	
1274103G	1274103g - Gross Method	ALL	RV1234561274103G *	
1487659	1487659 - 0.00 Receipt Test	ALL	RV1234561487659 *	
1488678	1488678 (GILBANE) Billing Back Up with Image Links	ALL	RV1234561488678 *	
1491523M	1491523M Controlling Job	ALL	RV1234561491523M *	
149152351	149152351SubJob	1491523M	RV1234561491523M 1491523S1 *	
149152352	149152352SubJob	1491523M	RV1234561491523M 1491523S2 *	
149152353	1491523S3SubJob	1491523M	RV1234561491523M 1491523S3 *	
149152354	149152354 SubJob	1491523M	RV1234561491523M 1491523S4 *	
1500217	15.00217 GILBANE - Exchange Rates in JB Invoices	ALL	RV1234561500217 *	
2000	Main Job 2000	ALL	RV1234562000 *	
22JUNE2011	22JUNE2011	ALL	RV12345622JUNE2011*	-
		Process	1	

Pgm: JCUPD – Correct JC Structure

This utility is provided to allow the user to modify the Control Job for existing Jobs, and the Control Codes for Cost Codes and Categories.

The display will show the appropriate existing Job/Cost Code/Category depending on the tab chosen and the Company specified. To make a modification, enter or select a new Control Code, then select the [**Process**] button to have the system make the appropriate restructuring changes.

JC – Summary Table Verification

This utility validates the total amount of transactions posting in the Job Cost Detail table to the total amounts stored in Job Summary table. This utility may be run for any range of the Job Phase (Cost Code) and Categories. The result appears on a query screen, which highlights the differences along with the source tables.

If a parameter is left blank, it is taken to be the first or last entry in the range of values (e.g. if **To Job** parameter is left blank, behind the scene it is set to the first Job).

Enter the **Company** and **From Job/To Job** information as required, then press the **[Verify]** button. The system will then display a screen that has three rows for every Job: **Detail**, **Summary** and **Difference**, shown in the below screenshot. Any discrepancies between the Summary and Detail lines will be shown in red.

						Inv	Ninv
Job	Phase	Cat		Cost Amt	Bill Amt	Comm Amt	Comm Amt
1000	02 41 13.13	1000	Detail	13,027.25	372.06	0.00	10,253.69
			Summary	13,027.25	372.06	0.00	10,253.69
			Diff.	0.000	0.000	0.000	0.000
1000	02 41 16.13	3000	Detail	611.75	1,162.69	0.00	0.00
			Summary	611.75	1,162.69	0.00	0.00
			Diff.	0.000	0.000	0.000	0.000
12345	01.03A.030000.F	CFB	Detail	699.00	0.00	644.00	154,067.19
			Summary	699.00	0.00	644.00	154,067.19
			Diff.	0.000	0.000	0.000	0.000
12345	02-100	1000	Detail	7,034.99	0.00	5,384.99	2,290,500.00
			Summary	7,034.99	0.00	5,384.99	2,290,500.00
			Diff.	0.000	0.000	0.000	0.000
				•			Þ
Job Project 10	000 With Job Series 100	10 (Fc	Phase <mark>Pavin</mark>	g Removal	Category	Labour	Return

If there is a difference between the Summary and Detail amounts, it is an indication that you should run the Recalculate Balances for the job in question. Then check again.

Snapshot

Overview – Snapshots

Snapshots are a stored picture of Job life to date numbers as of the time the snapshot is created. You may have an infinite number of snapshots per Job.

Create Job Snapshot - Screen

CREATE SN	APSHOT		💾 Save	Exit	 ?	∕∆	⊽ Q
CREATE SNAPSHOT	т				 		
Company CCC	: 🔺	CMiC Test Construction Co					
Pick List							
From Job							
To Job							
Snapshot Code							
Date	20	Re-create existing Snapshot Details Record for Job					
Cre	eate Snapshot						

Pgm: JCSNPSHT – Create Job Snapshot; standard Treeview path: JC > Utilities > Snapshot > Create Job Snapshot

Use this screen to create Snapshots of Jobs at specific periods of time, for historical reporting.

These snapshots store the status of the each Job/Cost Code (Phase)/Category combination at any point in time. Snapshots enable the user to see the progression of percent complete or units complete calculations and overrides throughout the life of the Job.

Once the parameters are entered, click [**Create Snapshot**] to create the snapshot. Snapshots are saved until deleted via the Delete Job Snapshot utility.

Pick List Code or Job Range

Either the **Pick List** field or the **From Job** and **To Job** fields are used to specify the required set of Jobs. The Job Pick List provides an alternative method to select multiple Jobs that do not fall under a specific Job code range. To create a snapshot for a single Job, enter the same Job code in the starting and ending fields. If these fields are left blank, the system will create a snapshot for all Jobs in the system.

Snapshot Code

Enter a code to identify the snapshot being created, which can be up to 10 characters in length.

Date

This date will be used as the reference date for this snapshot and can be changed if required.

Delete Job Snapshot - Screen

DELETE JOB	SNAPSHOT			P Save	Exit	(i)	?	₼	₽∀Q
ELETE JOB SNAPSI	нот								
Company	¢cc 🔺	CMiC Test Construction Co]						
From Snapshot	A]						
To Snapshot	A]						
Pick List	A								
From Job]						
To Job	A]						
From Date	20								
To Date	100 B								
	Delete Snashot								

Pgm: JCSNPDEL – Delete Job Snapshot; standard Treeview path: JC > Utilities > Snapshot > Delete Job Snapshot

Use this screen to delete Job Snapshots. This utility allows deletion of entire snapshots or specific details within a snapshot based on the selection criteria.

Snapshot Range

Enter the starting and ending snapshot name to be deleted from the system. To delete a single snapshot, enter the same snapshot name in the starting and ending fields.

Pick List or Job Range

Enter a Pick List code for the snapshot to be deleted or for the range of Jobs that are to be deleted from the snapshot. The Job Pick List provides an alternative method to select multiple Jobs that do not fall under a specific Job code range. To delete a snapshot for a single Job, enter the same Job code in the starting and ending fields.

Date Range

Enter the starting and ending date range for the snapshots that are to be deleted. To delete a snapshot for a specific date, enter the same date in the starting and ending fields.

JC vs GL Verification

JC VS GL VERIF	ICATION				🕞 Exit 👔 🕐 🗸	∆ I∕ ⊽ O
SELECTION CRITERIA				Entered Data Or	hlv.	
* Company C	CC 🔺 C	MiC Test Construction	Company	Data Type O Converted Data	Only Include Lines with I	Missing JC
From Date	From Date To 07/May/2018				Include Lines with	
Account Type Billings and Costs					Group by Account	
* Category Pick List	FB	Edit Category	Selection Criteria	Print Report	Group by Departme	ent
* Account Pick List E	ANKS1	Edit Account S	Selection Criteria		Restrict JC Accounts	5
•			III			4
		-	1 - 1 -			
View 🔻 🍸 🌇 Fr	eeze 🖀 Detach	Search 🗞 Wor	kflows 🛛 🔻 🖨 Report Options 📔 🖩	Export 🔮 ECM Documents 🛛 🔻 🗗	User Extensions	
Batch#	Dept	Acc	JC Amount	GL Amount	Difference	
3579	00	5200.100	3,500.00		3,500.00	
3580	00	5200.100	777.50		777.50	
3581	00	5200.100	-777.50		-777.50	
3582	00	4000.100	-8,750.00		-8,750.00	
3584	00	4000.100	8,750.00		8,750.00	
3736	100020	5200.100	10,800.00		10,800.00	
3743	100020	5200.100	11,710.00		11,710.00	
3808	00	5200.100	400.00		400.00	
3809	00	4000.100	-1,000.00		-1,000.00	
3811	00	4000.100	1,000.00		1,000.00	
3813	00	4000.100	-1,000.00		-1,000.00	
3815	00	4000.100	1,000.00		1,000.00	
3833	00	4000.100	-1,000.00		-1,000.00	
3833	00	5200.100	61.70		61.70	
3837	00	4000.100	1,000.00		1,000.00	-
			46,455.08		46,455.08	

Pgm: JCGLBCH – JC vs GL Verification

This utility is used for routine verifications, and to verify imported and converted data. It identifies Batches with which the JC module's account of its GL postings are inconsistent with the GL module's account of its postings. These Batches are referred to as inconsistent Batches, and they are listed under the **Inconsistent Batches** section.

Details about the inconsistent Batches can then be viewed by running the appropriate JC posting report (providing posting details according to JC module) and the appropriate GL Trial Balance report (providing posting details according to GL module).

Inconsistent Batches

When a Batch created in the JC module is posted to the GL, the JC module keeps a record of the Batch sent to the GL module for posting. In the GL module, a corresponding record of the received and posted Batch from the JC module is also kept. So, both modules have their own records of the Batch created in JC and posted to the GL.

However, for a Batch created in the GL module, via its GL Transaction Entry screen, and posted against JC subledger accounts, a record of the posted Batch only exists in the GL module.

This utility identifies inconsistent Batches by checking that the corresponding records for each posted Batch exist in the JC and GL modules. This provides extra assurance that a sent Batch was received and posted. If

this utility finds a record of a posted Batch in the JC module, but it does not find the corresponding record of the posted Batch in the GL module, or vice versa, it will list the Batch under the **Inconsistent Batches** section. Thus, a Batch created via the GL Transaction Entry screen to post against JC sub-ledger accounts will always be listed under the **Inconsistent Batches** section, because there is no corresponding record of the Batch in the JC module (i.e. it is an unusual transaction that should be noted).

Also, for each pair of posted batch records (one in JC and other in GL), this utility checks that the amounts posted to the accounts are the same.

Lastly, it checks that each posting is consistent with what was intended, in order to try and catch errors with the accounts used for postings.

Selection Criteria – Section

Company

This field will automatically default to the user's AP Logon Company, which may be changed if required.

From Date (optional)

From which this utility should start looking for inconsistent batches.

To Date (required)

The cutoff date represents the posting date being reconciled to. In most cases this would be the last day of a month or of a fiscal period.

Асс Туре

There are 3 choices to select from including: Billings, Costs or both Billings and Costs.

Category Pick List

Select appropriate pick list. To select a subset of the pick list, click the [Edit Category Selection Criteria] button.

Account Pick List

Select appropriate pick list. To select a subset of the pick list, click the [Edit Account Selection Criteria] button.

[Edit Category Selection Criteria] – Button

Launches a popup to select a subset of Categories from the pick list.

[Edit Account Selection Criteria] – Button

Launches a popup to select a subset of Accounts from the pick list.

Data Type: Entered Data Only, Converted Data Only, All Data

The default for this field is **Entered Data Only**, but you may use this utility on converted or imported data as well. Select the required type.

[Print Report] – Button

Print JC vs GL Verification report according to selected parameters.

Include Lines with Missing JC - Flag

If checked, posted batches with missing records of the posting in the JC module will be displayed. This happens when postings originate from the GL module, via its GL Transaction Entry screen.

Include Lines with Missing GL - Flag

If checked, posted batches that originated from the JC module that do not have a corresponding record of the posting in the GL module will be displayed.

Group By Account, Group By Department

These checkboxes will result in the data being grouped by their Account or Department when displayed. When clicked, these fields will result in the specific Account or Departments being included. When not clicked, the data will show based on values for All Account or All Departments.

Restrict to JC Accounts

If checked, this utility only considers accounts used in JC.

Inconsistent Batches - Section

This section list all inconsistent Batches, according to the parameters set under the Selection Criteria section.

For each inconsistent Batch, the following is displayed: batch number, department number, account number, the JC amount, the GL amount, and the variance.

The **JC Amount** column shows posted amounts according to the JC module, and the **GL Amount** column shows posted amounts according to the GL module. If an amount only shows up in one column, it means that a record of the posting only exists in the corresponding module; and if amounts show up in both columns, it means that a record of the posting exists in both modules.

Details about the inconsistent Batches can be viewed by running the appropriate JC posting report (providing posting details according to JC module) and the appropriate GL Trial Balance report (providing posting details according to GL module).

Common Examples

- If you have No JC amount at all, this usually indicates that the user 'DA' has entered a Journal Entry directly to a Category Control Account.
- If you have No JC amount at all and the Data was imported, is means the imported distribution contained the wrong account codes.
- If you have No GL then this usually indicates that an offset by manual entry to the same account as the category was entered during transaction entry.
- If you have No GL the data was imported this usually indicates that you brought in JC without posting it to the GL and the GL was imported via a different batch number.
- If all of the appropriate accounts were not entered via the **Account List** field, an unexpected Batch may be listed.

JC - Reverse/Recreate Posted Transaction

REVER	SE/RECRI	EATE F	POSTED J	C TRANS	ACTIONS								💾 Save	Exit	٤	⊘ ∆	[≱ ≂ C
POSTED BA	тсн	_															
Company	CCC		CMiC Test (MiC Test Construction Company					Current Period	12							
Batch	26907		INT-1010						Post Date	30/Apr/2015	20						
	Choose action: Reverse Recreate Both Journal Code																
TRANSACT	ION HEADER																
View 🕶	Y 🖪 Fre	eeze 🖥	Detach														
Selec	a '	Journal	*	Tran Num	* Post Date	Ref Date	Accrual	Source Code	So	urce Desc	Ref	erence Code		Ref	erence	Desc	
	AR			20991	30/Apr/2015	30/Apr/2015	V				AR1-0	0104	MS Inv	pice INT-1010			
	AR			20992	30/Apr/2015	30/Apr/2015	V				AR1-0	0103	MS Invo	pice INT-1010			
Process																	
DETAILS																	
View 🕶	The Fre	eeze 📲	Detach														
Туре	Comp.	Job/	Dept/Eqp Co	ode Cost Co	ode/Acc/Compon	Cat/Tran	TAV Code1	TAV Code2	TAV Code3	TAV Code4	Crew	Quantity	WM	Debit Am	: 0	redit Am	
G	ссс	00		4000.70	0											100.0	00
G	ссс	00		2000.40	0								NA	100.	00		
WBS	TAC	ference															

Pgm: JCTRNREV – Reverse/Recreate Posted JC Transactions

This screen's Posted Batch section is used to select the transaction to reverse or recreate.

Choose Action - Radio Buttons

Reverse: Reverse the selected batch.

Recreate: Recreate the selected batch.

Both: Reverse the selected batch and re-create it.

Press the [**Process**] button to create an un-posted Job Cost Transaction Entry batch, after which a message is displayed along the top of the screen, as shown below:

REVER	REVERSE/RECREATE POSTED JC TRANSACTIONS										
Info: Batch	Info: Batch 50581 was created and 2 transactions were inserted										
POSTED BA	АТСН										
Company	CCC		CMiC Test Construction Company	Current Period	12						
Batch	26907		INT-1010	Post Date	30/Apr/2015	20					
	Choose ac	tion:	Reverse Recreate Both	Journal Code	AR						
TRANSACT	ION HEADER										
View 👻	T Freeze	ę	Detach								

The user will be able to review the un-posted batch in the Transaction Entry screen, and to modify it if necessary. Posting of the batch is done using the Post Transactions screen (JC > Transactions > Enter Cost Transaction > Post Transactions):

BATCH POSTIN	IG						💾 Save	(i)	1	∆ [⁄	⊲ Ø
Enter Company Code											
Enter T	• Fransactions	O-Print Edit List	Post Transactions								
SELECTION CRITERIA											
* Company	CCC 🔺	CMiC Test Construction Company									
GL Current Year	2017	2017 Period 12 Start 01/Dec/2017 End 31/Dec/2017									
User	MIKEFER1										
Batch	50583 🔺	MIKEFER1 2018-05-07 C									
	Post Overhead Trans	saction									
	Automatic Accrual R	eversal									
	Preview Posting										
	Print Reports Immed	diately									
	Post										

Import

Foreign Job Budget Import

JOB BUDG	ET IMPORT							💾 Save 🕞 Exit 🕧 🕐 🛆 🍞 🤇
View - Y	Freeze 🖷	Detach	Search 👍 Del	ete 🛞 Workfl	ows 🛛 🔫 🖨 Re	port Options	🔹 🏗 Export	와 ECM Documents │▼ 중십 User Extensions
Select	Import ▲▼ Date	Import User	Status	Total Lines	Valid Count	Warning Count	Error Count	File Name
	19/Apr/2018	SMUSER6	ERROR	1				ADF Import - 25893004
	19/Apr/2018	SMUSER6	ERROR	2				ADF Import - 25892445
	19/Apr/2018	SMUSER6	ERROR	1	0	0	1	ADF Import - 25892441
	06/Oct/2015	RAJNEESH	ERROR	3	0	0	3	C:\Users\Raj.Kumar\Desktop\foreign_job_budget_impo
	05/Oct/2015	RAJNEESH	VALID	3	3	0	0	C:\Users\Raj.Kumar\Desktop\foreign_job_budget_impo
	05/Oct/2015	RAJNEESH	VALID	3	3	0	0	C:\Users\Raj.Kumar\Desktop\foreign_job_budget_impo
	05/Oct/2015	RAJNEESH	VALID	3	3	0	0	C:\Users\Raj.Kumar\Desktop\foreign_job_budget_impo
	02/Oct/2015	RAVI	ERROR	1	0	0	1	C:\foreign_job_budget_import_v10_x.txt
	02/Oct/2015	RAJNEESH	VALID	1	1	0	0	C:\Users\Raj.Kumar\Desktop\foreign_job_budget_impo
	02/Oct/2015	RAVI	VALID	1	1	0	0	C:\foreign_job_budget_import_v10_x.txt
	17/Dec/2013	RAVI	ERROR	2	0	0	2	C:\Users\ravi\Documents\JOB-BUDGET-V10X.txt
	17/Dec/2013	RAVI	ERROR	1	0	0	1	C:\Users\ravi\Documents\JOB-BUDGET-V10X.txt
•			1	III				•
ote: ******PR	RESS REFRESH BUT	TON AFTER EVER	RY IMPORT TO SE	E LATEST IMPORT	5.*****		Refresh	
mport File	Proceed							

Pgm: JCIMPORT – Foreign Job

This utility is used to import both original and revised JC Budgets from 3rd party software systems.

From the main screen, shown above, either select a batch to proceed with, or use the [**Import File**] button to initiate a new file import. Click [**Proceed**] once the batches have been selected, launching the following popup:

JOB BUDGET IMPORT	(i)	₼	₽,~
Validate Imported Data			
Edit Imported Data			
Build Job Budget			
Delete Imported Data			
Press button to select the action.			
No imported records.			
Close			

Edit Imported Data

Any budget lines within batches received using this utility will be marked as exceptions if their data format does not match the required layout. These must be edited here prior to importing. Also, a report of exceptions may be printed. Any batches with exceptions may not be posted until they are edited.

[Re-Validate] - Button

This button when pressed will re-validate the current record. If you want to re-validate all the records then the **Validate All** checkbox must be checked before pressing the **[Re-Validate]** button.

The imported records are listed, with an error status line displaying the first error for a record if it is not valid. If there are more than one errors, the [More Errors] button will become available. This button's popup will display a list of all the errors for the record.

Valid

This field indicates that the complete record is valid. Checked indicates valid, this is not an enterable field.

Warning

This field indicates that there may be potential to bring in incorrect data, such as there is no JB billing Code assigned for the Cost Code/Category.

Insert Phase Master

When this box is flagged the import process will automatically insert new phases in to the Phase Master.

Build Budget

The Build Budget screen is used to create the budget. It allows for the import of a full or partial budget update.

Full Import – Checkbox

If checked, this box indicates that the budget being import is the complete budget for the Job, i.e., it contains the full job structure. If this box is checked, the system will set any existing Job/Cost Code/Category combinations that are not contained in the import file to have a budget of 'Null'. If left unchecked, the system will only update the Job/Cost Code/Category combinations that are in the import file, and will leave any existing records as they are.

Update Estimated Revenue Amount - Checkbox

This box when checked, updates Phase Level Revenue Caps and Estimated Revenue from the import file.

Original/Current Budget

These two radio buttons indicate if the budget numbers being imported affect the original budget (i.e. the starting budget) of the Job, or the current budget (i.e. the budget after change orders and revisions).

Replace/Add Budget

These two radio buttons indicate if the budget numbers being imported are the full budget numbers or adjustments only. If add to budget is selected the procedure will take the current budget numbers and add the imported amount.

Replace Workers Compensation Code – Checkbox

This checkbox when checked will replace existing Job Cost Code - WC Codes currently in the system, as well as insert new entries. When the checkbox is unchecked, only new WC entries will be inserted and existing Job Cost Code - WC Codes will not be replaced. At the same time the payroll workers compensation job setup will be updated with the new Cost Code and WC Code using Category "ALL" and Trade "ALL" or replaced with the new WC Codes. No record will ever be deleted from the payroll workers compensation job setup as null in the import budget WC field means the user is not using the import facility to import Cost Code - WC Codes. Null means there is no WC Code assigned to one Category within a group of Categories for one Cost Code.

Rules

If the Cost Code (Phase Code) does not already exist on the Job, the import budget routine will create the Cost Code on the Job, and insert any required Controlling Cost Codes as well. The Cost Code will be created with the name associated with the Cost Code master file if the import does not have a Cost Code name value.

If the Category Code does not exist on the Job/Cost Code combination, the import budget routine will create the Category and insert any required Controlling Categories as well. The Category name is always retrieved from the Category master (Category maintenance screen). The Category name on the import screen and file are for user reference only.

Pending Jobs	Started Jobs	Full/Partial Import
Current Budgeted Amount = Budget from import file. Current Budgeted Units = Budget from import file.	Original Budget Amount = Budget from Import file. Current Budget Amount = Budget from import file + Change Order Amount.	If full import [*] = 'Y' then all budget amounts, units for lines not included in the import are set to 0. If full import [*] = 'N' process only imported lines.
Current Budgeted Amount = Current Budgeted Amount + Budget from import file. Current Budgeted Units = Current Budgeted Units + Budget from import file.	Original Budgeted Amount = Original Budgeted Amount + Budget from import file Current Budgeted Amount = Original Budgeted Amount + Budget from import file + Change Orders	If full import [*] = 'Y' then all budget amounts, units for lines not included in the import are set to 0. If full import [*] = 'N' process only imported lines.
Current Budgeted Amount = Budget from import file. Current Budgeted Units = Budget from import file.	Original Budget Amount = Budget from Import file – Change Orders Amount. Current Budget Amount = Budget from import file.	If full import [*] = 'Y' then all budget amounts, units for lines not included in the import are set to 0. If full import [*] = 'N' process only imported lines.

Rules for Updating Budget Amounts

	Original Budget Amount = Current	If full import [*] – (\mathbf{V}) then all hudget
Current Budgeted Amount =	Budget Amount + Budget from	In run import = 1 then an budget
Budget from import file.	import File – Change orders.	amounts, units for lines not
Current Budgeted Units = Budget	Current Budget Amount = Current	included in the import are set to 0.
from import file.	Budget Amount + Budget from	If full import $= N$ process only
1.	import File.	imported lines.

• Checkbox on Process Import screen

ASCII File Layout – Foreign Job Budget Import

Control File = JCFJBI.ctl

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_COMP_CODE	Company	Company code. This must be a valid CMiC company code.	Yes	Char	8
JCFJBI_JOB_CODE	Job	Job code, this must be a valid job for the company. Leave this field blank if the Job Long Code field is to be used.	No	Char	10
JCFJBI_PHS_CODE	Phase Code	Phase Code, this must be a valid phase for the company/job combination	Yes	Char	16
JCFJBI_PHS_NAME	Phase Name	This field is only applicable on phases that do not already exist on the job. If this field is left blank, the Phase Master Phase name will be used when the phase is created otherwise the phase name entered here will be used.	Yes	Char	50
JCFJBI_CAT_CODE	Category	Job Category Code, this must be a valid CMiC Category Code- If the phase/category combination does not already exist on the job it will be created	Yes	Char	16
JCFJBI_CAT_NAME	Category Name	Not Currently Utilized – leave null	No	Char	30
JCFJBI_PHS_WM_CODE	WM	Phase WM Code – This is the Weight Measure code associated with the Phase – this is required if the phase is a new phase or the budgeted units field is being used.	No	Char	2

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_PHS_QTY	Budgeted Units	Phase level budgeted quantity/units	No	Num	18,2
JCFJBI_WM_CODE	WM	Category WM Code, this is the WM code associated with the Job/Phase/Category combination	Yes	Char	2
JCFJBI_BUDGET_QTY	Units	Category budgeted units	No	Num	18,2
JCFJBI_BUDGET_AMT	Amount	Category budgeted amount	No	Num	18,2
JCFJBI_USER_FIELD1	User Extension Field # 1	If User Extensions are defined for jobs, then these next 10 fields represent the 10 fields specified on the import utility then you may want to import the appropriate data, otherwise it can be entered manually after the import.	No	Char	2000
JCFJBI_USER_FIELD2	User Extension Field # 2	See Above	No	Char	2000
JCFJBI_USER_FIELD3	User Extension Field # 3	See Above	No	Char	2000
JCFJBI_USER_FIELD4	User Extension Field #4	See Above	No	Char	2000
JCFJBI_USER_FIELD5	User Extension Field # 5	See Above	No	Char	2000
JCFJBI_USER_FIELD6	User Extension Field # 6	See Above	No	Char	2000
JCFJBI_USER_FIELD7	User Extension Field #7	See Above	No	Char	2000
JCFJBI_USER_FIELD8	User Extension Field #8	See Above	No	Char	2000
JCFJBI_USER_FIELD9	User Extension Field # 9	See Above	No	Char	2000
JCFJBI_USER_FIELD10	User Extension Field # 10	See Above	No	Char	2000
JCFJBI_JOB_LONG_CODE	Job Long Code	This is a required field if the job code is blank. This is the job code from a 3 rd party system. This must be an already existing job long code.	No	Char	24

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_BUDG_REVENUE_AM T	Revenue Amount	This is the budgeted revenue amount for the job/phase/category combination. If null the budgeted amount will be set to the revenue amount.	No	Num	18,2
JCFJBI_PHS_CTRL_CODE	Control Phase	Phase Control Code – Only used if the Insert Phase Master Function is active	No	Char	16
JCFJBI_PHS_WCB_CODE	WC	The JC Control checkbox Mandatory Workers Compensation For Job Phases unchecked makes this field optional and checked makes this field mandatory. The WC code must be valid under the job company plus work location country and state. Multiple WC codes cannot be applied to one phase code. If the WC is mandatory each phase must have at least one category record with WC specified. Null WC code is valid for any individual category record as long as the group of records for a particular job phase satisfies the above rules.	Y/N	Char	4
JCFJBI_SINGLE_CAT_BUDG_F LAG	Single Cat Budget	Identification if Single Budget is Used	No	Y/N	1
JCFJBI_BILL_JOB_CODE	Bill Job Code	Billing Job Code	No	Char	10
JCFJBI_BILL_PHS_CODE	Bill Phase Code	Billing Phase Code	No	Char	16
JCFJBI_BILL_PHS_NAME	Bill Phase Name	Billing Phase Name	No	Char	50
JCFJBI_BILL_CAT_CODE	Bill Category	Billing Category	No	Char	16
JCFJBI_BILL_CODE	Bill Code	Billing Bill Code	No	Char	50
JCFJBI_BILL_NAME	Bill Name	Billing Bill Name description	No	Char	60
JCFJBI_DEFAULT_BUDMETH_ CODE	Method	Budget Method Code (P/U/A)	No	Char	1
JCFJBI_COST_TO_COMPL_OV RD_FLG	Cost to Complete Override Flag	Cost to Complete Override Flag	No	Char	1

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_PHS_TYPE_CODE	Phase Type	Phase Type	Depen ds on setting at job level	Char	16
JCFJBI_CLV_VALUE_CODE1	Classifier1	Classifier1	No	Char	16
JCFJBI_CLV_VALUE_CODE2	Classifier2	Classifier2	No	Char	16
JCFJBI_CLV_VALUE_CODE3	Classifier3	Classifier3	No	Char	16
JCFJBI_CLV_VALUE_CODE4	Classifier4	Classifier4	No	Char	16
JCFJBI_CLV_VALUE_CODE5	Classifier5	Classifier5	No	Char	16
JCFJBI_CLV_VALUE_CODE6	Classifier6	Classifier6	No	Char	16

Foreign Cost Code Qty Completion Import

PHASE	QTY COMPL	ETION IM	PORT						💾 Save	Exit	٦	?∠	∆ [}	⊲ Ø
PHASE QTY	COMPLETION IM	PORT												
View 🔻	Y Freeze	🖶 Detach	🖸 Search 🛛 д	Delete 🛞 We	orkflows 🛛 👻 🗧	Report Options	💌 🌉 Export	ECM Documents	▼ <u></u>	ser Extensi	ons			
Select	Import Date	User	Status	Total Lines	Valid Count	Error Count		File Name						
No rows yet.														
Note: *****	**PRESS REFRESH	BUTTON AFTER	R EVERY IMPORT TO	SEE LATEST IMP	ORTS.******		Refresh							
Import	Proceed													

Pgm: JCPQC_IMPORT – Foreign Cost Code Qty Completion Import

This allows the import of phase quantities completed or to-date quantities.

Fields are terminated by commas (,), and optionally enclosed by quotes (''').

In this utility, only users with the JCMUSRIPQC System Privilege can see and access other users' imports.

[IMPORT] - Button

In this button's popup, use the [**Browse**] button to select the ASCII file to be imported, and then use the [**Import**] button to import the data into a temporary table.

[PROCEED] - Button

The [**Proceed**] button on the main import screen allows you to select a previously started import and resume the import. It will take you to another screen where you can print the error report, Edit Imported Data, Build Phase Completion Batch, Delete Imported Data (the temporary file), and Erase Import File (if it will not be re-used).

This is a sample of the error report:

		J	ов созті	NG - PHASE QTY COM	PLETION IMPORT	REPORT	Page: Date: Time:	1 of 1 05/15/2008 12:27 AM
Line	Comp	Job	Phase	Phase Name	Completion Date	WM Code	Transaction Qty	Todate Qty
1	ZZ	0821305	01-103	Site Office Phase	12-JUN-08 e 01-103 is not on file for job 0821305 a	NA nd Company ZZ	10.000	
						Total:	10.000	
				END OF Report Parameters	REPORT			
				Operator: DA Report Code: JCPQCI	Run Date: 06/15/2008 Run Time: 12:27 AM			

ASCII File Layout – Phase Quantity Complete Import

The Foreign Cost Code Quantity Complete Import file (ASCII) has the following fields.

Column Name	Screen Prompt	Description	Required	Туре	Lengt h
JCPQCI_COMP_CODE	Company	Company code. This must be a valid company code.	Yes	Char	8
JCPQCI_JOB_CODE	Job	Job code, this must be a valid job for the company.	Yes	Char	10
JCPQCI_PHS_CODE	Phase Code	Phase Code, this must be a valid phase for the company/job combination	Yes	Char	16
JCPQCI_QTY_COMPL_DATE	Phase Completion Date	Completion Date	Yes	Date	
JCPQCI_WM_CODE	Weight measure code	Phase WM Code – This is the Weight Measure code associated with the Phase	Yes	Char	10
JCPQCI_PHS_TRANS_QTY	Transaction Qty	Phase Quantity for current transaction	Yes – if next field is null	Number (16,3)	
JCPQCI_PHS_TODATE_QTY	To Date Qty	Phase quantity to-date	Yes – if previous field is null	Number (16,3)	

Control File = JCPQCI.ctl

Editing Imported Data

You can edit on a line per line basis and re-validate each time, to see the remaining errors as you go along. [More Errors] will show you the additional errors per line. If there is a single error on a line, the [More Errors] button is not enabled.

In the Edit Imported Data screen, users can Insert, Update and Delete imported data. The [**Re-Validate**] button validates the imported data and marks the record as valid. If the corresponding **Valid** checkbox is checked, it is a valid record.

Records can be sorted in three ways:

- Record Sorted by record sequence number.
- Valid Sorted by Valid record.
- Invalid Sorted by Invalid records.

VALIDATION RULES

Company Code

Company Code cannot be null.

Company Code must be valid.

Job Code

Job cannot be null.

Job must be valid.

Cost Code

Cost Code cannot be null.

Cost Code must be valid and exist in Cost Code master table (Enter Cost Code screen).

Cost Code must associate with Job.

Cost Code must be activate at Job/Cost Code/Category level.

Weight Measure Code

WM Code cannot be null.

WM Code must be valid.

Phase WM Code and Import WM Code conversion should be valid.

Completion Date

Date cannot be null.

Date must be exist in period table.

Transaction / To date Qty

Both cannot be null; any one of the two fields must have an entry.

[Build Unit Completion Batch] - Button

The [Build Unit Completion Batch] button becomes activated once all records are valid.

When you click on this button, the screen shown will allow you to select an existing "U" type units completed batch or create a new one (using [Create Batch]).

The [Create Batch] button's popup is used to create a "U" type batch (Unit Completion batch):

Once the batch is created or selected, the [**Create Transaction**] button is enabled. Click this button to complete the process. The [**Create Transaction**] button creates a Job Unit Completion Transaction, which you can see and edit on the Job Unit Completion screen (*Job Costing > Transaction > Phase Quantity Completion*).

You will be returned to the Phase Quantity Completion Import screen showing all the buttons disabled except the [Delete Imported Data] and [Erase Imported File] buttons.

[Delete Imported Data] - Button

The [**Delete Imported Data**] button is used to delete all the imported data from temporary table for only selected imports.

[Erase Import File] - Button

This button is used to delete the import file.

Set Up Job Costing

Set User Defaults - Screen

JC USER DEFAULTS		Table Mode 📔 Save 🕞 Exit	(i) (?	♪	[≱ ≂ Q
DEFAULTS					
👼 Search 🛛 🖶 Insert 🚍 Delete 🛛 🖨 Previous 📑	Next 🛞 Workflo	ws 🖙 🖨 Report Options 🛛 🖛 🖓 ECM Documents 🛛 👻 🖧 User Extensions			
User	MIKEFER1				
* Default Company	CCC 🔺	CMiC Test Construction Company]		
Job Security Group	CCC-MIKE	Mike's Job/Proj. Security Grp.			
Default Executive Query Configuration	CMIC_DFLT	CMiC Default Configuration]		
Default Project	P448957	Freshmart Office Building - Chicago Il]		
	PM User Default				

Pgm: JCSETFM – Job Cost Default Settings; standard Treeview path: JC > Setup > Set User Defaults

The Logon form is used to specify the default Company for a specific user ID. Once set, this form does not need to be re-accessed, unless a different default Company is needed to be specified. In addition, this form is also where the user declares their default Job Security Group.

Default Company

Prior to using the Job Costing functions, a default company must be set in this form.

Job Security Group

This field is used when creating a New Job in the Job Maintenance form. The security group entered here will automatically be applied to the new Job. If creating a Job in a different company than the default login, then this field is ignored. Please refer to the System Data manual for more information on Job Security.

Default Executive Query Configuration

Because there may be multiple different versions of the Job Cost Executive Query format, as it is user definable, this field represents the version that will be used the most.

NOTE: The Executive Query screen is currently only available in Forms (Enterprise Classic).

Default Project

Optionally, users can specify a default PM Project Code which will pre-populate applicable Project related form headers while working in Job Costing.

[PM User Default] – Button

PROJECT MANAGEMI	ENT LOGON Table Mode 💾 Save 🕞 Exit 🕧 🍞 🛆 🗋 🗸 🗸
DEFAULT COMPANY AND PROJE	टटा Delete 👍 Previous 🌩 Next 💩 Workflows 💌 🖨 Report Options 💌 🚱 ECM Documents 💌 🖧 User Extensions
* User Default Company Default Job Sec Group Default Project Job	MIKEFER1 DAV Onstruction Comp TESTV10 DEFAULTDAV DAV Company Default Project Sample for v10 Testi DEFAULTDAV DEFAULTDAV Default Day
	Display Pre-Lov Filter Display Project partners Only Propagate Default Company To Relevant Systems

Pgm: PMSETFM – PM User Default popup

This screen is used to set the defaults that you as a user of the CMiC Enterprise Project Management system want to utilize.

- Enter the company code your project belongs to
- Enter your Job Cost security role, a List of Values is available
- Enter the project code that you want to default into all the Project Management screens

The next two check boxes are related to project contact lookups. If you check the **Display Pre-LOV Filter** flag, the system will give you an option to restrict the list of corporate Business Partners to a specific Classifier or Market Sector every time you query the system for a list of Business Partners. If you check **Display Project Partners Only**, all the lists of corporate contacts will be restricted to those Business Partners directly assigned to your project. For ease of use, it is recommended that you only check the **Display Project Partners Only** flag. Every Partner field allows you to select what type of LOV you wish to run by pressing the mouse's right-click button. This will bring up a selection of list types: Project List, Corporate List, and Corporate List with Filter.

You may change these defaults at any time. You may when you first start a new project and are building the Project Contact List want to always display the Corporate Business Partner List with a pre-LOV filter so that you can select from a limited range of Business Partners according to their Market Sector. After the Project Contact List has been created, you would only want the LOV to show project partners for ease of use.

The flag **Propagate Default Company to Relevant Systems** is used for setting or updating the defaults of PM-related modules like Job Costing, Job Billing, and Subcontract Management. When checked, if the user has not previously set the other module Defaults, or has specified a new Company in PM Settings, these updates will be made to the other modules automatically.

Control File - Screen

The JC Control File screen is used to set the JC module's defaults for each Company. These defaults include such items as the default General Ledger Accounts, default Category Codes and a default method of revenue recognition for the system. The defaults will appear when entering new Categories and when setting up new Jobs.

Job Setup - Tab

JOB COST CONTROL FILE		Table Mode 💾 Save 🕞 Exit (j) 🕐 🛆 🍞 🖸
SELECTION CRITERIA Company ccc CMIC Test Construction Co		Copy Control File
Job Setup Accounting Additional Charges Bid Setup Billing Budget Ø Search Ensert Ensert Ensert Appleter Report Options V QECM DV	Forecasting WIP Revenue Exceptions Jobs	Change Management Forward Loss
Accounting Method Billing and Costs Projected Final Flag Largest of Spent or Committed		
Revenue Generation As Costs Incurred (Without GL) Default Job Billing Method Job Billing		
Default Retainage Use Equipment Bill Rates For TM Or JB Billings Use Payroll Bill Rates For TM Or JB Billings Default Payroll Overhead Rates Group Required	* Job Estimated Start Date Project Manager Is Man ✓ * JB Contract Project Manu * JB Contract Project Manu * JB Contract Project Manu	Defaulted To System Date datory On Job ger LS Synchronized With Job PM homologi With JB Contract
Biolgo As Detault Mandatory Default Job Department Mandatory Job Billing Rate Table For J/B Jobs * Mandatory Workers Comp For Job Cost Codes	 job billing doubles is synthesis iob Department Default * job Work Location Default * Reduce Commitments fr Encode Units Alexa With D 	Infrontized with Jp Contract SPM Employee Mork Location In Pegative Price Variance Receipts
Allow Iransactions V = Auto Create Equipment Location For Jobs V = Vator Create Equipment Location For Jobs V = Vator State Equipment Location For Jobs V = Vator State Equipment Location For State V = Vator State Equipment Location For State V = Vator State Equipment Location For State Vator State Equipment Location For State Vator State Equipment Location For State Vator State Vato	reeze Units Along with P Mark New Cost Codes on J Market Sector Is Mandato * Automatic Numbering C	ry On Job Y Jobs
Job Mask Ccobby**** CCA1162345		

Pgm: JCCTRLFM – Job Costing Control – Job Setup Tab

Accounting Method

Select the required Accounting Method for your company. The accounting method refers to the method with which revenue will be recognized within the accounting period. The Accounting Method selected for the company will default to the Job Setup form, where it may be changed on a job-by-job basis. The system provides the following Accounting Methods to recognize revenue:

- Billings and Costs
- Completed Contract
- T&M WIP Accrual

Projected Final Flag

The Projected Final Flag determines the way in which the Percent Complete is calculated. The code entered here will default to the Job Budget Maintenance form where it can be over-ridden on a Cost Code basis.

The system has three choices:

- Committed Costs
- Spent to Date
- Largest of Spent or Committed

Refer to the *Projected Final Cost Methods* section for more info on these 3 methods.

Revenue Generation

CMiC Enterprise provides for the following revenue generation methods:

- As Costs Incurred With GL
- As Costs Incurred Without GL

The Revenue Generation method selected will depend on your type of business. Generally Engineering based companies will select 'As Costs Incurred (With GL)' while Construction based companies will select the other 'As Costs Incurred (Without GL)'.

Default Job Billing Method

There are two selections Job Billing and Manual A/R Invoice. The value entered here will be defaulted into the 'Job Maintenance' screen (where it can be changed as required).

Depending on your system setup you may also see T&M and Progress Billing as billing methods; these modules are being phased out as their functionality is now available within the Job Billing Module. Any Jobs that have this type will still be available for billing, but you may not create new Jobs for either of these two methods.

Default Retainage

Select the default retainage. Retainage Codes are maintained by the Retainage Code Rules screen, reached via the following standard Treeview path: Job Billing > Setup > Local Tables > Retainage Code Rules.

Control Flag Options

Use Equipment Bill Rates for TM Or JB Billings

Check the field if you want Billing Rates to be retrieved from the Equipment System billing Rate tables instead of the Job Billing Rate tables for any 'E' type cost transactions.

Use Payroll Bill Rates For TM Or JB Billings

Check this field if payroll defines the billing rates for Labor Hours rather than using the Job Billing Rate tables.

Default Payroll Overhead Rates Group Required

Check this field if users must enter a valid value for 'Default Payroll Overhead Group' when creating a new Job. This field is available in the Payroll tab of the Job Entry form and becomes mandatory when the control flag is checked.

Bid Job as Default

If you almost always create Bid Jobs before creating the actual Job, then check this field. If this field is checked when a user creates a new Job the Job will default to a 'Bid' type Job. This can be overridden as the Job is entered if required.

Mandatory Default Job Department

This feature forces the user to specify to which department the Job belongs every time a new Job is created. To avoid errors this field should be checked if your Jobs are not all maintained within a single department. If this field is not checked the system will default the Job departments from the 'Accounts Tab' of this form.

Mandatory Job Billing Rate Table for J/B Jobs

When set and a new Job 'Job Billing' type Job is created, the Billing Rate table must be entered, if this box is checked. If this is not checked you may apply a billing Rate table to the Job but it will not be mandatory. By checking this field, you are ensuring that when the first cost is posted to the Job, the system will be able to calculate the potential revenue associated with the cost.

Mandatory Workers Comp For Job Cost Codes

When checked worker compensation codes will be mandatory at the Job Cost Code (Phase) level. This checkbox will affect Cost Code Master maintenance, Assign Job Cost Codes and Job Budget Import.

Allow Transactions

This flag will be used to set by default the Allow Transactions flag in the Job Entry form. If unchecked, then new jobs by default will not permit transactions to be entered unless the user sets the flag in the Job Entry form.

Auto Create Equipment Location for Jobs

This flag will have the Locations created automatically for Equipment when a location is added to the Job Entry form under the Equipment Locations tab.

Default Job To Use Davis-Bacon Rules

If checked, new Jobs use the Davis-Back rule by default.

The Enter Job screen, shown below, also has the Use Davis-Bacon Rules flag, which inherits the default value from the JC Control File.

The effect of this option can only be seen in Payroll, where during Timesheet Entry, the program selects a higher rate under specific rate preference.

JOB SETUP Table Mode 🖺 Save 🕞 Exit 🕡 🕐 🛆	2 - O
SELECTION CRITERIA	
Company DAV A DAV Construction Comp TESTV10	
JOB DETAIL	
Job Detail Settings Accounts AP Taxes Job Billing WIP Payroll Bank Security Equipment Locations Compliance	
12) Search 😓 Insert 😸 Previous 🗣 Vervious 🗣 Vervious 🗣 Vervious 🗣 😸 Report Options 🖙 🖉 Attachments 🖻 Notes 💥 ECM Documents 🖡 🖧 User Extensions	
Work Location	<u>^</u>
Prevailing Job Sector Code Sec	
Prevailing Job Payrate Schedule Code	
Prevailing Wane Rate Code	
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Default Payroll Overhead Group	
Workers Compensation Policy	
Use Payroll Bill Rates	
Use Calculated Salary Charge Rates	
Use to be concerning to registing the regist	
Use Default Davis Bacon Rule	-

Sample of Enter Job screen; standard Treeview path: JC > *Job* > *Enter Job*

Freeze Output Projected Quantity

When this flag is checked, the system does not update the Output Qty Projected value under any circumstance, even if the **Freeze Units Along With Projected Amount** flag is un-checked while this flag is checked. This affects **all** Units Complete postings.

Update Controlling Phase Name

When checked, users will be able to update the Controlling Cost Code name and the system will update the same at the Job level. This is applicable only when creating Job Cost Code (Phase)/Category combinations on the fly from PMJSP and when using Phase Segmentation.

Job Mask

If the system is to automatically number all new Jobs, check the **Automatic Numbering Of Jobs** flag, which enables the **Job Mask** field.

The **Job Mask** field is a 10-character user defined mask that specifies how the numbering system generates a Job Code. The asterisk (*) is used to indicate the placeholder for the numbers within the string. There are predefined codes that may be utilized as detailed below, or you may hard code a prefix or suffix. Do not include a space between characters when defining masks.

The available pre-defined codes are:

Code	Description
b	Business Partner Code (Customer)
C	Company Code
у	Year
m	Month
d	Day
*	Next Available Number (Only use if Subjobs have Independent numbers)
#	Duplicates controlling Job code for Subjobs otherwise creates next available number (only use if Subjobs have Dependent numbers).
S	Gets the next available Subjob number. This can only be used in conjunction with the "#" format and must be at the end of the mask

NOTE: The predefined codes must be entered in lower case, otherwise they will be assumed to be hard coded values. No spaces are permitted in masks.

Mask	Explanation	Sample
bbbb****	"b " represents a character of the Customer Code entered on the Job. So, if the Customer Code is "ACME01", the first 4 digits of the Customer Code would start the Job number.	ACME0001
ccbbbb***	"c" represents the Company Code of the Job. So, if the Company Code is "03" this code would also be the first 2 digits of the Job Code.	03ACME001
yybbbb***	"y","m","d" represent date formats. If the current year is 2004, this mask would start the Job with the number "04".	04ACME001
#######ss	 "#" represents duplicate the controlling Job Number for "x" number of characters. "s" indicates the actual Sub-Job unique code. NOTE: This mask should only be used if your Sub-Jobs have dependent numbers. 	Job: ACME0001 1 st Subjob: ACME000101 2 nd Subjob: ACME000102
j-****-02	 "j" represents a hard coded Job prefix. "-" represents the first delimiter. "*****" represents a 5 character numeric string. "-" represents the second delimiter. "02" represents a predefined suffix. 	J-00001-02

Job Estimated Start Date Defaulted To System Date

This flag will pre-populate for all new jobs being entered, the current System Date as the expected Start Date for the Job.

Project Manager Is Mandatory on Job

When checked, the **Project Manager** field on the **Job Detail** tab of the Enter Job screen must be entered.

The Project Manager must be a system contact type "C" (company).

The LOV will be restricted to the PM contacts with the role as defined in the Job Billing control, unless the PM Role in Job Billing is null. If null the LOV will show all contacts.

If the PM that is selected is an employee the department and or work location may automatically default from the employee into the Job setup screen.

If a Job is created in the project management application then the Job set up PM Manager must populate from the key player on the project with the same role as specified in the Job Billing Control as the PM Role. If the JB PM role is null or there is no such key player the PM Manager on the Job setup will be left as null.

When the Job billing contract is created, the PM Information – partner, type, contact code, and full name will be populated. If the Job billing contract has both controlling and sub-jobs, the PM contact information will be from the controlling Job only.

JB Contract Project Manager is Synchronized With Job PM

If this checkbox is used the Project Manager information cannot be changed on the JB contract setup screen. If the user needs to change PM, they should go to the Job Setup screen. Once the information is entered in the Job setup screen the update partner, type, contact and full name will update on the Job billing contract.

Updating the PM contact in Job setup will not lead to change in the department or work location fields if those fields are not null at time of entry.

JB Billing Address is Synchronized With Job Billing Contract

A new Billing Address field has been added to the Job Billing Address Tab. If this checkbox is used the address code from the job setup is the address code to be used on the Job billing contract address.

This is a two-way synchronization. If the address code is entered on the Job costing set up the address code and address information will default to the Job billing contract. If the address code is then changed on the Job billing contract the correct address information will default and the address code will be changed on the Job setup screen. However, if the address code is then changed a second time on the Job setup screen only the address code will change on the Job billing contract. This is due to the fact that the address lines on the Job billing screen are updateable and the user may not want the manual entry overwritten.

Job Department Defaults PM Employee Home Department

If this checkbox is used the department associated to the PM Managers Employee Set up Home Department will default to the Job Set Up Screen.

Once a cost has been associated to the Job the department code will be locked. This will remain locked even if the PM is changed at a later date.

If the home department is associated to a home company differing from the Job and the department code does not exist in the Job company an error will be given when the PM is chosen and a department will have to be reselected from the Job company LOV.

Job Work Location Defaults PM Employee Work Location

If this checkbox is used the work location for the Job will default from the work location for the employee.

The JC Bid Job has been modified to select the PM Manager on the Won Job that was entered when setting up the Bid Job.

Reduce Commitments for Negative Price Variance Receipts

Addition of a Control Flag in Job Costing to control if adjustments to a commitment amount will be made when using Purchase Ordering. If checked, then only negative price variance receipts will adjust the commitments for the purchase orders. Adjustments are also applicable on negative receipts quantities.

Freeze Units Along With Projected Amount

This option allows users to have the Freeze Projection include not just amounts, but to now include freezing of the Units when this option is set.

NOTE: This function is only applicable to use in the Enter Cost Forecast (Enter Manual Forecast) screen.

Mark New Cost Codes on Jobs as Billing

By default this flag should be checked. If unchecked, whenever a new Cost Code (Phase) is added to a Job, it will be marked as Not Billable. If a Cost Code is marked as **Not Billable**, it means that any costs posted to this Cost Code, regardless of the status of the associated Categories, will not be picked up by Job Billing and billed to the owner.

Market Sector is Mandatory on Job

By default this flag should be un-checked. If un-checked, during Job entry, it will not be mandatory to enter the market sector for the customer. When this flag is checked, during the setup of a new Job, the market sector associated with the customer will automatically default in. If none is defined, then the user must select one from the LOV.

Automatic Numbering Of Jobs

If the system is to automatically number all new Jobs, check this flag, which enables the Job Mask field.



Pgm: JCCTRLFM – JC Control File – Accounting tab

On this tab, default Department Codes and G/L Accounts are set up for the Job Cost application. These defaults can be over-ridden on a job basis.

Most of the accounts entered here will be the default values to for every Job created and every new category created. The Department Code entered here is just a default and is usually changed at the Job level.

Accumulate Costs

The Accumulate Cost account is used to accumulate 'Costs' (Expenses) from the other modules as well as journal entries posted via JC transactions. The account code entered here will default to every Job that is created.

If costs are associated with more than one account per Job this field should be left blank, and the accounts for Costs will be defined on the Category Maintenance screen. Normally, this account is only utilized when the company uses the 'Completed Contract' accounting method.

Adjustment (DR)

The Cost Adjustment Account is used by the WIP process when a Job in an under-billed state, and it is also the default account used when a 'Cost' is posted to a 'Closed' Job.

The value entered here will default to any new Job. This is a mandatory field both in this program at the Job setup program. The department and account can be changed on a job-by-job basis.

Accumulate Billings (CR)

The Accumulate Billings account is used to accumulate 'Billings' (Revenue) from the other modules as well as billing type journal entries posted via JC transactions. The account code entered here will default to every Job that is created.

If billings are associated with more than one account per Job this field should be left blank, and the accounts for Billings will be set via the Category Maintenance program.

This account is also utilized as the default WIP Adjustment Account if not blank and the 'Always Use' flag associated with the 'Revenue WIP Adjustment' account is not checked.

Adjustment (CR)

The Billings Adjustment account is used by the WIP process when a Job in an over-billed state.

The value entered here will default to any new Job. This is a mandatory field both in this program at the Job setup program. The department and account can be changed on a job-by-job basis.

Unbilled Revenue (DR)

The Unbilled Revenue account is only utilized when a Job is defined with Revenue Recognition – As Costs Incurred (With GL). This account is used to accumulate the potential revenue that is accrued with each cost transaction.

Unbilled Revenue Reserve Limit (CR)

This account is only used when used when a Job is defined with Revenue Recognition – As Costs Incurred (With GL) and when the potential revenue amount exceeds the Maximum Billable Amount for a specific Cost Code (Phase) or Job. The amount that exceeds the limit will be posted to this account.

This account is only used if Reserve Limits are being utilized by Job Billing. Also this account must be re-distributed manually unless the Reserve Limits are adjusted.

Revenue WIP Adjustment, Always Use - Flag

This account will be used instead of the Accumulate billings account for WIP transactions if the Accumulate Billings account on a job is blank. This account can also be set to be the only account used for WIP regardless of any Job setup, by checking the flag **Always Use**.

Always Allow Change of Department - Flag

This option allows the user to change one or more of the Department Codes on a Job at any time, regardless if any posted transactions or un-posted timesheets for the Job in the system.

Indirect Revenue

This journal code is used for 'Revenue Generation' transactions generated by the system when the Job is set up to calculate Revenue Generation with GL.

PY Time

This journal code is used when creating cost adjustment transactions within JC for transactions originating from the Payroll system.

AP Expense

This Journal Code is used when creating cost adjustment transactions within JC against transactions originating from the Accounts Payable system.

Direct Revenue

This journal code is used when entering Revenue Adjustment transactions within JC from either AP or PY transactions.

NOTE: Each of the journal codes for Indirect Revenue, Payroll Adjustments, AP Expenses and Direct Revenue must be unique. If they are not unique and 'Job Billing' will be used for this company it will cause the Job Billing Invoice to print duplicate invoice details.

Current Year and Period

This field sets the Current Year and Current Period for the Job Costing application. The Current Year and Current Period for Job Cost is independent of the General Ledger in that it can be ahead of the GL. This year and period cannot be earlier than the GL.

These are not mandatory fields, but if set, then every application that allows a 'J' distribution will check if Job Costing is using a current period and if the transaction being posted falls within the period rules.

Although these are not mandatory fields, when used in conjunction with the 'Allow to Post to Future Periods' flag and the 'Open Periods' feature in the GL system it does help to minimize the number of postings with incorrect dates and therefore speedup month end.

Allow To Post To Future Periods - Flag

This field determines if any Job Transaction posted from anywhere within CMiC software is allowed to be in a period that is ahead of the JC Current Year and Period. This is only utilized if the Current Year and Period are not blank. The future period must be an 'Open' GL period.

Automatic Accrual Reversal - Flag

If this field is checked, the Job Cost Posting program when called directly from the JC menu will have the 'Automatic Accrual Reversal' turned on. This is just the default setting the user may change check or uncheck this flag during the Posting process. If this is checked, and the user does not change it, it means that any JC transaction created as an accrual transaction will have its reversal transaction automatically created and posted on the first day of the next period.

Post To Adjustment Account On Closed Jobs - Flag

By Default this flag is checked. Which means that any 'Costs' posted to a Job after it has been closed will be posted to the Cost Adjustment account. If this is not checked, then cost transactions posted after a Job has been closed will continue to post to the same cost account(s) as before it was closed.
Allow Posting to Inactive Cost Codes/Categories - Flag

When checked, the system allows the posting of any Job Costing transactions that have inactive Cost Codes or inactive Categories. Excluded are Job Costing postings that have been created in the AR or JB modules. The AR and JB transactions will continue to read the AR Control File settings.

Transaction Entry Post Date Equals Last Date of Current Fiscal Period - Flag

By default, this flag is unchecked. If checked, the Post Date on the transaction entry screens will default to the last day of the current fiscal period as defined on the company setup. If this flag is unchecked, the Post Date on the transaction entry screens will default to the system date.

Additional Charges - Tab

JOB COST CONTROL FILE	Table Mode 💾 Save 🕞 Exit 🕜 🕐 🛆 🍞 🔿
SELECTION CRITERIA Company RV123456 R.V.Head Quarters Company, LLC	Copy Control File
Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions Jobs Image: Second I	Change Management
Create Overhead A Disbursements Default Overhead Category Labour Labour	
Default Overhead Dept 011110 S200.135 JC Costs - Burden	
Allow Inter-Branch Charges Within Same Controlling Department Restrict Inter-Branching To Payroll/Labour Category Inter-Branch Expense Category	
* Auto-Post J/B Adjustments To J/C When I/B Limits Change Inter-Branch Journal For Auto-Post Limit Adjustments	E

Pgm: JCCTRLFM – Job Control – Additional Charges Tab

Create Overhead – Flag

If you want to utilize Overheads for any of your Jobs within this company this field must be checked.

Refer to this user guide's Overhead Allocations section for more information.

Use Multiple Overhead % Disbursements - Flag

Leave this box blank if overheads are not being utilized or only one Overhead clearing account will be used.

Check the 'Use Multiple Overhead % Disbursements ' box if you utilize more than one overhead clearing account and the amounts are determined by a pre-defined percentage. In this case, check this box and leave the subsequent GL Clearing Account field blank.

Default Overhead Category

Enter the default overhead category the system will use to post overhead cost transactions against Jobs.

The category entered here will be used for the posting of overhead transactions unless there is an over-ride setup in the Overhead Rates screen.

Default Overhead Dept

Enter the General Ledger clearing account and department that the system will use to post overhead transactions.

If you leave the Department Code blank, the department will be retrieved from the Job (the Cost Department of the Job), thus your overhead clearing account(s) can be separated in the GL in the same manner as the expense.

The Account code is mandatory. If using multiple overhead accounts, the accounts will be retrieved from the Overhead table. Also, the account entered here is only a default to be used, if for some reason the account cannot be found on the overhead file.

Allow Inter-Branch Charges - Flag

If your companies or departments operate as profit centers, automatically charge these profit centers for the use of employees, click this checkbox. For further explanation refer to the Inter-Branching section.

Allow Inter-Branch Charges Within Same Controlling Department - Flag

If using inter-branching, by default inter-branch charges are not calculated between departments that have the same controlling department. If the company does not use controlling departments or Inter-branching is required between all departments regardless of their relationship then this flag should be checked.

Restrict Inter-Branching To Payroll/Labor Category

If this field is left blank, all Categories can potentially have inter-branch charges applied. If a Controlling Category is entered, then all related Sub-Categories are eligible to have inter-branch charges applied. Also, if just a low level Category is entered, only that Category is eligible for inter-branch charges.

Inter-Branch Expense Category

Enter the Category Code to be used to collect inter branch transactions. This must be a valid Category and should be setup everywhere the Inter-Branch Controlling Category exists in the Job/Cost Code (Phase) structure.

Auto-Post I/B Adjustments to J/C When I/B Limits Change - Flag

If checked, whenever an Inter-branch Limit is adjusted, and the adjustment affects the results of already posted IB transactions, the system will re-calculate the IB transactions and create JC/GL transactions to bring the IB transactions in line with the new limit.

Inter-Branch Journal for Auto-Post Limit Adjustments

If the checkbox is clicked for auto-posting, then there must be a Journal Code in this field. The system created Inter-branch adjustment transactions will reference this Journal.

Bid Setup - Tab

JOB COST CONTROL FILE					Table M	ode 💾 Save	D B	it	⑦ ∆	
Default Adjustment (Debit) Department Code										
SELECTION CRITERIA										
Company DAV A DAV Construction Comp TESTV10						Copy Contro	l File			
Job Setup Accounting Additional Charges Bid Setup	Billing Budget	Forecasting	WIP	Revenue Exceptions	Jobs	Change Managen	nent	Forwar	d Loss	
🔯 Search 🖶 Insert 🚍 Delete 🚳 Workflows 🛛 🛪 🔒 Report	t Options 🛛 👻 🥵 ECM	Documents 💌	Sta User	Extensions						
Carry Over Bid Job Cost Codes										*
Bid Costs Category										
Bid Job Template										
Transfer Costs As Defa	ult									E
Copy Original Source/I	Reference Values									
Bid Costs Cost Code										
Copy Job Original Cont	tract Amount									
Default lemplate Io B	ajoo									-

Pgm: JCCTRLFM – Job Control – Bid Setup Tab

Carry Over Bid Job Cost Codes, Bid Cost Category

These fields specify a won Job's Cost Code & Category to which bid costs are to be transferred when a Bid Job is won. The **Transfer Costs as Default** box must also be checked.

Leave these fields blank to transfer any accumulated costs from a Bid Job to the original Cost Code & Category of the won Job.

Entries made in these fields will default to the individual Jobs on the Win/Lose Bid screen.

Bid Job Template

Used to select the Cost Code Template that is to be the Bid Job template for creating Bid Jobs, for the selected company. Whenever a Bid Job is created, the template's Cost Codes are assigned to the new Bid Job.

Cost Code Templates are created and maintained through the Cost Code Template screen (standard Treeview path: Job Costing > Setup > Local Tables > Cost Code Templates).

In the Opportunity Management module, if using the automatically create Bid Jobs option, the program will use this selected Bid Job template to auto-assign its Cost Codes to new Bid Jobs.

Transfer Costs as Default - Checkbox

The system allows the user to indicate, when a Bid Job is won, if the costs are to be transferred from the Bid Job to the Won Job. If not checked, the Bid Costs Cost Code and Category will not default to the Won Job.

Copy Original Source/Reference Values

This flag is enabled when the **Transfer Costs As Default** flag is checked.

If checked, when winning a Bid Job, the system will automatically copy the Original Source and Reference to the won Job.

Bid Costs Cost Code – Checkbox

If checked, when a Bid Job is won, its Bid Job Cost Codes are carried forward to the won Job.

Copy Job Original Contract Amount

By default, the flag is checked (to keep existing functionality where if the Job is a Bid Job created from Opportunity Management, when the Job is won the Original Contract Amount in the actual Job gets updated with the Potential Revenue from the opportunity).

When the flag is checked and the user is winning a Bid Job, the system will automatically copy the Original Contract Amount from the Bid Job to the new Job code.

If the flag is un-checked, then when winning the Bid Job the system will not copy the original contract amount from the Bid Job.

Default Template to Bidjob - Checkbox

If checked, the template selected via the **Bid Job Template** field will be defaulted to the assigned Cost Code/Category.

Billing - Tab

JOB COST CONTROL FILE	Table Mo	ode 💾 Save	Exit	(i) (?		[≱ ~ O			
The Invoice Series Code To Be Used In AR (When Posting TM Invoices).									
SELECTION CRITERIA Company DAV DAV Construction Comp TESTV10		Copy Control F	File						
Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions	Jobs	Change Manageme	ent l	Forward Lo	ss				
🔯 Search 🖶 Insert 🖶 Delete 🚳 Workflows 🔻 🖨 Report Options 💌 🚱 ECM Documents 🔍 동습 User Extensions									
TM Invoice Format T&M Invoice - Jetform TM Invoice Series Code JB Job Billings									

Pgm: JCCTRLFM – Job Control – Billing Tab

T&M Invoice Format, TM Invoice Series Code

These fields are for backwards compatibility only. T&M Invoicing can no longer be utilized for any new Jobs.

Budget - Tab

JOB COST CONTROL FILE	Table M	ode	💾 Sav	e 🚺 Exi	t 🛈	⊘ ⊿	∠ [≱ ~ C			
The Invoice Series Code To Be Used In AR (When Posting TM Invoices).										
SELECTION CRITERIA										
Company DAV A DAV Construction Comp TESTV10	Company DAV A DAV Construction Comp TESTV10 Copy Control File									
Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions	Jobs	Chan	ige Manage	ement	Forwar	rd Loss				
🔯 Search 🖷 Insert 👼 Delete 🚳 Workflows 🔻 🖨 Report Options 🔻 🚱 ECM Documents 🗶 🖧 User Extensions										
Single Category Budgeting							*			
Default Budget Category										
Use Revenue Budget Amount For Fee Calculation										
Fee Cat							=			
Synchronize Cost Code Max Rev Cap To Cost Code Est. Rev. Amt										
Update Estimated Revenue Amount And Max Revenue Cap In Budget Import										
* Do Not Allow Units Complete Greater Than Current Budget							-			

Pgm: JCCTRLFM - Job Control - Budget Tab

Single Category Budgeting - Flag

This flag allows the users to enter Lump Sum budget numbers at the Cost Code level - the amount is then applied to a single Category. This feature is optional on a Job by Job and Cost Code by Cost Code basis. If this feature is utilized, the when reviewing cost vs. budget reports or queries the data for Cost Codes using this feature is only valid at the Cost Code level. If this field in not checked, then single Category Budgeting is not allowed on any Job.

Default Budget Category

Enter the Category to use in conjunction with single Category Budgeting. The budget number will be entered against this Category.

Use Revenue Budget Amount for Fee Calculation - Flag

If the budget is the contract amount, then do not check this field. If the budget is the cost amount and the Revenue Budget is the contract amount then check this box. This check box will affect the Work In Progress report (JC2700).

Fee Cat

Enter the Fee Category for the system to summarize all the billing amounts posted to this Category, and report it as the projected margin on the Job Costing Work in Progress report (JC2700).

NOTE: The Job Costing Work in Progress Report can be found off the reports menu within the General Ledger application under the heading of WIP report.

Synchronize Cost Code Max Rev Cap to Cost Code Est. Rev. Amt - Flag

Check this box to synchronize the revenue caps with the estimated revenue amounts. This means that when utilizing the Assign Cost Codes screen, any value entered in the Estimated Revenue Amount field will also be copied to the Maximum Revenue Cap field. This is for speed of entry and should only be utilized if Revenue Caps in the Job Billing application are to be utilized. Please refer to the Job Billing manual for further explanation of Revenue Caps.

Update Estimated Revenue Amount And Max Revenue Cap In Budget Import - Flag

When importing budgets from 3rd party software, do you want the Estimated Revenue Amount and Maximum Revenue Cap fields to be updated if the cost budget has changed? If so, check this box.

Do Not Allow Units Complete Greater Than Current Budget - Flag

By default, this flag is unchecked. This default value is inherited by any newly created Jobs, and can be overridden on the Job Setup screen. If checked and the value is passed on to a Job, it will not allow Unit Quantities that exceed the Cost Code Budget Quantity when entering Units Complete.

Forecasting - Tab

JOB COST CONTROL FILE		Table Mode	💾 Save 🕞 Exit	<u>ا</u> و ا	\ ₽
SELECTION CRITERIA					
Company CCC CMiC Test Construction Cor	npany		Сору С	ontrol File	
<					
Accounting Additional Charges Bid Setup	Billing Budget Forecasting WIP Revenue Exceptior	ns jobs	Change Management	Forward Los	s
Search Tosert Delete @ Workflows	Penort Ontions PECM Documents PENDER	-			
Journal and and and becker and worknows					
* Forecasting Method	ETC				
Contract Forecast Year	2018				
Contract Forecast Period	2				
	Allow Forecast For Future Periods				
	Use Billing Rate Table For Revenue Forecast				
	Conv Last Stored Forecast				
	Notes To Be Carried Forward Through Periods				
	Allow Negative Values In Cost To Complete				
	Show Negative Values in Cost To Complete				
Default Projection Threshold %	25				
	Detailed Time Phased Budgeting				
	Nested Groups Use Savings From Lower Levels				
GC Monitor Cost Cutoff Option	Resource Level ~				
Default GC Monitor Import/Export Method	Replace Matching Lines Only				

Pgm: JCCTRLFM - Job Control - Forecasting tab

NOTE: All values on this tab are only relevant to Contract Forecasting.

Forecasting Method

The Contract Forecasting Method has two options; **Standard** and **ETC** (Estimate To Complete). The default value is **Standard**.

When set as **Standard**, the Contract Forecasting screen works as normal. Customers using the Forms version of Contract Forecasting must set this field to **Standard**.

The ETC (Estimate to Complete) program combines Labor Forecasting, Non-Labor Forecasting and Contract Forecasting into one program. When set to **ETC**, the Contract Forecasting screen will consider the Labor & Non-Labor ETC information and include them in calculations. This also affects the contract forecasting column values in PMJSP.

Contract Forecast Year, Contract Forecast Period

These fields are used for setting the Current Year and Period for the Contract Forecasting screen and an option flag for restricting users to only the entered Year/Period or, when checked, allowing Contract Forecasts to also be created for future Year/Periods.

If there is a Year/Period entry, then the user will not be able to revise or create a Contract Forecast for any earlier period then specified, and may only create a Contract Forecast for a future period is the 'Allow Forecast for Future Periods' option is checked. This allows locking of all Contract Forecasts to prevent changes after finalizing that period.

Allow Forecast For Future Periods – Checkbox

This option allows use of a Future Year/Period for Forecasting where the value is greater than the set Year & Period defaulted for Contract Forecasting in the above fields. If unchecked, only forecasts in the set Year/Period may be generated.

Use Billing Rate Table For Revenue Forecast - Checkbox

When checked, this option is used to indicate that the Bill Rate table is to be used for the calculation of Revenue Forecast in Contract Forecasting, for COST type billing lines. Only those lines from the Billing Rate table that have no payroll related information are used, i.e., lines with no employee, trade, basic wage type and shift code.

The settings will default to the Job Billing tab of the Enter Job (Job Setup) screen.

Max Billing Amount Includes Unposted PCI's - Checkbox

If checked, Contract Forecast *Maximum Billing amounts* will include the billing amount from unposted PCIs. Note, this option is only applicable to the Forms version of Contract Forecasting.

Copy Last Stored Forecast – Checkbox

This option allows the users while entering the new forecast period, to copy the forecast projections from the last period to the new current period. This flag will be enabled, only when the 'Detailed Time Phased Budgeting' flag is off. Hence Copy Last Stored Forecast functionality is available only for Time Phased Forecasting at Job Level. If the previous period has no JC Time Phased Forecast stored, then the values from JC Time Phased Budget Forecasting will be used. When checked, the last 'stored' Time Phase forecast future period Projections will be used including any overridden values, in place of basing the values on the standard calculations. This provides the ability to use the last stored overrides in place of having to re-enter the overrides for the future periods when creating the new period Time Phase from WIP.

Notes To Be Carried Forward Through Periods – Checkbox

This flag indicates if forecasting Notes should be carried forward to the next periods. The default for this flag is NO which is the current system functionality. If the flag is checked then when a new period forecast is created the system will bring any existing notes forward as well.

Allow Negative Values in Cost to Complete – Checkbox

This flag allows users to enter negative values in **Cost To Complete** column of Contract Forecasting in enterprise form and PMJSP. The default value is un-checked. The cost to complete column does not store negative values. When this flag is checked (Status 'Y'), system commits the negative values in the column and retrieves upon query.

If the projected cost is lower than the Spent/Committed, the cost to complete shows as a negative value. Using this value, users will be able to sort the line items and address / correct the same. Also, the standard thumb rule that Spent/Committed plus Cost to complete equals Projected Cost Forecast is maintained when the flag is checked.

Default Projection Threshold %

The user can set the company wide default projection threshold percent here, or it can be set individually by Job or at the Cost Code (Phase) level. This field can be used to provide a mechanism to establish a Projection Threshold that would suppress the calculation of the straight line forecast final cost algorithm until a certain percentage of physical work is achieved (from either actual units/estimated units or input percentage of completion – as opposed to a cost to cost calculation of percent complete).

Detailed Time Phased Budgeting – Checkbox

NOTE: Ensure that this flag is unchecked, as Detailed Time Phased Budgeting has been deprecated. Its current functionality is available, however, as per CMiC's Deprecation Policy, should the need arise to work with older data that used it.

This option changes the Time Phased Budgeting from the Detailed Job/Cost Code/Category version when checked, to the overall Job Level (unchecked) Time Phasing.

The Job Level Time Phased Budget is applied to GL Periods only (as is JB Time Phased Revenue Budgeting) and allows direct comparison of Costs and Revenues (not available using the Detailed Cost Time Phasing).

This option must also be unchecked in order to utilize the Opportunity Management Financial Forecasting reporting system.

NOTE: Time Phased Budgeting functionality is only available through the Forms based screens.

Nested Groups Use Savings From Lower Levels - Checkbox

This flag is applicable only when the Forecasting Method is selected as 'ETC'

This flag controls how billing overruns and underruns are accounted for in ETC Forecasting.

The default value is checked. The system accounts only for overruns of billing amounts.

This affects the Forecasted Billing Amount column in ETC (ADF Forecasting) only.

When Un-checked, the system will account for both overruns and underruns, reversing this amount from the "Out of scope changes in process" column JCCF_ALL_PENDING_BILL_AMT. A savings or underrun should be reducing forecasted billing budget and the "out of scope changes in process" column is the correct column for this reversal.

Currently, if the program does not find the required account to offset for overruns it issues a warning that the account does not exist and therefore the adjustment is not written. The user then has to create the account, map the bill code & try again. The same exact warning system is in place, if an account is not found to offset for the savings.

GC Monitor Cost Cutoff Option

For both of this field's options, "**Company Level**" and "**Resource Level**", the **Cost Cutoff Date** in the **Selection Criteria** section of GC Monitor (shown below) is set to the Company Level cutoff date.

SELECTION CRITERIA
* Company CCC 🔺 CMIC Test Construction Company Contract Start (03/01/2017 🗸 Show Completed Staffing
* Contract J448957 🔺 Freshmart Office Building - Chicago II Contract End 12/31/2018
Year 2016 A Per 10 A From 10/01/2016 To 10/31/2016 Cost Cutoff Date 10/26/2016
Display Forecast Refresh From Previous Re-calculate All Rates Update Forecast Summary Update Contract Date Refresh Forecast Import/Export Resource Plan Data
Labor Other Summary

This Company Level cutoff date is the most recent cutoff date from the Labor Cut-Off Date Maintenance screen (shown below) that is on or before the end date of the GL Period for which the forecast is being created.

LABOR CUT-OFF DATE MAIN	TENANCE		💾 Save 🕞 Exit (۵ 🕐 🛆	[≱
company to a come con	istruction inc.				
LABOR CUT-OFF DATES					
View 👻 🍸 🛱 Freeze 🖷 Detach	🔯 Search 🛛 🖶 Insert 📲 Insert Multiple	🖶 Delete 🛛 🕲 Workflows 🚽	🔒 Report Options	👻 🄜 Export	*
* Cut-Off Date					
31-Dec-2015					
30-Nov-2015					
31-Oct-2015					
30-Sep-2015					
31-Aug-2015					
31-Jul-2015					

Sample of Labor Cut-Off Date Maintenance screen; standard path: JC > Setup > Local Tables > Contract Forecasting > Labor Cut-Off Date Maintenance

The difference between these "Company Level" and "Resource Level" options is:

- If "Company Level" is selected, in GC Monitor, each new Forecast Line's Cost Cutoff Date defaults to the Company Level Cost Cutoff Date in the Selection Criteria section of GC Monitor.
- If "**Resource Level**" is selected, each new Forecast Line's **Cost Cutoff Date** defaults to the Employee Level **Cost Cutoff Date**, which is the most recent posted timesheet date for the employee that is on or before the end date of the GL Period for which the forecasting is being created. However, if no posted timesheets are found for the employee, the new Forecast Line's **Cost Cutoff Date** defaults to the Company Level **Cost Cutoff Date** in the **Selection Criteria** section.

Default GC Monitor Import/Export Method

GC MONITOR			💾 Save 🍺 Exit 👔 🔇	> △ ₽
SELECTION CRITERIA * Company CCCC CMic Test Construction Company Contract Start 01-01-2010 * Contract 1000 Main Job - Forcasting with ADF Only Contract End 31-12-2014 Year 2018 Per 2 From 01-02-2018 To 30.02 Contract End 31-12-2014	Show Completed Stat	ffing		
Display Forecast Refresh From Previous Labor Other Summary Image: Constraint of the second secon	Update Contract Date	Refresh Forecast	Import/Export Resource Plan	Data
Trade Employee Employee Name No rows yet.	* job	* Cost Code	Cost Code Description	* Catego
Trade Union Period Details Default Missing Bill Codes C		Job	Categ	ory

The option selected here becomes the default for **Method Options** section on the [**Import/Export Resource Plan Data**] button's popup in the GC Monitor program.

$\boldsymbol{WIP}-\mathsf{Tab}$

JOB COST CONTROL FILE							Table Mode	💾 Save	Exit	(i) (i) 🛆	[≱ ~ C
SELECTION CRITERIA											
Company ZZ CMiC Construction	ı Inc.							Copy Control Fi	ile		
Job Setup Accounting Additional Cha	rges Bid Setu	up Billing	Budget	Forecasting	WIP Revenue	Exceptions	Jobs	Change Managen	ment	Forward Loss	
🔯 Search 🚓 Insert 🦝 Delete 💩 Workflows 🔻 🖶 Report Options 🔍 🥵 ECM Documents 🔍 🖓 User Extensions											
* Contract Amount Source	Contract Forecast	t		 Projected 	Profit Amount Source	Contract Fore	cast		•		
	Roll-In Subjobs	s For WIP Adjustm	ent			🔲 * Def	ault Budget C	ost to Projected Cos	t Override	e	
	Ignore Subjob	Department When	n Rolling-In			Roll	-In By JB Con	tract			
	Always Recalc.	. %Complete and	Farned Rev Ov	errides		Carne	a Revenue Di	oes not exceed Cont	tract Amo	unt	
Current WIP Year	2015	Current WIP Perio	bd	2							
WIP Cost Accrual(DR)											
WIP Cost Accrual(CR)											
WIP Billing Accrual(DR)											
WIP Billing Accrual(CR)											
* WIP Linnosted Costs Cost Code	99-805	▲ Unposted C	osts WIP Adius	stment							
* WIP I Innosted Costs Category	9810	WIP Linnost	ed Costs								
* WIP Upposted Costs Department	30	A # Account	5200.021		IC Win Unposted Cos	ate Gl					
* WID I Inposted Revenue Cost Code	99.815	A Upposted P		diustment	se trip oriposted cos	na oc					
* WID Unserted Revenue Cost Code	0000	Unposted R	evenue WIP AU	ujusunent							
 wir unposted kevenue Category 	9020	- WIP Unpost	eu kevenue								
* WIP Unposted Revenue Department	30	Account	4000.921	A	JC WIP Unposted Rev	venue Adj GL					

Pgm: JCCTRLFM - Job Control – WIP Tab (System Option set to use Unposted Cost/Revenue)

Contract Amount Source

The value in this field will determine from where the system derives the contract amount for determining the contract amount shown in JC Executive Query, Cost and Revenue Forecast screens, JC Billing Query, JC Contract Status Report, and WIP Adjustments. There are three options –Billing Contract, Job File or Contract Forecast.

- By selecting **Job File**, the system will use the Current Contract Amount as shown on the Job Master File
- By selecting **Billing Contract**, the system will calculate the contract amount from the Job Billing Contract
- By selecting **Contract Forecast**, the system will calculate contract amount from the current billing budget amount column of contract forecast from the last stored forecast year/period.

Projected Profit Amount Source

This field determines the source of the Projected Profit Amount on the WIP screen: whether from the billing contract, the Job file or from the Contract Forecasting screen.

Roll-In Subjobs for WIP Adjustment

With this flag set, all controlling Jobs (those with Control Job field containing value = 'All') will by default this same field on the Job Entry form set to Checked. This flag will determine if all Subjobs within the same department will be included or handled independently in WIP Processing with the respect to the Controlling Job. This is a default value only – the system reads this value from the Controlling Job to determine if roll in is appropriate or not.

Default Budget Cost to Projected Cost Override

This flag, when checked, will cause the Budget Amount in the WIP screen to default into the Projected Cost Override field. It is a default value that is inherited by new Jobs but can be overridden then.

Ignore Sub-job Department When Rolling-In

This option will roll Sub-Job information into the Controlling Job even when there are different Departments involved. If unchecked, and the option is set to roll-in Sub-Jobs, they will not roll-in if they are in different departments – The Controlling Job's department will be used to generate the required transactions. This is not updateable on the Job level.

Roll-In by JB Contract

This option will roll in Sub-Job information into controlling Job when the contract codes are the same. In other words, this may be termed as Rolling in Sub-Jobs for WIP by JB Contract Codes. When this option is selected, system automatically un-checks the Roll-In Sub-Jobs for WIP. The default is unchecked. When this is set to 'Y', it serves as default value when creating a new billing contract, which may be overridden at contract level.

Do Not Recalculate Earned Revenue Override

This option, when checked, will not recalculate the Earned Revenue field in the WIP screen, when the other overrides such as projected cost override is modified or updated. The default value is un-checked. If the checkbox is left unchecked, then every override of the WIP details will trigger recalculation of **Earned Revenue** field and populate accordingly.

Always Recalc. % Complete and Earned Rev Overrides

If checked, % Complete and Earned Revenue Overrides will always be automatically calculated.

Earned Revenue Does Not Exceed Contract Amount

This option (defaulted as checked) is used to prevent calculation of an Earned Revenue Amount that would exceed the Contract Amount in WIP. The setting is on the **WIP** tab of the JC Control screen and is a company setting. When checked, if the Spent Amount is greater than the Projected Cost, the Earned Revenue will be equal to the Contract Amounts. If there is an Override Contract Amount, this will be taken instead of the Contract Amount. This change will resultantly change the follow-up calculations such as Billed Over/Under, Earned Revenue Current and YTD version, Gross Margin Earned, GM Earned

Current and YTD. In these cases, the GM Earned will be calculated as the difference between Earned Revenue and Spent Amount.

Current WIP Year, Current WIP Period

Options include setting of the **Current WIP Year** and **Current WIP Period** (both are optional) to default the values in the WIP Adjustment form.

NOTE: When this option is used, users may not enter WIP for any Job for periods and years prior to that specified here. Also note that only Jobs with a Posted WIP will be displayed when a user specifies a Year/Period less than that entered in these fields. (The 'Include Jobs Without WIP' flag will be disabled as a warning to users doing this.)

If there is a year and period specified in the JC Control settings for WIP, then opening the WIP Form and displaying a period earlier then the control set will result in display of only Jobs for which WIP has been Created (Green) or Posted (Blue). Jobs for which no WIP data was created will not be displayed, and the flag option to include Jobs Without WIP is disabled.

The only function available when displaying an earlier period is the Export function which is still permitted from a Closed WIP Period. To enable any update, posting/voiding options, the Period must be reopened from the JC Control settings for WIP.

WIP Cost & Billing Accrual Accounts

WIP Cost Accrual(DR)		
WIP Cost Accrual(CR)		
WIP Billing Accrual(DR)		
WIP Billing Accrual(CR)	A	

These fields are used to set the WIP Cost and Billing Accrual default debit and credit accounts. Select the default department via the first field, and the default account via the second field.

WIP Unposted Costs/Revenue Fields

* WIP Unposted Costs Cost Code	04-5TH-123456.	Fifth Level Phase
* WIP Unposted Costs Category	CFL 🔺	Constn Field Labor
* WIP Unposted Costs Department	00	* Account 5000.103 🔺 AP/AR Freight Expense
* WIP Unposted Revenue Cost Code	05.06A.030000.I	Area 5.06A.Fndtns - Concrete
* WIP Unposted Revenue Category	7000	Others
* WIP Unposted Revenue Department	00	* Account 6500.202 🔺 Loans - Computer (Interest)

The second screen sample shows the lower portion of the form when the System Option setting is on to allow use of the WIP Unposted Cost and Unposted Revenue (Billings) settings. When this option is on, then all fields are mandatory as shown above. Unposted Costs and Unposted Revenues options in WIP Processing will fail if any of these fields are empty, or the Cost Code (Phase)/Categories are not active/found on the Job.

If the Cost Code (Phase)/Category is not assigned to the Job, the post process will automatically add them to the Jobs as needed. If the Cost Code/Category cannot be added to the Job based on the Job status/structure, the posting will not proceed.

Revenue Exceptions - Tab

JOB COST CONTROL FILE			Table Mode	t (i) (i) ∧ (i) √ C
SELECTION CRITERIA Company ZZ A CMIC Test Company			Copy Control File	
Job Setup Accounting Additional Charges	Bid Setup Billing Budget	Forecasting WIP Revenue Exception	s Jobs Change Management	Forward Loss
View View	Category Catego O1 Budget and Billing	Delete 💩 Workflows 🔻 🖨 Report Options 👻	Export PECM Documents V	User Extensions

This tab is used to enter revenue exceptions for the selected Company.

Jobs – Tab

JOB COS	T CONTROL I	FILE							Table Mode	Bave 🖁	Exit	(i) (2 🛆	[≱ ≂ O
SELECTION CR	RITERIA													
Company ZZ	<u> </u>	CMiC Test Company								Copy Contro	ol File			
Job Setup	Accounting	Additional Charges	Bid Setup	Billing	Budget	Forecasting	WIP	Revenue Exceptions	Jobs	Change Mana	gement	Forwa	ard Loss	
		 Automatically Crea Automatically Crea Neither 							^					
	Default Billing Method	Job Billing												
	Default Bill Type Code	BPC A	Burdened Billing - 9	6 of Cost An	nount									E
D	efault Invoice Format ZZ-S A ZZ Standard Progress Billing Format													
	Default Jb Map Code	DEFAULT 🔺												
		 * PO Can Be Crea * SC Can Be Crea 	ited Against SubJo ted Against SubJo	bs in Analyz bs in Analyz	e Bids/Analyz e Bids/Analyz	e Buyout Items e Buyout Items								-

This tab is used to set Job defaults for the selected Company.

Radio Options

Set whether a Bid Job, Job, or neither is created for a new Project using the radio options.

Default Billing Method

Displays the default Billing Method for the selected Company.

Default Bill Type Code

Select the default Bill Type Code for the selected Company.

Default Invoice Format

Select the default Invoice format for the selected Company.

Default Jb Map Code

Select the default Job Map Code for the selected Company.

PO Can Be Created Against SubJobs in Analyze Bids/Analyze Buyout Items - Flag

If checked, Purchase Orders can be crated against sub-jobs in Analyze Bids/Analyze Buyout Items.

SC Can Be Created Against SubJobs in Analyze Bids/Analyze Buyout Items - Flag

If checked, Subcontracts can be crated against sub-jobs in Analyze Bids/Analyze Buyout Items.

Change Management - Tab

JOB COST CONTROL FILE		Table Mode Save De Exit (2) (2) 🛆 📝 🗸 🗸
SELECTION CRITERIA Company ZZ CMIC Test Company		Copy Control File
Job Setup Accounting Additional Charges Bid Setup	Billing Budget Forecasting WIP Revenue Exception	15 Jobs Change Management Forward Loss
Self Performed Work SPW Self Performed Work Owner Change Text Type ZZ-OCO Subcontract Text Type ZZ-SHIP Shipping	ork	
View View	ws v end end of the second se	Jser Extensions
Status Approved External I Procee Allow PCIs On An Owner Change Order Default RFQ Review Period Lum Sum PCI Cost Code Lum Sum PCI Category Category For Entry Of Cost Code Budget Changes	eding Induded In Forecast Allow Unposted PCI To Be Assigned To Subcontract CO Populate PCI Name On SC CO allow Only External And Original Budget PCIS On An Owner Change Order Category For Entry Of Cost Code Budget Changes External Internal Internal Transfer Internation for the provided and th	

This tab is used to set the Change Order defaults for Jobs.

Self Performed Work

This is the Self-Performed Work code for work to be carried out by the Company itself, instead of using outside vendors/subcontractors.

Owner Change Text Type

Select the default Text Type code.

Subcontract Text Type

Select the default Text Type code.

PM Object's Change Order Defaults - Table

The following provides details about the table used to set the defaults for a PM Object's created Change Orders (Change Items):

Column	Description
Project Management Object	This column contains the different PM Objects, for which their created Change Orders defaults can be set.
СМ Туре	This column specifies the default Change Order type to use when Change Orders are created for the PM Object type.
Desc	Description of the CM Type field's value.
Status	The default status of the created Change Order.
Desc	Description for Status field's value.

The following settings are for the selected row in the table:

Status	Displays the default Change Order type and its status for the selected PM Object.
Proceeding – checkbox	Indicates whether or not the Change Order will be carried out.
Included in Forecast	Indicates whether or not the Change Order is to be included in the Contract Forecast.

Allow Unposted PCI To Be Assigned To Subcontract CO - Checkbox

When checked, un-posted Potential Change Items (PCIs) will be available to be assigned to subcontract Change Orders (COs).

Populate PCI Name On SC CO - Checkbox

When checked, the system uses the PCI Name as the subcontract Change Order's Task Description. When un-checked, the system uses the PCI Long Description, if it exists.

Allow Only External And Original Budget PCIs On An Owner Change Order - Checkbox

If checked, only External and Original Budget PCI types are allowed on an Owner Change Order.

Category For Entry Of Cost Code Budget Changes - Checkbox

If checked, a default Category code can be set to use in Bid Item entry and PCI entry when entering Cost Code Budgets. If set, the **Category For Entry Of Cost Code Budget Changes** field displays the Category code, which is set via Change Management's Control File screen.

Allow PCIs On An Owner Change Order

This option contains 4 checkboxes: External, Internal, Transfer, Original.

Check which Owner Change Order types allow PCIs.

Default RFQ Review Period

The **Default RFQ Review Period** is added to the Sent Date to automatically update the Due Date on the **RFQ** tab of PCIs. If the default value is null at the project level, the system will check the company level default and use that value if it is not null as well. The Due Date that is calculated is based on the Project Calendar working days.

Change Item Entry Mode

This indicates the mode of entry for PCI details – whether they are entered as Amounts or Quantities.

Lum Sum PCI Cost Code

This is the Cost Code to use for Internal Lump Sum PCIs.

Lum Sum PCI Category

This is the Category Code to use for Internal Lump Sum PCIs.

Category For Entry Of Cost Code Budget Changes

This is the Category code that is to be used in Bid Items entry and PCI entry when entering Cost Code Budgets. The value is defaulted from the Change Management Control.

Forward Loss - Tab

JOB COST CONTROL FILE Table Mod	e 💾 Save 🕞 Exit	۵ 🕐 🛆	[≱ ≂ C
Enter Account Code for Margin Forward Loss P/L.			
SELECTION CRITERIA			
Company ZZ CMIC Test Company	Copy Control File		
Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions Jobs	Change Management	Forward Loss	
🖾 Search 🛛 🖶 Insert 🚍 Delete 🛛 🗞 Workflows 🛛 🖛 🖨 Report Options 🖌 🖉 🖓 ECM Documents 🖌 🖛 🖧 User Extensions			
Margin/Overhead Forward Loss			
Margin Forward Loss P/L (DR) 00 🔺 1000.700 🔺 Royal Bank ACH			
Margin Forward Loss B/S (CR)			
O/H Forward Loss P/L (DR)			
O/H Forward Loss B/S (CR)			

This tab is used to set the default Departments and Accounts for the purpose of posting and reporting anticipated losses.

These values will be defaulted to the Job Maintenance (Enter Job) screen's WIP tab (shown below):

JOB SETUP					able Mode	E Save	Exit	٢	1	▲ 🛛	ł ≂ 0
SELECTION CRITERIA											
Company ZZ A CMiC Cor	nstruction Inc.										
JOB DETAIL											
Job Detail Settings Accounts AP	Taxes Job Billing	WIP Payroll	Bank	Security	Equipment	Locations	Compli	ance			
反 Search 🖶 Insert 🖷 Delete 👍 Previo	ous 📫 Next 🛞 Workflo	ws 🖙 🔒 Report	Options	🖉 Attachn	nents (1) 📃 N	otes 🔗 EC	M Docume	nts -	Å	Jser Exten	isions
	Roll-In Subjobs For WIP A	djustment									
	Exclude From WIP										
	Completed For WIP										
	* Default Budget Cost to	Projected Cost Over	ride								
	Exclude Billings From WIF	, ,									
	Exclude Revenue Budget I	From WIP									
	Margin/ Overhead Forwar	d Loss						_			
Margin Forward Loss P/L (DR)	A										
Margin Forward Loss B/S (CR)											
O/H Forward Loss P/L (DR)	A	Le									
O/H Forward Loss B/S (CR)								1			
WIP Unposted Costs Phase	A										
WIP Unposted Costs Category											
WIP Unposted Costs Department	A	Account									
WIP Unposted Revenue Phase	A										
WIP Unposted Revenue Category											
WIP Unposted Revenue Department	A	Account									

For further details about the Forward Job Losses functionality, please refer to the *Forward Job Losses* subsection under the *Quick Guide* section at the end of this reference guide.

Enter Category - Screen

MAINT	MAINTAIN COST CATEGORIES 🖺 Save 🕒 Exit 🕃 🕐 🛆 [/ 🗢 🔾														
SELECTION	CRITERIA														Â
* Company	* Company RV123456 A RV.Head Quarters Company, LLC														
	ATECODIEC														
CATEGORIES	CATEGORIES														
View 🕶	🍸 🌇 Freeze 📲 Detach	Search	nsert Reco	ord 📲 Insert I	Multiple Re	cords 🚈	Delete Re	cord 🛯 🛞 Wor	kflows 🖙 🖨	Report Options	👻 🔜 Export		User Extensio	ins	
Code	* Description	Ctrl	* WM	Default Forecast Method	Budget	Cost	Billing	Costs	Adjustments (DR)	Billings	Adjustments (CR)	Unbilled Revenue	Unbilled Reserve Revenue	Alternate WIP Cost for Internal Subcontractor	Billing Gi
1000	Labour	ALL 🔺	HR 🔺	Productiv 💌	V	V	V	5200.100 🔺	5200.20(🔺	4000.10(🔺	4000.400 🔺	4000.50(🔺	4000.550 🔺		
16CONTI	16 Character Controlling C	ALL	NA	Amounts 💌	V	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550		
16SUB1C	16 Character Sub Category	16CONTROL	NA	Amounts 💌	v	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550		
16SUB2C	16 Character Sub Category	16CONTROL	NA	Amounts 💌	V			5200.100	5200.200	4000.100	4000.400	4000.500	4000.550		
2000	Subcontract	ALL	LS	Units 💌	V	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550		
3000	Equipment	ALL	DY	Units 💌	v	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550		E
4000	Material	ALL	LS	Amounts 💌	7	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550		
5000	Sundry	ALL	NA	Amounts 💌	7	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550		

Pgm: JCCATFM – Category Maintenance (Enter Category); standard Treeview path: JC > Setup > Local Tables > Enter Category

This screen is used to set up Categories for the costing structure to be used by Jobs. Categories are used in combination with Cost Codes (Phases) to identify cost, budgeting and billing elements on Jobs. Categories are generally used for elements of cost that can be associated with many different Jobs and Cost Codes.

In regards to hierarchy, Categories can have a maximum of 2 levels.

Example:



For another example, a Category Code might be 'Material'. Many different Cost Codes (Phases) might be associated with this Category, such as 'Site Work', 'Excavation', or 'Foundation'. Sub-Categories, which are more specific cost elements, can also be set up. They are directly associated with the Category they reference. For example, 'Sand' and 'Cement' might be two materials used on Jobs. They would be Sub-Categories of the 'Materials' Category.

Code

Enter a code for the Category or Sub-Category being defined. This code will be used throughout the system to reference this cost element.

The highest level of a Category is designated the 'Controlling' Category which can consist of one or more Sub-Categories. Sub-Categories allow an additional degree of detail for cost elements whereby the totals of the Sub-Category should equal that of the Category. The relationship between the Category and Sub-Category is established in the Category Control code (Ctrl) field. To create a sub-category, the controlling category must have already been defined.

Description

Enter the description for the Category being defined.

Ctrl (Control Category)

If the category being entered on this line is a 'Sub-Category', enter a valid 'Controlling' Category code to establish the lower level of the cost element. For example, the Sub-Category 'E-01' (Rental Equipment) would contain the Category Control code 'E' (Equipment). If the category is not a sub-category then leave the default 'ALL'.

WM (Weight/Measure Code)

This code specifies the unit of measure for the Category or Sub-Category being set up. For example, Labor categories would probably use a time-based unit such as 'HR' for hours.

Default Forecast Method

Select the default to forecast method to be used when establishing forecasts for this category. The system provides for 3 different forecast methods: Amounts, Productivity, and Units.

- The Amount method allows projections to be made based on amounts used at the category level.
- The Unit method allows projections to be made based on units used at the category level.
- The **Productivity** method allows projections to be made based on units complete at the Cost Code level.

Refer to the Forecasting Methods section for more details.

Budget – Checkbox

If checked, this Category is used as a Budget Category, a budget <u>can</u> be entered against it, and it will be available in the Budget Entry screen.

If unchecked, this Category is not used as a Budget Category, a budget <u>cannot</u> be entered against it, and it will not be available in the Budget Entry screen.

Cost – Checkbox

If checked, this Category is used as a Cost Category, so in all Transaction Entry screens, a **Cost Amount** <u>can</u> be entered against this Category.

If unchecked, this Category is not used as a Cost Category, so in all Transaction Entry screens, a **Cost Amount** <u>cannot</u> be entered against this Category, otherwise an error message is raised.

Billing – Checkbox

If checked, this Category is used as a Billing Category, so in all Transaction Entry screens, including PCI Entry, a **Billing Amount** <u>can</u> be entered against this Category.

If unchecked, this Category is not used as a Billing Category, so in all Transaction Entry screens, a **Billing Amount** <u>cannot</u> be entered against this Category, otherwise an error message is raised. However, <u>when</u> <u>creating a PCI</u>, if this checkbox is unchecked and the **Budget** checkbox is checked, and if the **Allow Billing Amount on Non Billing Categories** checkbox is checked on the **Projects** tab of the System Options screen, this Category is allowed to be entered with a Billing Amount.

Costs

Account to accumulate costs.

Adjustments (DR)

Debit account for adjustments.

Billings

Billings account.

Adjustments (CR)

Credit account for adjustments.

Unbilled Revenue

Account for unbilled revenue.

Unbilled Reserve Revenue

Account for unbilled reserve revenue.

Alternate WIP Cost for Internal Subcontractor

Alternate WIP Costs account for inter-branched costs (internal subcontractors), for an inter-branch Job (if required).

Billing Group (T&M Invoicing Only)

The Billing Group is used to group categories during invoicing using the T&M Invoicing System.

Non Recoverable

If checked, whenever a cost transaction is posted to this Category, the associated Billing Rate will be set to Zero. Job Billing will not include transactions that have a category code marked as Non Recoverable.

If unchecked, the Billing Rate will be returned from the Billing Rate table.

Available On SC/AP

This field is used to select whether or not this Category will be available in the Subcontract Management (SC) and Accounts Payable (AP) modules.

Available in Procurement – Checkbox

If checked, this category will be available in Procurement, and can be used in Requisition/Purchase Order modules

Active – Checkbox

This flag indicates whether the Category is active and may be used, or is inactive. If set to inactive, the system offers the user the opportunity to inactivate the Category in ALL existing Jobs, or the category can be activated/deactivated for a single Job by changing the value in any single location within a Job through the Assign Cost Codes screen (standard Treeview path: Job Costing > Job > Assign Cost Codes).

Incl In Forecast - Checkbox (Include In Forecast)

This flag indicates whether the category is included in contract forecasting screens. Default value is checked. If users want to exclude a specific category from forecasting they may prefer to un-check this box. Note that this is merely used to hide the display of such categories where the checkbox is un-checked. If such a category is used in any calculations, the calculations are carried out as normal.

Exclude Cost Budget From WIP

If checked, Category will have Cost Budget excluded from WIP.

Exclude Cost From WIP

If checked, Category will have Costs excluded from WIP.

Importing Cost Categories

MAINT	MAINTAIN COST CATEGORIES 🖺 Sine 🕒 Sine 🛈 🕐 🛆 👔 🗸 🍳																		
SELECTION * Company	ACTION CRITERIA Company CCC A CMIC Test Construction Company																		
CATEGORIES	ATEGORIES																		
View 🔻	🝸 🌇 Freeze 🖷 Detach	j 🖉 Sea	arch	🖶 Ins	ert	🛃 Insert Mult	iple 🖽 l	Delete 《	🗞 Workflo	ws 🖙 🔒 Rep	oort Options -	Export	Import	CM Documents	👻 👷 User Ext	ensions			
Code	* Description	Ctrl		* WI	и	Default Forecast Method	Budget	Cost	Billing	Costs	Adjustments (DR)	Billings	Adjustments (CR)	Unbilled Revenue	Unbilled Reserve Revenue	Alternate WIP Cost for Internal Subcontractor	Billing Group	O/H Forward Loss %	Nor Rec
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2000	Subcontract	ALL		CY		Units 💌	V	V		5200.100	5200.200	4000.100	4000.400	4000.500	4000.550				
INS	Insurance	ALL		\$		Amounts 💌				5200.200	5200.200	4000.100	4000.400	4000.500	4000.550				
CFBNR	NR Constn Field Burden	ALL		s		Amounts 💌	V			5200.100	5200.200	4000.100	4000.400	4000.500	4000.550				V
CFB	Constn Field Burden	ALL		s		Amounts 💌				5200.100	5200.200	4000.100	4000.400	4000.500	4000.550				
сс	Construction Contingency	ALL		s		Amounts 💌	V	V		5200.100	5200.200	4000.100	4000.400	4000.500	4000.550				
1200	Skilled Labor	1000		HR		Productivi 💌				5200.200	5200.200	4000.100	4000.400	4000.500	4000.550				
1100	General Labor	1000		HR		Productivi 💌	V	V	V	5200.200	5200.200	4000.100	4000.400	4000.500	4000.550				
в	Burden	ALL		HR		Amounts 💌	V			5200.200	5200.200	4000.100	4000.400	4000.500	4000.550				
1500	Labour forecast category	ALL		HR		Amounts 💌	V	V	V	5200.200	5200.200	1500.500	4000.400	4000.500	4000.550				
1000	Labour	ALL		HR		Productivi	V	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550				
E	Equipment	ALL		DY		Amounts 💌	v	V	V	5200.200	5200.200	4000.100	4000.400	4000.500	4000.550				
3000	Equipment	ALL		DY		Amounts 💌		V		5200.100	5200.200	4000.100	4000.400	4000.500	4000.550				
8100.A	8100.A Sub Cat	8100		NA		Amounts 💌	V	V	V	5200.100	5200.200	4000.100	4000.400	4000.500	4000.550				-

Pgm: JCCATFM – Maintain Cost Categories; standard Treeview path: Job Costing > Setup > Local Tables > Enter Category

Cost categories can be imported, using CSV or Excel file formats, into the Maintain Cost Categories screen using the [**Import**] button on the Block Toolbar. To ensure data is successfully imported, it must be formatted according to the following format requirements:

- Some special characters are not allowed. For example, Excel combines two dashes (--) to be a special character, which is not allowed in CMiC.
- For the Default Forecast Method field, one of the following codes need to be used: P, A, or U.
- For the Available on SC/AP field, one of the following codes need to be used: S, A, N, or B.
- Depending on which codes are used, some columns may need a "Y" or "N" entered and cannot be blank. This is dependent on the codes used in the Default Forecast Method and Available on SC/AP fields.
- Columns with an asterisk (*) may need a "Y" or "N" entered.

6	MAINTAIN COST CATEGORIES	🖺 Save 🕞 Ext 🕧 🕐 🛆 📝 🗢 🔾
GENERAL LEDGER	^	
ACCOUNTS PAYABLE	SELECT Data Import	
	* Com DATA TO IMPORT INTO TABLE JCCAT	
ACCOUNTS RECEIVABLE	Table Description: ««da.jccat»» JC - Category Master File	
	CATEG	
Setup	View View View View View View View View	Jocuments 👻 😤 User Extensions
Set User Defaults	Stanut Action * Category Code * Description * Cril Code * WM Default Forecast Budget Cost	Billing
Local Tables	Method	billed Unbilled Cost for
Control File	S Insert NEW1 Less than 30 ALL NA P Y Y	venue Revenue Internal Biling Gri
Enter Category		Subcontractor
Setup Category Pick List		00.500 4000.550
Setup Cost Code Segment	Use code: Y, N, O	000.50 A 4000.55 A A A
Enter Lost Code	P - Productivity	00.500 4000.550
Enter Lost Lode Types	A - Amount	00.000 000.000
Create Burloat Spread Bula	U - Units	00.00 400.00
Project Management Roles	10	00.500 4000.550
Maintain Source LOV	10.0	4000.550
Maintain Beason LOV	10.1 <	> 100,500 4000,550
E Inter Branch Setup		
E WBS Fields	Validation Message: This Line is Valid Summary Single Line Validation Complete	
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E Contract Forecasting	110 **Date values in import should be in dd/MWywy format	
Disallow Override Limit Setup	1100 Table Description: < <da.jccat>> JC - Category Master File</da.jccat>	
Profit Plan Source Definition	1200	
Setup Alternate Cost Codes Structure	View	rt Record and Delete Record III Export Paste From Excel
Job	O/H Enowerd Loss	Available In * Exclude Cost * Exclude Cost
Transactions	12345671 testing category codes ALL NA Amour % Non Recoverable Available On SC/A	AP Procurement Active Incl In Forecast Budget From WIP From WIP N
Forecasting	1300 Burden 1000 NA Amoun	Y Y
Logs		
Query		
	V Ilse code:	Columna
	B - Both	Columns
	B - Bour	with * may
		need "V"
	N - None	need 1
	S - SC	or "N"
	S - SC A - AP	or "N" entered
	N-NOR S-SC A-AP	or "N" entered
	S-SC A-AP	or "N" entered
	S - SC A - AP	or "N" entered
	K - NORE S - SC A - AP	or "N" entered
	Validation Message: This Line is Valid Validation Message: This Line is Valid	or "N" entered
	Valdation Message: This Line is Vold Surmary: Single Line Vold Summery: Single Line Voldetion Complete	entered
	Validation Message: This Live is Valid Validation Message: This Live is Valid Summery: Single Line Validation Complete 1 of Three are valid	or "N" entered
	Validation Message: This Line is Valid Summary: Single Line Validation Complete 1 of 1 lines are valid **Date valees in import should be add/Maryyt formet	entered

Setup Category Pick – Screen

PICK LIST	💾 Save 🕞 Exit 🕡 🕐 🛆 📝 🗢 🔾
SELECTION CRITERIA	
Company ZZ A CMiC Con	struction Inc. Pick List of Categories
PICK LIST CODE	
View 👻 🍸 🌇 Freeze 🖷 Detach	🔯 Search 🖶 Insert 📲 Insert Multiple 💩 Workflows 🔻 🖨 Report Options 💌 🌉 Export 🖓 ECM Documents 🔍 😴 $\frac{C_2}{\delta^2_0}$ User Extensions
* Pick List Code	Description * Dynamic
CATPICKLST	Cat. PickList - Indirect Labor
Selection Criteria Delete Pick List	1
FIXED ENTITY LIST	
View 👻 🍸 🌇 Freeze 📲 Detach	🖾 Search 🖶 Insert 🎒 Insert Multiple 👼 Delete 🕲 Workflows 💌 🖨 Report Options 🔍 🛒 🗛 Export 🖓 ECM Documents 🔍 😴
* Code	Description
1200	Indirect Labor
Populate by selection criteria	

Pgm: SDPICK – Setup of Category Pick Lists

For reporting purposes, an alternative method to select Categories for printing can be set up through this screen. Category Pick Lists can be utilized when you need to print a set of Categories where the Category Codes are not in sequence.

Selection Criteria - Section

Company

The Company for which a Category Pick List is to be defined. The **Pick List Of** field will show only the Categories option when used here.

Pick List of

This display only field displays the Pick List's type, which for this screen is Categories (this screen is reused for other Pick List types).

Pick List Code – Section

Pick List Code, Description

Enter the Pick List Code and Description for the Pick List being defined.

Dynamic – Checkbox

Check this flag to have the system select the items for selection based on data in the system whenever the Pick List is entered into the Enterprise system. If the list is small and not dynamic, move to the **Fixed Entity List** section and enter the appropriate selection values.

[Selection Criteria] - Button

This button's popup is used to create a selection criteria, which is used to search for Category codes to add to the Pick List.

Enter a selection criteria using table codes it i.e. CAT_CODE the name will appear, as well as LOV for selecting the parameters, i.e. \geq 5000 OR use the third block to enter fixed values of category and name.

[Delete Pick List] - Button

Delete the selected Pick List. A confirmation popup appears to confirm the deletion, as the deletion will be permanent.

Fixed Entity List - Section

This section lists the Categories in the Pick List selected via the upper table. Use this section's Block Toolbar to insert or delete Categories from the list.

Setup Cost Code Segments – Screen

COST CODE MAINTENANCE			"Sove D Exit (2) (2) △ D ⊂ O
SELECTION CRITERIA Company ZZ A OMC Construction Inc. Cost Code Template STROIT Cost Code Template Exists	Cost Code Rules Cost Segments		Ê
THEST SEGMENT Your · 및 Tall Freeze 및 Delach 및 Search 등 Insert · ·	SECOND SEGNERT Verv V The Prese Top Detach Control Applicant A	THERD SECHENT Ver v Y Ra Press: 및 Datah (중 Sarah 등 Josef A Code Lune	TOURTH SECHINT Verv ♥ ♥ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽ ₽
50 A Structural Concrete	11 A Porming Nat. & Access. 12 Labor	10 Lumber 11 A Rebar	05 Epony-Coated Rebar 06 Galvarized Rebar 07 Stanless Steel Rebar
Cost Cole Verv V To Freeze To Detach Search To Jonert Multiple Code Anternals Search Search Search Search Vision Concrete Source Code Built Cost Code Template	2		

Pgm: JCCSTCFM – Setup Cost Code Segments

This screen is used to create Cost Code Segments and to create Cost Code Templates using the created Cost Code Segments.

Selection Criteria - Section

Company

Company for which Cost Code Segments and Cost Code Templates belong.

Cost Code Template

Used to select a Cost Code Template, or to enter the name of a new template.

Cost Code Template Exists - Checkbox

Indicates if Cost Code Template has been created.

[Cost Code Rules] – Button

COST	CODE	MAINT	ΓEN/	NCE								Save	۵ 🕐 🛆	⊡ ⊃ Q
SEGMENTS	;													
View 👻	Y E	Freeze	E De	etach	👩 Search	nsert 🕞	🗐 Insert Multip	e 🚮 Delete	®io Workflows ▼	🔒 Report Options	👻 🔜 Export	Sec M Document	ts 🛛 🔻 🦉 User Ext	ensions
* 0	ode				Name									
SCC		Sub-Cost	Code											
PAY		Pay Item												
LAST		Last Cost	Code											
сс		Cost Code	e											
COST COD	e RULES	isert 🖷	Delete	e P	Previous 📦	Next 🗐	Workflows 🖛	Report Optior	is 🛛 👻 🚱 ECM Docur	nents 🛛 👻 💆 User I	Extensions			
Separa	tor -		•			-				1 00				
Segme	ent PAY			Name	Pay Item						Code Length	2	Name Length	15
	CC				Cost Code							2		15
	SCC				Sub-Cost Code	e						2		7
	LAST				Last Segment							2		7
										Total	Code Length		Total Name Length	
	Clo	se												

This button's launched popup is used to create and name segments, and to create rules for how Cost Code Segments are structured. Cost Code Segments can have up to 4 segments. After, the [Cost Segments] button's popup is used to create actual cost codes for the created and named segments.

Under the **Segments** section, enter a code and name for each segment (ex. Pay Item, Cost Code, Sub-Cost Code, Last Cost Code).

Then, under the **Cost Code Rules** section, create a rule for how to structure a Cost Code Segment that is made up of the segments created and named under the **Segments** section. First, select a separator to separate each segment with, via the **Separator** field. Then, use the **Segment** drop-down lists, 4 in total, to select the segments that are to comprise a Cost Code Segment, in the correct order. Also, for each **Segment**, enter the maximum **Code Length** and **Name Length**. Including all segments and the separator characters, the total code length must not be more than 16 characters, and the total name length must not be more than 50 characters.

[Cost Segments] – Button

COST CODE	MAINTENANCE	💾 Save	۵ ۲ 🗴	₽⊽Q		
SELECTION CRITER	IA					
ZZ						
Segment LAST	▲ Last Cost C	Code				
COST SEGMENT VA	LUES					
View 👻 🍸 🛱	Freeze 📲 Detach	🝺 Search	nsert 🔁	🐻 Insert Multip	ole 🛛 🚛 Delete	»
* Code		Name				
01	Lumber					
02	Plywood					
03	Nails					
04	04 Carbon Steel Rebar					
05	Epoxy-Coated Rebar					
06	Galvanized Rebar					
07	Stainless Steel Rebar					
Close						

This button's popup is used to specify all of the possible cost codes for each segment created via the [Cost Code Rules] button's popup. To do so, select the segment via the Segment field, click [Insert]/[Insert Multiple] to insert new rows in the table under the Cost Segment Values section, then enter the cost codes and their name. Click [Save] once finished.

First, Second, Third, & Fourth Segments - Section

			FOURTH SEGMENT
FIRST SEGMENT	SECOND SEGMENT	THIRD SEGMENT	
			View 👻 🕎 🛱 Freeze 📆 Detach 🛛 🖾 Search 🖶 Insert
View 👻 🕎 🌇 Freeze 🖀 Detach 🔯 Search 🚓 Insert 🔅	View 👻 🕎 🛱 Freeze 📆 Detach 🛛 🖾 Search 🖨 Insert 🛸	View 👻 🍸 🛱 Freeze 🖷 Detach 🛛 🖗 Search 🖶 Insert 🛸	Code Name
	Code Name	Code Name	04 A Carbon Steel Rebar
Code Name	11 A Forming Mat. & Access.	10 Lumber	05 Epoxy-Coated Rebar
30 - Succula Condete	12 Labor	11 A Rebar	06 Galvanized Rebar
			07 Stainless Steel Rebar

This section is used to create actual Cost Code Segments, using the cost code segments created via the [Cost Segments] button's popup. The entries displayed by the Second Segment, Third Segment, and Fourth Segment tables are entries for the cost code segment selected via the previous table.

To create a Cost Code Segment, insert a new row in the **First Segment** table and select the first cost code segment. Next, for the first cost code segment, insert all of its second cost code segments into the **Second Segment** table. Then, for a selected cost code segment in the **Second Segment** table, insert all of its third cost code segments into the **Third Segment** table. Finally, if required, for a selected cost code segment in the **Third Segment** table, insert all of its fourth cost code segments into the **Fourth Segment** table.

Categories – Section

This section is used to add Categories to the Cost Code Segment selected via the above tables. Use this section's Block Toolbar to [Insert] or [Delete] Categories.

[Show Cost Codes] – Button

	COST	CODE MAIN	TENANC	E 💾 Save 🕡 😨	Δ	[≱∣≂ Q
c	OST COD	ES PREVIEW				
	View 🔻	T Freeze	🖷 Detach	👼 Search 🖶 Insert 🎒 Insert Multiple 👼 Delete 🛞 Workflows	• 🖯	Report Options
		Cost Code	▲ ▼	Name		
	50			Structural Concrete		
	50-11			Structural Concrete Forming Mat. & Access.		
	50-11-1	D		Structural Concrete Forming Mat. & Access. Lumber		
	50-11-1	0-01		Structural Concrete Forming Mat. & Access. Lumber Lumber		
	50-11-1	0-02		Structural Concrete Forming Mat. & Access. Lumber Plywood		
	50-11-1	1		Structural Concrete Forming Mat. & Access. Rebar		
	50-11-1	1-04		Structural Concrete Forming Mat. & Access. Rebar Carbon Steel Rebar		
	50-11-1	1-05		Structural Concrete Forming Mat. & Access. Rebar Epoxy-Coated Rebar		
	50-11-1	1-06		Structural Concrete Forming Mat. & Access. Rebar Galvanized Rebar		
	50-11-1	1-07		Structural Concrete Forming Mat. & Access. Rebar Stainless Steel Rebar		
	50-12			Structural Concrete Labor		
	50-12-2	1		Structural Concrete Labor Regular Hours		
	50-12-2	2		Structural Concrete Labor Over Time		
	Close					

This button's popup is used to view all of the created Cost Code Segments since the last time the [**Build Cost Code Template**] button was used to update the template.

[Build Cost Code Template] - Button

This button is used to create and update the template. If changes are made, this button must be used to update the template.

Enter Cost Code - Screen

ENTER COS	T CODE								💾 Save 🕞 Exit	
SELECTION CRITER * Company DAV	DAV Construction C	omp TESTV10			Add/Remo	ve Categori	ies			
COST CODE DETAI	L									
View 👻 🕎 🖬	Freeze 🔒 Detach 🔯 Searc	h 🖶 Insert 👔	🛛 Insert Multiple 🛛 🖶 Del	ete 🛞 Workflows	🗧 🚽 🔒 Report	Options -	🔣 Export	: 🕞 Import 🛛 🖓 ECM Documen	its 🛛 👻 🦉 User Extensio	ns
* Cost Code	* Name	Ctrl.Cost Code	Cost Code Type Code	Alternate	wc	* WM	Active	Add/Remove Categories	Category Detail	Alternate Codes
0101000	Temporary Facilities	0100000		0101000		EA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101100	Tools and Supplies	0101000		0101100		LS 🔺	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101200	Job Office	0101000		0101200		EA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101210	Job Office Setup/Take Down	0101000		0101210		LS	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101300	Architect/Owners Office and Fit O	0101000		0101300		EA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101500	Vehicles	0101000		0101500		NA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101600	TEMPORARY FACILITIES	0100000		0101600		NA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101601	Water Consumption	0101600		0101601		LS	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101602	Electric Consumption	0101600		0101602		LS	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101650	Temporary Roads	0101600		0101650		NA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101670	Temporary Parking	0101600		0101670		NA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101900	Snow Removal	0101000		0101900		NA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0102000	HOIST FACILITIES	0100000		0102000		NA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0102100	Material Hoist	0102000		0102100		NA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0102200	Personnel Hoist	0102000		0102200		EA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0102300	Temporary Elevators	0102000		0102300		EA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0102500	Material Hoist Recovery	0102000		0102500	III	LS	Y	Add/Remove Categories	Category Detail	Alternate Codes

Pgm: JCPHSMST – Cost Code Maintenance

Cost Codes are used in combination with Categories (categories of cost types) to specify a Job's cost elements. For example, a Cost Code for electrical work can have Categories for materials, labor and equipment associated to the Cost Code to allow specification of the Cost Code's type of cost.

A Job's cost elements are the Bill Codes added to a Job's JB Contract. Bill Codes are a combination of a Job Code, a Cost Code and a Category, with a dot between the codes. For instance, if a Job Code is "CC-J4455", the Cost Code is "2250" and the Category is "115", the Bill Code is "CC-J4455.2250.115".

In this screen, for each Cost Code, all of the Categories (Controlling Categories and Sub-Categories) that specify the type of costs (materials, labor, equipment...) applicable to the Cost Code are associated to it via the [Add/Remove Categories] button.

The basic way in which Bill Codes end up on a Job's JB Contract is as follows:

I. Enter Master Set of Cost Codes - JC Module

A Company's master set of Cost Codes and their applicable Categories are set up in this screen (Enter Cost Code).

II. Assign Cost Codes to Job – JC Module

The Cost Codes applicable to a new Job are assigned to it via the Assign Cost Codes screen. These Cost Codes assigned to the Job are used to create the Bill Codes for the Job's JB Contract. If an assigned Cost Code has 4 Categories, 4 corresponding Bill Codes will be created for the Cost Code.

III. Assign Bill Codes to Job's JB Contract – JB Module

Via the Enter Contract screen in the Job Billing module, the Cost Codes and their associated Categories assigned to the Job are used to create the Bill Codes for the Job's JB Contract.

When setting up Cost Codes and Sub-Cost Codes, all Categories and Sub-Categories that will ever be associated with the Cost Code or Sub-Cost Code should be entered on this screen. Sub-Cost Codes are more

specific cost elements that are directly associated with the Cost Code they reference. For example, "Demolition" might be a Sub-Cost Code of "Electrical Work".

In regards to hierarchy, Cost Codes can have multiple levels, as follows:



Cost Code

Enter a code to identify the Cost Code or Sub-Cost Code being defined. The highest level of a Cost Code is designated the *Controlling* Cost Code, which can consist of one or more Sub-Cost Codes. Sub-Cost Codes allow an additional degree of detail for costs. The relationship between the Cost Code and Sub-Cost Code is established via the Cost Code Control code (Ctrl) field.

Each code can be up to 16 alphanumeric characters in length. A code must be entered for each Cost Code and Sub-Cost Code being set up.

Name (Description)

The description can be up to 50 alphanumeric characters in length.

Ctrl. Cost Code

Defines the Cost Code hierarchy. If the Cost Code being entered in this line is a Controlling Cost Code, select "**ALL**" to establish the highest level of the cost component. For example, the Cost Code "02" (Site Work) would contain the Category Control Code "**ALL**".

If the Cost Code being entered on this line applies to a Sub-Cost Code, enter a valid Controlling Cost Code to establish the lower level of the cost component. For example, the Sub-Cost Code "02.100" (Demolition) would contain the Category Control code "02" (Site work).

Cost Code Type Code

A Cost Code Type can be used to identify a Cost Code's type of cost in regards to the budget. For instance, Cost Code Types could be: Revenue, Cost, or Non-Reimbursable. Cost Code Types are used for reference purposes, and they are not used in any standard reports or queries.

The Enter Cost Code Types screen is used to maintain this field's LOV.

Alternate

This is an Enterprise Cost Code's corresponding foreign/alternate cost code. If this Enterprise Cost Code has multiple alternate codes, use the [Alternate Codes] button. Alternate cost codes are not used by Enterprise, but they can be a useful reference when converting cost codes from a different system to Cost Codes in Enterprise. If this field is left blank, the system will default this row's Cost Code to this field.

WC

WC is a four character field for a Workers Compensation Code entry. This is the default Workers Compensation Code for new Cost Code Detail lines with this Cost Code that are added to a Job via the Assign Job Cost Codes screen. The Workers Compensation Code must be a valid code existing in the Payroll tables.

- If the **Mandatory Workers Comp For Job Cost Codes** checkbox on the **Job Setup** tab of the JC Control File is unchecked, the WC field is not mandatory in this screen (Cost Code Master maintenance).
- If the **Mandatory Workers Comp For Job Cost Codes** checkbox is checked, the WC field is mandatory in this screen for all non-controlling Cost Codes.
- If Cost Code Master maintenance already exists and the **Mandatory Workers Comp For Job Cost Codes** checkbox is checked, the mandatory rules will not apply retroactively to existing Cost Code records.
- WC Codes will not be required for Controlling Cost Codes, and users are not prevented from assigning a WC Code to a Controlling Cost Code.
- If a Cost Code with no Categories is not a Controlling Cost Code, a WC Code will not be required, as the intent is not clear as to whether Categories will be assigned at a later date or if a Sub-Cost Code will be entered in the next line
- In this screen, any valid WC Code will be accepted, as it does not have a country or state to validate against. However, when the WC Code defaults to the Assign Cost Code screen, validation will occur and an error will be given that asks for a valid entry

WM (Weight/Measure)

Weight/Measure to be used as Cost Code default, which can be overridden for a Job. The Weight/Measure code entered here must have been previously set up via the Weight Measure screen, reached via the following standard Treeview path: System > Global Tables > Weight Measure.

Active – Checkbox

When creating a new Cost Code, this is the option used to indicate if it is active or not. A Cost Code marked as inactive will not allow any transactions to be posted to it; however it is still shown on all reports and queries. If you change this flag, the system will ask if you want to update all Jobs that have this Cost Code applied.

[Add/Remove Categories] - Button

ENTER COST	CODE			① [2] マ
Cost Code 0391	0			
Selec	ted categories will be assigned to/removed fro	m all lowest-level Cost (Codes	
D CATEGORIES				
View 👻 🍸 🖬	Freeze 📲 Detach			
* Category	Name	* Ctrl.	* Active	Selected
1	Labor	ALL	1	
10	Fee	ALL		
2	Materials	ALL	I.	
3	Subcontracts	ALL		
4	PVF	ALL	s an	
5	Other	ALL	Image: A start of the start	
8	Contingencies	ALL	A.	
9	Insurance/Tax/Bonds	ALL		
99	Group Max Adj.	ALL	I.	
A	Allowance	ALL	<pre>d</pre>	
ARCH	Architectural	ALL	s an	
AREA1	Area 1	ALL	<pre>d</pre>	
AREA2	Area 2	ALL	s.	
AREA3	Area 3	ALL	Image: A start of the start	
В	Burden	ALL	s.	
BD	Business Development	ALL	Image: A start of the start	
BOND	Bonding	ALL	s.	
EL	Electrical	ALL	s.	
EQUI	Equipment - FF&E	ALL	Image: A start of the start	
F	Fee	ALL	×.	
FIXT	Fixtures	ALL	Image: A start of the start	
FL1	Floor Deck 1	ALL	series and the series of the s	
FL2	Floor Deck 2	ALL	V	
Add Delete	Cancel			

This button's popup is used to add or remove Categories to or from the selected Cost Code. This button is not enabled for Control Cost Codes, as only the lowest level Cost Code can have Categories.

To add Categories to the Cost Code, select them using the **Selected** checkbox and click [**Add**]. The Categories added to the Cost Code can be viewed via the [**Category Detail**] button on the main screen.

To delete Categories from the Cost Code, select them using the Selected checkbox and click [Delete].

[Category Detail] - Button

ENTER CO	ST CODE			💾 Save	۵ ۲ 🛆	[] ⊽ Q
CATEGORY DETA	L.					
View 👻 🝸 🛛	🚡 Freeze 🛛 🖶 Detach	👩 Search 🛛 🛃 Insert	割 Insert Multipl	e 🔁 Delete	🗞 Workflows	; - »
Category	Na	me	Ctrl.	Active		
1000	Labor		ALL	1		
1300 🔺	Burden		1000	V		
3000	Equipment		ALL	\checkmark		
4000	Materials		ALL	1		
Close						

This button is enabled for Cost Codes that are not Controlling Cost Codes, as Controlling Cost Codes cannot have Categories.

This button's popup is used to view a Cost Code's Categories, and it can be used to maintain a Cost Code's Categories by using the Block Toolbar's [**Insert**] and [**Delete**] buttons. Alternatively, the [**Add/Remove Categories**] button can be used to add or remove Categories to or from the Cost Code.

[Alternate Codes] – Button

ENTER COST CODE		💾 Save 🕡 🕐 🛆 🛛 🗸 🗸
Structure Code.		
ALTERNATE CODES		
View - Y Freeze	🗄 Detach 🛛 🗖 Search 🖉	Insert 🗿 Insert Multiple 🛱 Delete 💩 Workflows 🖛 🎽
* Structure Code	* Alternate Code	Alternate Description
GN-STR-03	GN-ALT-03-01.A	GN-ALT-03-01.A
GN-STR-01	GN-ALT-01-03	GN Alternate Code 03
GN-STR-02	GN-ALT-02-01	GN Alternate Code 01
Close		

This button's popup is used to associate the selected Enterprise Cost Code to its corresponding cost code(s) in a different system (entered via the Setup Alternate Cost Code Structure screen).

Alternate cost codes are not used by Enterprise, but they can be a useful reference when converting cost codes from a different system to Cost Codes in Enterprise.

Enter Cost Code Types - Screen

ENTER	COST CODE	TYPES								Save	Exit	1	⑦ ∆	. [≱ ~ C
Cost Code Ty	pe Description													
SELECTION C * Company	ZZ TYPES	CMiC Co	onstruction Inc.											
View 👻 📍	Freeze	🛅 Detach	Search	nsert 🛃	🛃 Insert Multiple	🔁 Delete	🛞 Workflows 🛛 👻	Report Options	👻 🔜 Export	Secon Do	cument	s 🛛 🕶	S Use	r Extensions
	* Code			* Name										
OH		Over Head												
NONREC		Non Recove	erable											

Pgm: JCPHSTYPES – Enter Cost Code Types

This screen is used to create Cost Code Types in the system. Cost Code Types can be used to identify Cost Codes, for instance, as revenue, cost or non-reimbursable costs. Cost Code Types are used for reference purposes, and they are not used in any standard reports or queries.

Use the Cost Code Types section's Block Toolbar to [Insert] or [Delete] entries.

Cost Code Template - Screen

COST	CODE TEMPL	ATE MAINTENACE				💾 Save 🕞 Exit 🚯 🕐 🛆 🚺 🗢 🔾
SELECTION	COMPANY 10	CMiC Construction	n Inc.			
* Temp	late Name ELEC	▲ Starting	Cost Code		Ending Cost Code	Setup via Cost
	Creat	e Template Add/Remove Categor	es Add Cost Codes			
COST COD	E DETAIL					
View 🕶	Freeze	🖶 Detach 🛛 🖉 Search 🖶 Insert	🚮 Insert Multiple 🛛 🖽 🛛	Delete 🛞 Workflows 🛛 🔻	🖶 Report Options 🛛 👻 🌉 Export 🛛 😨 Import	ECM Documents $ = \frac{Q}{5 \Delta} $ User Extensions
	* Code	Name	Type Code	Add/Remove Categories	Category Detail	
16		ELECTRICAL	A	Add/Remove Categories	Category Detail	
16060		Grounding and Bonding		Add/Remove Categories	Category Detail	
16070		Hangers and Support		Add/Remove Categories	Category Detail	
16080		Electrical Testing		Add/Remove Categories	Category Detail	
16120		Conductors and Cable		Add/Remove Categories	Category Detail	
16130		Raceways and Boxes		Add/Remove Categories	Category Detail	
16140		Wiring Devices		Add/Remove Categories	Category Detail	
16200		Electrical Power		Add/Remove Categories	Category Detail	
16270		Transformers		Add/Remove Categories	Category Detail	
16470		Power Distribution Units		Add/Remove Categories	Category Detail	
16510		Interior Lighting		Add/Remove Categories	Category Detail	
16520		Exterior Lighting		Add/Remove Categories	Category Detail	

Pgm: JCPHSFM – Cost Code Template Maintenance

A Cost Code Template is used to create a cost code structure (budget structure) for a particular type of job (office buildings, high-rise apartment buildings, medical buildings, roads ...) or for a particular type of work (electrical, HVAC ...) by grouping combinations of Cost Codes and Categories together that are typically used for that particular type of job/work. Cost Code Templates are not mandatory. Cost Codes can be applied directly to Jobs without utilizing templates.

When Cost Codes and Sub-Cost Codes are added to a Cost Code Template, the Categories associated with them are also copied over. Individual Cost Codes, Sub-Cost Codes, Categories and Sub-Categories may be deleted

from the template. If a Controlling Cost Code with Sub-Cost Codes is deleted, an alert pops up to notify you that its Sub-Cost Codes will also be deleted if you proceed.

A template is created by entering a template name via the **Template Name** field (once this field loses focus, the **[Create Template]** button become enabled), and selecting a starting and ending Cost Code via the **Starting Cost Code** and **Ending Cost Code** fields, and then clicking the **[Create Template]** button. You can add another range of Cost Codes by selecting a new range via the **Starting Cost Code** and **Ending Cost Code** fields, and then clicking the **Starting Cost Code** and **Ending Cost Code** fields.

Field / Button	Description
Company	Company for which template is being created.
Template Name	Used to select template to view or edit, or to enter name for new template.
Starting Cost Code	Used to specify starting Cost Code of range of Cost Codes to add to template.
Ending Cost Code	Used to specify ending Cost Code of range of Cost Codes to add to template. A value must be selected via the Starting Cost Code field to have corresponding values available via this field. Once a range is specified, click [Create Template] to add Cost Codes to template.
Setup via Cost Codes - Checkbox	Display only. If checked, the Cost Codes and Category details will not modifiable. This identifies that this Cost Code Template was created using the automated Setup Cost Code Segment screen and may only be edited via that screen.
Create Template	Used to create a new template, and to add the range of Cost Codes specified by the Starting Cost Code and Ending Cost Code fields to the template.
Add/Remove Categories	Used to add or remove selected Categories from all Cost Codes in template.
Add Cost Codes	Used to add Cost Codes to template.

Selection Criteria - Section

Cost Code Detail - Section

Column	Description
Code	Cost Code's code.
Name	Name/Description of Cost Code.
Type Code	Type of Cost Code; maintenance screen's standard Treeview path: JC > Setup > Local Tables > Enter Cost Code Types.
Add/Remove Categories	Launches popup to add/remove Categories to/from Cost Code.
Category Detail	Launches popup to: - view Cost Code's Categories - insert and delete Categories from Cost Code - set Categories' Bill Code, Billing Type, Budget Method, Exclude Cost Budget From WIP, and Exclude Costs From WIP fields

Create Budget Spread Rule - Screen

opredu Raie i	Detail Value, used in trapezium ru	e spread
5PREAD RUI	E HEADERS	
👩 Search	🖶 Insert 🛛 д Delete 🛛 🖨	Previous 🏟 Next 🚳 Workflows 🛛 👻 🔒 Report Options 🖉 🦃 ECM Documents 🖉 😴 User Extensions
*	Spread Rule MONTHLY	Duplicate
:	Description Monthly Billing Spre	ead
* Pe	riod Interval MONTHLY	By Calendar Month
5PREAD RUI	E DETAILS	
View 👻	🍸 🖪 Freeze 📲 Detach	🔟 Search 👼 Delete 💩 Workflows 🔻 🖨 Report Options 👻 🌉 Export 🖓 ECM Documents 🔍 🖓 User Extensions
X-Axis L	abel Value	
1	10.000	
2	35.000	
3	55.000	
4	75.000	
5	90.000	
6	100.000	
7	100.000	
	90.000	
8		
8 9	75.000	
8 9 10	75.000	
8 9 10 11	75.000 55.000 35.000	

Pgm: JCSPRRUL – Spread Rule Maintenance

This screen is used to maintain the Spread Rules in the system. To add a new rule, click [Insert] under the Spread Rule Headers section.

Spread Rule, Description

Enter a unique name and a description for this Spread Rule.

Period Interval

Period Interval over which to design the spread rule; currently only the **GLPERIOD** (G/L period) option is valid, as the other options are related to the deprecated Detailed Time Phased Budgeting functionality.

[Duplicate] - Button

SPREAD RULE MAINTENANCE	💾 Save 🛈 🅐 🛆 🕻 🗢 🗘
DUPLICATE SPREAD RULE	
New Spread Rule 24 MONTH SPREAD	24 Month Spread Rule
Accept Close	

This button is used to create a copy of the current Spread Rule, to save time in creating a similar rule. In the popup, simply provide the name and description for the new Spread Rule.

[Add New Segments] – Button

SPREAD RULE MAINTENANO	CE	Save	(i) (? ∆	[≱∣⊽ Q
Enter Number Of Additional Segments					
Number of Additional Segments Default Value	1 Accept	10.00 Close	00		

Once the header details are identified, the next step is to define the number of segments to be included in the rule. Click [Add New Segments] and enter the number of segments/periods and the default value to assign to each segment.

In the below example, there are 13 monthly periods in the Spread Rule, but the actual phase has only been budgeted across an 8 period range.



The following points should be noted when using Spread Rules to auto-generate time phased budgets:

- The spread rule consists of multiple (at least 2) segments to create trapeziums to approximate a perfectly smooth mathematical curve. The greater the number of segments, the greater the number of trapeziums and hence the smoother the curve is. As shown above, there are 13 segments and 12 trapeziums *T1* through *T12*.
- There is **no** correlation between the number of segments in the spread rule and the number of periods in the time phased budget. In the sample above, there are 12 trapeziums, but only 8 periods, labeled *P1* through *P8*. The spread rule is automatically divided into the appropriate number of periods in the budget.

- The first segment of the spread rule always corresponds to the start date and the last segment of the spread rule always corresponds to the end date. The start date does not correspond to the period start date, hence period *P1* is not fully covered by the spread rule. The same applies to the last period *P8*.
- The value to allocate to each period is determine from the following equation

• Global value *(Area of trapezium(s) covered by period) / (Total spread rule area)

- In sample above:
 - Period *P1* is fully covered by trapezium *T1* and partially by trapezium *T2*
 - Period *P2* is partially covered by trapeziums *T2* and *T3*
 - Period *P3* is partially covered by trapeziums *T3* and *T5* and fully covered by trapezium T4, etc
- A **period** is defined as a regular interval of time, like a calendar month, calendar year, etc. A whole period is always treated as being **equal** to another whole period, irrespective of the time units in the period, e.g. a month of February is considered as equal to a month of March, even though the number of days in the 2 months is different.
- When a period is not fully covered by the budget date range, like the first and last periods in the sample shown, the fraction of the period used to calculate the period value is determined as follows:
 - o (Number of days in period within date range) / (Total number of days in period)

Project Management Roles - Screen

PROJECT MANA	GEMENT ROLES		💾 Save	🕞 Exit 🕧 🕐 🛆	₽⊽Q
ROLES					
View - The Free	eze 🖷 Detach 🝺 Search	🖶 Insert 🛛 🗐 Inse	ert Multiple 🛛 🚈 Dele	te 💩 Workflows 💌	»
* Code	Name	Key Player	Sort Order		
SUB	Subcontractor		5		*
QS	Quantity Surveyor		6		
GC	General Contrator		3		
SAFETY	Safety Officer		3		
SITESUPER	Site Superintendent		3		
PROJACCT	Project Accountant		4		
EXECUTIVE	Project Executive		4		
EQUIPSUPP	Equipment Supplier		21		=
MATSUPP	Material Supplier		22		
MNGR	Project Manager (WF)		2		
OWNER	Owner / Rep		1		
ARCHITECT	Architect		3		
СМ	Construction Mgr		3		E
ENGINEER	Engineer		3		
ESTIMATOR	Estimator		3		
SERVICE	Service Staff		20		
BUSDEV	Salesman		6		
LABS	CMiC Lab Users		90		
OFFICE	Credit Mgr		100		
ERECT	Erector		110		
PM	Project Manager		2		
PX	Project Executive				
BID	Bidder				

This screen is used to maintain the Project Management Roles used in the system. PM Roles are used in various modules, such as Project Management (Key Players team), Opportunity Management (OM team), and Resource Planning (standard Scheduler and Project Manager PM Roles are used).

The following table provides details about the PM Role fields:

Field	Description
Code	Identifying code for PM Role.
Name	PM Role's name.
Key Player - Checkbox	If checked, this role will be added to the list of roles on the Key Players tab of Projects, and to the list on the Team tab of Opportunities.
Sort Order	This specifies the order that the role is to appear in lists.

Standard PM Role	Description
SCHEDULER	Standard resource scheduler role, used to identify Employees that are resource schedulers by the OM, PM, and Resource Planning modules.
MNGR	Standard project manager role, used to identify Employees that are project managers in modules such as OM, PM, and Resource Planning.

The following table list the standard roles used throughout the system:

Maintain Source LOV – Screen

MAIN	TAI	N PM LO	v								Save	Exit	٢	?	᠕
	AIN LO	ov													
View 🕶	Ŧ	Freeze	🖷 Detach	👩 Search	Insert	🚺 Insert N	Iultiple 🛛 🖅 Delete	© _© Workflows	💌 🔒 Report Options 🛛 💌	Export	ECM Docu	ments 🔻	s ² ∪	ser Exte	ension
		Туре		slv_ob	ject_subtype	2	Valı	ıe	slv_code1		01	aseq			
PMCHGFM				CMMSRCTXT			ARCHITECTURAL CHANGE		DAV		9018019		.8019		
PMCHGFM CMMSRCTXT		CMMSRCTXT			CLIENT		DAV			901	.80 16				
PMCHGFM CMM		CMMSRCTXT			SITE CHANGE		DAV		90180		8018				
PMCHGFM		CMMSRCTXT			SUB		DAV		9018017		.8017				

Pgm: PMSYSLOV – Maintain Source LOV

This screen is used to maintain the LOV values for the **Source Type** field of PCIs, shown below. The **Source Type** field indicates the origin of the PCI.

хP	Potential Chang	je Item					Enter Query	Save Draft Save Canci	el Calc. Markups	2 🗈 🍙	
				Potential Char	nge Item						
		Туре	External Scoped C	hanges 👻				Date 101515	20		
		PCI No	EXT0000006				Update Projected Amou	int During Posting 🔽			
		Description	Guard Booths								
		Scope Descriptio	n								
		Statu	Pending - Proceed	ing and Forecast 💌				Proceed 🗹		Forecast 🗹	
		Days Impa	t 5		Source 0105610 (Submittal)						
		Start Da	e 101413	9				End Date 103113	20		
		OCO N		A			Da	te Due To Owner			
		Date Proposal Issued To Own	r 🛛	3	Date Proposal Signed By Owner						
		Date Change Sent To Own	r İž	<u>e</u>			Date Change	Signed By Owner	20		
		Source Typ	e	<u> </u>				Reason			
		Auto Calculate Markup	s 🗖								
		Are	a [2	9			Ackno	wledgement Date	Bo		
		Total Budgeted Amou	t S	3,180.00			Тс	atal Billing Amount	3,180.00		
РСТІ	Detail	Hide Rates	RFQ	Review/Approval	Notes		Related Objects	At	tachments		
Action	Vendor	Contract	Job	Phase	Category	WM.	Current Budgeted Qty	Current Budgeted Amount	Original Budgeted Qty	Original Bu	
+×	SCBUILDS	TBD A DEF	AULTDAV	0105610	M	EA 🔺	2	5,000.00	2		
PCI I Action + X +	Detail Vendor SCBUILDS	Auto Calculate Markup Are Total Budgeted Amoun Hide Rates Contract TBD	s a fill	5,180.00 Review/Approval 0105610	Notes Category*	WM [®] EA	Actro Tr Related Objects Current Budgeted Oty 2	At Bulling Amount At Current Budgeted Amount 5,000.00	3, 180.00 tachments Original Budgeted Qty 2		

Potential Change Item screen; standard Treeview path: PM > Budget & Cost Management > Potential Change Items
Maintain Reason LOV - Screen

MAIN	TAIN PM LOV							💾 Save 🏼	Exit	(i) (?)	▲ 🖓 🖙	7 Q
	AIN LOV											
View 🕶	Y 🖪 Freeze	🖶 Detach	🗖 Search	🛃 Insert 🥤	Inse	rt Multiple 🛛 🖶 Delete 🔇	🔅 Workflov	vs 🖙 🖨 Report Options 🖙 🛽	🕵 Export	Secm 1	Documents	* »
	Туре		slv_obj	ect_subtype		Value		siv_code1		Ora	seq	
РМСНО	SFM		CMMRSNTXT			Labor		10			625390	
PMCHG	FM		CMMRSNTXT			Materials		10			625395	
PMCHG	PMCHGFM CMMRSNTXT				Subcontractor Recommen	dation	10			623648		
PMCHG	PMCHGFM CMMRSNTXT				Weather 10 6862					686257		

Pgm: PMSYSLOV – Maintain Source LOV

This screen is used to maintain the LOV values for the **Reason** field of PCIs, shown below. The **Reason** field indicates the reason for the PCI.

хP	Potential Chang	ge Item							Enter Query	Save Draft Sa	ve Cance	l Calc. Markups [2 🗈 n
				Potentia	l Char	nge Item							
			Type External Scop	ed Changes 👻						Date	101515	100	
			PCI No EXT0000006						Update Projected Amou	nt During Posting	V		
		De	Guard Booths										
		Scope De	scription										
			Status Pending - Pro	ceeding and Forecast 💌						Proceed			Forecast 🗹
		Day	s Impact 5							Source	0105610 (9	ubmittal)	
		S	tart Date 101413	20						End Date	103113	10	
			OCO No.						Da	te Due To Owner		10	
		Date Proposal Issued	o Owner	20					Date Proposal	Signed By Owner		10	
		Date Change Sent T	o Owner	20					Date Change	Signed By Owner		10	
		Sou	rce Type							Reason			1
		Auto Calculate	Markups							·			
			Area	20					Adknov	wledgement Date		20	
						То	tal Billing Amount		3,180.00				
PCI D	etail		Notes		R	Related Objects		Att	achments				
Action	Vendor	Contract	Job	Phase		Category	WM	•	Current Budgeted Qty	Current Budget	ed Amount	Original Budgeted Qty	Original Bu
+×	SCBUILDS	TBD	DEFAULTDAV	0 1056 10		M	EA		2		5,000.00	2	
+													

Potential Change Item screen; standard Treeview path: PM > Budget & Cost Management > Potential Change Items

Inter Branch Setup

Overview – Inter Branch Setup

Inter-Branching is a method of charging other profit centers for the use of your Employees. The system has a lot of flexibility allowing an almost infinite number of rules for inter-branch charges. You can declare charge maximums by Job, Cost Code, Category and Employee, plus you can define the charge amount by setting charge multipliers by Job Phase (Cost Code) and Category.

Profit Centers do not have to be Departments within Companies; they can also be other companies within the CM*i*C Enterprise system.

Once Inter-branching has been setup, they system automatically creates the transactions when required.

Inter Branch Charge Limit - Screen

JC INTERBRAN	CH CHAR	RGE LIMIT								🖁 Save 📑 I	Exit (D (?	▲	[≱ ⊽ O
COMPANY CODE Job Company 20 Job Dept *	A	CMiC Specialti	es Inc.		Emp	Company * Emp Dept *								
INTER-BRANCH CHARG	GE LIMITS reeze 🖷 D	etach 👩 S	earch 👍 In:	sert 👩 Inse	rt Multiple 🐙	Delete 🛞	Workflows 🛛 👻 🖨 Re	eport Options 🛛 👻 🌉	Export 🔗 ECM	Documents	- &	User Ex	tensions	
Job Company	Dept	Job	Phase	Category	Emp Comp	Emp Dept	Maximum Allowed	IB Revenue To-Date	IB Lost To-Date	Costs To Da	te	c	ommen	ts
20 530) :	20003	*	L1	20	*	10,000.00							
20 530		20003 🔺	*	L2 🔺	20 🔺	*	50,000.00							
20 540) :	20004	*	L2	20	*	5,000.00							
20 540) :	20004	*	L3	20	*	5,000.00							
20 540) :	20004	*	L4	20	*	4,000.00							
20 065	6 1	20005	51110	L2	20	*	10,000.00							
Job Company Name	e CMiC Speci	ialties Inc.												
Job Dept Name	e Engineerin	ig												
Job Name	e Engineerin	ig Job - Environr	nental Assessn	nent (SP										
Phase Name	e *Multiple P	Phases												
Category Name	e Profession	al Labor												
Emp Comp Name	e CMiC Speci	ialties Inc.												
Emp Dept Name	e *Multiple D	Departments												
	Post													

This screen is used to set charge maximums by Job, Cost Code (Phase), Category and Employee. It is also used to view the inter-branch revenue charged, lost and costs to date.

Inter-Branch Charge Limts - Section

Job Company, Dept, Job, Phase, & Category

These fields are used to specify where inter-branching will apply.

Emp Comp, & Emp Dept

These fields are used to specify the Employee's home Company and Department.

Maximum Allowed

Used to set the maximum amount that can be charged. When posting an inter-branch transaction, the system verifies that the current transaction will not bring the total charged to date over this maximum amount. If it does, the excess will be posted to the 'Inter Branch Revenue Lost' account.

IB Revenue To-Date

Total inter-branch revenue to date.

IB Lost To-Date

Total lost to inter-branch transactions to date.

Costs To Date

Costs to date for entry.

Comments

Comments may be entered for each entry.

NOTE: If you are adjusting an existing record and the Control File screen for the company indicates that transactions should be created on charge limit changes, the system will automatically create the correcting transactions for you.

Inter Branch Charge Multiplier - Screen

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Emp Dept Name	*Multiple Depa	rtments	5											
Job Name	Job Name All Jobs													
Cost Code Name **Multiple Phases														
Cost Code Name *Multiple Phases														

This screen is for defining inter-branch charge rates. Rates can be defined by an Employee's Company and/or Department, or by Job/Cost Code/Category, or a combination of both. These rates can be set to the normal charge rate, or they can be set as multipliers of regular, overtime or double-time rates.

Multipliers - Section

This section will automatically be populated with existing records for the criteria entered, and it allows users to view and update existing records, and to add new ones by clicking the Block Toolbar's [Insert] button.

The system will check for the multiplier at the lowest level and apply the associated rates. This allows for overall charge rates and specific charge rates per Job/Cost Code (Phase)/Category, if required.

The display fields under the table display details for the selected row in the table.

Emp Company, Emp Dept

Employee's home Company and Department. Use an '*' to indicate "All".

Job, Cost Code, Category

Select the relevant Job, Cost Code or Category. Use an '*' to indicate "All".

Full Tariff – Flag

If checked, the inter-branch charge will be the full bill amount. When checked, the multiplier fields will be set to null and become unavailable. This means that the home Company/Department of the Employee will not receive any revenue for the Employee's time.

Regular Multiplier, Overtime Multiplier, Double OT Multiplier, Other Multiplier

There are four different multiplies than can be defined. The multiplier is applied to the 'charge' rate of the transaction.

Example: If you enter 1.5 in the multiplier for regular time, you are indicating that you will be splitting the revenue of the transaction in half; 50% for the Employee's home Company/Department, and 50% for the cost Company/Department.

Comments

Comments may be entered for each entry.

WBS Fields

For details about the WBS Codes and the WBS Values maintenance screens, please refer to the previous section, *Using WBS Capabilities*.

Bid Information

For details about the Bid Won/Lost Reasons and Bid Competitors maintenance screens, please refer to the previous section, *Working With Bid Jobs*.

Contract Forecasting

Escalators Maintenance - Screen

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Pgm: JCESCALATORMNT

This screen is used to enter Escalators into the system, which are used to account for job cost increases due to union cost increases.

Under the Selection Criteria section, select the Company and Job for which the Escalators are to be created.

Under the **Escalators** section, insert Escalator entries, specifying the **Union**, **Year** and **Period** they are to be applied, and their **Cost %** and **Billing %** increases for Jobs.

TBD Trade Rate Maintenance - Screen

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	* Trade			Trade Name			Cost Rate		Billing Rate								
	1412			Accountant			45.0000		75.0000								
	142			Management Analyst			85.0000		95.0000								
	326			Photographers			25.0000		37.0000								
	6112			Truck Mechanic			55.0000		85.0000								
	6432			Electrician			50.0000		87.0000								
	TRUC			Truck Driver			40.0000		65.0000								

This screen is used to maintain the cost rates and billing rates for needed labor resource types when specific Employees to fill the need are yet to be decided (TBD). Select the Trade Code from the LOV and enter its Cost & Billing Rates.

Labor Cut-Off Date Maintenance - Screen

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LABOR CUT-OFF DATE	S									
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* Cut-Off Date										
31-Dec-2015										
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30-Apr-2015										
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28-Feb-2015										
31-Jan-2015										

Pgm: JCTIMESHEETPOSTDATES – Labor Cut-Off Date Maintenance

This screen is only relevant to the GC Monitor forecasting application, which generates forecasts based on the GL Period Dates of a Chart of Accounts. It is required, as GC Monitor generates forecasts based on the GL Period Dates of a Chart of Accounts, which often do not match Payroll Period Dates.

This screen's cost cutoff dates are used to set the Company Level **Cost Cutoff Date** field in the **Selection Criteria** section of GC Monitor, which is set to the most recent cutoff date in this screen that is on or before the end date of the GL Period for which the forecast is being created.

Previous Cut-Off Dates remain for reference purposes, when reviewing previous GC Monitor forecasts.

For further details about this functionality, please refer to this guide's documentation about the **GC Monitor Cost Cutoff Option** on the **Forecasting** tab of the JC Control File.

Disallow Override Limit Setup – Screen

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ww	WW PARKSIDE 4500 *Multiple Phases MAT 37 Image: Control of the control of th									

Pgm: JCOVRDLIMT – Disallow Override Limit Setup

This screen is applicable to those using the Restrictive Productivity forecasting method, which is the same as the Productivity method, except that the Restrictive Productivity method allows the prevention of changes to the Cost To Complete or Projected Cost Forecast amounts once a Job/Cost Code/Category combination reaches a certain percent of completion (Cost To Date/Projected Final Cost).

The following table provides details about the table's columns:

Field(s)	Description
Comp, Name	Company and its name for which Override Limit is being defined.
Job, Name	Job and its name for which Override Limit applies.
Cost Code, Name	Cost Code and its name for which Override Limit applies.
Category, Name	Category and its name for which Override Limit applies.
Disallow Override %	Percentage after which it will not be possible to change the cost.
Active – Checkbox	Indicates if override is active.

Setup Alternate Cost Code Structure - Screen

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Pgm: JCALTPHSSTR – Setup Alternate Cost Code Structure

This screen is used to maintain the cost codes from a different enterprise system, so that, for reference purposes, these cost codes can be associated to their Cost Code counterparts in CMiC Enterprise. Alternate cost codes are not used by Enterprise, but they can be a useful reference when converting cost codes from a different system to Cost Codes in Enterprise.

A different system's cost codes are associated to their counterpart Cost Codes in Enterprise via the Alternate field (if only 1 alternate cost code) or Alternate Codes field on the Enter Cost Code screen (standard Treeview path: JC > Setup > Local Tables > Enter Cost Codes), shown below. If only one alternate cost code is to be associated to an Enterprise Cost Code, the Alternate field is used, and if multiple alternate cost codes are to be associated to an Enterprise Cost Code, the Alternate Codes field is used.

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* Cost Code	* Name	Ctrl.Cost Code	Cost Code Type Code	Alternate	wc	* WM	Active	Add/Remove Categories	Category Detail	Alternate Codes
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0101100	Tools and Supplies	0101000		GN-ALT-01-03	A	LS 🔺	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101200	Job Office	0101000		0101200		EA	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101210	Job Office Setup/Take Down	0101000		0101210		LS	Y	Add/Remove Categories	Category Detail	Alternate Codes
0101300	Architect/Owners Office and Fit O	0101000		0101300		EA	Y	Add/Remove Categories	Category Detail	Alternate Codes

Pgm: JCPHSMST – Enter Cost Code

Structure Codes – Section

This section's table is used to enter **Structure Codes**, for all Companies, which are used to group cost codes from other enterprise systems. For a **Structure Code** selected in this section, the **Alternate Cost Codes** section displays its alternate cost codes, for the **Company** selected under the **Selection Criteria** section.

Selection Criteria - Section

This section is used to select the **Company** to which the alternate cost codes under the **Alternate Cost Codes** section belong.

Alternate Cost Codes - Section

This section lists the alternate cost codes for the selected **Structure Code** and **Company**.

Frequently Asked Questions

General Questions on Job Costing

What are the different batch types used in Job Costing?

Batch Types Used in Job Cost includes:

- Costs 'C' Regular Costs
 - 'O' Committed Costs
 - 'A' Adjustments
 - 'X' Change Orders
 - '**R**' Not Applicable

Billings 'B' Regular Billings

- 'A' Adjustments
- '**R**' Revenue Recognition/Receipts
- 'X' Change Orders Not Applicable
- 'D' Direct Revenue Adjustment
- 'Z' Indirect Revenue Adjustment
- 'I' Invoicing

What are the 'All', 'Current' and 'Active' flags on the Project Labor Report [JC9000]?

These selections restrict the data being included in the report to the Pay Period being included.

- All shows Year To Date plus Current.
- **Current** shows for the Current Pay Period.
- Active shows for the Year to Date.

Why is there more than one occurrence of a Category in the Job Status Query?

If a Job details include lines for a category that are Frozen Projected and Non-Frozen Projection, then a line will appear for each type including all lines of that Category/Frozen Projection type.

What is the rule when changing templates in Assign Cost Codes screen?

Changing Templates through the Assign Cost Codes screen follows the rule that the last template entered will rule if there is a clash; i.e. the first template used has control (highest level Cost Codes) with Categories assigned. The template used to replace the first has the same highest level Cost Codes with Sub- Cost Codes assigned as well as other Controlling/Sub-Cost Code combinations. The result will be that the highest level Cost Codes Categories will be removed and the Cost Code will become the Controlling Cost Code with Sub-Cost Codes. If the first template is used then re-assigned the Cost Codes where there is a clash will be replaced with highest level Cost Codes and Categories, and when there is no clash the Controlling/Sub-Cost Code combinations will remain. No new template will be allowed to be assigned if there is a transaction against any Cost Code.

How important is the use of Win/Lose Bid in Job Costing?

For the purpose of CRM and Project Management, this is a vital step in the normal flow of Job setups. The processing of a Bid Job into a Won Job (actual work) or Lost Job (opportunity lost) has impact on Revenue projections as well as the coding of Jobs and Projects.

When a Bid Job is processed as a Bid Won, the corresponding Opportunity and Project codes will be reassigned to the won Job's code (previously set to the Bid Job code). Spread Rules and Revenue Projections from CRM will be assigned to the new Job based on values set in the Bid Job.

The Spread Rule from the Job will be preset when creating the Job Billing Contract as well. The old Bid Job will be an available cross-reference field in OM (CRM), while all reporting will now show the newly won Project/Opportunity Codes.

Standard Terminology

CMiC has established the following terminology within this manual and its product set:

Meaning	Terminology
Conceptual Phase Estimates	Budgeted Phase Units / Budgeted Output Units
Posted Phase Units Complete	Output Units Complete
Quantities Budgeted at Category Level	Budgeted Input Quantities
Quantities Spent at Category Level	Spent Input Quantities
Amount Budgeted at Category Level	Budgeted Input Cost
Amount Spent at Category Level	Spent Input cost

- Units are always associated with the phase.
- **Quantities** are always associated with the category.

NOTE: Having established our terminology, CM*i*C recognizes that your company may not use this verbiage. For this reason, the 'Custom Boilerplates' screen (see the section within System Data on Custom Boilerplates) was created so that you may enter the terminology in which your company is most comfortable. The result of the custom boilerplate is that your screens may have different column headings than those that appear in this text.

Attachments & Notes

Overview – Attachments & Notes



Sample of a screen in Form Mode, displaying a record with associated attachments and notes

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Assign Overhead Cost Rates		cum.	· · · · · ·				41000F						

Sample of a screen in Table Mode, displaying a record with associated attachments and notes

Attachments and Notes enable the storing of additional information related to Enterprise objects, such as Projects, Jobs, Contract Forecasts, and Work Items. Attachments can be any type of file format (XLS, CSV, DOC, PDF ...), and require an appropriate application to open and view them. Notes, in comparison, are like Post-It Notes, and their text is displayed by their Enterprise application.

Screens displaying records that can have associated notes or attachments, or both, have the **Notes** or **Attachments** option on the Block Toolbar. Also, if a record has any associated notes or attachments, the [**Notes**] or [**Attachments**] buttons will display how many, within brackets, as shown by the screenshots above.

Notes



The above screenshot shows the Notes pop-up screen that is displayed when the **Notes** option is selected. In the Notes Block area, the fields displayed for each note are for display only.

The Closed field indicates if the note's status is Closed or Open. The Closed status can have different meanings for different companies. One meaning, for instance, is that the note is no longer current.

To edit or view a note, click the corresponding Pencil Icon. To permanently delete a note, click the corresponding Delete Icon ('X').

Note's Optional Subject Line: A note's subject line will appear, system wide, if it is enabled by the flag, **Subject Line Appears In Notes Entry**. The flag is found on the **General** tab of the System Options screen (System > Setup > System Options).

Notes are added using the Add Note Block area. Enter the note's subject line (if enabled in System Options), and enter the note into the note's text area. The **Closed** check-box is available if the note's entry is belated and no longer current, but could still be helpful. Once the note's information has been entered, click the [**Add**] button to save and add the note. The note will be displayed in the Notes Block.

Click the **[OK]** button to close the window, but note, this will not save the note. To save the note, the **[Add]** button must be used.

Attachments

Attachments



The screenshot above shows the Attachments pop-up screen that is launched when the **Attachments** option is selected. This pop-up is comprised of two sections.

Attached Files - Section

The list of attached files can be collapsed or expanded using the \ge and \ge icons, respectively.

To view an attached file, simply click the file's name (file names are hyperlinks).

To delete an attachment, click on its corresponding Delete icon (X).

Upload – Section

To upload an attachment, there are two options:

Upload Option 1

Use the [Browse] button to bring up a File Manager window to search for and select the file to upload.

Upload Option 2

If you have a File Manager window already open, you can use the Drag-and-Drop method to attach the file by clicking and holding the mouse button on the file to attach, and then dragging it over to the drop area in the Attachments window, as shown in the below screenshot.



For both methods, once the green Upload Status Bar is full, showing that the upload has finished, click okay to complete the attachment.

Quick Guides

Forward Job Losses

WIP Functionality to Process Job Losses as per GAAP

WIP calculation & processing to conform to GAAP* requirements as outlined by FASB®, related to anticipated losses on Job Billing Contracts.

* GAAP - Generally Accepted Accounting Principles

FASB® - Financial Accounting Standards Board

1. JC Control File

An option to set default departments and accounts for the purpose of calculation and posting to report anticipated losses. These values will be defaulted to the Job Maintenance > **WIP** tab.

Note that a new tab, Forward Loss, is added for this purpose.

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O/H Forward Loss B/S (CR)	

JC > Setup > Local Tables > Control File

Users must note that, this is applicable for new jobs only and all existing jobs will have null values and if needed users must update the job file accordingly.

2. Category Maintenance

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Uns	kiled Labor	ALL	NA	Amounts 💌	V	V	V	5200.100	1600.100	4000.100	2600.101	4000.500	4000.550			7.25		-
Lab	or	ALL	HR	Productiv	V	V		5200.105	1600.100	4000.100	2600.101	4000.500	4000.550			10		
Dire	ct Labor	1000	HR	Productiv 💌	V	V	\checkmark	5200.105	1600.100	4000.100	2600.101	4000.500	4000.550			18.99		
Cod	e Category New	ALL	\$	Amounts 💌	v	V		1500.500	1000.600	1500.600	1600.100	1500.400	6300.155	6003.103				
Ind	rect Labor	1000	HR	Productiv 💌	v	V	V	5200.105	1600.100	4000.100	2600.101	4000.500	4000.550					
Bun	len Labor	1000	\$	Amounts 💌	7	V		5200.135	1600.100	4000.100	2600.101	4000.500	4000.550					

JC > Setup > Local Tables > Category Maintenance

Added a column to set the default Overhead Forward Loss % if applicable. This will be defaulted when assigning Cost Codes/Categories to a Job via the Assign Cost Codes screen.

3. Job Maintenance

The **WIP** tab is modified with a checkbox option and set of fields for Departments/Accounts. When creating a new Job, the JC Control values for these fields will be defaulted, which may be overridden by users.

JOB SETUP	Table Mode Save Detrit (2) (2) A Detric Q
SELECTION CRITERIA	
Company ZZ CMIC Construction Inc.	
JOB DETAIL	
Job Detail Settings Accounts AP Taxes Job Billing WIP Payroll Bank Secur	rity Equipment Locations Compliance
🖾 Search 🖶 Insert 🖅 Delete 🖕 Previous 🌩 Next 🚳 Workflows 🔻 🖨 Report Options 🖛 🖉 Al	ttachments (1) \blacksquare Notes $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$
Roll-In Subjobs For WIP Adjustment Exclude From WIP Completed For WIP * Default Budget Cost to Projected Cost Override Exclude Billings From WIP Exclude Billings From WIP Exclude Revenue Budget From WIP Margin/ Overhead Forward Loss	
Margin Forward Loss P/L (DR)	
O/H Forward Loss P/L (DR)	
O/H Forward Loss B/S (CR)	
WIP Unposted Costs Phase	
WIP Unposted Costs Category	
WIP Unposted Costs Department Account	
WIP Unposted Revenue Phase	
WIP Unposted Revenue Category	
WIP Unposted Revenue Department Account	

JC > *Job* > *Enter Job*

4. Assign Cost Codes Screen

A **O/H Forward Loss %** column was added to the Category Detail popup launched by clicking a Cost Code's corresponding [**Category Detail**] button. When assigning Cost Codes/Categories to a Job, manually or via templates, the values from the popup will be defaulted and may be overridden by users.

ASSIGN JOB COST C	CODES									💾 Save 🕞 Exit (◙
SELECTION CRITERIA											
* Company	y CCC 🔺 CM	C Test Construction Co)								
* Joi	b 1496492 🔺 149	16492						Budget Effective	Date		
Use Cost Code Templati	e		Use Existi	ng Job							
	Copy Cost Code WC Codes	Use Existing Bill Cod	es 📃 Retain B	Budget [🔲 Retain Bill R	tate Tables Po	pulate Cost C	odes Add/R	emove Categories Add C	ost Codes	
COST CODE DETAIL											
View 👻 🍸 🌆 Freeze	🗄 Detach 🛛 🗖 Search 🛛 🖶 Insert	Insert Multiple	🖶 Delete 🛛 🍭	Workflow	vs 🛛 👻 😝 Re	port Options 🛛 👻	Export	ECM Documents	▼ Q ∆ ∆ User Extensions		
* Cost Code	Description	Max Revenue Cap	Projection Threshold %	Billing	* Active	* Factorable		lame	Add/Remove Categories	Category Detail	Alternate Codes
01	Area 1			V					Add/Remove Categories	Category Detail	Alternate Codes
01.0	Area 1 TRADE			V					Add/Remove Categories	click to laun	ch Category
01.00	Area 1.Trade.Plug			V	V				Add/Remove Categories	Detail popur	o for Cost Code
01.02A	Area 1.02A								Add/Remove Categories	Category Detail	Alternate Codes
01.02A.024100.X	Area 1.02A - Demolition			V	V				Add/Remove Categories	Category Detail	Alternate Codes
02	Area 2								Add/Remove Categories	Category Detail	Alternate Codes
	Area 2 TRADE				V				Add/Remove Categories	Category Detail	

JC > Job> Assign Cost Codes

ASSIGN JO	OB COST CODES								///////////////////////////////////////	///////////////////////////////////////	ⓒ [≱ マ	
CATEGORY DETA	ul.											
View 👻 🝸 [🔹 🐨											
Category Name 2 * Labor Exclude Cost Cost Quantity Budget Unit Rate Budget Amount Budget Amount						Budget Amount	Budget Revenue Rate	Budget Revenue Amount	O/H Forward Loss %			
1000	Labour					1,000.000	125.0000	125,000.00	100.0000	100,000.00	7.25	
2000	Subcontract					100.000	1,150.0000	115,000.00	1,000.0000	100,000.00	10.00	
3000	Equipment					100.000	1,200.0000	120,000.00	1,000.0000	100,000.00	18.99	
4000	Material							225,000.00		200,000.00	2.25	
5000	Sundry							60,000.00		50,000.00	1.50	
		٠								m		

Category Detail popup

5. WIP Screen

npa	iy i												
Comp	any	CCC		CMIC Tes	st Constr	uction	Co			Sta	us Open Jobs	-	
b/Pic	klist										nclude Jobs W	th Posted WIP	
Cont	ract	1496492		1	496492						nclude Jobs W	ith Forecast	
partr	nent										nclude Jobs W	ithout VMP	
١	Year 2014 Period 1.					From	01-DEC-2014	To 31-DE	C-2014				Tab Security
VMP Adjustment Job Su						nary	Departm	ent Summary	Company Sur	mmary	Post/Void	VMP Adjustment	
⊟ s	elect	All Jobs			Trans.	Je				5	Margin		1
C 	omp	Dept	Job		Allowed	;te	Billed	Over/Under	VMP Adjustme	ent F	prward Loss (D/H Forward Loss	Notes
	:00	00	14964	192			751,000.00	-38,945.20	-38,945.2	20	-74,695.02	-152,267.50	
' 🗆	No S	tored Fo	recast <i>i</i>	WIP			751,000.00	-38,945.20	-38,945.2	20			
	VVIP	Adjustme	ent Pos	ted		7) (_			
	VVIP Post	Period Cl ed Amou	osed nts										
Dept	Com	bany Lev	el			Fina	lize Projections	Update Forecast	Refresh	Сору	Overrides C	lear Overrides F	opulate WIP
Job	1496	492							O/H Forward L	.oss	Time Phased	Export Settings	Export

Two new display only columns were added to WIP Screen: Margin Forward Loss, O/H(Overhead) Forward Loss.

Margin Forward Loss

This is calculated only when a Job is in a loss position.

Margin Forward Loss = (1 - % Complete Override(if not %Complete))* Project (Job) Loss

Project (Job) Loss = Contract Override Amount (if not then Contract Amount) - Projected Cost Override (if not then Projected Cost)

When WIP is posted, separate GL transactions will be generated, which will be directed to the specified dept/accounts setup at the job level.

- Margin Forward Loss P/L (DR)
- Margin Forward loss B/S (CR)

Example Calculation from the above screenshot:

Project (Job Loss):

WIP Adjustment	Job Summary	Depart	tment Summary	Company Sur	nmary Post/V	oid VMP Adjustment	·
Select All Jobs Comp Dept Job	Trans. Allowed	Contract 1,100,000.00	Contract Override	Projected Profit -265,000.00	Projected Profit Override	Spent 980,250.00	Projected Cost 1,365,000.00
		1,100,00	0 - 1,365,0	000 = -265,	000 (Loss)		

Margin Forward Loss = (1 - (71.8131868/100)) * 265,000 = -74,695.02

Gub Costing - TESTV10_X WIP Adjustment	×
Company CCC CMiC Test Construction Co Status Open Jobs Image: Construction Co Job/Picklist Image: Construction Co Image: Constru]
Select All Jobs Trans. t Projected Cost %Complete Comp Dept Job Allowed; Spent Projected Cost Override Override Earned Revenu CCC 00 1496492 Image: Spent 980,250.00 1,365,000.00 71.81 789,945.2 Image: Spent Image: S	
guob Costing - TESTV10_X WIP Adjustment	×
Company CCC CMiC Test Construction Co Status Open Jobs Image: Construction Co Job/Picklist Image: Construction Co Image: Constru	1
WIP Adjustment Job Summary Department Summary Company Summary Post/Void WIP Adjustment Select All Jobs Trans. Margin Comp Dept Job Allowed Over/Under WIP Adjustment Forward Loss 0/H Forward Loss Notes CCC 00 1496492 Image: State Stat	

Users must note that, this column will NOT have a value, when the job is NOT in a loss position.

When, overriding the WIP values, the values of these loss column will be recalculated by the system.

O/H (Overhead) Forward Loss

🙀 Job (Costing - TESTV10_	X WIP Adjus	tment							
Comp	iany CCC Cl	MiC Test Constru	ction Co				Status Open	loho 🖵		
Job/Pic	🥵 Job Costing - T	ESTV10_X F	orward Loss	Overhead						
Conf Departr	Job Code	Phase Code	Ca	tegory Code	Proj	iected Cost Fcast uding Risk	O/H Forward Loss %	Projected O/H Loss Amount		
`````	1496492	01.02A.024100.	X 1000			110,000.00	7.25	7,975.00	1	μ
٧	1496492	01.02A.024100.	X 2000			125,000.00	10.00	12,500.00		
🗆 🗆 s	1496492	01.02A.024100.	X 3000			150,000.00	18.99	28,485.00		
	1496492	01.02A.024100.	X 4000			250,000.00	2.25	5,625.00		H
	1496492	01.02A.024100.	X 5000			75,000.00	1.50	1,125.00	╶	
			JL				1	112,732.50		
	No Stored Forecast// WIP Adjustment Poste WIP Period Closed Posted Amounts	MP ed	751,00 	00.00	-38,945.20	-38,945.20				Þ
Dept	Company Level		Finalize Projec	tions Upd	at <u>e</u> Forecas	t Refresh C	opy Overrides	Clear Overrides P	opulat	e VMP
Job	1496492					O/H Forward Los:	s Time Phas	ed Export Settings	E	<u>×port</u>
Record: 1	1/10			<080	>>					

Total Overhead Amount = Sum of (Project Cost Forecast (including risk) *O/H Loss% ) at all Cost Code/Category levels.

If the Job is in <u>loss</u> position, then:

**O/H Forward Loss** = Total Overhead Amount + Project Loss .

This amount will be posted to GL and directed to the specified O/H Loss dept and accounts.

If the Job is not in loss position then check if:

Project (Job) Profit Override (if not Project (Job) Profit) – Total Overhead Amount is greater or than zero.

If less than zero:

less

this amount (Profit – Total Amount) will be posted to GL and directed to specified OH Loss dept/accounts.

If greater than zero:

NO overhead forward loss is posted.

١	MP Adjustment	Jol	b Summary	Depa	rtment Summa	ary (	Company Sum	mary Po:	st/Void WIP Adjustment	
Γ	Select All Jobs Comp Dept	Job A	Trans. Allowed	Over/Under	VMP Adjust	ment Forv	Margin ward Loss C	WH Forward L	ossNotes	
	CCC 00	1496492		35,750.00	-38,94	5.20	-74,695.02	-152,267	.50	
		_						1		
Г	🧟 Job Costini	Loss + S	Sum of Pro	jected Ove	erhead Los	s Amt				
	Job Code	- 265	i,000 + 11	= 2,732.50 =	- 152,267.	50 🦯	Cost Fcast Risk	O/H Forward Loss %	Projected O/H Loss Amount	
	1496492						110,000.00	7.25	7,975.00	
	1496492	01.02A.0	24100.X	2000			125,000.00	10.00	12,500.00	
	1496492	01.02A.03	24100.X	3000			150,000.00	18.99	28,485.00	
	1496492	01.02A.0	24100.X	4000			250,000.00	2.25	5,625.00	] [
Ĺ	1496492	01.02A.03	24100.X	5000			75,000.00	1.50	1,125.00	
[								[	112,732.50	]
Dej									Close	

### **Implementation & Process Flow**

- 1. On the **WIP** tab of the JC Control File, check the **Margin/Overhead Forward Loss** checkbox to calculate and post the Margin/Overhead Forward Losses when processing WIP.
- 2. Enter the default department and accounts for the WIP Margin/Overhead Forward Loss fields.
- 3. In Category Maintenance, specify the Overhead Loss % value against the required categories.
- 4. Create a Job and verify that on its **WIP** tab, the **Margin/Overhead Forward Loss** checkbox, departments and accounts have defaulted according to the JC Control File setup. Users may override the defaults as required at the Job level.
- 5. When assigning Cost Codes/Categories to the Job, verify that the Overhead Loss % values have defaulted from Category Maintenance. Users may override the values as required.
- 6. WIP Entry/Posting Two new columns to calculate and display Margin Forward Loss and Overhead Forward Loss values were added. A button [**O/H Forward Loss**] was added to show the details of calculated Overhead Amount and the sum.
- 7. During WIP posting, the following GL transactions are additionally posted, to show the Projected Loss on a Job.

Margin Forward Loss P/L* (DR)

Margin Forward loss B/S** (CR)

And if applicable:

Overhead Forward Loss P/L (DR)

Overhead Forward Loss B/S (CR)

- 8. Calculation logic behind the newly created column values for reporting losses if any.
  - * P/L = Profit / Loss
  - ** B/S = Balance Sheet
  - a) Earned Revenue calculation:

**Earned Revenue** = % Complete * Contract Amount (Overridden values will be used if exists)

### b) Margin Forward Loss calculation:

This is calculated only when a Job is in a loss position.

**Margin Forward Loss** = (1 - % Complete Override (if not %Complete))* Project (Job) Loss.

Project (Job) Loss = Contract Override Amount (if not then Contract Amount) - Projected Cost Override (if not then Projected Cost)

When WIP is posted, separate GL transactions will be generated, which will be directed to the specified Dept/Accounts setup at the Job level.

## c) O/H (Overhead) Forward Loss calculation:

Total Overhead Amount = Sum of (Project Cost Forecast (including risk) *O/H Loss %) at all Cost Code/Category levels.

If the Job is in a <u>loss</u> position:

**O/H Forward Loss** = Total Overhead Amount + Project Loss.

This amount will be posted to GL and directed to the specified O/H Loss Dept and Accounts.

If the Job is not in a loss position, check if:

Project (Job) Profit Override (if not Project (Job) Profit) – Total Overhead Amount is greater or less than zero.

If less than zero:

this amount (Profit – Total Overhead Amount) will be posted to GL and directed to specified OH Loss Dept/Accounts.

If greater than zero:

NO overhead forward loss is posted.

# **WIP Posting Report**

			ccc -	CMIC	Test Constru	ction Co			Page: 1 Date: DE Time:	l of C 11, 2014 04:21 PM	1
	Margin/O	verhead Losses	RAL LEI	DGER S	SUMMARY P	OSTING I	REPORT				
Dept	Account	Account Name	Post Date	Source	Reference		Debit Amount	Credit Amount	Exchg Am	ount Curr	Rate
Comp	oany CCC CMi	C Test Construction Co		Currency	US						
00	4000.400	Job Cost Revenue Adjustments	DEC 31, 2014	1496492	WIP		0.00	35,750.00	-35,7	50.00 US	1.0000
00	4000.900	Revenue WIP Adjustment	DEC 31, 2014	1496492	WIP		35,750.00	0.00	35,7	50.00 US	1.0000
00	5000.650	Margin Loss Forward P/L (DR)	DEC 31, 2014	1496492	FWD_MARGIN_LOS	S	74,695.02	0.00	74,69	95.02 US	1.0000
00	5000.665	Margin Loss Forward B/S (CR)	DEC 31, 2014	1496492	FWD_MARGIN_LOS	S	0.00	74,695.02	-74,69	95.02 US	1.0000
00	5000.685	O/H Forward Loss P/L (DR)	DEC 31, 2014	1496492	OVER_HEAD_LOSS		152,267.50	0.00	152,20	67.50 US	1.0000
00	5000.695	O/H Forward Loss B/S (CR)	DEC 31, 2014	1496492	OVER_HEAD_LOSS		0.00	152,267.50	-152,20	67.50 US	1.0000
00	4000.400	Job Cost Revenue Adjustments	JAN 01, 2015	1496492	WIP		35,750.00	0.00	35,7	50.00 US	1.0000
00	4000.900	Revenue WIP Adjustment	JAN 01, 2015	1496492	WIP		0.00	35,750.00	-35,7	50.00 US	1.0000
00	5000.650	Margin Loss Forward P/L (DR)	JAN 01, 2015	1496492	FWD_MARGIN_LOS	s	0.00	74,695.02	-74,69	95.02 US	1.0000
00	5000.665	Margin Loss Forward B/S (CR)	JAN 01, 2015	1496492	FWD_MARGIN_LOS	s	74,695.02	0.00	74,6	95.02 US	1.0000
00	5000.685	O/H Forward Loss P/L (DR)	JAN 01, 2015	1496492	OVER_HEAD_LOSS		0.00	152,267.50	-152,20	67.50 US	1.0000
00	5000.695	O/H Forward Loss B/S (CR)	JAN 01, 2015	1496492	OVER_HEAD_LOSS		152,267.50	0.00	152,20	67.50 US	1.0000
					Total for Company	ccc -	525,425.04	525,425.04	Balance	0.00	
					Total for Currency	us –	525,425.04	525,425.04	Balance	0.00	
		WIP Accrual Reversal						Total Batch Balance	0.00		
				END	OF REPORT	-					
		Report	Parameters								
		Batch: Report	23 Code: Gl	441 POST	Run Date: Run Time:	DEC 11, 2014 04:21 PM					

# JC WIP Report (JCWIPREP.rep):

					cco	C - CMiC	Tes	t Const	ruction	Co						Page Date Time	1 of 2 JAN 09, 2015	
					J	OB COS	TIN	G - WIP	REPOR	Т								
Dept Job	Dept Name Job Name	Contract Amount	Projected Cost	Gross Margin	GM %	Actual Cost To Date	% Complete	Cost To Complete	Gross Margin Earned	Earned Revenue	Billed To Date	Billed Over/Under	GM Earned Curr Period	GM Earned YTD	Earned Revenue Curr Period	Earned Revenue YTD	Projected Full Year Revenue	Projected Full Year Profit
00	Company Level																	
1496492	1498492	1,100,000.00	1,365,000.00	-265,000.00	-24.09	1,056,146.00	77.37	308,854.00	-205,039.24	851,106.30	850,865.00	-241.30	-265,000.00	-265,000.00	851,106.30	851,108.30	-128,500.00	-265,000.00
	Total for Department 00	1,100,000.00	1,365,000.00	-265,000.00	-24.09	1,056,146.00		308,854.00	-205,039.24	851,106.30	850,865.00	-241.30	-265,000.00	-265,000.00	851,106.30	851,106.30	-128,500.00	-265,000.00
	Total for Company CCC	1,100,000.00	1,365,000.00	-265,000.00	-24.09	1,056,148.00		308,854.00	-205,039.24	851,108.30	850,865.00	-241.30	-265,000.00	-265,000.00	851,108.30	851,108.30	-128,500.00	-265,000.00
	When the Margin Forw Gross Mar	vard Loss functio rgin Earned = Gi -265,000.00 - (-	onality is O ross Margi 59,960.76)	N & the J n - Margi = -205,03	lob is i n Forw 9.24	n Loss Pos ard Loss	ition, t	hen										

# Calculations used in 'Gross Margin Earned' Column

When the Margin Forward Loss functionality is ON & the Job is in loss position, then:

Gross Margin Earned = Gross Margin - Margin Forward Loss

(-265,000.00 - (-59,960.76)) = **-205,039.24** 

When the Margin Forward Loss functionality is ON & but the Job is in NOT in Loss, then:

The functionality stays with standard calculation, since:

Gross Margin Earned = Gross Margin X % Complete

When the Margin Forward Loss functionality is OFF then (Current Functionality Applies):

When in Loss:

Gross Margin Earned = Gross Margin

When NOT in Loss (in Profit):

Gross Margin Earned = Gross Margin X % Complete

## Calculation of the Margin Forward Loss in the report above

The Job is in loss position, and hence:

Project (Job) Loss = Contract Override Amount (if not then Contract Amount) - Projected Cost Override (if not then Projected Cost)

= 1,100,000.00 - 1,365,000.00

= -265,000.00

Margin Forward Loss = (1 - % Complete Override(if not %Complete))* Project (Job) Loss.

= - 59,960.76

🙀 Job Costing - TESTV10_X	WIP Adjustment						
Company							
Company CCC CMIC	Test Construction Co				Status Open Jobs		•
Job/Picklist					Include Jobs With	Posted WIP	_
Contract 1496492	1496492				Include Jobs With	Forecast	
Department					Include Joke With	out MAD	
Year 2014 Perio	12 From 01-0	EC-2014	To 31-DEC-2	2014	I Include goos valu	out viir	Tab Security
VMP Adjustment Job Summary	Department Summ	Company Summa	ary Post/Voi	d VMP Adju	Monthly Forecasts	% Complete	Annual Forecasts
Select All Jobs	Trans.	Unposted			Margin	1	
Comp Dept Job	Allowed illed	Billings	Over/Under	VMP Adjustm	ent Forward Loss	D/H Forward	Loss Notes
CCC 00 1496492	5.00	99,865.00	59,719.00	59,719	.00 -59,960.76	-152,26	67.50 Ravi
					1		

# **Appendix: Guidelines & Requirements**

The following recommendations are from the following web page (note, link may have become outdated):

https://law.resource.org/pub/us/code/bean/fasb.html/fasb.605.2011.html

### 605-35-45 Other Presentation Matters

#### General

> Provisions for Anticipated Losses on Contracts

## 45-1

The provision for loss arises because estimated cost for the contract exceeds estimated revenue. Consequently, the provision for loss shall be accounted for in the income statement as an additional contract cost rather than as a reduction of contract revenue, which is a function of contract price, not cost. Unless the provision is material in amount or unusual or infrequent in nature, the provision shall be included in contract cost and shall not be shown separately in the income statement. If it is shown separately, it shall be shown as a component of the cost included in the computation of gross profit.

# 45-2

Provisions for losses on contracts shall be shown separately as liabilities on the balance sheet, if significant, except in circumstances in which related costs are accumulated on the balance sheet, in which case the provisions may be deducted from the related accumulated costs. In a classified balance sheet, a provision shown as a liability shall be shown as a current liability.

# **Inter-Company Transactions Setup**

This Quick Guide describes the setup required before <u>Inter-Company Transactions</u> can be entered. The steps are as follows:

Step 1 – Access Account Maintenance Screen

From the GL menu, open Maintain Accounts under the Setup menu:

Θ	GENERAL LEDGER	
Ξ	Setup	
	Maintain Companie	s
	Maintain Accounts	
	Maintain Budgets	

### Step 2 - Create Inter-Company Account

Find or create the Inter-Company Account then use the Edit icon to swap to [Table Mode]:

M	AINTAIN ACCOU	NTS	Add New	💾 Save 🕞 Exit 👔 🕐 🛆	
⊻ SE	* Chart of Account				
ACCO	UNT DETAIL				
View	• The Freeze	🚡 Detach 🛛 🗖 Search 👼 Insert 🚓 Delete 🚳 Work	flows 🛛 🖛 🔒 Report	Options 🛛 👻 🌉 Export 🛛 🕁 Impor	t
Edit	* Account Code	Account Name	Account Type	Name	SubL
	1000	Checking Account #1	A	Assets	
	1020	Checking Account #2	А	Assets	
	1030	Payroll Account	A	Assets	
	1050	Savings Account	A	Assets	
2	1060	Money Market Account	A	Assets	
	1070	Short Term Cash Deposits	A	Assets	
	1080	Costs Pd by Third Parties	A	Assets	
	1090	Petty Cash	A	Assets	
	1100	Accounts Receivable	A	Assets	AR
	1110	Retainage Receivable	A	Assets	AR
2	1111	Inter-Company Transfer	A	Assets	
2	1112	InterCompany CMICINC/ CMICJV01	A	Assets	
	1115	Interest Receivable	A	Assets	AR
	1120	Rental Property Leases Receiva	A	Assets	AR

# Step 3 – Check Inter-Company Account Checkbox

Check the **Inter-Company Account** field and **[Save]** the change. If this field is not visible, use the Lite Editor to make it visible.

MAINTAIN ACCOUNTS		Table Mode	E Save	Exit	(i)	?
Check if this account is an inter-company ac	count, that gets eliminated wh	en printing statements.				
SELECTION CRITERIA	A CMIC				Period	Dates
	CMIC				reniou	Jaces
ACCOUNT DETAIL						
🗖 Search 🗧 Insert 👍 Delete 🔶	Previous 🌩 Next 🏽 🗞 W	orkflows 🛛 🖛 🖶 Report Options 🗣	🛃 Import	🖉 Attaci	nments	E N
* Account Code	1112				Active	
Account Name	InterCompany CMICINC/ CM	IICJV01				
Account Type	A	Assets				
Normal Balance	D	Normally a Debit Balance				
SubLedger Control	<b>A</b>					
0	Inter-Company Account					
FX ACCOUNTS						
Account Currency	<b>A</b>					
Foreign Exchange (FX) Account						

Pgm: ACCFRM – Maintain Accounts; standard Treeview path: GL > Setup > Maintain Accounts

### Step 4 – Access Company Maintenance Screen

Open the Maintain Companies option from the General Ledger Setup menu:



MAINTAIN COMPA	NIES Table Mode 💾 Save 🕞 Exit 👔 🔅
Enter The Company's Name	
COMPANY DETAIL	
🖻 Search 🛛 🖕 Previous 🛛	🔶 Next 🛛 🚳 Workflows 🛛 🖛 😝 Report Options 🖙 🖉 Attachments 🗐 Notes 🖓 ECM Documents 🖵 🖧
* Company CMICINC	Copy Company Data
General Information	Departments Security
Street	4850 Broadwalk Dr.
Suite	
City	Los Angeles State CA 🔺 Ca
Country	United States of America Zip 90210
Phone Number	310
Phone Number	555-1212
Fax Number	310 555-1215
* Chart of Accounts	CMICINC 🔺 CMIC
* Currency Code	USD US Dollar
* Fiscal Year	2017 🔺 * Current Period 1
* Income Close Dept	00  A *Income Close Account 3030  Retained Earnings

# Select one of the companies then press [Company Detail]:

# Step 5 – Click on [Inter-Company Setup]:

COMPANY SETUP		Table Mode 🏻 💾 Save 🕞 Exit
COMPANY DETAIL		
🝺 Search 🛛 👼 Delete 🛛 🖕 Pr	revious 📦 Next 🔇	😵 Workflows  🖶 Report Options 🖙 🖉 Attachments 🗐 Notes 🗣
* Company Code	CMICINC	СМІС
* Chart Code	CMICINC	CMIC
* Consolidation Code	CMICINC	
Street	4850 Broadwalk Dr.	
Suite		
City	Los Angeles	
State/Province	CA	California
Country	United States of Amer	rica Zip Code 90210
Phone Number	310 555-12	12
Fax Number	310 555-12	15
* Currency Code	USD	US Dollar
* Fiscal Year	2017 🔺	* Current Period 1
* Archive Date	Dec 31, 1900	20
Legal Name		
Tax Registration1		
Tax Registration2		Number of Employees
Web Site	www.cmicglobal.com	
Contact Name		
Report Logo URL		Browse
Invoice Logo		Browse
Income Closing Account	3030	Ownership %
[	Inter-Company Set	up Address Codes

### Step 6 – Insert Details

Insert a new row and enter the **Company Code**, **Department** and **Account**. This specifies which department and account will be used as the transfer department and account for inter-company transactions between these two companies:

COMPANY S	ETUP				1		
INTER-COMPANY A	CCOUNT						
View 🕶 🍸 🖬	Freeze 📲 Det	ach 🗖 Search	n 🛃 Insert	🗐 Insert Multipl	e 👍 Delete	🛞 Workflows	-
* Comp	* Transfer Dept	* Transfer Account	Revenue Dept	Revenue Account	Recovery Dept	Recovery Account	
CMIC2016	00	1111					
CMICJV01	00	1112					
Transfer Acco	ount InterCompar	y CMICINC/ CMICJ	V01				
Revenue Acco	ount						
Recovery Acco	ount						
	Close						



Return to **Maintain Companies** and select the second company then repeat the process. Open the [**Company Detail**] window, then press [**Inter-Company Setup**]:

COMPANY DETAIL				
🖸 Search 🛛 д Delete 🛛 🔶 Pr	revious 📫 Next 🔞	🖁 Workflows 🛛 🔫 🔒 Report Opt	tions 🖙 🖉 Attachments 🗐 Notes 💡	ECM D
* Company Code	CMICJV01	CMIC Joint Venture 01		
* Chart Code	CMICINC	CMiC		
* Consolidation Code	ALL			
Street				
Suite				
City				
State/Province				
Country			Zip Code	
Phone Number				
Fax Number				
* Currency Code	USD 🔺	US Dollar		
* Fiscal Year	2017 🔺	* Current Period	1	
* Archive Date	Dec 31, 2016	20		
Legal Name				
Tax Registration1				
Tax Registration2			Number of Employees	
Web Site				
Contact Name				
Report Logo URL			Browse	
Invoice Logo			Browse	
Income Closing Account	3000	Ownership %		

Insert a new row and enter the **Company Code**, **Department** and **Account** then [**Close**] the window. The setup is now complete:



*Pgm: COMPFRM – Company Setup; standard Treeview path: GL > Local Tables > Maintain Companies > Inter-Company Setup – pop-up* 

# **Inter-Company Transaction Entry**

Inter-Company Transactions can be entered in a variety of screens, including Invoice Entry and Job Cost Transaction Entry. Before Inter-Company Transactions can be entered and posted, the <u>Inter-Company</u> <u>Setup</u> must have been completed.

In this Quick Guide, we are using the Job Cost Transaction screen to enter a "G" type transaction but it can also be done using any transactions type. The process is as follows:

## Step 1 – Access Transaction Entry Screen

Open the Enter Cost Transactions screen from the Transactions menu of Job Cost:



### Step 2 – Enter the Transaction Details

Enter the **Transaction** header as you normally would. In the **Detail** section of the screen, enter the distribution to more than one company by selecting the **Company Code** and then entering the details. **[Save]** when finished:

ENTER COST TRA	NSACTION				Tab	le Mode	💾 Save	Exit	(i) (i	፺ ⊿	∖ [2	0
Enter Credit Amount												
Enter Tra	nsactions	O Print Edit List	Post	O Transactions								
SELECTION CRITERIA												
* Company CMICINC * Batch 507 Create Ba	CMIC CMIC 2017-02-2	0 C			Current Peri Starting Jar	od	Ending	Jan 31, 2	017			
TRANSACTION												
👩 Search 🛛 🖶 Insert	📇 Delete 🛛 🔶 Previou	is 📫 Next 🛞 Wor	rkflows 🔻 🔒 Repo	rt Options 🛛 👻 💋	Attachments	🗏 Notes  🚱 E	CM Docum	nents 🛛 🔻	Sta Use	er Exter	sions	
* Transaction * Journal GJ	422358 * Post Dat	e Feb 20, 2017 burnal	1 ² 0									
Source BANK	TRANSFER	Source Desc Bar	nk Transfer of \$500,00	0								
Reference CMIC	/01	Reference Desc										
* Ref. Date Feb 2	, 2017 🔯 🗌	) Accrual 📃 Adjust	tment Adjustmen	nt								
DETAIL												
View 👻 🍸 🌇 Free	ze 📲 Detach 🛛 🗖 S	earch 🛃 Insert 🗿	Insert Multiple 🛛 🚛	Delete 🛞 Wor	kflows 🛛 🔻 🔒	Report Options	💌 🔜 Ex	ort 🖪	Import			*
* Type Compa	y Job/Dept/Eqp/WO	CostCode/Compon/Ac	Cat/Tran/Exp	Crew Code	Quantity	Rate	WM		Debit		Credit	
G CMICINC	00	1000					NA				500,000	.00
G 🔺 CMICJVO	00	1000					NA	5	00,000.00			
								5	500,000.0	0	500,000	.00

*Pgm: JCTRNENT – Enter Cost Transaction; standard Treeview path: JC > Transactions > Enter Cost Transaction* 

The **Transaction Edit List** does not include any automatically generated Inter-Company transactions as these are created during the posting process:





# Step 3 – Post Batch

Post the Batch and the system creates and posts the Inter-Company Transactions:

									Pa	ge: 1 or	1
				Ge	neral Ledo	er Postir	na Report		Da	te: Feb 20,	, 2017
				00	inclui Loug		ig nopon		Tin	ne: 4:46 PM	M EST
				Batch	n 507904 - (	CMIC 201	17-02-20 C				
_	Department	Account	Account Name	Post Date	Source	Reference	Debit	Credit	Exchange Amount	Currency	Rate
Co	mpany CMICI	IC - CMIC								Curre	ncy USD
	00	1000	Checking Account #1	Feb 20, 2017	BANK TRANSFER	CMICJVO1	0.00	500,000.00	-500,000.00	USD	1.0000
	00	1112	InterCompany CMICINC/ CMICJV01	Feb 20, 2017	BANK TRANSFER	CMICJVO1	500,000.00	0.00	500,000.00	USD	1.0000
	Total for Cor	npany CMIC	NC - CMIC				500,000.00	500,000.00			
Co	mpany CMICJ	V01 - CMIC J	oint Venture 01							Curre	ncy USD
	00	1000	Checking Account #1	Feb 20, 2017	BANK TRANSFER	CMICJVO1	500,000.00	0.00	500,000.00	USD	1.0000
	00	1112	InterCompany CMICINC/ CMICJV01	Feb 20, 2017	BANK TRANSFER	CMICJVO1	0.00	500,000.00	-500,000.00	USD	1.0000
	Total for Cor	npany CMIC.	JV01 - CMIC Joint Venture 01				500,000.00	500,000.00	_		
То	al for Currenc	y USD					1,000,000.00	1,000,000.00			

Sample GL Posting Report

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