

# Job Costing

Datafile Software Limited  
5 Priory Mews  
Monks Ferry  
Birkenhead  
Wirral  
CH41 5AZ



---

### **Important Notice**

This document is the copyright of Datafile Software Limited and may not be reproduced, stored in any retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, and recording or otherwise without the prior written consent of Datafile Software Limited.

Whilst all possible care is taken in the preparation of this document, Datafile Software Limited cannot be held responsible for any inaccuracies that may be found nor for any consequences from such inaccuracies. Datafile Software Limited reserves the right to make changes without notice both to the material contained in this document and to the software packages that it describes. The description contained in this document does not form part of a contract.

The software described in this document is supplied under licence to the purchaser as described in the licence agreement supplied with the software. It is against the law to copy software for use at any other site in contravention of the terms of the agreement, and it is the responsibility of the purchaser to read and to abide by the terms of that agreement. Datafile Software Limited will be happy to supply further copies of the agreement at any time.

**© Datafile Software Limited 2006**

---

This document was prepared using Microsoft Word 2002. Datafile Software Limited gratefully acknowledges all trademarks that appear in this documentation. Diamond and Diamond Data are registered trademarks of Datafile Software Limited. Datafile Compact, Datafile Professional, Datafile Premier and Datafile DeskTop are trademarks of Datafile Software Limited.

# Contents

## Chapter 1

<b>INTRODUCTION.....</b>	<b>1</b>
PRINCIPAL FEATURES .....	3
TRYING OUT THE JOB COSTING SYSTEM.....	4

## Chapter 2

<b>USER INSTRUCTIONS.....</b>	<b>9</b>
MAINTAIN JOBS .....	12
<i>Adding A Job Record</i> .....	12
<i>Updating an Existing Job</i> .....	15
<i>View a Job Record</i> .....	15
<i>Mark Job as Completed</i> .....	15
<i>Contracts and Operations</i> .....	16
MAINTAIN COST CODES.....	17
<i>Add a Cost Code</i> .....	18
<i>Update Existing Codes</i> .....	20
<i>View Cost Code</i> .....	21
<i>Delete Cost Code</i> .....	21
<i>Maintain Cost Constants</i> .....	21
TIME SHEET ENTRY .....	22
<i>Time Sheet Header</i> .....	23
<i>Time Sheet Details</i> .....	24
<i>Completing Time Sheet Input</i> .....	26
STOCK ISSUES .....	27
<i>Stock Issues Header</i> .....	28
<i>Stock Issues Detail</i> .....	29
<i>Completing Stock Issues Input</i> .....	30
DIRECT JOB COSTS .....	31
<i>Direct Cost Header</i> .....	31
<i>Direct Cost Detail</i> .....	31
<i>Completing Direct Cost Input</i> .....	32
AMOUNT INVOICED TO CLIENTS .....	32
<i>Sales Invoice Details</i> .....	33
<i>Completing Sales Invoice Input</i> .....	34
JOB REPORTS .....	34
<i>List of Jobs on File</i> .....	41
<i>Report Status of Jobs</i> .....	41
<i>Cost Code Listing</i> .....	42
<i>Employee Cost Code Listing</i> .....	43
<i>Summary Report of Jobs</i> .....	43
<i>Transactions Listing</i> .....	44

<i>Job Statement</i> .....	45
<i>Labour Costs Summary</i> .....	47
<i>Job Cost Transactions Summary</i> .....	49
UPDATE TIME SHEETS TO PAYROLL .....	50
UPDATE FROM PURCHASE LEDGER .....	53
CLEAR COMPLETED JOBS .....	54
JOB ENQUIRY .....	57
<i>Ledger Enquiry</i> .....	58
SYSTEM STATUS.....	62

## Chapter 3

<b>LINKS TO OTHER APPLICATIONS</b> .....	<b>63</b>
SALES LEDGER.....	63
PURCHASE LEDGER .....	64
CASHBOOK.....	65
INVOICER .....	66
PURCHASE ORDER PROCESSING .....	67
SALES ORDER PROCESSING.....	68

## Chapter 4

<b>CONFIGURING JOB COSTING</b> .....	<b>71</b>
SET APPLICATION CODE FORMATS .....	72
SYSTEM PROFILES .....	73
<i>Job Costing System Profiles (1/3)</i> .....	73
<i>Job Costing System Profiles (2/3) – Cost Categories</i> .....	78
<i>Job Costing System Profiles (3/3) – Link to Which Payrolls</i> .....	78
APPLICATION MANAGER .....	79
LEDGER ENQUIRY MANAGER.....	79
<i>Job File FULL Screen Design (Premier)</i> .....	80
<i>Job File ITEM Screen Design</i> .....	81
<i>Transaction / Detail Enquiries</i> .....	81
<i>Extra File Scans</i> .....	85
MEMO FACILITY CONFIGURATION .....	85
CONTROLS AND AUDIT MANAGER .....	86
<i>Audit Pointers</i> .....	86
<i>Audit Sales / Job Pointers</i> .....	86
<i>Audit Job Balances</i> .....	87
<i>Transaction Control Numbers</i> .....	88
<i>Edit System Status Display</i> .....	88
<i>Database Audit</i> .....	88
<i>Compact &amp; Audit Database</i> .....	88
<i>Set Auto Expand Data Files</i> .....	89
<i>Expand Data Files</i> .....	89
SECURITY AND USER MANAGER .....	90
APPLICATION USER FACILITIES.....	91
<i>Maintain Job File</i> .....	91

<i>Maintain Cost Codes</i> .....	93
<i>Enter Job Cost Details</i> .....	93
<i>Job Reports</i> .....	97
<i>Job Statements</i> .....	104
<i>Remove Completed Costs</i> .....	105
<i>Job Enquiry</i> .....	105
<i>Update to Payroll</i> .....	106
<i>System Status</i> .....	107
APPLICATION SCREEN LAYOUTS.....	107
SELECT KEY DEFINITION.....	107
RECALL STANDARD TEXT.....	109
DATABASE PROFILES.....	109
<i>Job File Items</i> .....	109
<i>Job Budgets</i> .....	110
<i>Job Actuals</i> .....	110
<i>Job Accum Hours</i> .....	111
<i>Job Accum Costs</i> .....	111
<i>Cost Trans Item 1</i> .....	111
<i>Cost Trans Items 2</i> .....	112
<i>Code Analysis</i> .....	112
<i>Employee Codes</i> .....	113
<i>Copy Item Facilities</i> .....	113

## Chapter 5

<b>CONFIGURING LINKS</b> .....	<b>115</b>
SALES LEDGER CONFIGURATION.....	115
PURCHASE LEDGER CONFIGURATION.....	115
CASHBOOK CONFIGURATION.....	115
INVOICER CONFIGURATION.....	116
SALES ORDER PROCESSING CONFIGURATION.....	116
PURCHASE ORDER PROCESSING CONFIGURATION.....	117



---

# Chapter 1

## Introduction

Managers need to know the cost of trading — not just the overheads of the business, but the margins from their trading activities. If they are manufacturers, wholesalers or retailers dealing in product, then the cost of their sales is essentially the purchase costs of the products they have sold. If they are in construction, contracting or service-related businesses, however, the task of determining the cost of the jobs they undertake is just as important, but harder to assess.

The Datafile Software Job Costing system is designed to track the costs directly associated with definable jobs so that managers can assess the profitability or otherwise at a job level, not just at a company level. This helps in understanding which types of job are profitable, whether price quotations are based on the correct assessments of costs, and also in controlling spending against budget on jobs, particularly where they may be scheduled to take many months to complete.

The Datafile Software job costing system is designed to meet a very wide range of requirements whilst retaining ease of use. It integrates with both the Datafile Software Stock Control and Payroll systems. Employee time details from the job cost file may be used to update payroll files. Details entered in Datafile Sales and Purchase ledger transactions may also be transferred to update job cost files as can transactions entered within the Cashbook, Invoicer, Sales and Purchase Order Processing systems.

All files are designed around the Datafile *DataFiler* database system, which is a powerful database in its own right. Whilst the files are fully managed by the job costing programs they are also available for additional reporting through use of the *DataFiler* and *ProFiler* database systems. With Datafile *Diamond* and *Premier* systems the files can be individually tailored to suit specific requirements.

Following this introduction, the chapter *User Instructions* describes the many facilities available to you in the application. This chapter should help you decide between those features you wish to make use of now, and those which you do not need or which you may leave for another time.

One of the key benefits of Datafile Software applications is the ease with which you can activate features when needed, or switch them off if you no longer want to use them. The chapter *Configuring Job Costing* tells you how to use the Datafile Software installation facilities to adapt the job costing system to suit your particular needs.

Time spent in understanding the features and facilities available from the job costing program will be amply repaid in speed and accuracy of use. In many cases your dealer may configure the system to suit your particular needs using the installation facilities. Dealers are fully trained in

the use of Datafile applications, and their expertise allied to your knowledge of your own requirements will ensure the system is correctly tailored to your needs.

### Outline

The job costing system holds information in three files:

- The job file contains general information about each job, such as name of job, dates, sales account, budget totals, actual totals, quoted price and invoiced totals
- The cost codes file contains details of employees in order to look up employee pay rates, and is also used for recording other types of job activities and their own associated rates
- The job cost transaction file is the audit trail of all job costing transactions that have been recorded onto the system so far

Jobs are assumed to be costed across a number of categories such as labour, materials, outside contractors, stock items, and so on. Up to thirty categories can be specified in Datafile *Premier*, up to nine categories in Datafile *Diamond*, and five categories can be defined for Datafile *Professional* and *Compact*.

When a job is defined to the system, each category can be given a budget against which to measure costs, and the job itself noted with the price quoted.

As activities progress, cost transactions are posted to each job. Transactions include employee time sheet input, issues from stock and direct job costs. Items purchased specifically for a job can be transferred from the purchase ledger and purchase order processing. Amounts actually invoiced to the customer or client against the job are also entered. In this way the build-up of costs for each category against budget can be followed, and a check made that customer or client has been invoiced.

An extensive range of reporting facilities are available which provide comprehensive job reporting and audit trails. The Datafile *Ledger Enquiry* facilities are always available for an instant enquiry on any job in the system.

Time sheet data input to the job cost system for setting against jobs can be used as the basis for gross pay for employees in the payroll system. This optional link can greatly simplify the task of preparing weekly and monthly payroll.

---

# Principal Features

---

## General

- Multi-company job costing
- Up to 30 major cost categories in Datafile *Premier* systems, 9 cost categories in *Diamond* and 5 in *Professional* and *Compact*
- Optional update to payroll for employee time sheets
- Optional update from sales and purchase ledger transactions
- Optional update from invoicer documents (sales invoice and credit)
- Optional update from purchase order processing
- Optional update from cashbook for expense postings
- Optional update of stock and stock transactions
- Costing by type of activity or employee rate
- Comprehensive reporting facilities

## Job File Details

- Job title and status
- Optional link to sales account
- Job reference up to 10 characters, user-definable format
- Budgeted and actual costs against each category heading

## Cost Code Look-up Details

- Employee look-up for rates and payroll details
- Activity analysis codes
- Rates per code or use constant look-up table
- Definable 10 character cost code format

## Job Cost Transactions

- Different records types for time sheets, stock issues, purchase/expense costs and invoiced amounts
- Record details for updating to payrolls
- Input overhead cost details even though not linked to specific jobs (such as staff holidays, training courses and sickness in employee time sheets for update to payroll)
- Facility to retain job cost details in full or summarised

## User Definable Features

- User-definable file structures for job, job codes analysis and job cost transaction files
- User-definable screen layout for maintaining jobs and job codes
- User-definable report layouts
- Function keys for instant recall of text and phrases

## Trying Out the Job Costing System

---

You can start to use the system immediately on the DEM company supplied with your system. The outline description below assumes that you have read the Using Datafile Software section of the System User Guide to find out how to use Datafile Software keys, particularly the <Escape> and <Enter> keys.

### Starting Up

- ❑ Start up Datafile and sign on either as the DEM user if it is available (no password is needed for the DEM user) or with the sign-on name your system supervisor has given you, followed by your password.
- ❑ The current company you are using is displayed on the status line at the bottom of the screen. You can change the company you are going to use by keying <Alt-O> and then choosing the DEM company from the list. You can also use the mouse to select the Open New Company option from the Datafile menu on the toolbar.

### Maintaining Jobs

- ❑ Choose the Job Costing application.
- ❑ Select the option 'Maintain Jobs' for the job maintenance sub-menu. Now choose the Update button — you can add a new Job later to see the differences.
- ❑ Here you must choose a job code. Since you don't know what is in our demonstration system, use the <F4-Select> key to bring up a window of selection choices, key <Enter> to the first choice to see the list of jobs in the DEM company. Double-click the job record you want or use up and down arrows to highlight a job, and <Enter> to select it. The details for the job you have chosen are now displayed.
- ❑ You can use <TAB>, <Enter> or the down arrow key to move from one field to the next, and <Shift + TAB> or the up arrow key to return to a previous field or you can use the mouse to select the item to amend. You may want to change, for example, the budgets for the job. Note that some items, such as the category 'actual' values you will not be able to amend.

---

#### Note

The entire content of this screen is user-definable with the Datafile *Diamond* and *Premier* product ranges. This allows an unparalleled ability to tailor the system to match your needs.

---

When you have made a few changes, click the SAVE button or use the <End> key to complete the job. The job record is only updated when you use the SAVE button / <End> key, or if you have keyed <Enter> through every field on the screen

Once you have made changes to an existing job, try entering a new job. You must choose a job code first, and this code must not already exist

---

#### Note

The format of the code is important — an incorrectly formatted code is not accepted. In the DEM company as distributed, the format for job records is six numbers, 999999. Note that you do not have to enter leading zeroes for the number — this is done for you.

---

## Maintain Cost Codes

Select the option Maintain Cost Codes for the cost code maintenance sub-menu. Now choose the Update option — you can add a new cost code later to see the differences.

Here you must choose a cost code. Since you don't know what is in our demonstration system, use the <F4-Select> key to bring up a window of selection choices, and key <Enter> to see the list of cost codes in the DEM company. Double-click the cost record you want to update or use the up and down arrows to highlight a cost code, and <Enter> to select it. The details for the cost code you have chosen are now displayed.

You can use <TAB>, <Enter> or the down arrow key to move from one field to the next, and <Shift + TAB> or the up arrow key to return to a previous field or you can use the mouse to select the item to amend. . You may want to change the rate for the cost code.

---

#### Note

Again, the entire content of this screen is user-definable with the Datafile *Diamond* and *Premier* product ranges. This allows an unparalleled ability to tailor the system to match your needs.

---

When you have made a few changes, click the SAVE button or use the <End> key to complete the cost code. The cost code record is only updated when you use the SAVE button / <End> key, or if you have keyed <Enter> through every field on the screen

Once you have made changes to an existing cost code, try entering a new cost code. You must choose a cost code first, and this code must not already exist.

---

**Note**

The format of the cost code is important — an incorrectly formatted code is not accepted. In the DEM company as distributed, the format for cost code records is one alpha character and two numbers A99. Note that you do not have to enter leading zeroes for the number part; this is done for you.

---

## Enter Time Sheet Details

Select Time Sheet Entry from the menu

You must first enter a valid employee code. In the demonstration data supplied the code E01 can be used. Use the <F4-Select> key to list cost codes. Also accept the system date at the next prompt

Many time sheet entries can be made on the one screen. The values to be entered are: Job Code (use <F4-Select>), Cost-code for the type of activity (again use <F4-Select>), the number of hours, payment type number, rate, value, and comment. Make as many entries as you like to become familiar with this input screen. Key <End> on a blank job, or press <Enter> on a blank job and cost code, to complete the input and update the files.

---

**Note**

The job code may be left blank for the analysis of overheads against activities but not a specific job. An alternative to this is to set up “dummy” job codes for the analysis of non-job specific time.

---

## Report Job Statement

- Select the option ‘Reports’ from the main job costing menu and then select ‘Job Statement’.
- Click the PRINT button and send the report to the Disk Spooler. Once the report has run select the Inspect button to view the report.
- The report shows a summary of the job details followed by the transactions generated against that job. You will see the effect of those time sheet entries you entered previously.

## Job Enquiry

- Similar to the job statements you may select Job Enquiry from the main job costing menu to obtain a quick enquiry of the cost transactions you have posted against different jobs. On select of the Job Enquiry option key in a job code you posted time sheets to or use <F4-Select> to pick a job record.

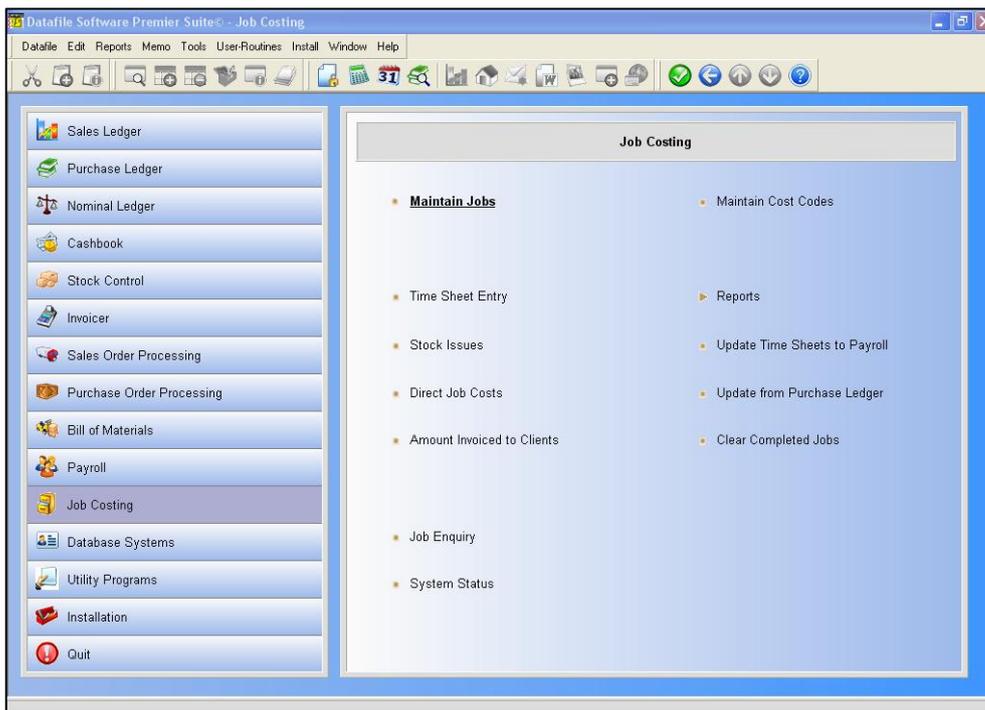
This short tour should give you a feel for how the system works. The next step is to think through what you want to achieve with your job costing system, so that you can make any changes which may be needed to the implementation of the system. If you have purchased the Datafile *Diamond* or *Premier* versions of the programs then you may also want to change job and cost code entry screen layouts and file structures.



# Chapter 2

## User Instructions

This chapter describes how to use the Datafile Job Costing system. We assume you have already learned how to sign on to your Datafile Software system and how to use the Datafile *DeskTop* facilities – these topics are covered in full in the Systems User Guide. Your Job Costing application will be one of the applications on the main menu; on selecting this menu the options available for Job Costing will be displayed.



---

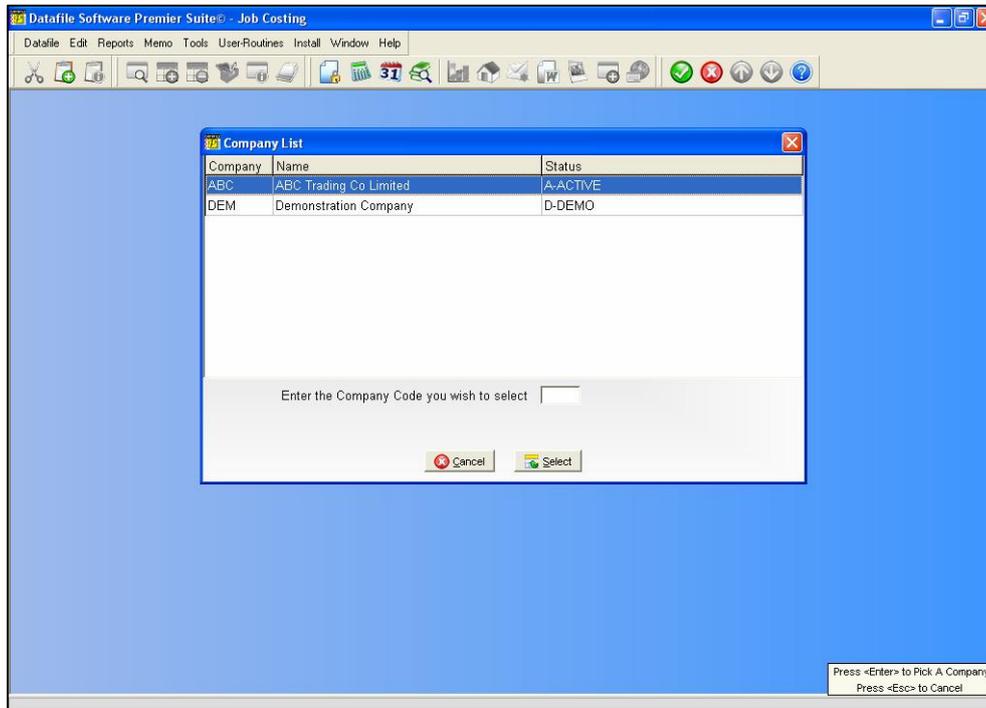
### Application Menu Parameters – *Diamond* and *Premier* systems

Each Job Costing option has a four-digit parameter number. The number is the parameter which is needed for Datafile *Diamond* and *Premier* users who wish to restructure their applications or define new menus. For example 'Maintain Jobs' has a parameter number of '1000' and 'Time Sheet Entry' a parameter number of '3001'. These parameter numbers are only needed by the CONFIG user when changing menu structures – see the System User Guide for more details. *Premier* users can also add options to the menu from other applications – perhaps allowing the Job Costing menu to call the Purchase Ledger Invoice entry options.

---

### Choosing the Right Company

You can use Job Costing for more than one company's data. Where you have more than one company, then if the computer does not know which company's data to process, it asks you to select one from a list. This can occur if the computer has not previously processed any company in this session, or if the last company it processed does not have Job Costing defined for it.



The active company is displayed in the status line at the bottom of the screen. You can change the company (provided you are within the menu system and not in a specific option) by using the ‘Datafile / Open New Company’ option on the Datafile *DeskTop*.

## General Notes

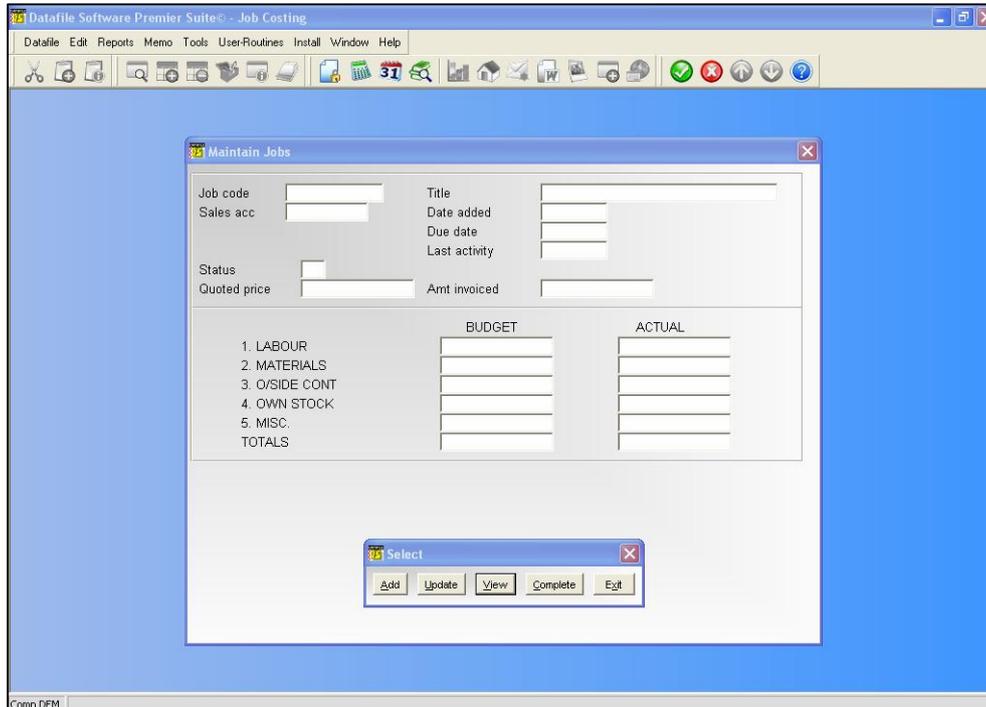
Throughout Datafile Software there is syntax to the keyboard keys, and conventions to the way screens and messages are displayed. These are described in the System Users Guide supplied with your system, but in summary:

- ❑ In the text below, chevrons <> around words or letters tells you to press that key on the keyboard. For example, <End> means the key which has the word “End” on it; and <F1> refers to the first of the ten (at least) keys along the top of, or to the left of, the keyboard with the inscriptions “F1” through “F10” on them.
- ❑ <Enter> means the (carriage) return key or “Enter” key on the keyboard, used to signify that all the data for a field (the highlighted area on the screen in which key strokes appear as you type) is now ready to be processed by the computer. Although the text specifies <Enter> to input information, there may be parts of the program where the use of the <Enter> key is not required because of the way the system has been configured.
- ❑ <Escape> is the key marked “Escape” or “Esc”, and is used to exit from whatever you were doing — often you are asked if you have finished, to prevent accidents.
- ❑ The Select function is assigned to the <F4> key. This gives a powerful way to find a job or cost code, either through a part of the code, or part of the job title / cost code description.
- ❑ The status line of the screen displays the major function keys available at any point. This doesn’t though include the <F10-DeskTop> key which accesses the Datafile *DeskTop* and is available at any point.
- ❑ The <F8-Zoom> facility is one of these *DeskTop* facilities, and, when it is shown, this allows you to go straight into the Ledger Enquiry facilities to enquire the ledger details for the specific account, stock or product on which you are working.
- ❑ The <F9-Memo> facility is another such *DeskTop* facility, which allows you to attach a free-format memorandum to the job you are currently working on for display at any subsequent time you work on or look at this record.

There are many optional features in the Job Costing application, and it is possible that not all are in use in your system. If your configuration does not include any specific features then you need not take any notice of the instructions which apply to them.

## Maintain Jobs

On selection of this option a menu is displayed allowing you to select options to enter new jobs, amend existing jobs, view jobs and mark jobs as completed.



### Adding A Job Record

The first option allows you to add a new job record. On selection of this option you are prompted to enter the job number.



The next job reference code in sequence is displayed, if your system is so configured. You can accept this by keying <Enter>, or else overwrite it with another job code. Use the <F4-Select> key to list existing job references.

The job reference code must be in the format you defined under *Code Formats* in the installation program and you are not allowed duplicate job references in the files. The program checks for both format and uniqueness. If the job code already exists in the file you are warned accordingly. Pressing <Enter> against this warning allows you to re-enter the job code. <Escape> when prompted for the job code returns you to the maintain job file menu.



Whether or not you are prompted to enter a sales account code at this point depends on a parameter set in the System Profiles for your job costing system. If your job costing system is linked to the sales ledger, then after confirming the job reference you are asked to select the sales account.

When you enter the sales account code, <F4-Select> is available if required, the program checks that the account has been set up in the sales ledger. On entry of a valid account code, the customer's name and address are displayed on the screen so that you can confirm you have selected the right account for the job. You are asked to confirm that it is the correct account by responding 'Yes' or 'No'. If you select 'No' you are returned to the account code prompt and you can type in another customer account number.

---

#### Note

If the customer selected has already exceeded their credit limit, you are warned about this at the time you are asked to confirm the account details.

---

Once you have confirmed that the correct customer account has been selected, the cursor moves to the input area of the first data item on the screen and you can start keying in the job details. <ENTER>, <TAB> or <Down-Arrow> moves you through the input items on the screen, <Up-Arrow> or <Shift + TAB> moves you back up the items. Clicking the SAVE button saves the job record, as does <Enter> from the last item on screen. Using the <Escape> key or the ABANDON button in this screen has the effect of abandoning the input so far on this job and returns you to the Maintain Jobs menu. You can still use the number of the job you have just abandoned for another job.

The following paragraphs describe some of the specific details you may be asked to key for each job record.

---

#### Note — Datafile Diamond and Premier only

You can define a second screen over which to enter job details. You may need this if you need to enter more details than will fit comfortably into just one. See also Configuring Job Costing later.

---

### Title (Description)

For each job you can enter a suitable overall description, such as "Convert Brewery" or "Print July issue Active Life". The length of this description is determined by its size in the job database file — the standard size is 30 characters.

## Sales Account

If Job Costing System Profiles set to link jobs to a sales account then the account selected earlier is displayed. If not set to link then you can still enter an account code but this is not validated against the customer database and no <F4-Select> is available.

## Date Added

Today's date is automatically added here. If displayed on the screen too, you can overwrite this with (say) the date the job contract was signed instead.

## Due Date

This is the date on which you expect to complete the job.

## Last Activity

This is the date on which the most recent job cost details were recorded. It is maintained automatically by the program, and you would not normally change it. Leave it blank, if offered, by just keying <Enter>.

## Status

This item may display for each job, but you cannot alter its setting here. This is achieved from the Mark Job as being Completed option, which is the last menu choice of the Maintain Jobs menu. The status is set to 'A-Active' automatically on add of the job.

## Quoted price

This is the figure you have contracted to charge in total, or your anticipated charge if you are not on a fixed price contract. Leave it zero if no figure is available. This value can be used in comparisons to the amount invoiced to customer and/or the actual costs involved.

## Amount invoiced

This, view-only, value is kept up-to-date automatically as the job progresses, and when you enter sales invoice details. This field shows you how much has been invoiced to date when you view a job subsequently.

## Budget figures

You may key a budget figure against each of the categories shown. Press <Enter> after each; the program automatically produces the total for you at the bottom. The budgeted values are what you expect the costs of each element of the job to be and can be compared against the actual costs via reports as the costs are generated.

## Actual figures

As with the amount invoiced above, you cannot enter date direct into these items. The program keeps them up-to-date as the job progresses and as cost figures are entered under Job Cost Transactions later.

## Retain Costs

This option, not on the maintain screen by default, allows you to control on a job-by-job basis whether costs are retained when the 'Delete Completed Jobs' option is run. This option is normally set globally within the Job Costing System Profiles to be applied to all jobs.

If set to retain costs then all cost transactions are kept until the job is marked as completed and invoiced – subsequent clear-down processes after this point would remove the costs. If not set to retain costs then job cost transactions for this job are deleted, and brought forward job cost records are written instead for each category, to summarise all the job cost records deleted.

## Updating an Existing Job

This option allows you to amend the details of an existing job. Key the code of the job you wish to amend. As is usual, the <F4-Select> key allows you to search for the job by code or description. The program displays the information in the job record and this can be amended by over-typing. Movement through the items on screen is as per standard methods but in addition the <End> key at any point causes the program to update the job record in the file without the need to key <Enter> through remaining data items.

Whilst amending the job record two additional options are available over when adding a job record. The <F8-Zoom> key transfers you to the ledger enquiry for the active job record allowing you to enquire on the job and the transactions that have been generated against it so far. The <F9-Memo> key allows you to record a text memo that is offered for display whenever the job is accessed.

Once the job record has been amended you are prompted for the next job number. <Escape> returns to the maintain job file menu.

## View a Job Record

This is similar to Amend Existing Job Record described above, except that job records are displayed only, and you cannot amend their details.

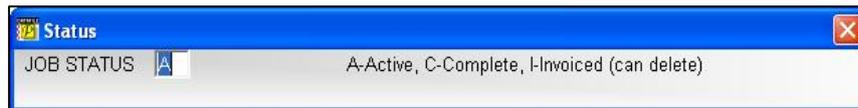
## Mark Job as Completed

This option allows you to change the job status. The status may take any of the following codes:

A Active job, the normal situation

- C Completed job. This implies that there are no more costs to apply to this job, but that not all the invoices have yet been raised.
- I Fully Invoiced. This status denotes a job which is now history — there are no more costs to apply, and the customer has been fully invoiced. You can only delete a job when it has been marked with an ‘I’ status.
- T Time Stop. This status, only available when configured in the system profiles, allows you to prevent the posting of timesheet transactions against the job but allows other costs to continue to be posted.

Enter the job-code of the job whose status you wish to change. The standard job maintenance screen is displayed and you are prompted to change the status.



You should change the status code to C if the job has been completed but not yet fully invoiced and to I if the job has also been fully invoiced. Only jobs marked I may be deleted elsewhere in the program. You may change the status back to A if you have marked it as C inadvertently. Setting the status to T prevents the entry of timesheet transactions to the job but allows other costs to continue to be processed. Press <Enter> when your entry is correct, and then <Escape> to return to the maintain job menu.

## Contracts and Operations

You may want to configure the job costing system to allow you to manager larger jobs (contracts) which consists of a number of individually costed smaller jobs (operations). This option, available on *Premier* only, allows you to budget against the smaller jobs and analyse the individual operations to a greater degree.

If using Contracts and Operations then the ‘Maintain Jobs’ option allows you to maintain the operations of the job and a separate menu option, not configured by default, allows you to maintain the contracts.

Both the contracts and operations are held in the job file. In effect, as with stock locations in stock control, the job code is split into two sections – the contract code and the operation code, the operation code being pre-fixed with the contract code for which it’s a part. Transactions are entered against the operations and then accumulated to the contract – no transactions are posted directly to the contract itself.

---

## Maintain Contracts

When selecting to maintain contracts the standard ADD, UPDATE, VIEW and COMPLETE options are available. The maintenance screen is usually configured almost identically to the standard maintain job options discussed previously – although the contract and operation screens are defined separately.

The major differences are that you will not enter the budget values against the contract; instead the budget values for the contract will be accumulated from the entered budgets for the operations. In addition after adding a new contract you will be prompted to enter the new ‘operation’ details for the contract – at which point, if confirmed, you will be transferred to ‘Maintain Operations’.

## Maintain Operations

When selecting to maintain operations the standard ADD, UPDATE, VIEW and COMPLETE options are available and the screen is configured as per the maintain jobs options discussed previously. On selection of a maintain action you are asked firstly for the contract and then for the operation code - <F4-Select> is available as required. On update of the operation any amended budget values are accumulated to the contract.

---

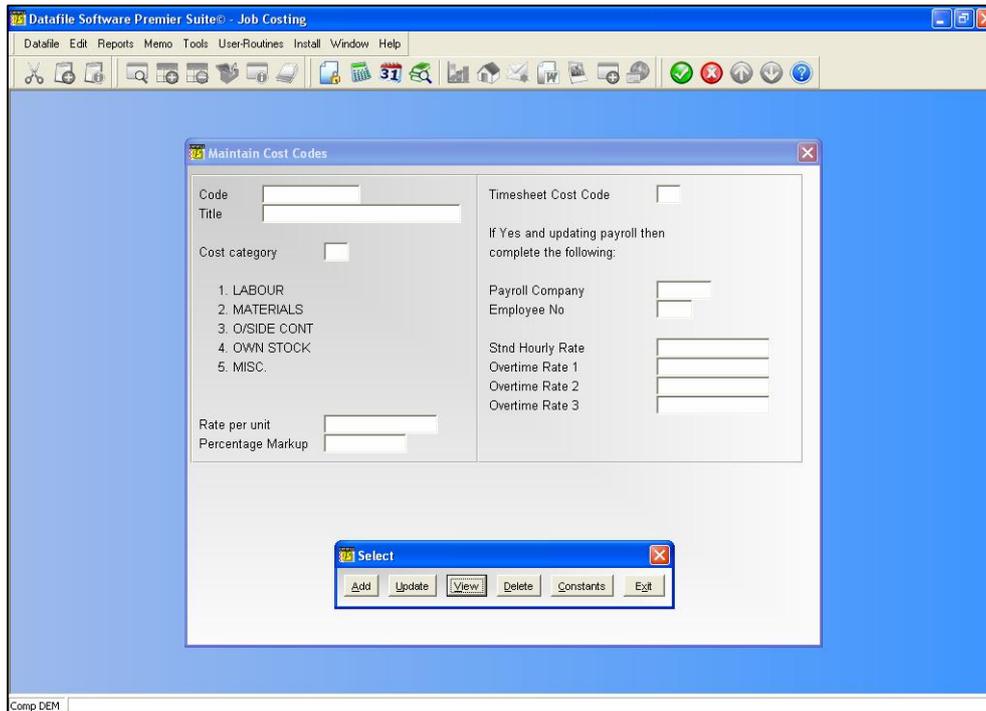
## Maintain Cost Codes

To make it easier to enter specific job cost details, a separate file holds standard activities such as “Photocopying”, “Cutting”, “Stock issue”, “Packing” and so on. These activities, known as cost codes, specify to which categories the activity normally applies, the standard cost to be charged for the activity per unit, and any other details about the activity which may be needed for analysis purposes.

For most job costing requirements the most numerous activities are the time charges incurred by employees. Each employee whose time is to be costed against jobs is also entered under a cost code in the cost code file. For an employee the factors required are the standard and overtime hourly rates to be charged. Details about the payroll are needed when the hours entered into the job cost system are to be transferred across to the payroll for wage calculation purposes.

If an employee is involved in a number of different activities which are charged out at different rates, then you could set up more than one cost code per employee. However, it is usually easier to have one code per employee, and to set up other costs codes to represent the different activities. In that way a distinction is maintained between employee codes and cost codes.

On selection of the ‘Maintain Cost Codes’ option you are given options to add new cost codes and to amend and view existing cost codes.



## Add a Cost Code

On selection of the ADD option you are asked to enter the cost code you wish to add. This reference must be in the format you have defined, by default one letter followed by two numbers (A99), and you are not allowed duplicate cost codes in the files. The program checks for both format and uniqueness. If the cost code already exists in the file you are warned accordingly. Pressing <Enter> allows you to re-enter the cost code. <Escape> when prompted for the cost code returns you to the maintain cost codes menu. Note that you can use the <F4-Select> key to see what codes are defined already to avoid duplication.

Once the cost code has been accepted the cursor moves to the input area of the first data item on the screen and you can start keying in the cost code details. <ENTER>, <TAB> or <Down-Arrow> moves you through the input items on the screen, <Up-Arrow> or <Shift + TAB> moves you back up the items. Clicking the SAVE button saves the cost code record, as does <Enter> from the last item on screen. Using the <Escape> key or the ABANDON button in this screen has the effect of abandoning the input so far on this cost code and returns you to the Maintain Cost Codes menu. You can still use the number of the cost you have just abandoned for another cost code.

The following paragraphs describe some of the specific details you may be asked to key for each cost code record.

---

## Title / Description

The title of the cost code is, for cost codes, a description of the process the cost code relates to – Stock Issue, Printing, etc. For employee codes you would normally enter the employee's name.

## Cost Category

The cost category number must be one of the valid category headings set up for your job costing system. These are usually listed here as part of the screen design for your convenience.

## Rate per unit

This is the standard cost per unit to be charged for this cost code. You would leave it at zero if there is no standard default cost, and certainly leave it zero for an employee cost code where the employee hourly rate is to be used.

## Percentage Mark-up

This feature marks up the costs entered into job costing by the set percentage to enable recovery of overheads when considering the costs of fulfilling jobs. All costs are marked up by this set percentage.

## Timesheet Cost Code

If you are entering details for employee costs, you must reply Y to the timesheet cost code question – this allows this cost to be selected as the employee code during timesheet entry.

## Payroll Company

If cost code is to record employee costs and the job costing system is to update the payroll system then you need to set the payroll application company to link to. <F4-Select> allows you to select from the list of companies configured within the system profiles.

## Employee Number

Again only applicable for update to the payroll system this asks for the employee number to be updated for timesheets posted against this cost code. If linked to payroll, and set to lookup employees, within the Job Costing system profiles then <F4-Select> is available to select the employee.

---

### **Copy Standard & Overtime Rates from Payroll Employee File?**

After confirming the employee code you may, depending on configuration, be prompted to copy the rates from the employee record.

If job costing system profiles not set to 'Use payroll employee rates' then time sheets are entered using the rates entered on the cost code – when you create the cost code you are given the option to copy over the normal employee rates and amend as required. If the system is set to use the payroll rates then the rates entered on the cost code are ignored and rates recorded on the employee record used.

---

## **Standard Hourly Rate / Overtime Rate**

If not using the employee file rates, then you need to enter the standard hourly and overtime rates to be used for timesheet entry.

In addition to these items you may also have inputs for:

### **Cost Code Constant**

You may have the same standard rates for many different cost codes and, if that rate changes, that change needs to be applied to all the appropriate cost codes. Rather than entering the rate against the cost code you can set a cost code 'constant' number. When a job transaction is entered for the cost code instead of applying a rate from the cost code the system applies the rate set in the constant table. The constant values maintenance is discussed below.

### **Default Employee Cost Code**

Similar to the above, when defining Employee Cost Codes many employees may be paid the same standard and overtime rates and when those rates change you do not want to amend all the individual employee cost code. This option, available on *Diamond* and *Premier*, allows you to record a default cost code against this employee cost code – when time sheets are entered for the employee the rates are taken not from the employee cost code but from the default cost code specified.

### **Update Existing Codes**

This option allows you to amend cost code records. Key the cost code of the record you wish to amend or use <F4-Select> to search. The information in the cost code record and this can be amended by over-typing. Movement through the items on screen is as per standard methods but in addition the <End> key causes the program to update the cost code record in the file without the need to key <Enter> through the remaining data items.

---

**Note**

If you change the cost category code after job costing transactions have already been recorded, then the change of number does not effect any existing transactions in the system. Only new transactions take this change into effect.

---

## View Cost Code

This is similar to the option described amending a job as describe above, except that job records are displayed only, and none of them can be amended.

## Delete Cost Code

Deleting a cost code physically removes the code from the file and so it will no longer be available when entering job cost details, or for analysis purposes. Because of this latter point, do not be in too much hurry to delete cost codes! You may want to undertake further analysis many months in the future, and it is advisable not to delete employee cost codes (say) just as soon as the employee has left!

## Maintain Cost Constants

To save entering specific cost rates for different cost codes where the unit costs are the same, you may elect to refer to a constant value instead. Then if that rate changes, all the affected cost code records are updated by changing just the one constant. You may use up to 30 constant values in the cost code file.

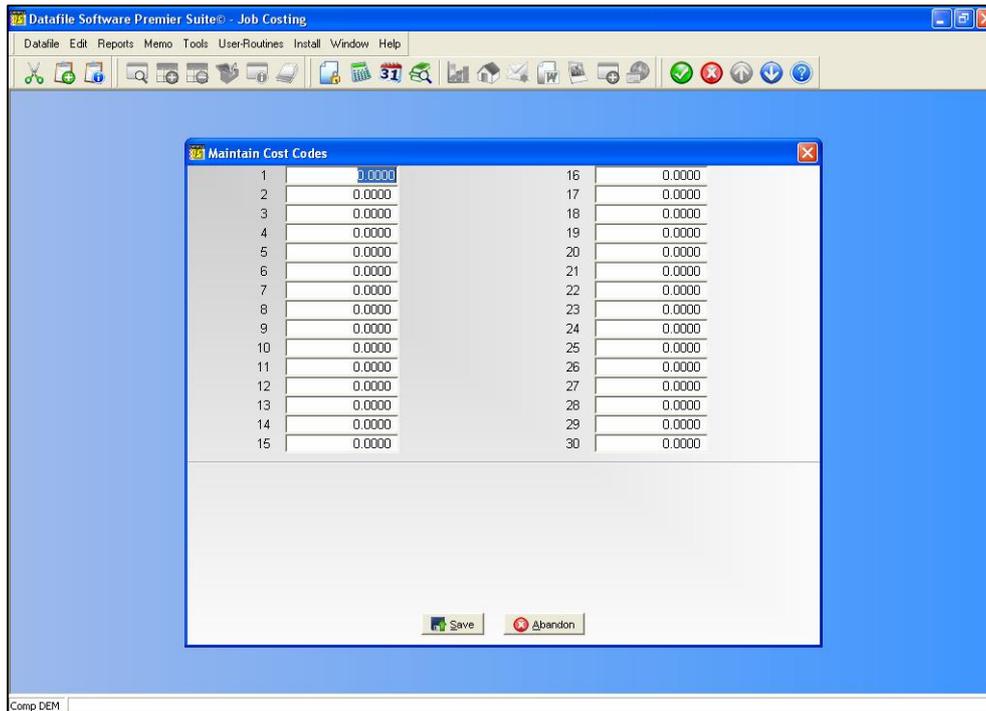
Each constant may be held with up to four places of decimals, an up to maximum value of 99,999,999.9999. These constants are entered using this option, which displays the screen shown below. Rates may be entered or changed as required, keying <Escape> to end the process.

---

**Note**

The Cost Constants are only applied to cost codes set to use a cost rate constant. This item is not normally displayed on the cost code maintenance screen but can be added using the installation options if required.

---



## Time Sheet Entry

---

You use this option to enter details from employee time sheets. You can enter not only the time spent on chargeable job activities, but also on non-chargeable activities such as holidays, sickness and training courses. You may want to make this the prime input for all employee time sheets, since there is a direct link between the job costing system and the Datafile Software payroll system.

Choosing this option gives a time sheet entry screen looking similar to that below. This screen is designed to make it easy to enter time sheets quickly and accurately.



typing errors. Note: that if leave this value as 0:00 then this is expected to be the total for the entered timesheets.

## Time Sheet Details

### **Job code**

Either enter a valid job code here, or leave it blank. If you do not know the job code, use the <F4-Select> key facility to show a list of the codes on the screen. Choose the job you want, which must be one which has not yet been marked as complete. The title of the job is displayed for you at the bottom of the screen.

You may leave the job code blank (subject to configuration options). This allows you to input the complete time sheet details, even those which are not to be charged to particular jobs. For example, a site foreman needs to spend time in the office catching up on paperwork. He must be paid for the time, but it is not directly attributable to any particular job.

### **Cost code**

You must now enter a valid cost code, and its title too is shown at the bottom of the screen, together with its category description. Use the <F4-Select> key feature to display a list of cost codes on the screen.

In some cases you will use employee cost codes again here to cover the type of work they normally do and the rates to charge for their hours. In such cases the cost code you enter here is the same cost code you have already entered in the header for the employee code. In other cases, however, you may have a number of cost codes to represent the different tasks your employees undertake, and you would enter the appropriate cost code here.

### **Hours/minutes**

You may configure your job costing system to enter time either in minutes, or in hours and minutes (see Configuring Job Costing later). For the latter you can choose the separator between the two — typically a colon. The column heading on the screen shows which method is in use. If you choose to enter time in minutes only, the program converts it to hours and minutes for storage purposes.

If input is in minutes, simply key the number of minutes <Enter>. If input is in hours and minutes, key the number of hours, the separator, followed by the number of minutes, and press <Enter>. For a whole number of hours you may key just the number of hours, omitting the separator and minutes figure.

---

### Note

You may leave hours at zero where you are entering information which is covered by one or more of the payroll switches (extra payments/deductions). You are going to enter an exact value, so hours and rates are not material in such a case.

---

### Payment No.

A payment number is now needed so that the correct charging rate can be entered, and also so that the link to the payroll accumulates time to the correct payroll categories. The payment types you can use are displayed at the foot of the screen and depend on how job costing timesheets link to payroll.

If not set to link to payroll then type 1 is always the standard pay rate; types 2–6 are reserved for the overtime rates 1–5 respectively, and types 7–25 refer to the “switches” configured in the job costing system (via the *Application User Facilities*). When not linked to payroll then the payment number is used only for selecting the correct rate from the cost code (standard / overtime) and for analysis purposes on the Labour Costs Summary report – where you could analyse separately bonus payments etc for update to an external payroll system.

If linked to payroll then type 1 is again the standard rate, types 2-20 relate to the configured overtime rates and types 21-100 relate to the configured payroll switches. Note that the product level determines the actual number of overtime rates and switches allowed. <F4-Select> is available to select the payment number.

---

### Note

The code entered on the first line here is taken as the default on subsequent lines of time sheet entry.

---

### Rate

The rate of pay to be charged is usually determined from the cost code record for the employee entered in the header. However, depending on configuration of system profile parameters, it can alternatively be updated from the payroll employee record itself, the cost code entered on the timesheet detail line, or from a default ‘Employee Cost Code’.

---

### **Default Employee Cost Code**

Each employee for whom timesheets are to be entered requires a cost code to be configured. However, several employees may be paid on the same rates and, when these rates change you would only want to change the rate once.

The option can be configured, therefore, to specify against the employee cost code record a default cost code to take the rates from and when time sheets are entered for an employee cost code with a 'default' set then the rates are taken from the default code.

---

This appropriate rate is displayed for you automatically, and you can <Enter> to accept it, or amend it as appropriate.

---

### **Note**

If you are using one of the switches as described above, it may be pointless to enter a rate as such, since you are going to enter an exact value. You can leave the rate zero in such cases, therefore.

---

### **Value**

The value is a calculation of time multiplied by the rate to obtain the cost to be posted against this activity. Again, you may <Enter> to accept it, or overwrite it with the value you need on this occasion.

The "Bonus" example quoted earlier is a good example of when you would enter a value rather than reduce it to hours times a rate.

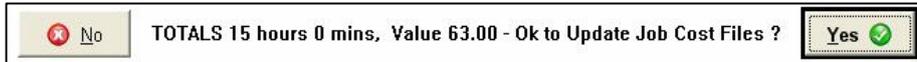
### **Comment**

If configured to do so, the employee name will already display in the comment field. You may accept this by keying <Enter> or enter your own comment here.

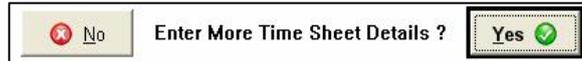
## **Completing Time Sheet Input**

When you have entered all the information you wish to enter from an employee's time sheet, then press <END> in the job code column or use <ENTER> to leave both the job code and cost code blank.

If you pre-entered a total of the hours/minutes to be entered on the timesheet then the entered details are validated against this and, if a difference is calculated, you are warned and taken back to amend the entered details. If the details are validated, or you are not set to pre-enter a total then at the bottom of the screen you are shown you a total line and asked to update the job costing files.



Replying 'No' returns you to the start of the sheet so that you can alter any of the figures on the page. If you reply 'Yes', then the time sheet is updated against the various jobs. Whilst this is happening, a progress bar shows the updating of the files. When the update is complete, you are asked:

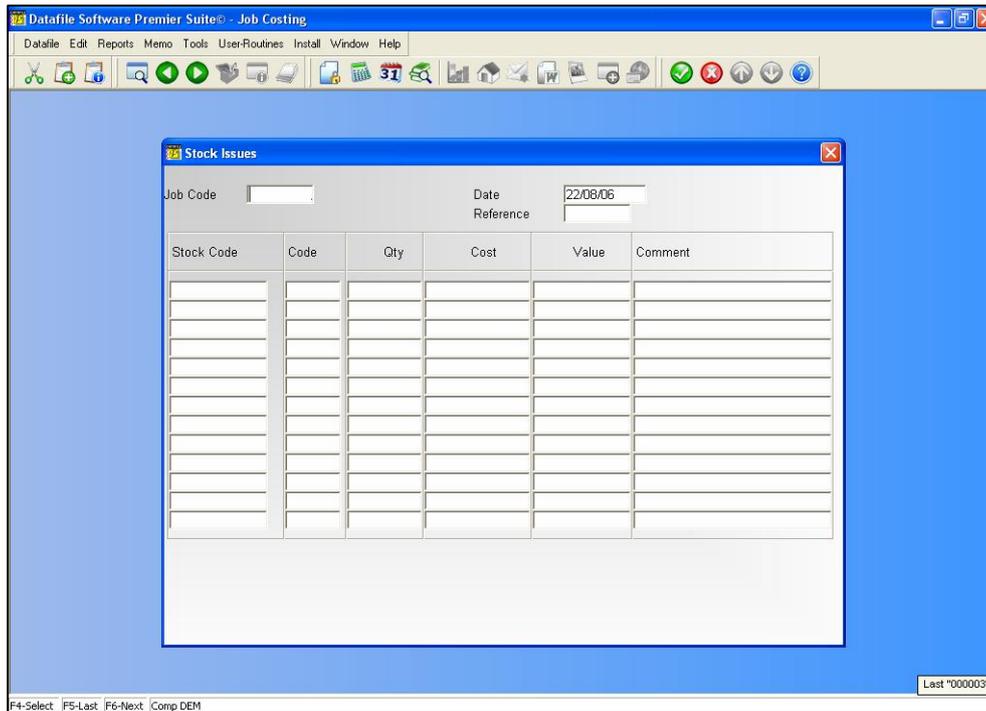


Reply 'Yes' if you have more time sheet details to enter, or 'No' to exit back to the menu.

## Stock Issues

This transaction option is used to record items issued from stock against individual jobs. As well as updating the job costing files the stock control system can also be updated at the same time by these transactions.

Whereas timesheets take employees one-by-one and allowed you to enter the various jobs on which they had worked, the stock issues procedure, by default, takes jobs one-by-one and lets you enter one or more stock items which have been issued against the job.



## Stock Issues Header

### Job Code

First enter the job code in the usual way. Use the <F4–Select> key if you are not sure of the job code. The name of the job is then displayed for you.

---

#### Job Codes per Detail

If entering stock issues for multiple jobs it may be easier to prompt for the job code per detail line rather than entering stock details for one job at a time. *Diamond* and *Premier* users have an option available within the Job Costing Application User Facilities to enable the input per stock issue entry line of the job code.

---

### Date

Enter the date to which these stock issues apply. The date entered here is validated as being within the current stock period. If entered prior to the period then a warning will allow you to enter the issue with that date but ‘as at’ the current period (i.e. it updates demand for current period). If entered after the current stock period (up to one period in advance) then a warning asks if you wish to post the stock issue as a forward transaction.

---

## Reference

The reference is an optional entry and may be used for any purpose. You may have numbered stock issue sheets which have to be signed when stock is withdrawn, in which case you might enter the sheet number here. This value is copied into all the transactions created from these entries.

## Stock Issues Detail

### Stock Code

For each stock item issued you must enter a valid stock code. Use the <F4-Select> key to help you search for the correct stock codes. As you enter each one the stock description is displayed at the bottom of the screen. If using location stock the stock code is prompted for in two parts – firstly the location and secondly the stock code.

### Cost Code

Now you must enter the cost code, following which its description is also displayed at the bottom of the screen. It is not uncommon for there to be just one cost code for all stock issues, since little further analysis of this may be required. If, however, you can issue some items for inclusion such as switches and meters, and some as consumable items, then you may want to analyse different detailed categories of stock issues for later analysis. You would define separate cost codes in these events.

---

#### Default Cost Code

If stock issues are primarily entered against a specific cost code then *Diamond* and *Premier* users have the option to set a default cost code for stock issue in the Job Costing Application User Facilities.

---

## Quantity

Enter the quantity of this stock item issued and press <Enter>.

---

#### Quantity Validation

By default the quantity entered is not validated as being physically available as stock issues to job costing are usually entered 'after the fact' (i.e. the quantity has already been issued). *Diamond* and *Premier* Users have the option within the Application User Facilities, to validate against physical and to display the stock free and physical quantities at the foot of the screen on entry of the stock code.

---

## Cost

The unit cost for this stock item is now displayed by the program, as contained in the stock file. Key <Enter> to accept the figure offered, or amend it if required.

## Value

The program multiplies the quantity figure by the cost to obtain the value. Again, you may overtype this if necessary.

---

### Preventing Overtime of Cost / Value

The option exists within the Job Costing Application User Facilities, for *Diamond* and *Premier* users to set an authority level for allowing overtype of the cost and value items. If the operator has insufficient authority then these items are view only.

---

## Comment

The program automatically inserts the stock description as the comment, but again you may alter this if required.

## Completing Stock Issues Input

When you have entered all the items issued for the current job, then pressing <End> in the stock code column, or <Enter> against a blank stock (location), code completes the stock issue input. At the bottom of the screen you are shown you a total line and asked:

<input type="radio"/> No	TOTALS Qty 9.00 Value 343.37 - OK TO UPDATE JOB COST FILES ?	<input checked="" type="radio"/> Yes
--------------------------	--	--------------------------------------

Reply 'No' to return you to the start of the screen to alter any of the figures on the page. If you reply 'Yes' then the stock issues sheet is updated to the various jobs. Once the update is complete, you are asked

<input type="radio"/> No	Enter More Stock Issues ?	<input checked="" type="radio"/> Yes
--------------------------	---------------------------	--------------------------------------

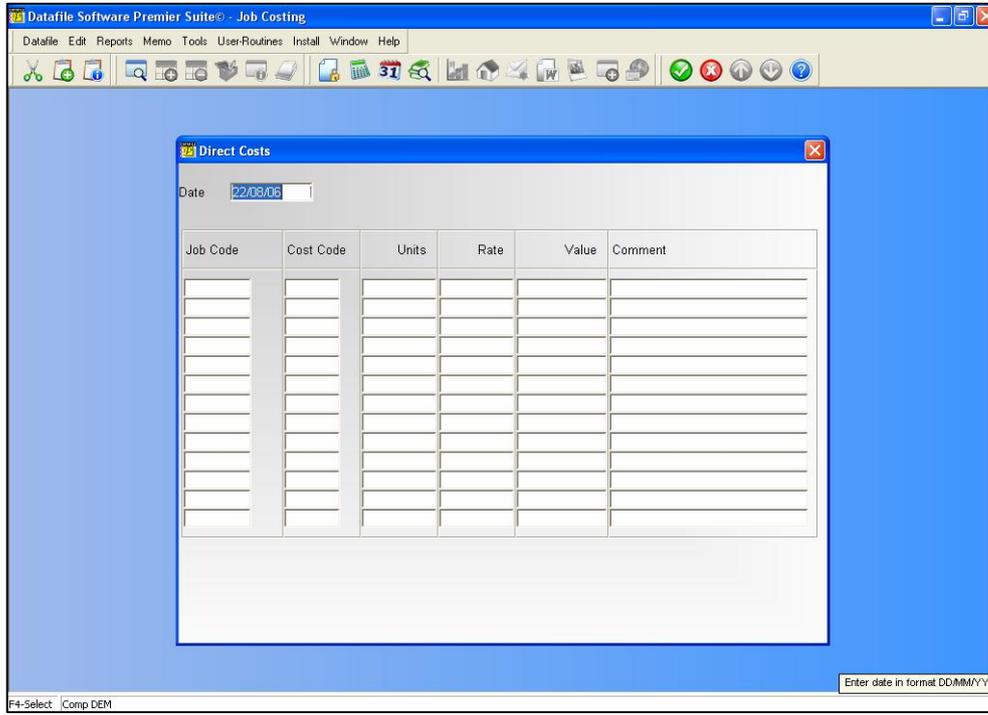
Reply 'Yes' if you have more stock issues to enter, or 'No' to return to the job costing menu.

## Printing Stock Issues

After updating the stock issues a configuration option, available for *Diamond* and *Premier* users, allows the ability to print a stock issues listing. After update of the job costing files the system shows the printer dialog asking you to select the printer to output the stock issues to.

## Direct Job Costs

The direct job costs option allows you to record costs, other than employee time charges or stock issues, against jobs.



### Direct Cost Header

#### Date

The only header item to enter is the date. Today's date is displayed at the top of the screen, which you may accept or alter, and then key <Enter>.

### Direct Cost Detail

#### Job Code

For each line you must enter a valid job code — one that is on the job file, and not yet marked as complete. When you press <Enter> the job description appears at the bottom of the screen. Use the <F4-Select> key if you are not sure of the job code.

## Cost Code

Similarly, the cost code must be valid and its title is also shown at the bottom of the screen, together with its category description. You may choose to have just one cost code record for all direct costs. Use the <F4-Select> key if you are not sure of the cost code.

## Units

Enter the quantity for this item and press <Enter>.

## Rate

The rate shown is taken from the cost code record, but may be overtyped if required.

## Value

The program multiplies the units figure by the rate to obtain the value; you may overwrite this if necessary.

## Comment

Enter a description for the item as required, or leave blank.

## Completing Direct Cost Input

When you have entered all the items issued for the current job, then key <END> in the job code column, or press <Enter> on a blank job code. At the bottom of the screen you are shown you a total line and asked:

<input type="radio"/> No	TOTALS 15.00 Units, Value 75.00 - OK TO UPDATE JOB COST FILES ?	<input checked="" type="radio"/> Yes
--------------------------	---	--------------------------------------

Reply 'No' to return to the date prompt to alter any of the figures on the page. If you reply 'Yes' the direct costs sheet is updated to the various jobs. When the update is complete, you are asked:

<input type="radio"/> No	Enter More Direct Input ?	<input checked="" type="radio"/> Yes
--------------------------	---------------------------	--------------------------------------

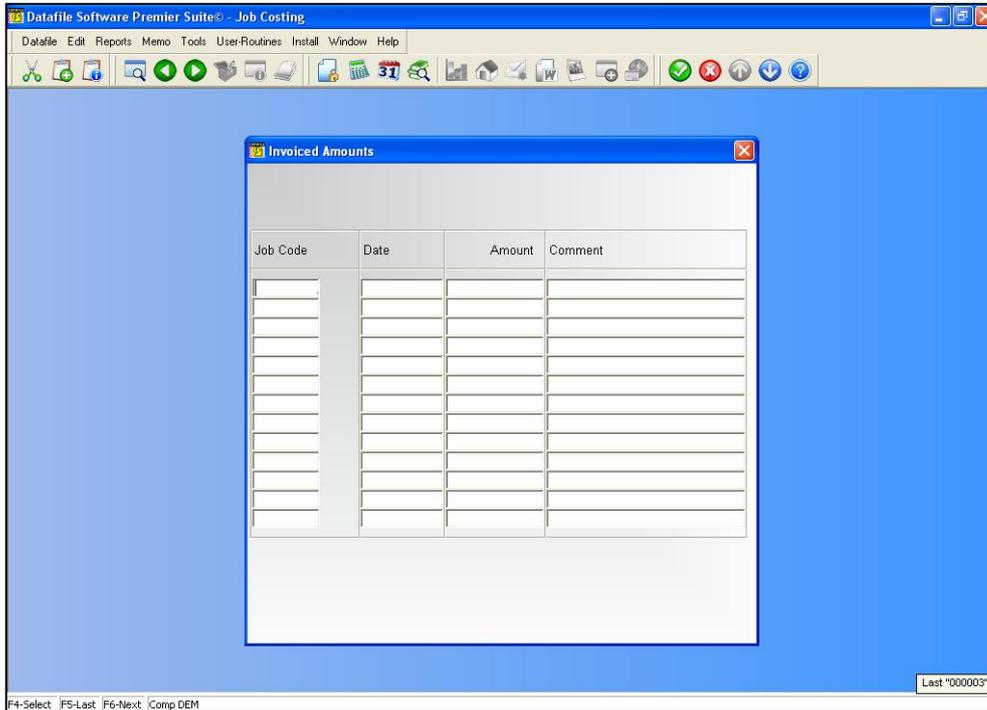
Reply 'Yes' if you have more direct costs to enter, or 'No' to return to the job costing menu.

## Amount Invoiced to Clients

---

This option enables you to record invoices sent to your clients against the job concerned, so that you may compare progress of the amount invoiced with the amount quoted, which was entered at the inception of the job.

If you have the Datafile Software Sales Ledger, Invoicer or the accessory 'Sales Order / Job Costing Link' then you can arrange that the job costing system is directly updated at the same time as the sales ledger which would omit the need for this option.



## Sales Invoice Details

You may enter invoices for any jobs, whether shown as completed or not. Up to 13 lines may be entered on any one screen, which are updated before you are offered a new screen to enter more invoices. The following items are requested for each line:

### Job Code

First you must enter a valid job code — one that is on the job file. When you press <Enter> the job description appears at the bottom of the screen. Use the <F4-Select> key if you are not sure of the job code.

### Date

Enter the invoice date.

## Amount

Enter the amount invoiced for this item, and key <Enter>. The values entered here are accumulated until you change the status of the job to I (fully invoiced).

## Comment

Enter a description for the item as required, or leave blank.

## Completing Sales Invoice Input

When you have entered all the invoices require, then key <END> or press <Enter> against a blank job code. At the bottom of the screen you are shown you a total line and asked:

<input type="radio"/> No	Total Amount 4000.00 - Ok to Update Job Cost Files ?	<input checked="" type="radio"/> Yes
--------------------------	--	--------------------------------------

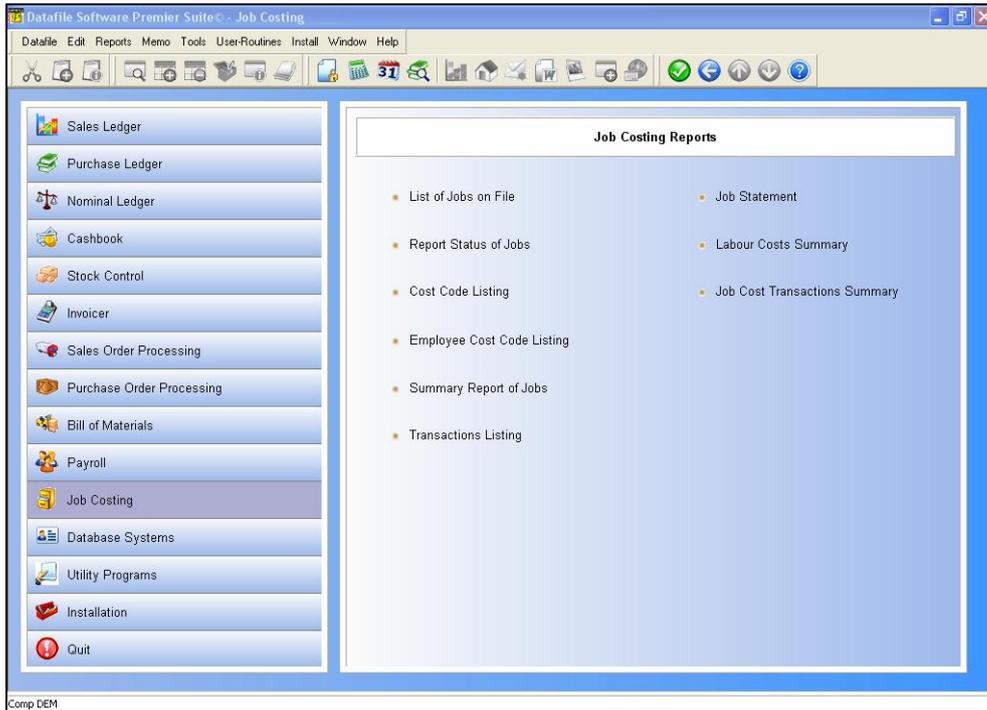
Reply 'No' to return to the first sales invoice to alter any of the figures on the page. If you reply 'Yes' the sales invoices sheet is updated to the various jobs. When the update is complete, you are asked:

<input type="radio"/> No	Enter More Invoice Input ?	<input checked="" type="radio"/> Yes
--------------------------	----------------------------	--------------------------------------

## Job Reports

---

You may print or display job reports as and when you need them. A number of reports are supplied as standard and may be chosen from the REPORTS sub-menu.



## Reporting Options

Throughout Datafile Software there is a common set of questions, which may be supplemented by others for specific reports, whenever a report is to be printed. If the given answers are all correct, you can select the PRINT button or you can amend the values as required. The screen shows a typical pre-report set of questions.

### **Date of Report**

You normally accept today's date, which is prompted here. You can change the date to any date you want.

### **Report "As At" Date**

The "as at" date is used as a comment to show that the file(s) from which the report is to be compiled may only contain data up to a certain date. For example, month-end reports may not be printed until a few days into the new month, so the report date would reflect the real printing date, whereas the "as at" date would be the end of the previous month. This is purely for presentation purposes — it does not determine which records are to be printed.

### **From/To Job Code**

If you only wish to report details for a range of specific jobs then you can enter the range here. <F4-Select> is available as required. If enter a "From" job but leave the "To" job blank then the report includes all jobs from the requested point to the end of the file. Similarly if leave the "From" job blank but enter a "To" job then the report includes all jobs from the start of the file to the requested point.

### **OR List of Job Codes**

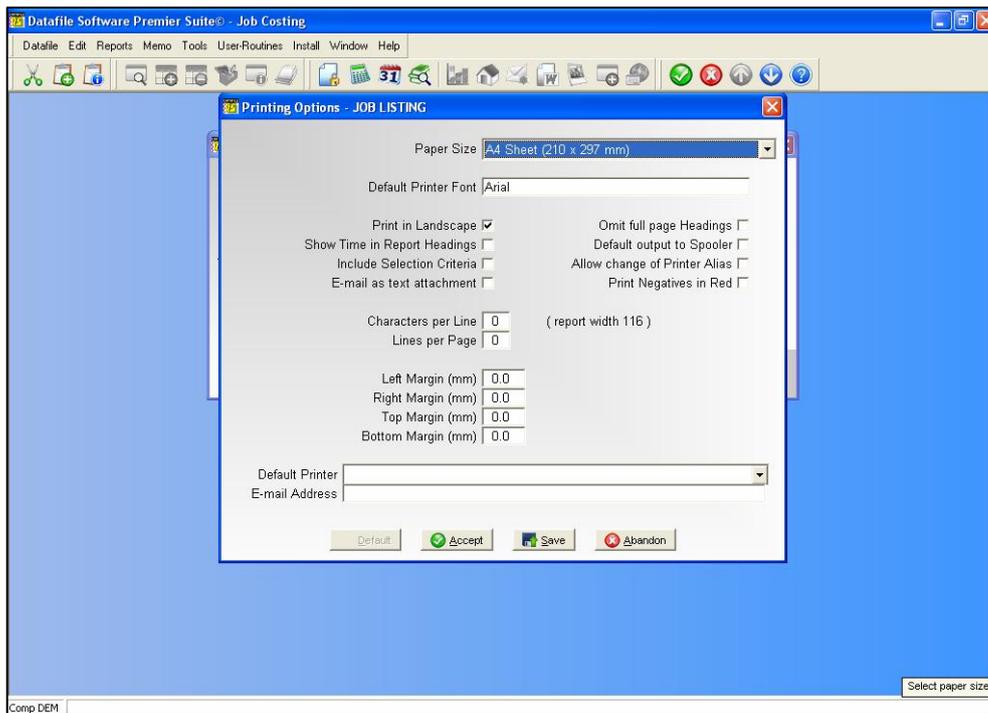
As an alternative to entering a range of jobs you can enter up to 200 specific job codes to report. Selecting this option gives you a pop-up to enter the job codes, <F4-Select> is available to help you choose the job codes and you leave the job code blank to complete your selection.

### **Specify Any Selection Criteria**

If you select this option then you can specify some criteria to select records for printing which match the conditions you have set. For example, you may want to report jobs that are (say) over budget. When selected a pop-up form allows you to enter up to six test conditions against the report.

### **The OPTIONS Button**

When you select to print an application report an OPTIONS button is available alongside the PRINT/CANCEL buttons. Selecting the OPTIONS button allows access to the print configuration.



The layout of this screen differs slightly based on whether you have set the page size (as above) or not. Before discussing the parameters you should note the buttons available at the footer of this parameter screen.



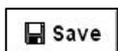
**Default**

This option updates the individual parameters from your user default when they are set, overwriting presets where applicable. If no user defaults are set then this option is 'greyed' out. To set user defaults see the appropriate section below.



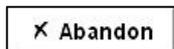
**Accept**

This option accepts your entered parameters for this print only, reverting to defaults next time the report is run.



**Save**

Depending on whether the user is configured as an 'Install' user then the next option will be SAVE. This saves your set parameters so they are offered as default next time this report is run (Note: this is system wide not per user). Setting the user as an 'Install' user is achieved through the user configuration available under the MASTER sign-on.



**Abandon**

This option abandons any changes made and returns you to the report screen.

The report parameters available are:

- **Paper Size** – select the paper size the report is to be printed to (i.e. A4). You can elect to leave this blank in which case the report is printed as per the last/default page size of the printer, however, if you do this you can only choose fixed pitch fonts – selecting a page size is mandatory to use proportional fonts. If you set a page size then the options screen

re-displays with the appropriate parameters. If you leave blank then the options screen remains as above.

- **Default Printer Font** – a font dialog is display allowing you to select as required, the default font to be used for this report. If you've sent the page size then all fonts are available, if you haven't set this then only fixed pitch fonts can be assigned. You can also set bold/italic attributes and font size – note that if you haven't set a page size then the font size option is not applicable (font is sized as per previous rules).

---

### Selecting the Font Size

Generally you can't go far wrong with 10point. However, if you have a lot of data items on your report, and are printing in portrait, 10point may be too big to fit all the required information without overlapping fields.

The positioning of fields across the page is determined by the item size – if you imagine the Job Listing report this shows, by default, the job code (10 characters), the title (30), the date added (8), the due date (8), the sales account (10), last invoice reference (6), last invoice amount (10) and last invoice date (8 characters), together with spaces between the items this gives a total of 116 characters, or columns required, across the page (think graph paper – you have 116 'cells' across the page).

Those 116 columns are split equally across the available page (page size and margins taken into account) as starting positions for data items – so the job code starts at column 1, the job title at column 12 (job code plus 1), etc. If you select a font size too big then the job code may not finish printing before the title starts causing the title to overlap the end of the job code. If this occurs then you may need to either reduce the font size or consider swapping the report to landscape orientation if the font size would go too small.

- 
- **Default to Landscape** – set to default the printed report to landscape, leave blank for usual portrait orientation. You may want to set reports such as the Sales Ledger Aged Debtors Report or the Cashbook Receipts Analysis Listing to landscape as these reports require a large amount of detail to be printed and otherwise the font size could be too small.
  - **Show Time in Report Headings** – set to include the printed time in the report headings in addition to the printed date.
  - **Include Selection Criteria** – set to print any selection criteria that were applied to the report.
  - **Email as Text** – if send this report via email this option allows you to send as a text file attachment as opposed to, if left blank, PDF.

- ❑ **Omit Full Page Headings** – When printing a multi-page report the system repeats the headings for each page. Setting this option reduces the heading details for the second and subsequent pages allowing more record detail to be printed per page.
- ❑ **Default Output to Spooler** – Usually, when printing a report, the default printer is the last print device used. Select this option to set the default printer as the spooler for this report. This acts only as a default and doesn't prevent you electing to print the report instead.
- ❑ **Allow Change of Printer Alias** – when these options are configured then it is assumed you are printing as 'direct windows print' and this is the alias set by default. Setting this option allows you to change the default alias at run-time to one of the list of Datafile configured printers. If you change the alias to a 'DOS' style alias then the page size (length/width) and font are again picked up from the Print Style Profile, although other settings such as 'include time' etc. remain from the OPTIONS display.
- ❑ **Print Negatives in Red** – on selected reports, assuming you have a colour printer; it may be useful to print negative values in red. This option allows this.

The next set of parameters allows you to specify formatting and margin settings. This section is different if you set the page size earlier. If you have set the page size then you set the margins in millimetres. If you haven't set the page size then you set margin in 'columns' for both portrait and landscape - the appropriate settings being used based on the orientation of the output selected at run-time.

### Paper Size Set

- ❑ **Characters Per Line** – the system displays the width of the report items on the right. If you leave this value at 0 (recommended) then the report width used in determining the start column positions of data items (as discussed above with regards to font size) is the larger of either the report print items or 80 columns. You can manually set a report width – from 64 to 255 columns. You may want to increase the number of columns on (say) a landscape report with few print items to bring the fields closer together to aid in reading.
- ❑ **Lines Per Page** – if left at 0 (recommended) then the number of lines per page is determined by the font and page size. Alternatively you can set a number of lines per page, perhaps to give a greater gap between rows of data items.
- ❑ **Left Margin (mm)** – set the size of the left hand margin (relative to page orientation in millimetres).
- ❑ **Right Margin (mm)** – set the size of the right hand margin.
- ❑ **Top Margin (mm)** – set the size of the top margin.
- ❑ **Bottom Margin (mm)** – set the size of the bottom margin.

## Paper Size Not Set

- ❑ **Minimum Characters Per Line** – the system displays the width of the report items to the right. If you leave this value as 0 then the report width is the larger of either the report print items or 80 characters. You can manually set a report width – from 64 to 255 characters wide – but if you set a width less than the items actually printed then this is overridden by the report width at run-time.
- ❑ **Maximum Lines Per Page** – if left at 0 then when printing a report the system will determine the number of lines per page based on the report width and the printable area of the page up to a maximum of 72 lines per page in portrait mode or 50 lines per page in landscape mode. Alternatively you can set the number of lines per page, from 16 to 255, and this is then taken into account when deciding font size to ensure that number of lines is printed. If left at 0 then when sending to the spooler the lines per page is assumed to be 72 in portrait mode and 50 in landscape. If you require an identical print from the printer and the spooler then a maximum number of lines should be set.
- ❑ **Left Margin** – set the number of characters to be used as a margin from 1 to 64. If you require a margin then when entering the value you need to take into account the report print width – a margin of 4 characters on an 80-character report will be bigger than a margin of 4 characters on a 132-character report. If left at 0 no left margin is applied.
- ❑ **Right Margin** – if you require a margin to be applied on the right of the report set the number of characters accordingly (again 1-64), if leave as 0 then no right margin is applied.
- ❑ **Top Margin** – set the number of lines to leave as a margin at the top of the page (1-32 lines). If left at 0 then no top margin is applied.
- ❑ **Bottom Margin** – set the number of lines to leave as a margin at the bottom of the page (1-32 lines). If left at 0 then no bottom margin is applied.

Finally, you can set default options that are used when you send the report to print or e-mail.

- ❑ **Print Device** – if using a stand-alone Datafile system then you can set a default printer to output to. This option only applies when sending to a print device; if last printer was spooler or fax then this remains the default. If using a networked Datafile system then you can still set this where you are printing to a networked printer – provided all terminals have a consistent device path. If the print device isn't valid then the normal printer is offered instead.
- ❑ **E-mail Address** – if the report is sent to email then here you can enter an email address that is to be used by default for this report – though it can be amended at run-time.

Once you've set the desired parameters select the ACCEPT option to apply the settings for this print or, if available, the SAVE option to apply for this and future prints.

## List of Jobs on File

This reports all the jobs present on the file, giving the dates they were started, the dates due for completion, and the sales account where applicable. An example of this report is given below.

Job Costing								Report as at 31/01/04 Printed on 31/10/05
JOB LISTING								
Premier Demonstration							Page 1	
Job-Code	Title	Date-Added	Due-Date	Sales-Account	Last-Inv-Ref	Last-Inv-Amt	Last-Inv-Date	
000001	Print brochures	26/01/05	25/02/05	KAR002		0.00		
000002	Print leaflets	26/01/05	25/02/05	DAT001		0.00		
000003	Summer special catalogue	26/01/05	25/02/05	KAR002		1500.00	31/10/05	
Totals ...								
Number of Records: 3								
							1500.00	
End of Report.								

## Report Status of Jobs

This reports the jobs present on the file, giving their status, the total budget and the total actual costs so far, the price quoted and how much has been invoiced so far, and the date of the last activity reported for this job. An example of this report is given below.

Job Costing		Report as at 31/01/04 Printed on 31/10/05					
<b>JOB STATUS LISTING</b>							
Premier Demonstration							Page 1
Job-Code	Title	Status	Total-Budget	Actual-Total	Quoted-Price	Invoiced-Amt	Last-Activity
000001	Print brochures	A	320.00	105.50	500.00	0.00	31/10/05
000002	Print leaflets	A	80.00	39.00	150.00	0.00	31/10/05
000003	Summer special catalogue	A	3000.00	233.15	5000.00	1500.00	31/10/05
Totals ...							
Number of Records: 3							
			3400.00	377.65	5650.00	1500.00	
End of Report.							

## Cost Code Listing

This report lists all the cost codes defined for use in your job costing system, including all the employees you have defined. An example of this report is given below.

Job Costing		Report as at 31/01/04 Printed on 31/10/05			
<b>COST CODE LISTING</b>					
Premier Demonstration					Page 1
Cost-Code	Title	Category	Unit-Rate	Constant	Employee?
E01	Karen Smith	1	0.0000	0	Y
E02	John Black	1	0.0000	0	Y
E03	James Stewart	1	0.0000	0	Y
P01	Printing	1	3.0000	0	
P02	Cutting	1	2.7500	0	
P03	Design	1	6.0000	0	
P04	Pasting	1	4.5000	0	
P05	Packing	1	3.5000	0	
P06	Delivery	1	2.9500	0	
S01	Stock issues	4	0.0000	0	
S02	Outside stock purchases	3	0.0000	0	
S03	Sub-contract	3	0.0000	0	
End of Report.					

---

**Note**

If you want to exclude cost codes that refer to employees then you could use the selection criteria options to exclude these codes (EMPLOYEE not equal to "Y").

---

## Employee Cost Code Listing

This report lists only the employee cost codes. An example of this report is given below.

Job Costing		Report as at 31/01/04 Printed on 31/10/05					
<b>EMPLOYEE COST CODE LISTING</b>							Page 1
Premier Demonstration							Page 1
Cost-Code	Title	Pay-CPay-Empno	Std-Rate	O/T-1-Rate	O/T-2-Rate	O/T-3-Rate	
E01	Karen Smith	DEM 1	4.0000	4.5000	5.0000	5.5000	
E02	John Black	DEM 2	3.0000	3.5000	4.0000	4.5000	
E03	James Stewart	DEM 3	5.0000	5.5000	6.0000	6.5000	
End of Report.							

## Summary Report of Jobs

This report checks through all the jobs in the system and summarises them under the headings of active jobs, completed jobs, and those both completed and invoiced. Totals for all jobs are printed. The values summarised are the budgeted costs compared to the actuals to date, and the quoted prices compared to the amount invoiced to date. An example of this report is given below.

Job Costing					Report as at 31/01/04 Printed on 31/10/05
<b>JOB SUMMARY</b>					
Premier Demonstration					Page 1
Job Status	Total	Budget-Cost	Actual-Cost	Quotation	Invoiced
Active Jobs	3	3400.00	377.65	5650.00	1500.00
Completed Jobs	0	0.00	0.00	0.00	0.00
Completed & Invoiced Jobs	0	0.00	0.00	0.00	0.00
<b>Total for All Jobs</b>	<b>3</b>	<b>3400.00</b>	<b>377.65</b>	<b>5650.00</b>	<b>1500.00</b>

## Transactions Listing

This gives a straightforward list of all the transactions applied to the job costing system.

In practice you may want to print only those transactions added in the current month or since the last time you printed the report. Two further questions are asked during the run-time parameters to enable you to do this:

### Transaction Record Numbers From / To Transactions in Date Range From / To

This allows you to limit the transactions printed either to a range of record numbers and/or to a date range. The record number range presumes you may have kept a note of record numbers. It is often more useful to use a date range as the technique to restrict the transactions printed.

Job Costing									Report as at 31/01/04 Printed on 31/10/05
<b>JOB COST TRANSACTION LISTING</b>									
Premier Demonstration (Transactions 1-15)									Page 1
Record	Job-Code	Category	Date	Value	Cost-Code	Description	Stock-Code	Quantity	Price
1	000001	1	26/01/05	4.00	P01	Printing		1.00	4.0000
2	000001	1	26/01/05	8.00	P02	Cutting		2.00	4.0000
3	000001	1	26/01/05	4.00	P03	Design		1.00	4.0000
4	000001	1	26/01/05	4.00	P04	Pasting		1.00	4.0000
5	000002	1	26/01/05	8.00	P03	Design		2.00	4.0000
6	000001	1	26/01/05	6.00	P05	Packing		2.00	3.0000
7	000002	1	26/01/05	6.00	P05	Packing		2.00	3.0000
8	000001	1	26/01/05	9.00	P06	Delivery		3.00	3.0000
9	000001	4	26/01/05	45.50	S01	Special paper		10.00	4.5500
10	000001	4	31/10/05	25.00	S01	James Stewart		5.00	5.0000
11	000002	4	31/10/05	25.00	S01	James Stewart		5.00	5.0000
12	000003	4	31/10/05	25.00	S01	James Stewart		5.00	5.0000
13	000003	4	01/01/05	196.15	S01	Dining Chair - teak/dralo	CH0107	5.00	39.2300
14	000003	1	31/10/05	12.00	P01			4.00	3.0000
15	000003		31/10/05	1500.00				0.00	0.0000
Totals ...									
Number of Records: 15									
				1877.65				48.00	

## Job Statement

The job statement prints a complete picture of each job for you. You can display it to the screen to give you an instant view. It prints a job “record card” showing summary information about the job in the header part, followed by a cost transaction listing for each of the appropriate cost categories.

In addition to the usual run-time parameters are the following options:

### **Transaction Record Numbers From / To Transactions in Date Range From / To**

This allows you to limit the transactions printed either to a range of record numbers and/or to a date range. The record number range presumes you may have kept a note of record numbers. It is often more useful to use a date range as the technique to restrict the transactions printed.

### **Job Details Grouped by Category**

This determines whether to print all the transactions for each job in sequence, or whether to sort them first by category.

Job Costing		Report as at 31/01/04 Printed on 31/10/05	
<b>JOB STATEMENT</b>			
Premier Demonstration			Page 1
Job-Code	: 000001	Purch-Ord-O/S	: 0.00
Title	: Print brochures		
Date-Added	: 26/01/05		
Retain-Costs	: Y	Due-Date	: 25/02/05
Sales-Account	: KAR002	Last-Activity	: 31/10/05
Budget-1	: 100.00	Actual-1	: 35.00
Budget-2	: 200.00	Actual-2	: 0.00
Budget-3	: 20.00	Actual-3	: 0.00
Budget-4	: 0.00	Actual-4	: 70.50
Budget-5	: 0.00	Actual-5	: 0.00
Total-Budget	: 320.00	Actual-Total	: 105.50
Quoted-Price	: 500.00	Invoiced-Amt	: 0.00

Date	Value	Cost-Code	Description	Quantity	Price	Stock-Code
Category: LABOUR						
26/01/05	4.00	P01	Printing	1.00	4.0000	
26/01/05	8.00	P02	Cutting	2.00	4.0000	
26/01/05	4.00	P03	Design	1.00	4.0000	
26/01/05	4.00	P04	Pasting	1.00	4.0000	
26/01/05	6.00	P05	Packing	2.00	3.0000	
26/01/05	9.00	P06	Delivery	3.00	3.0000	
Category: OWN STOCK						
26/01/05	45.50	S01	Special paper	10.00	4.5500	
31/10/05	25.00	S01	James Stewart	5.00	5.0000	

Cost Category Totals ...	Actuals(Tx)
1. LABOUR	35.00
2. MATERIALS	0.00
3. O/SIDE CONT	0.00
4. OWN STOCK	70.50
5. MISC.	0.00
6.	0.00
7.	0.00
8.	0.00
9.	0.00
All Cost Categories	105.50
Total Invoiced Value	0.00

## Labour Costs Summary

This analyses labour hours between job-related and non-job-related time. You can determine from this how much time is chargeable and how much is not. The hours are split across not only the standard and overtime hours, but also across the other payroll elements defined by the payroll “switches” — see the payroll manual for more information about switches.

You would probably use this report prior to updating the payroll(s) as a check on the values which are to be updated. Additional questions are asked within the run-time parameters to restrict the transactions processed:

### **Transaction Record Numbers From / To Transactions in Date Range From / To**

This allows you to limit the transactions printed either to a range of record numbers and/or to a date range. The record number range presumes you may have kept a note of record numbers. It is often more useful to use a date range as the technique to restrict the transactions printed.

### **Analyse for which Payroll Code**

This option allows you to specify the payroll company code you want to analyse on the Labour Analysis report. You can only analyse one payroll at a time.

Job Costing		Report as at 31/01/04 Printed on 31/10/05	
<b>JOB COST LABOUR ANALYSIS</b>			
Premier Demonstration (Transactions 1-19)			Page 1
Pay Category	Job-Related	Non-Job	Total
Standard Hours	124.00	0.00	124.00
Overtime 1	27.00	0.00	27.00
Overtime 2	25.00	0.00	25.00
Overtime 3	33.00	0.00	33.00
Overtime 4	0.00	0.00	0.00
Overtime 5	0.00	0.00	0.00
Switch A	0.00	0.00	0.00
Switch B	0.00	0.00	0.00
Switch C	0.00	0.00	0.00
Switch D	0.00	0.00	0.00
Switch E	0.00	0.00	0.00
Switch F	0.00	0.00	0.00
Switch G	0.00	0.00	0.00
Switch H	0.00	0.00	0.00
Switch I	0.00	0.00	0.00
Switch J	0.00	0.00	0.00
Switch K	0.00	0.00	0.00
Switch L	0.00	0.00	0.00
Switch M	0.00	0.00	0.00
Switch N	0.00	0.00	0.00
Switch O	0.00	0.00	0.00
Switch P	0.00	0.00	0.00
Switch Q	0.00	0.00	0.00
Switch R	0.00	0.00	0.00
<b>Totals</b>	<b>209.00</b>	<b>0.00</b>	<b>209.00</b>
Total Number of Employees for Payroll Code: DEM = 3			

## Job Cost Transactions Summary

This report analyses the job cost transactions across the major category headings defined for your job costing system, totalling the costs of each category.

---

### **Brought-Forward Values**

There may be a 'brought-forward' figure against each category. This figure derives from any brought-forward job cost transactions created for each category when job cost transactions are deleted by the *Delete Completed Jobs* option discussed later.

---

In addition to the usual run-time parameters are the following options:

### **Transaction Record Numbers From / To Transactions in Date Range From / To**

This allows you to limit the transactions printed either to a range of record numbers and/or to a date range. The record number range presumes you may have kept a note of record numbers. It is often more useful to use a date range as the technique to restrict the transactions printed.

Job Costing		Report as at 31/01/04 Printed on 31/10/05				
JOB COST TRANSACTION SUMMARY						
Premier Demonstration (Transactions 1-19)						Page 1
Cost Category	Total	B/Forward	Time-Sheets	Stock-Issue	Direct-Costs	Invoices
Uncategorised	1	0.00	0.00	0.00	0.00	1500.00
Labour	9	0.00	49.00	0.00	12.00	0.00
Materials	0	0.00	0.00	0.00	0.00	0.00
O/Side Cont	0	0.00	0.00	0.00	0.00	0.00
Own Stock	9	0.00	160.00	196.15	45.50	0.00
Misc.	0	0.00	0.00	0.00	0.00	0.00
<b>Totals</b>	<b>19</b>	<b>0.00</b>	<b>209.00</b>	<b>196.15</b>	<b>57.50</b>	<b>1500.00</b>
End of Report.						

## Update Time Sheets to Payroll

A major benefit of the Datafile Software Job Costing system is that you may enter time sheets in full into the job costing system — as described earlier — and subsequently update these details into your payroll(s) automatically. The payroll details which can be so updated are the standard and overtime hours, plus other payroll details maintained under payroll “switches” (see the payroll manual itself for more information about payroll switches).

---

### Backup Files

This operation updates both the job costing files and the payroll files. You are advised to ensure you have a backup copy of all these files, including the relevant company files, before you start the operation. In that way you can restore the files should some disaster strike, or if you discover that not all was ready after all.

---



Firstly you must specify the payroll company to update (your job costing system may link to several payroll companies – a weekly company, a monthly company, etc.)

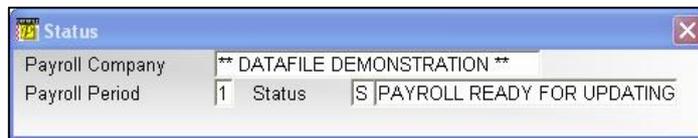
The payroll files are then opened and the status of the payroll checked. The payroll status must be open for the current period, and must not yet have been run. Any other status is rejected with a suitable error message.

---

### Time for Updating of Payroll

A payroll passes through two states in each cycle. First it must be opened for a new period. In this state all payroll details can be changed until you are satisfied that it is ready to run. It is only during this state that you can update details from job costing. In the second state the payroll is run, and you can no longer change the details for that period. See the payroll manual for more information.

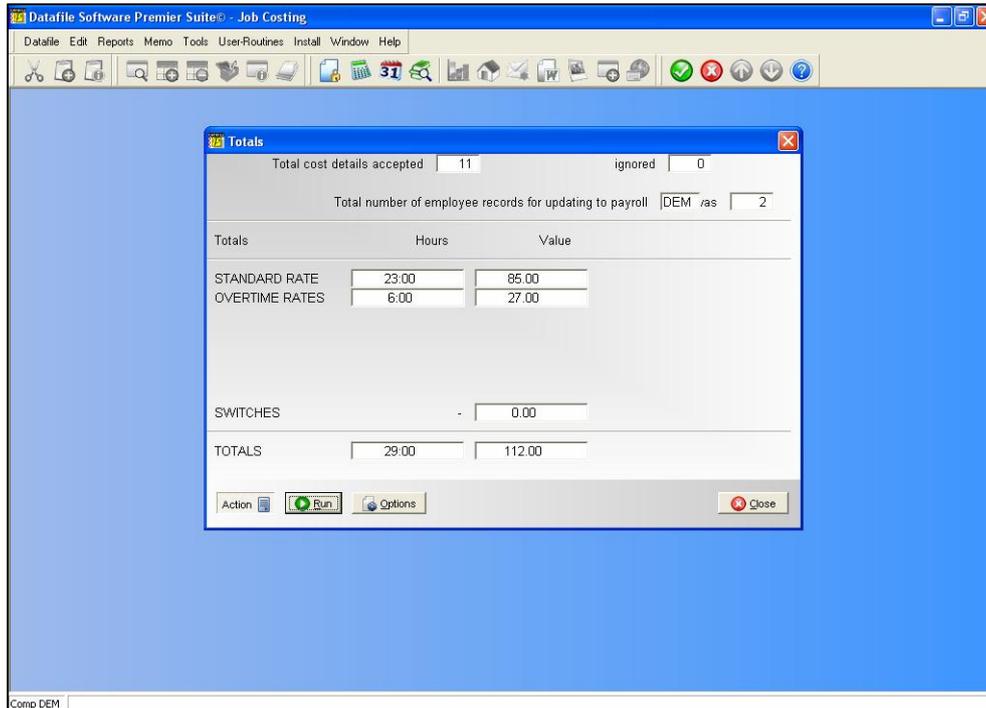
---



This message indicates that the payroll is in the correct 'status' to update to and you can proceed with the update.

A final message warns that backups should be taken before you proceed. Reply 'Yes' or 'No' to continue as desired.

First the program reads the whole of the job transactions file and notes the total number of pay records it finds (brought forward transactions are shown as "ignored" at this stage). Totals are accumulated by the program and a commentary of the steps taken is displayed, together with the number of records accepted — those not accepted are merely the job cost transactions which are not payroll-related. You are then prompted to display the totals for update.



If you are satisfied with the totals displayed then you can continue by selecting RUN to update the payroll. Reply 'Cancel' to abandon the procedure. If choose to proceed you are asked for the printer to send the update details to in the usual manner. The update report is then printed including details of any items which have been rejected. The following messages may be included in the report.

- ❑ OK-ACCEPTED - entry accepted and posted to payroll file
- ❑ ALREADY PAID - entry rejected, because the employee has already been paid (for example, the pay week or month may have been advanced due to holiday pay)
- ❑ PAID THIS PERIOD - entry rejected, because a selective payroll run had been carried out in advance of the main payroll, and the employee had already been paid for this period
- ❑ EXCLUDED - entry rejected because the employee had been marked as excluded from this payroll run
- ❑ NOT ON FILE - entry rejected, because there is no employee record for the employee number specified in the job cost entry.

Job Costing		PAYROLL UPDATE REPORT					Period: 1
Premier Demonstration							Printed on 30/04/05
Employee	Status	C-Bas-Hrs	C-Ot-1-Hrs	C-Ot-2-Hrs	C-Ot-3-Hrs	Switches	Page 1
1	Ok-Accepted	7.00	6.00	5.00	6.00	0.00	
2	Ok-Accepted	7.00	0.00	0.00	0.00	0.00	
3	Ok-Accepted	15.00	0.00	0.00	0.00	0.00	
Accepted Totals ...							
Number of Employees Updated ... 3							
C-Bas-Hrs		29.00					
C-Ot-1-Hrs		6.00					
C-Ot-2-Hrs		5.00					
C-Ot-3-Hrs		6.00					
Switches		0.00					
End of Report.							

After the report has finished printing, the job cost transaction records for this payroll are marked as being updated in order to avoid duplicate postings.

### Rejected Update

Transactions are marked as updated even if they gave rise to any update errors. You must investigate why the errors occurred, and make decisions about how to handle the exceptions. Any corrections may have to be added manually to this payroll period.

## Update from Purchase Ledger

If recording the job and cost codes against purchase transactions – entered in purchase ledger – but not updating the job costing at this point then this option allows you to batch update the purchase transactions.



### Confirm the Date of this Update

Accept the date display or overwrite with another valid date and press <Enter>.

### Processing Input Records From / To

The range of purchase transactions not yet updated to the job file is displayed and may be accepted by keying <Enter> or overtyped with another valid range of record numbers.

After confirming the update details you are asked to select a printer, in the usual manner, to output the update report to. The update report gives details of the amounts updated to the job cost files.

Before the update is processed you are asked to check that there is sufficient space in the job cost file to complete the update from purchase ledger, and remind you that you should have taken security backups of all the files in use.

Job Costing					Printed on 31/10/05	
<b>UPDATE FROM PURCHASE LEDGER</b>						
Premier Demonstration					Page 1	
Record	I/P-Rec	Job-Code	Cost	Amount	Description	
20	63	000001	S01	100.00		
21	64	000002	S01	200.00		
22	65	000003	S01	150.00		

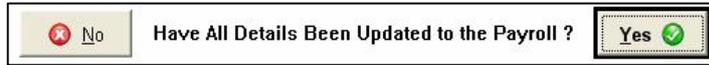
## Clear Completed Jobs

From time to time you may want to clear completed jobs and/or job cost details from your files. One reason may be to clear space from the job costing files for more jobs (though you can always enlarge the files if you run out of room). Another may be that you do not need to keep all the detailed costs back to the start of the job, and only wish to hold onto the current month's or quarter's transactions.

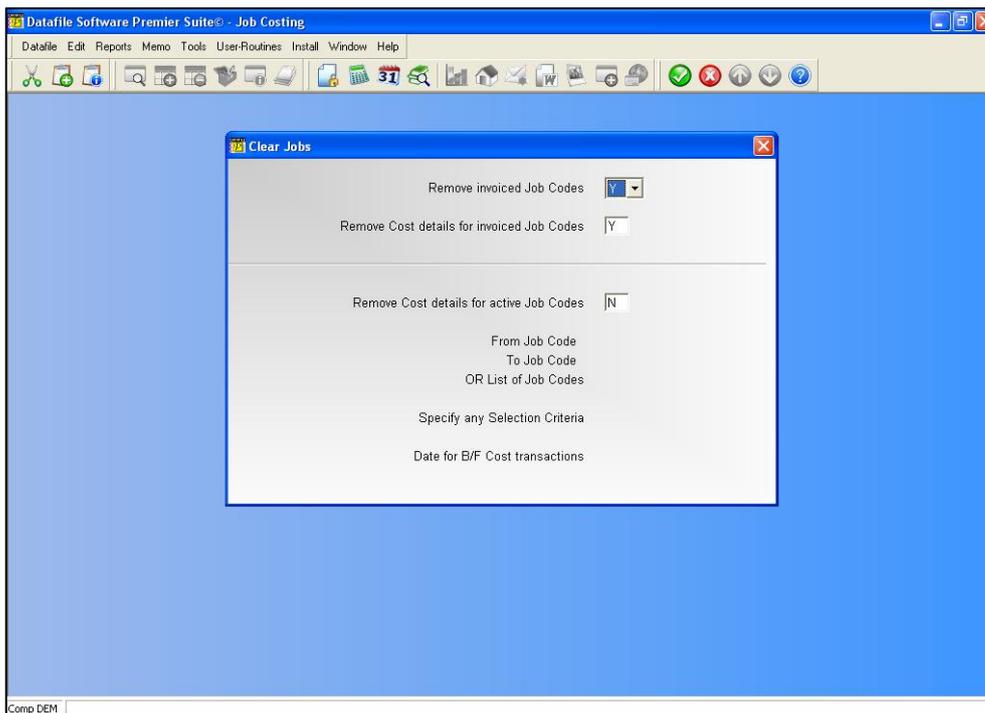
On selection of this option you are warned that you should have printed any required reports and taken a security backup:



If your job costing system is linked to the payroll, you are then asked:



If you answer 'No', the program returns to the job costing menu — you must update job cost transactions into the payroll before you delete any jobs or job cost records. If you have updated to the payroll, reply 'Yes'.



## Remove Invoiced Job Records

Completed jobs are only removed if their status is I (completed and invoiced) and if you reply 'Y' to this question, if you elect to remove 'invoiced' jobs then their transactions are also removed. If you reply 'N' to this question, then no job records are removed.

### **Remove Cost Details for Invoiced Job Codes**

If you reply 'Y' to the previous question then this option is automatically set for you to remove the associated transactions. If you replied 'N' then you have the option as to whether to remove the details for invoiced jobs.

### **Remove Cost Details for Active Jobs**

This prompt asks whether you wish to remove cost details for active jobs (status A, C or T). Cost details are only removed when the job record is **not** set to retain all costs. Respond 'Y' or 'N' as required.

---

#### **Retain All Costs**

A parameter in the System Profiles 'Retain All Costs' controls whether, when the job is created, the job is flagged to retain all costs, and it is this flag on the job record that controls whether costs are removed or not when you elect to remove cost details for active jobs in this option.

---

### **From / To Job Code**

If you elected to remove cost details for active jobs then this option allows you to define a range of jobs to be processed. <F4-Select> is available to select the required job codes. If you leave both the 'from' and 'to' job codes blank then all jobs are processed (subject to other criteria). If you leave the 'from' code blank but enter a 'to' code then jobs from the start of the file up to the entered 'to' code are processed. Similarly if enter a 'from' code and leave the 'to' code blank then jobs from the entered job code to the end of the file are processed.

### **OR List of Job Codes**

If leave the 'from' and 'to' job codes blank then you have the option to specify specific job codes to be processed. If you select 'Y' you are given the option to enter up to 100 job codes to be processed.

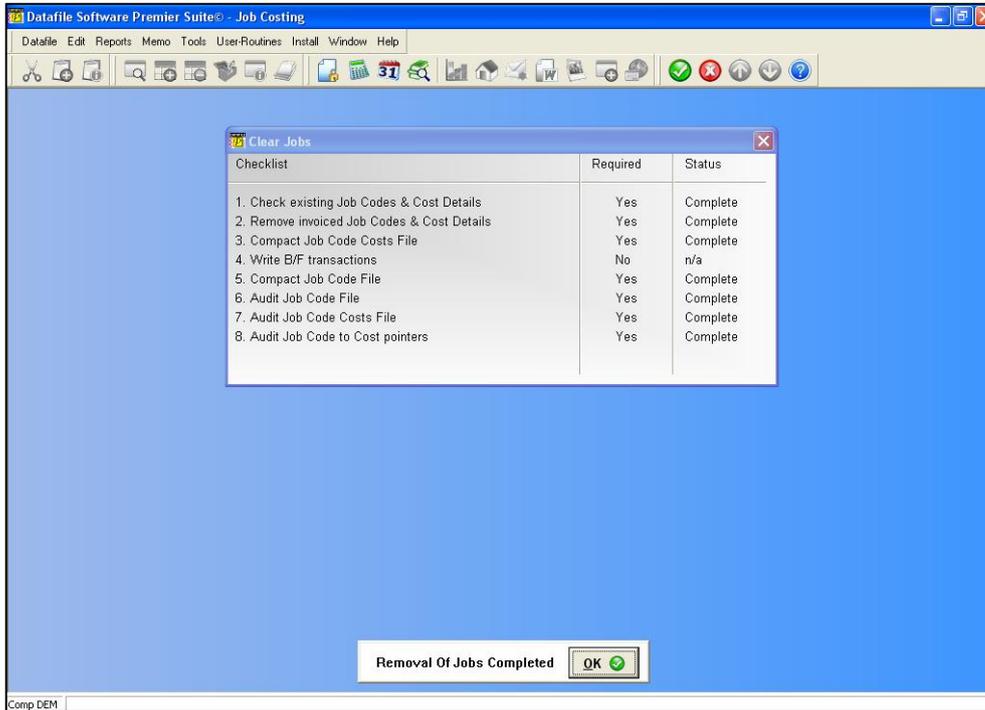
### **Specify Any Selection Criteria**

As an alternative to entering a range of jobs or specific jobs to process you can enter criteria to select the jobs to process – perhaps jobs with a last transaction date before a certain point.

### **Date for B/F Transactions**

If job cost records are going to be removed without removing the job record itself, then a summarised "brought forward" replacement record is written instead for each category of each job. The date you specify here is written into these brought forward transactions.

After setting the clear down parameters you are prompted firstly to check that the entered parameters are correct and then that you are sure you wish to continue before proceeding with the clear down process.



This operation is a batch process which can take a little time, depending on the size of your job costing files. As it progresses through its steps a commentary is displayed on the screen so that you can keep track of progress, as illustrated in the screen above.

## Job Enquiry

This provides a quick way to check the current situation of any job — for instance, while the customer is on the telephone. You are asked for the job reference, <F4-Select> is available in the usual way, following which the details of the job are displayed on the screen for you. If there are more cost transactions than will fit on the screen, then you can scroll up/down to see more details.

**Job Enquiry**

Job Reference: 000001  
 Title: Print brochures  
 Status: A  
 Total-Budget: 320.00  
 Quoted-Price: 500.00

Actual-Total: 100.50  
 Invoiced-Amt: 4000.00  
 Date-Added: 26/01/06  
 Purch-Ord-O/S: 0.00  
 Last-Activity: 22/08/06

Tx-Type	Date	Cost-Code	Quantity	Price	Value	Description	Stock-Code
TIME	26/01/06	P01	1.00	4.0000	4.00	Printing	
TIME	26/01/06	P02	2.00	4.0000	8.00	Cutting	
TIME	26/01/06	P03	1.00	4.0000	4.00	Design	
TIME	26/01/06	P04	1.00	4.0000	4.00	Pasting	
TIME	26/01/06	P05	2.00	3.0000	6.00	Packing	
TIME	26/01/06	P06	3.00	3.0000	9.00	Delivery	
JOB/C	26/01/06	S01	10.00	4.5500	45.50	Special paper	
TIME	22/08/06	E01	5.00	4.0000	20.00	Karen Smith	
INVOC	22/08/06		0.00	0.0000	4000.00		

Buttons: Together, Exit

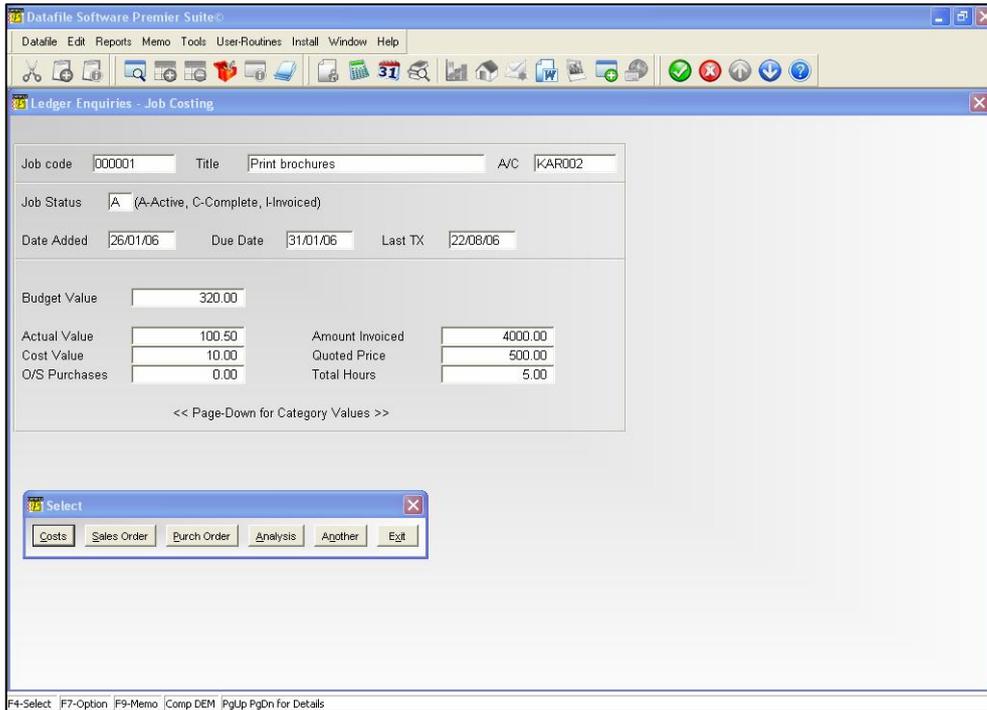
Footer: F8-Zoom | F9-Memo | Comp DEM

If you wish to see more detail or analysis for the job, then the <F8-Zoom> is available to take you to the Ledger Enquiry for Job Costing.

## Ledger Enquiry

The Ledger Enquiry for Job Costing shows a full screen of job detail with transaction enquiry options, depending on configuration, for transactions (costs), sales orders, purchase orders and category analysis.

On the *Premier* system up to two screens of details can be displayed from the job. <Page Up> and <Page Down> moves between the two screens.



## Costs

The costs option lists the transactions for the selected job. You can scroll up/down the list of transactions and, if *Premier*, select the VIEW option to display more details for the transaction.

## Sales Orders

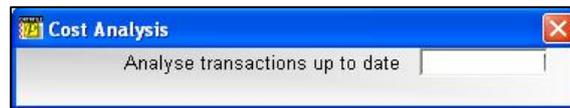
Only applicable for *Diamond* and *Premier* systems when using the 'SOP/Job Costing Link' accessory this option lists the sales order details that are associated with the selected job. Again, if *Premier*, a VIEW option is available to display more details for the order.

## Purchase Orders

Only applicable for *Diamond* and *Premier* systems this option lists the purchase order details that are associated with the selected job. Again, if *Premier*, a VIEW option is available to display more details for the order.

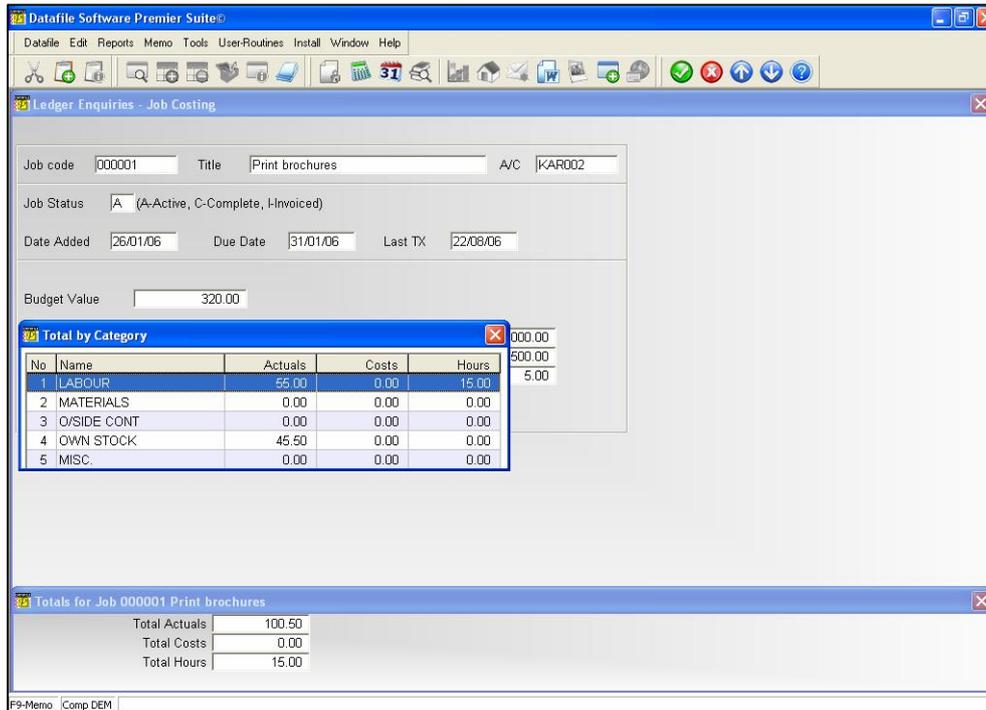
## Analysis

Only applicable for *Diamond* and *Premier* systems, this option summaries the cost transactions per category up to a specified date and gives totals for the 'actuals', 'costs' and 'hours' posted to that job and category.

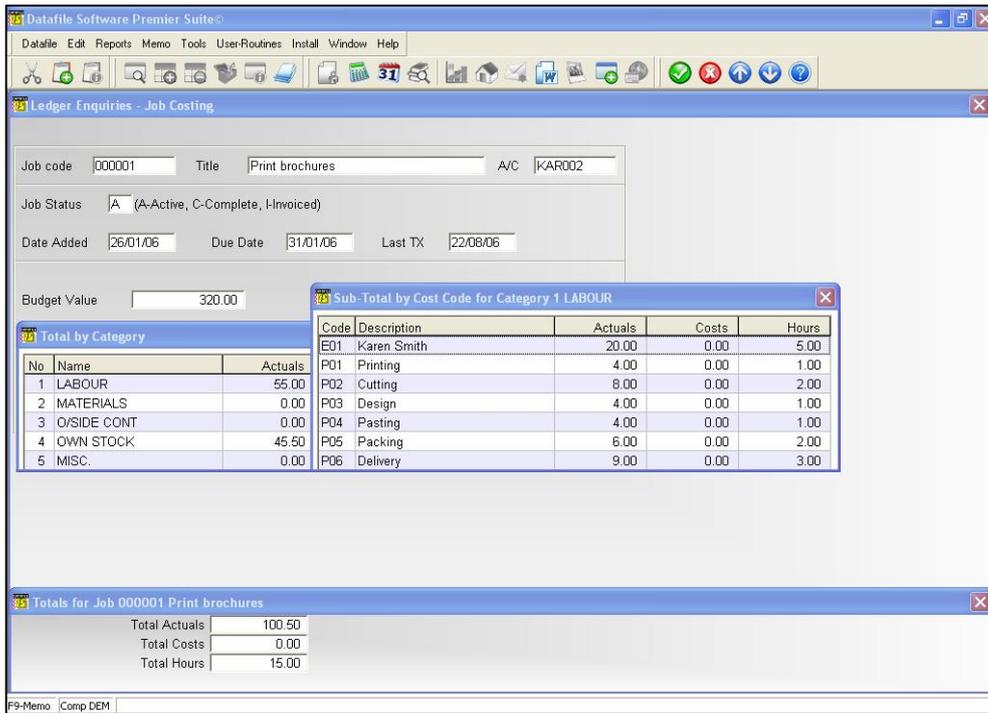


On selection of the analysis option you are asked to enter a date up to which to analyse the transactions. If left blank then all transactions are analysed.

After confirming the date, as required, the system displays the categories with the configured totals.



You can scroll up/down the list of displayed categories as required. Pressing <Enter> or double-clicking an entry in the category list displays a second list that shows the cost codes used against this job / category and the total values for that cost code.



User Instructions

Again, you can scroll up/down the list of cost codes as required. Pressing <Enter> or selecting an entry with the mouse will show the transactions that make up the total cost code value with, if *Premier*, the VIEW option to display more detail of the transaction. <ESC> or selecting the X-close button of the form takes you back through the enquiry stages.

---

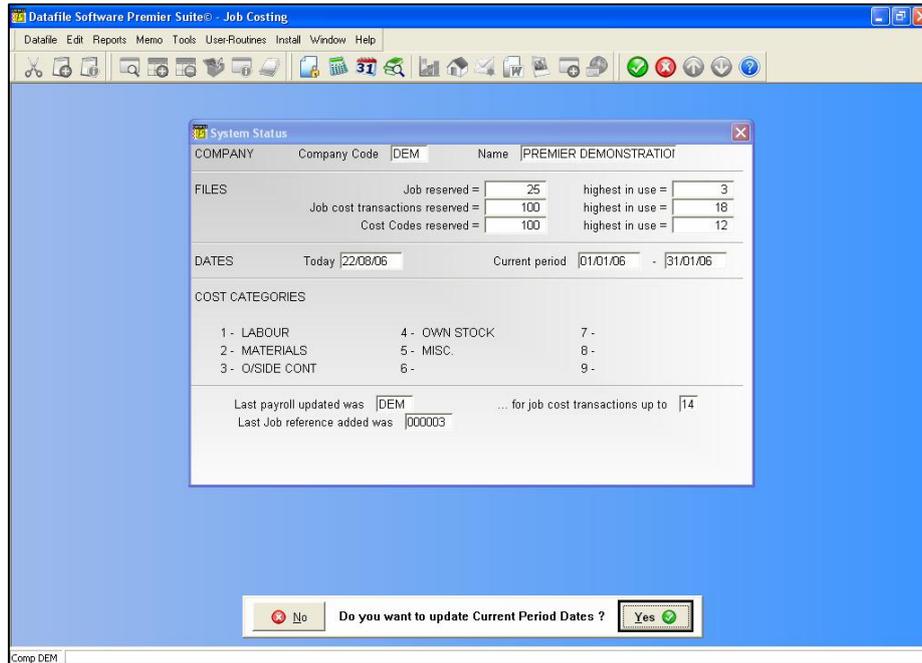
### Ledger Enquiry

The Ledger Enquiry is available from the DeskTop toolbar at any point in the system and allows you to select the appropriate job as part of the enquiry. The enquiry can also be accessed via <F8-Zoom> throughout the Job Costing options when a specific job is being processed.

---

## System Status

This displays a summary of the current status of all the job files. Choosing this option, the following screen is displayed.



The following paragraphs describe the various pieces of information displayed:

- COMPANY — displays the identifying code and the name of the company in use.
- FILES — displays the total number of job header, job detail and cost lookup records reserved, and the number used so far. If the files are filling up you may need either to delete some jobs and job cost records, or enlarge the files. Use the New/Expand Data Base Files option in the Company Manager program to enlarge your transactions and job files — see the System User Guide.
- DATES — displays the system date and the period start and end dates.
- COST CATEGORIES — displays the cost categories currently in use (a maximum of nine) with their descriptions.
- LAST JOB — the reference of the last job added to the system is shown. Usually this increments by one for each new job so you can tell what the next reference number will be.

**Do You Want to Update Current Period Dates?** - Normally you would answer 'No'. When you wish to change to the next period, answer 'Yes' and the cursor allows you to amend the period dates. It is not essential to keep to accounting period dates for your job costing system. Typically a job costing system is run in quarterly periods rather than in monthly periods.

---

# Chapter 3

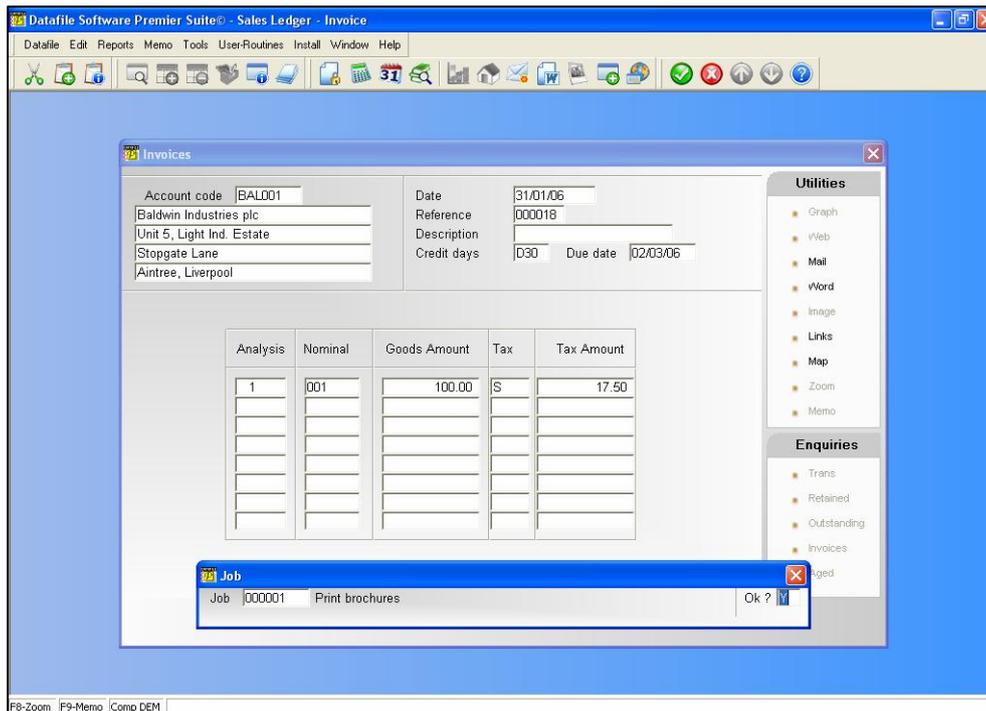
## Links to Other Applications

The Job Costing system can be updated from the other application ledgers such as the sales and purchase ledger. The sales ledger, purchase ledger, cashbook, invoicer and purchase order processing all allow the update of job costing as part of their transaction entry processes. Sales Order Processing links to Job Costing via an accessory that not only updates the amount invoiced to the job but can also create the job and post stock costs to it.

### Sales Ledger

---

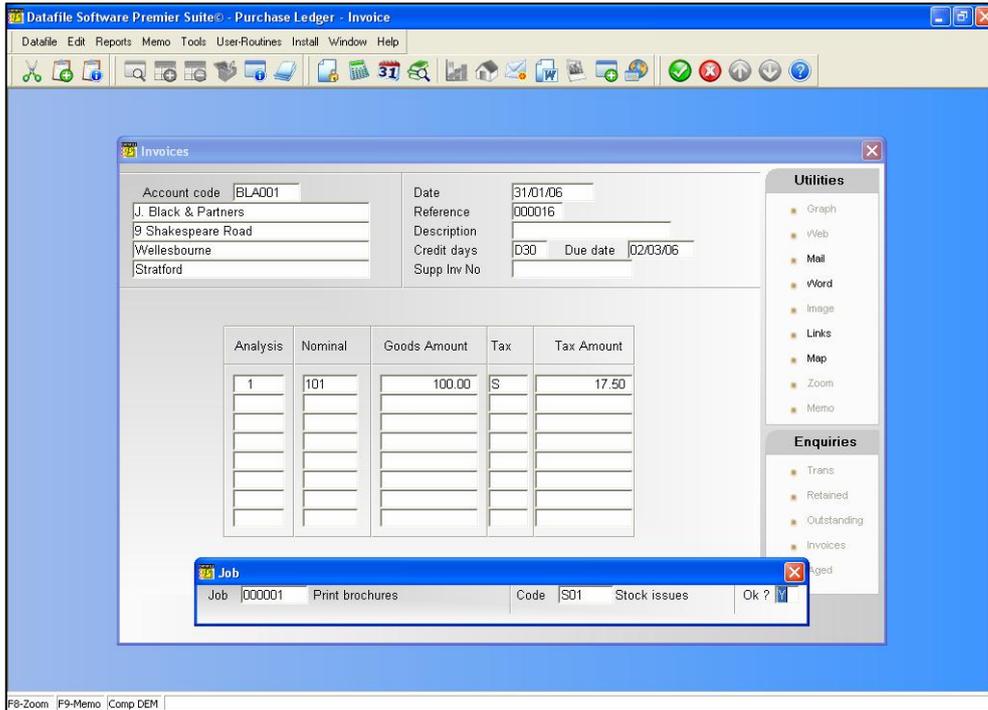
When entering invoice and credit transactions direct into the sales ledger then you can optionally select a job record to update. If selected then, on update to the sales ledger, the job costing system is also updated with an 'amount invoiced' transaction and the invoiced value is added to the accumulated invoice amount recorded on the job. A credit (or invoice adjustment) updated to job costing generates an 'amount invoiced' transaction with a negative value and reduces the invoiced amount recorded on the job.



After confirming the tax amount for each entry line of the invoice the system prompts for the job code to update, <F4-Select> is available. On input the system displays the job title and prompts you to confirm the job selected is correct, and on update of the sales ledger the job costing system is also updated.

## Purchase Ledger

When entering invoice and credit transactions direct into the purchase ledger then you can optionally select a job record and cost code to update. If selected then, on update to the ledger, the job costing system is also updated with a 'direct cost' transaction and the invoiced value is added to the accumulated category value recorded on the job. A credit (or invoice adjustment) updated to job costing generates a 'direct cost' transaction with a negative value and reduces the category value recorded on the job.



Application Links

After confirming the tax amount for each entry line of the invoice the system prompts for the job code and cost code to update, <F4-Select> is available. On input of the codes the system displays the job title and cost code title and prompts you to confirm the job/cost code selected is correct. On update of the purchase ledger the job costing system is also updated.

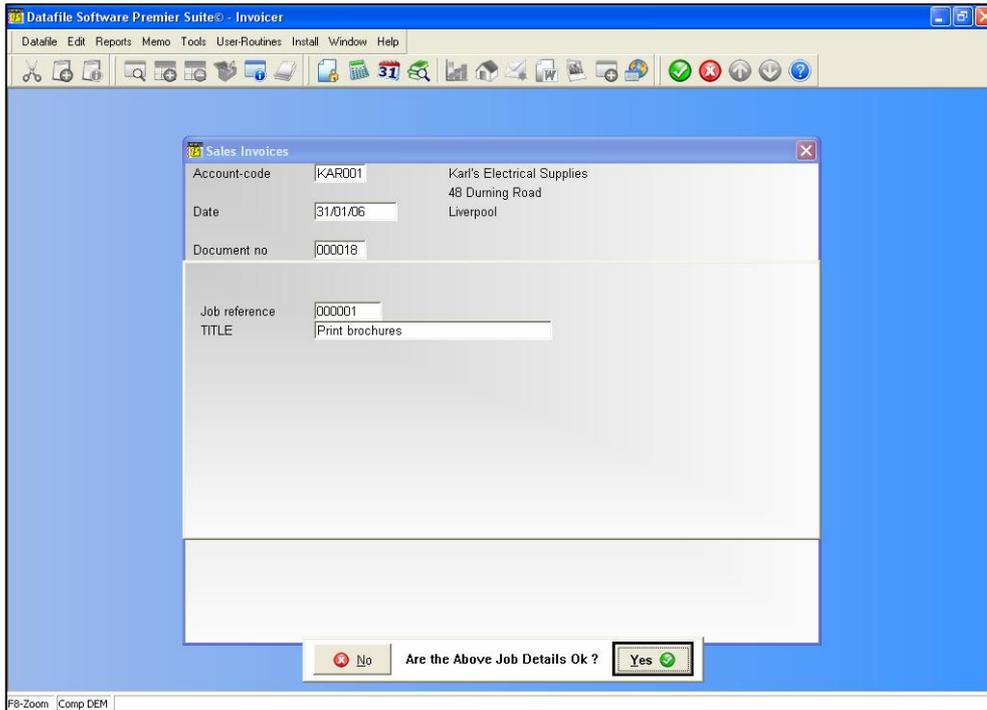
### Purchase Ledger Sub-Contractor Accessory

When a supplier invoice relates to more than one job the usual process is to split the analysis line into entries for each job. However, in addition to the sub-contractor options available with the Sub-Contractor accessory it also adds options to split an individual analysis line over multiple jobs/cost categories.

## Cashbook

When entering payments within the cashbook you can optionally select a job and cost code to update. If selected then, on update to the nominal/cashbook ledger, the job costing system is also updated with a 'direct cost' transaction and the payment value is added to the accumulated category value recorded on the job. A payment adjustment (a payment with a negative value) updated to job costing generates a 'direct cost' transaction with a negative value and reduces the category value recorded on the job.





After confirming the account details that the invoice (or credit) is to be posted to you can optionally select a job code to update, <F4-Select> is available. The system then displays selected details from the job and asks you to confirm the selected job is correct. If the job selected is recorded against a customer other than the customer the invoicer is being posted to you are warned accordingly. After accepting the job details you can proceed to enter the remainder of the invoice details as normal.

## Purchase Order Processing

When entering a purchase order you can optionally record against each order detail a job and cost code to update. On save of the order detail the system updates the 'purchase order outstanding' value on the selected job.

The cost transaction is not written to the job costing system until the purchase order invoice is processed – at which point the job costing system is also updated with a ‘direct cost’ transaction and the invoiced value is added to the accumulated category value recorded on the job and the purchase order outstanding value is reduced. A credit (order or document) updated to job costing generates a ‘direct cost’ transaction with a negative value and reduces the category value recorded on the job.

---

### Update Job Costing on Delivery

Job Costing is usually updated on invoice, the cost of the order being confirmed at this point. You can optionally update the job costing on goods receipt but any later amendments to cost would have to be manually posted into job costing.

---

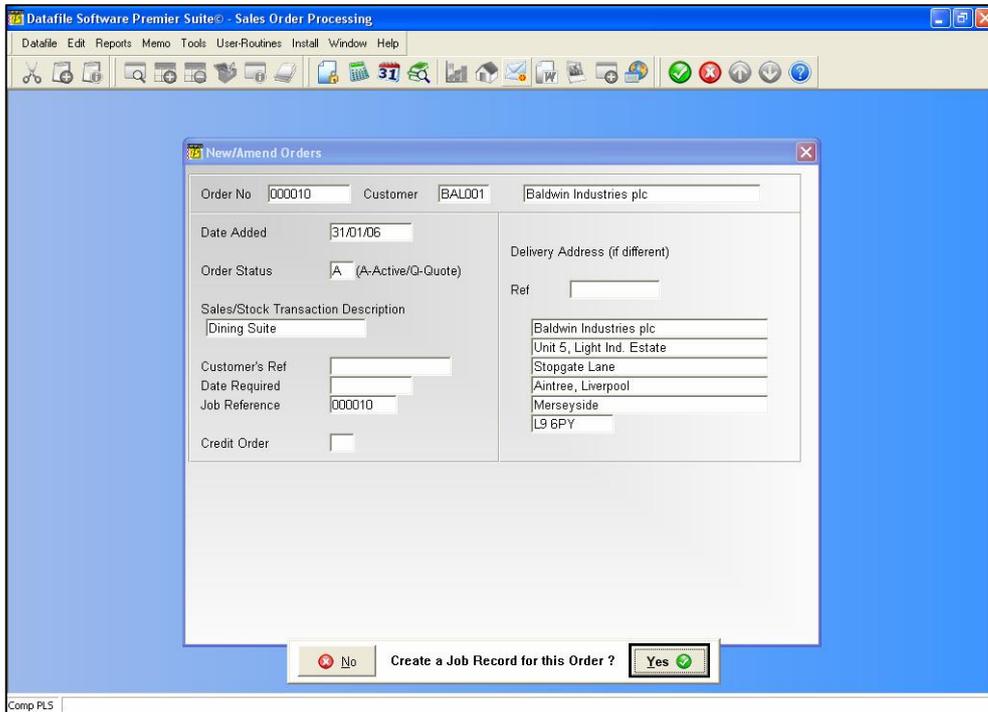
## Sales Order Processing

---

Sales Order Processing is different from the other applications discussed so far in that it doesn’t link to Job Costing as a standard feature of the application itself but instead links via an accessory. This accessory allows not only the ability to update the amount invoiced to the job but also to post costs to the job and, if necessary, create the job record itself from the order.

The Sales Order / Job Costing link can be defined at either the order header or order detail level.

If link at the order header level you can either link to an existing job or create a new job and against each detail you can specify the cost code to update the cost to (as appropriate). On invoice/credit posting both the amount invoiced and any cost transactions are updated to job costing.



Application Links

If link at the detail level then you cannot create a new job at this point but you can link to existing jobs and different details can relate to separate jobs. At the detail level you can also specify a cost code to update the cost to where appropriate. On invoice/credit posting the amount invoiced and any cost transactions are updated to job costing.

The screenshot shows the 'Order Details' window in Datafile Software Premier Suite. The window title is 'Datafile Software Premier Suite - Sales Order Processing'. The menu bar includes 'Datafile', 'Edit', 'Reports', 'Memo', 'Tools', 'User-Routines', 'Install', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main content area is titled 'Order Details' and shows the following information:

Order 000010 Entries 0 / 0.00 BAL001/Baldwin Industries plc

Stock Code: CH 0167  
 Description: Dining Chair - teak/dralon

Nominal Code: 001  
 Analysis Code: 1

Cost Code: S01  
 Call Off: N  
 Works Order: N  
 Purchase Order: N

Which Price: 1  
 Order-Qty: 1.00  
 Price: 87.99 Per 1  
 Goods Value: 87.99  
 Discount Rate: 0.00  
 Discount Amnt: 0.00  
 Order Value: 87.99  
 Tax Code: S

Physical stock level: 38.00  
 Free stock: 55.00

Cost Code Title: Stock issues

At the bottom right, there is a button labeled 'Last \*S01\*'. At the bottom left, there is a status bar with the text 'F4-Select F5-Last F6-Next F8-Zoom F9-Memo Comp PLS'.

---

### Contract / Operation Configuration

If using the contract/operation configuration of job costing where you have one major contract job with separate operation jobs linked to it then when linking at the header level you are linking (and creating) the operation. The contract must have previously been created within job costing.

---

# Chapter 4

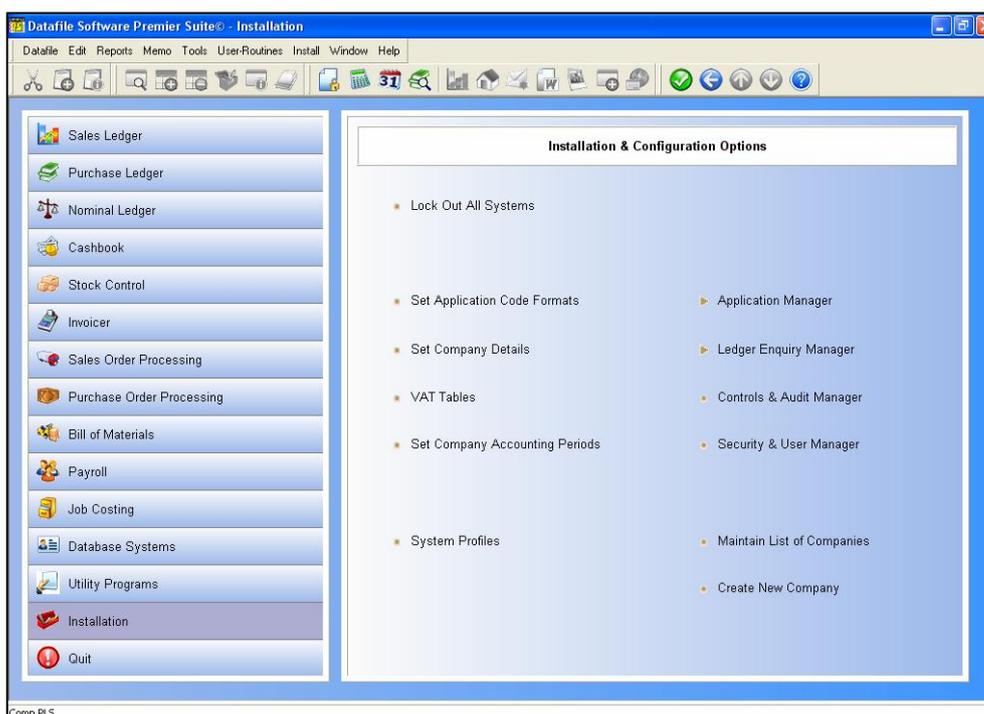
## Configuring Job Costing

Your Datafile Software Job Costing application has a wide range of possible facilities, and you can undertake a great amount of structuring so that it suits your particular operation. Some of the general facilities were described in the Introduction chapter of this manual.

This section describes how to use the Installation program to set up your job costing system.

You can use the program for the job costing requirements of many companies, and each may have a different configuration and its own set of data files. For each company specified a parameter file is written to disk which holds details of the configuration. Each company is identified by a three-letter code such as “DEM”.

When you select the Installation option a menu will be displayed that contains the installation and configuration options – only operators with the highest authority level (0) are allowed to process any of the options within this menu.



Configuration

On Datafile *Compact* and *Professional* systems this menu differs slightly as options that aren't applicable for the product level are removed – these include 'Application Manager' and 'Ledger Enquiry Manager' for both *Compact* and *Professional* plus the 'Security and User Manager' for *Compact*. The 'Application Manager' and 'Ledger Enquiry Manager' provide further configuration options.

The Installation options are covered generally within the Configuration Guide manual; however where specific Job Costing configuration options are available these are covered here.

---

### Lock Out All Systems

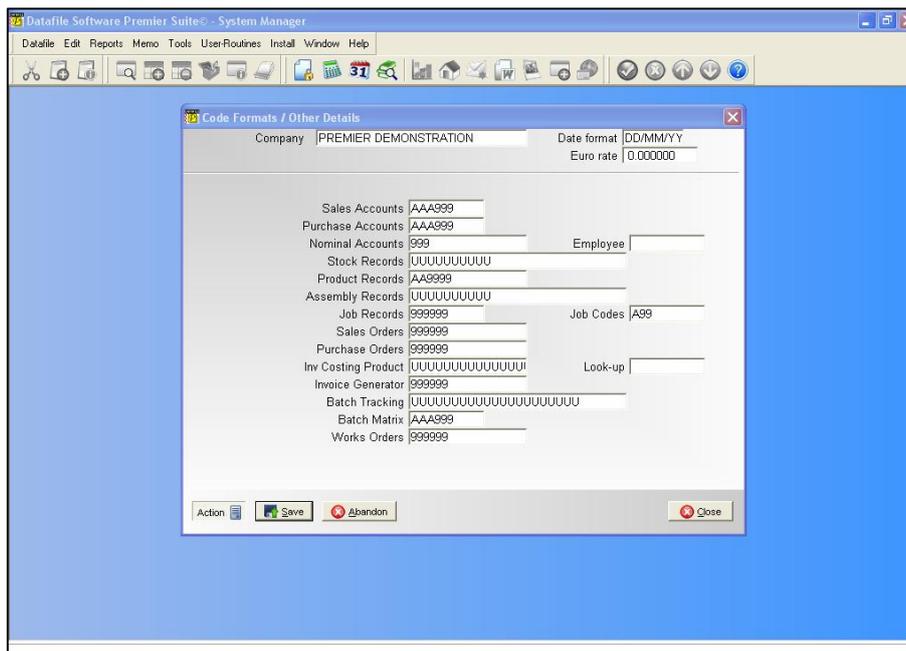
When making changes to the Job Costing system then that application has to be locked out. To lockout you select the option 'Lock Out All Systems'. Firstly, you are prompted to lock out all systems – it can sometimes be easier to lock all systems as you may have to change settings in other applications at the same time – if you respond 'Yes' then all applications are locked, if you respond 'N' then you can select to lock just the applications required.

---

## Set Application Code Formats

---

This option allows you to set the prime index format for each of the application databases including the job and cost code files.



The default format for the job file is 999999 – this allows the job number to be a six character numeric value. The default format for the cost code file is A99 – this allows codes to be one letter followed by two numbers. If using the contract/operation configuration of job costing then the format defined for the job code is for the combined contract and operation code.

The ‘Company Name’ displayed here is used as the name in all reports including the job costing reports.

## System Profiles

System Profiles hold parameters that define how the application is to work. More than one application program may need to know about the profile for a specific application – for example if Job Costing set to allow real-time update of purchase invoices then this affects how the purchase ledger handles the posting of job costs.

System Profiles therefore hold parameters that relate to the application as a whole and its links with other applications as opposed to, say, the Application User Facilities that primarily relate to specific options within the application.

On selection of this option you are asked to select the application you wish to amend – select Job Costing. The Job Costing System Profiles allow three screens of parameters to configure your job costing system (two screens only in Compact).

### Job Costing System Profiles (1/3)



**Enter Jobs by SL Acc (excluding Compact)**

Setting this option allows you to specify during the job creation process the customer account that the job is being processed for. If set then all jobs must link to a customer account, if not set then the customer account can still be recorded as a memo against the job but is not mandatory for all jobs.

**Add 1 to Job Codes**

If your job costing code format is numeric then this option offers an automatically incremented job number each time you create a job. Select as required.

**Retain all job costs**

The job record contains a flag to identify whether job costing transactions for active jobs are to be retained during the clear down procedure to remove completed jobs. Setting this option controls, when you add a job record, whether this flag is to be set by default or not. It is the flag on the job record itself that controls whether costs are retained not this option it itself.

**Linked to Payroll**

Select this option to update job costing time sheet details to payroll.

**Lookup Employee on Payroll**

If set to link the job costing system to payroll then you would usually set this option so that when maintaining cost codes and creating/updating an employee cost code you can use <F4-Select> to choose the correct employee.

**Use Payroll Employee Rates**

This is the first of several options that determine the rate defaulted to on time sheet entry. If this option is set then time sheet entry uses the hourly/overtime rates on the employee record rather than his/her employee cost code. If not set then during cost code maintenance you will be asked if you wish to copy the rates from the employee as a default.

**Update Payroll with Values**

If linked to payroll then the update of time sheets transfers the basic and overtime entries. This option controls whether entries for 'switch' values, i.e. extra payments and deductions, that may have been entered within time sheets are updated to payroll.

**Set Category from Pay Code**

The cost category, i.e. labour, materials, etc., recorded on timesheets would usually be taken from the cost code entered per timesheet line so that the category is recorded against the process that

the time sheet was entered for rather the employee code entered. Setting this option records the category as per the employee cost code – usually labour.

### **Write Stock Transactions**

Select to update stock control when entering stock transactions (usually set when stock application purchased).

### **Allow Time-Sheet Complete Status**

Setting this option allows you to change the job status to prevent the entry of further time sheets against a job but still allow the posting of direct costs.

### **Linked to Purchases**

If you want to enter job details for invoice and credit transactions entered through the purchase ledger then set this option.

### **Purchase Link Mandatory**

If previous parameter set then setting this option forces the input of a job code against purchase invoices and credits entered within the purchase ledger.

### **Purchase Suspense Job Code**

If linked to purchase ledger in batch mode (where costs are not updated real-time but instead updated separately) and set to link as mandatory option then it is possibility that some purchase transactions generated via Invoicer, Purchase Order Processing or Purchase Ledger Batch Update may have an invalid or missing job code. Enter here a 'suspense' job to be updated to in these circumstances. This option is not applicable if updating in 'real-time'.

### **Omit Forward Purchases**

If linked to purchase ledger in batch mode then this option controls whether forward transactions entered within the purchase ledger are to be updated or whether they are to be held until the first update after the purchase period end. This option is not applicable if updating in 'real-time'.

### **Update purchases real-time**

If set then invoice and credit transactions entered within the purchase are updated immediately to job costing immediately after the update of purchase ledger rather than as a separate batch routine in job costing.

### **Update sales-inv real-time**

If set this option allows invoice and credit transactions entered within the sales ledger to be analysed against a job code and the amount invoiced to be updated on the job record. If not set

then the value of invoices raised would need to be separately entered as an 'amount invoiced' transaction within job costing itself.

### **Prompt “Contract Costing”**

Some companies prefer to call job costing “Contract Costing”. Setting this option changes the system prompts – such as when you are entering time sheets – from Job Code to Contract Code.

### **Rates from Line Cost Codes**

When entering time sheets the rate used comes from the employee cost code (if not the payroll employee record as set above). Setting this option takes the rates from the 'process' cost code entered on the individual time sheet entry line.

### **Rates from EE Default Code**

An employee cost code is required for each employee you need to enter time sheets for, but several employees may be paid at the same rate and entering/amending rates for all applicable employee cost codes may be a time consuming process with an increased possibility of error. As an alternative to entering rates per employee you can nominate against individual employee cost codes a 'default' cost code (also known as a grade code).

If this default EE/grade code is in use, and taking the time sheet rates from the employee code rather than the 'process' code entered line-by-line then setting this option takes the rates from the applicable default code rather than the employee code itself.

If taking the cost codes from the 'process' code then the 'process' code will initially be set to the default EE/grade code if referenced in the profiles (regardless of this setting).

### **Confirm Emp. Trade Code**

The option exists to record a 'trade' code analysis against the cost code and to copy that to entered time sheet transactions. This trade code would be used to analyse the type of work the employee is usually involved in. Setting this option allows you to confirm this analysis code when entering time sheets and record the type of work they were 'actually' involved in for the time worked.

### **Purchase Cost Mark-up %**

This feature allows the system to mark-up costs entered into job costed by the stated percentage to enable you to take account of otherwise unrecoverable overhead costs when determining job costs. All costs – time sheets, stock issues, and direct costs – are marked up by the percentage set here.

As an alternative to setting a global mark-up percentage you can set a mark-up percentage per cost code.

## Time Sheet @ Category Rate

When entering/maintaining cost codes you have the ability to set a category rate and, if employee cost code, the rates for standard and overtime. If set then the rate used for time sheet entry (when picking up rates from a cost code, be it the employee, process or grade code) is the category rate and not the standard/overtime rates.

## Use Stock Price No (0=Cost)

When you charge out stock to a job you may either use one of the selling prices, or charge it out at the current cost price recorded on the stock file. Leave as "0" if charging at cost price; otherwise specify the selling price to use.

For this purpose you may define one of the selling prices as cost times a factor to take account of stockholding costs when posting stock issues to a job.

## Split Job Code (Premier Only)

This feature allows you to break down jobs into a number of separate sub-jobs (sometimes known as contracts and operations), so that each sub-job can be managed as a separate entity.

## Split Job Code

Select to use this feature, leave blank to ignore.

## Size of 1<sup>st</sup> part

The job code format, set within the Code Formats option, is defined for the full format – contract plus operation code. This option asks for the size, in number or characters, of the contract portion of the format. If, for example, your job codes were in the form 0123/567 where 0123 was the contract and 567 was the operations then you would enter '4' as the size of the first part.

## 1<sup>st</sup> Part Name

## 2<sup>nd</sup> Part Name

Here you give the titles for each of the two parts of the job code – i.e. 'Contract' and 'Operation' or 'Main-Job' and 'Sub-Job' for example.

## 2<sup>nd</sup> Budgets Link to 1<sup>st</sup>

## 2<sup>nd</sup> Actuals Link to 1<sup>st</sup>

If you set these questions, which – for actuals at least – you would usually do, then any budget values entered against the operations are accumulated to the contract and any transactions posted against the operation are also accumulated to the contract.

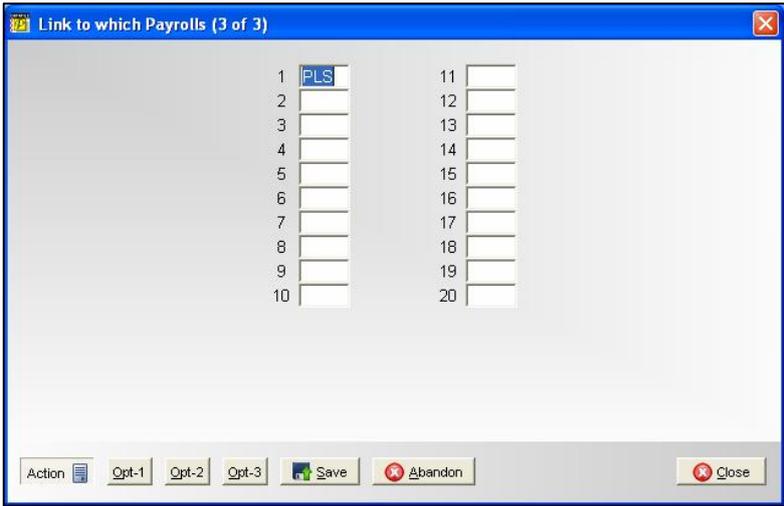
## Job Costing System Profiles (2/3) – Cost Categories

Here you define the major cost categories you plan to use. The numbers of cost categories available are 5 for *Compact* and *Professional*, 9 for *Diamond* and 30 for *Premier*.

Category Number	Category Name
1	LABOUR
2	MATERIALS
3	O/SIDE CONT
4	OWN STOCK
5	MISC.
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

## Job Costing System Profiles (3/3) – Link to Which Payrolls

Here you record the payroll companies that are linked to this company's job costing system. For example, you may be running DEM payroll for monthly staff and company DEW payroll for weekly staff. Both these payroll systems can be set to link to the one job costing system by typing their company codes here. Excluding *Compact* up to twenty payroll companies can be linked to the one job costing system. *Compact* systems can only link to the payroll in the current company and so this screen is not displayed.



## Application Manager

Selecting the Application Manager (*Diamond* and *Premier* only) menu option gives a further subset of actions. The options available on this menu are discussed in their own selections later on where appropriate for the Job Costing application.

## Ledger Enquiry Manager

The Ledger Enquiry Manager (*Diamond* and *Premier* only) allows you to configure the display screen for the Job Costing Enquiry.

### Enquiries Allowed for this Company

Although there are no specific 'Job Costing' options within here, the parameters screen controls whether the Ledger Enquiry as a whole is available for this application company.

### Applications Allowed

The option 'Applications Allowed' allows you to select whether you can enquire on the job costing system and the authority level needed before you can enquire.



## Enquiries Configuration

The option 'Enquires Configuration' allows you to configure the Ledger Enquiry for each of the applications. After selecting the Job Costing application there are three configuration options available.

## Job File FULL Screen Design (*Premier*)

In *Premier* systems you have the option to create a user-defined screen in which to display details from the stock file and can be spread over two screens. On selection of this option you are asked if you wish to use a full screen layout and if selected you are taken into the screen design.

The screenshot shows a window titled 'Datafile Software Premier Suite - System Manager' with a menu bar (File, Edit, Tools) and a toolbar. The main window is titled 'Enquiry Screen' and contains the following data:

Job code	:000001	Title	:Print brochures	A/C	:KAR002
Job Status	:A	(A-Active, C-Complete, I-Invoiced)			
Date Added	:26/01/06	Due Date	:31/01/06	Last TX	:26/01/06
Budget Value	:\$20.00				
Actual Value	:\$0.50	Amount Invoiced	:0.00		
Cost Value	:\$10.00	Quoted Price	:\$500.00		
O/S Purchases	:\$0.00	Total Hours	:0.00		

<< Page-Down for Category Values >>

At the bottom of the window, the status bar displays: C:1 L:1 Text Overtime and F4-Data Item F5-Insert Line F6-Delete Line Comp PLS.

You design the screen as per the standard screen design procedures. To enter text on the screen position the cursor where you want to start entering the text, by clicking the mouse, and then type in the text required. To clear text use the spacebar to blank it out, use of the delete key will remove the character and bring any text later on the line one character closer. If press <Insert> then text entry changes to INSERT rather than OVERTYPE mode.

To draw lines on the screen switch to 'Line Mode' using the option on the Tools menu and use the mouse to draw a line by clicking at its start position and then drag the cursor to where you want it to finish (only horizontal/vertical lines allowed). To delete a line click it with the mouse (so that it's highlighted) and then press the <Delete> key. To switch back to 'Text' mode call the

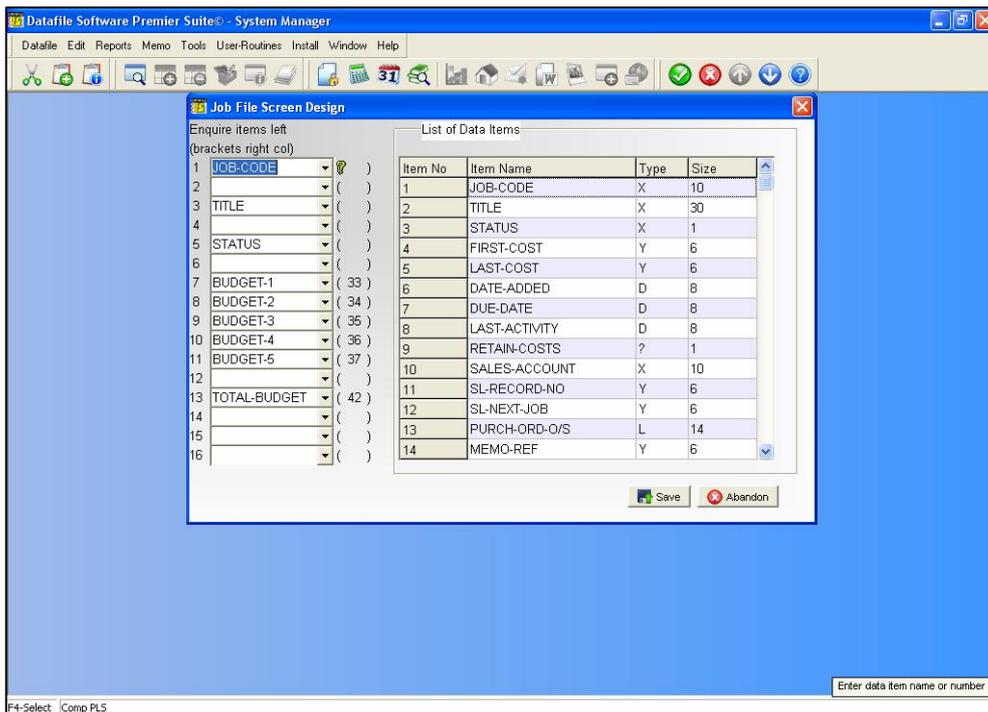
option on the Tools menu again. A special option on the Tools pull-down allows you to quickly draw a screen border.

To position a data item click the starting position where you wish to display and then either right-click with the mouse or press <F4>Select> key – the available items are then displayed.

Once complete choose the File pull-down option ‘Save & Exit’. When you save the first screen you will be asked if you wish to use a second screen – respond as required.

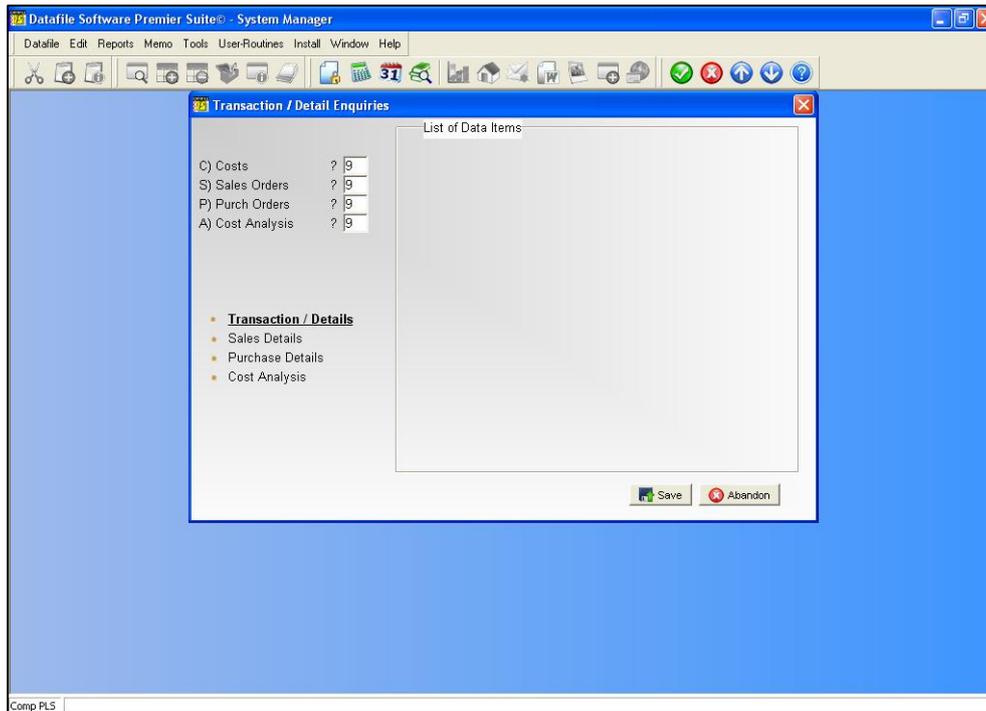
## Job File ITEM Screen Design

If *Diamond* (or *Premier* and you don't wish to use the full screen design) then this option allows you to quickly configure the display of up to 32 items from the job file in two columns of 16.



## Transaction / Detail Enquiries

This option gives you the ability to configure the display of the job costing transaction enquiries available for each job record. On selection of this option you are able to set the authority levels for access to each transaction enquiry.



Blanking the authority level disables that particular transaction enquiry option otherwise set as appropriate (remember values are from 0-9 where 0 is the highest and 9 is the lowest authority level). After setting the appropriate levels you can then configure the display items for these options.

## Transactions / Details

### LIFO

Set to display stock transactions in LIFO – last in first out – order. If set then you should ensure that the job costing transaction data item JOB-CODE is a secondary index.

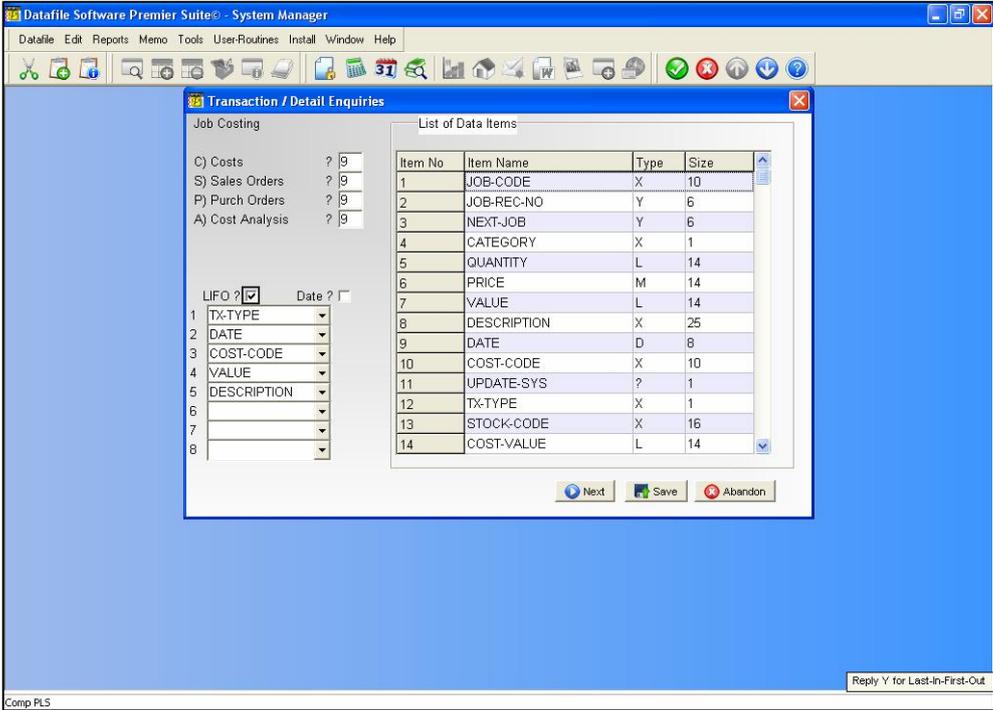
### DATE

Transactions are usually displayed based on the order they were entered, setting this option sorts the details into date order – either FIFO or LIFO based on setting of the prompt above.

### List Items

Here you can select up to eight items to be displayed when selecting the TRANS option from the Job Costing Ledger Enquiry.

If Premier, after confirming the list items you are given the option to design a full-screen enquiry display for the job costing transaction.



### Sales (Order) Details

NB: If displaying sales order details then the JOB-CODE on the order detail database must be a secondary index.

### LIFO

Set to display order details in LIFO – last in first out – order.

### List Items

Here you can select up to eight items to be displayed when selecting the Sales Order option from the Job Costing Ledger Enquiry.

If Premier, then after confirming the list items you are given the option to design a full-screen enquiry display for the sales order enquiry.



## Purchase (Order) Details

NB: If displaying purchase order details then the JOB-CODE on the order detail database must be a secondary index.

## LIFO

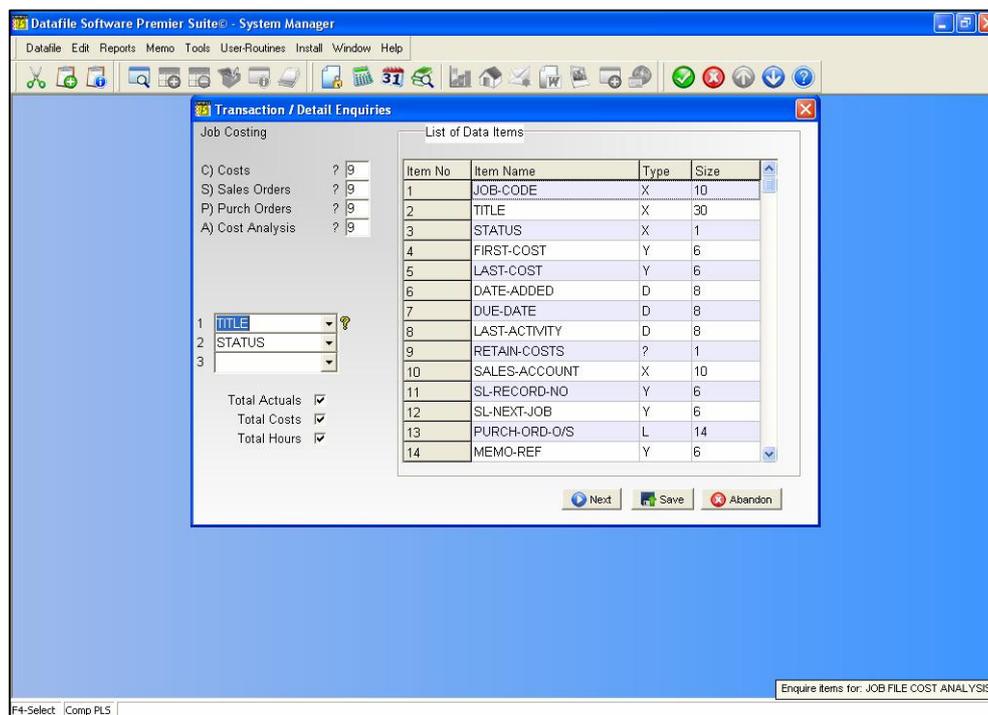
Set to display order details in LIFO – last in first out – order.

## List Items

Here you can select up to eight items to be displayed when selecting the Purchase Order option from the Job Costing Ledger Enquiry.

If *Premier*, then after confirming the list items you are given the option to design a full-screen enquiry display for the purchase order enquiry.

## Cost Analysis



## Display Items

Items 1, 2 and 3 allow you to nominate items for display from the job file in the job totals footer screen that is displayed when performing the analysis enquiry (the cost category pop-ups will

overlay much of the job card display so these options allow you to nominate a few important items to display).

**Total Actuals**

**Total Costs**

**Total Hours**

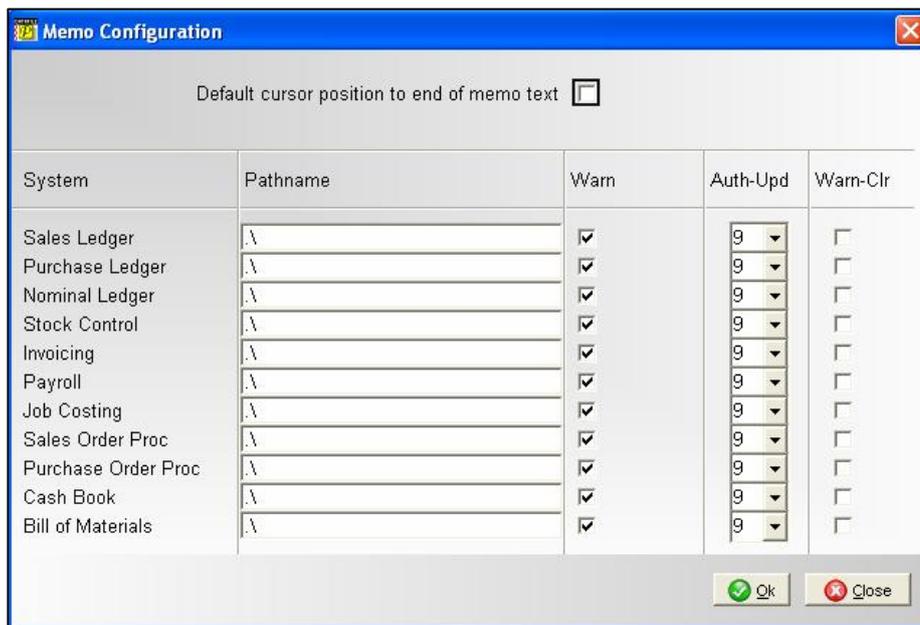
Set the transaction values that are to be accumulated and displayed from ‘actuals’, ‘costs’ and ‘hours’.

**Extra File Scans**

This option allows you to set the authority level to enable the facility to scan documents against the employee record within the Ledger Enquiry. Set the authority level as required (0-9 where 0 is the highest, 9 is the lowest) or leave blank to disable the option within the enquiry.

**Memo Facility Configuration**

The Memo facility allows you to record notes against job records. Within the Ledger Enquiry Manager you have the option to define, for all applications, where the memo files are stored, whether users are warned or not and the authority level to update memos.



Configuration

## Controls and Audit Manager

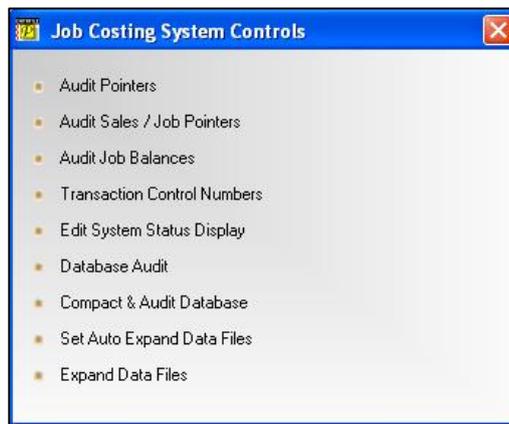
---

The Controls and Audit Manager contains all the utility routines used to check the integrity of the database files and to undertake various housekeeping actions.

The tools supplied allow:

- Audit Application Database Pointers
- Check integrity of the databases (audit) and rebuild their index's
- Define the auto-expand parameters for databases
- Check and reset application values
- Recover Unused Space.

After selecting the 'Controls & Audit Manager' menu option you are prompted to select the application and then you are presented with the Controls & Audit options for that application.



### Audit Pointers

This option checks and resets the relationship between the job and job transaction files. On selection you are asked whether you want to perform the check for all master records or for individual codes – in practice you would choose do to this for all codes as there would normally be little difference in the time taken (the majority of the time being taken with reading the transactions).

### Audit Sales / Job Pointers

This option checks and resets the relationship between the sales accounts and job files if set to enter jobs by sales account (if not set then this options warns that not applicable). On selection you are asked whether you want to perform the check for all sales accounts or for individual accounts – in practice you would choose do to this for all accounts as there would normally be little difference in the time taken (the majority of the time being taken with reading the job codes).

## Audit Job Balances

This option validates the values recorded on the job file against the transactions and corrects accordingly.

### **Audit All Jobs?**

On selection of this option you are asked whether you wish to audit all jobs – respond Y or N accordingly. The system will use this response later to determine the jobs to process.

### **Audit Timesheet Hours**

You are then asked if you wish to audit the ‘timesheet hours’, if ‘N’ then only costs and actuals are checked, if ‘Y’ then hours are also processed. If you responded ‘N’ to audit all jobs then you are asked the following:

### **Only Show Job Values Which Fail the Audit**

If running the audit on a manual job-by-job basis then this prompt asks you whether you want to only report/display the job totals if the audit finds a problem or if you wish to display the details regardless.

### **Specify Which Job**

Enter the job number to audit; <F4-Select> is available if required. The system will then process the transactions for that job and validate the total costs, actuals and hours (if appropriate). If set to display the values (above) the system will show a status screen of the values found – the TOTAL columns being the value of the transactions, the FOUND values being that recorded on the job record (where they match this displays as ‘ok’).

If a job fails the audit then the system shows the value recorded on the job record rather than the ‘OK’ comment and asks whether you wish to update before returning to ask for the next job reference. Press <ESC> on the job reference when all required jobs audited.

If you responded ‘Y’ to audit all jobs then you are asked the following:

### **Automatically Update and Report ALL Jobs with Balance Errors**

This asks whether you wish to automatically correct any balance errors found – if you respond ‘N’ then you are asked whether to report only when jobs that fail the audit (as above). The system then processes each job in turn and validates the values. If you respond ‘Y’ then the system asks for the printer to output any errors to and then processes and corrects any balances required – if any balance errors found the audit trail lists the job code, the value item changed, its previous value and the updated value.

## Transaction Control Numbers

This option lets you manually reset certain transaction pointer numbers in the control files. For Job Costing the system lists the payroll companies and allows you to amend the highest timesheet entry updated for each linked payroll system – the update to payroll uses these control numbers as the starting point for its update process for speed purposes.

## Edit System Status Display

Each application has a 'System Status' option that summarises the key facts about it, such as files, their sizes, how full they are, the current period number and period dates plus various other control information such as last issue reference etc. You can reset the last job reference added within this option.

## Database Audit

Use this option to check the internal integrity of any of the Job Costing application files. If you're sure that a particular record is in the file but you cannot select it via the indexes then you might want to use this option on that file.

Really the only events liable to disturb the integrity of a database are power/hardware failures or an attempt to process a database in an outside program. The database audit checks every record in the file to make sure it is genuinely active and rebuilds its indexes from scratch.

When you choose this option all the Job Costing application databases are listed for you to select from – it is recommended that if you have the need to do one of the databases within the application you should probably do them all and follow it up with the 'Audit Pointers' option.

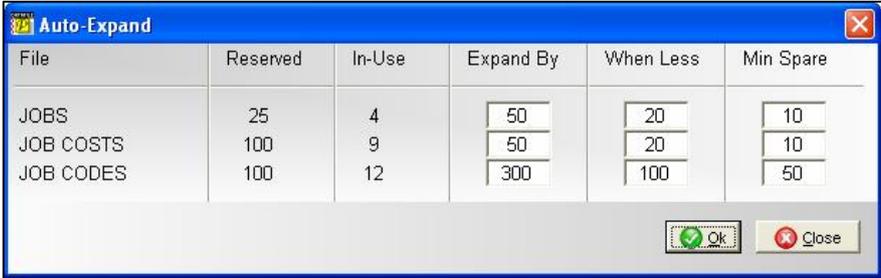
## Compact & Audit Database

The internal processing of databases does not necessarily re-use the space occupied by records that have been deleted (particularly in master files such as the Job and Cost Code files). New records are always added to the end of the file. Therefore, over a period of time, it is possible a file may appear full but there could be gaps in the middle where records were deleted. Using this option consolidates the active data and frees up space.

This option effectively re-arranges all the active records so you must run the 'Audit Pointers' function after using this option. In addition you should not, in the normal course of events, use this option on the Job Transaction file – the clear-down processes will usually do this for you and running here could affect the transaction control numbers (see above).

## Set Auto Expand Data Files

Datafile reserves a fixed space for database files and you need to expand that space should the file become full. This option allows you to set internal system parameters so that it automatically attempts to enlarge a file that is becoming full. The file is expanded when a user opens the file provided no-one else is already using that file, typically it would occur at the start of the day when the first user accesses an application.



### Expand By

Enter the number of records by which you wish the system to expand the file when triggered. Strike a balance between too small a number, meaning that it would happen to frequently, and too large a number which would mean it would take a long time to expand the file and take up unnecessary disk space.

### When Less

This represents the quantity of free records which when below will trigger the automatic expansion when a user has exclusive access to the file.

### Minimum Spare

This is an important parameter for files where batches of records are added – it represents the minimum quantity that must be free at all times. It would normally be less than the ‘When Less’ setting and if this setting reached implies that no user has had exclusive access to the file since the ‘When Less’ quantity was reached. You should set the minimum to be the largest number that can be added through an automatic update.

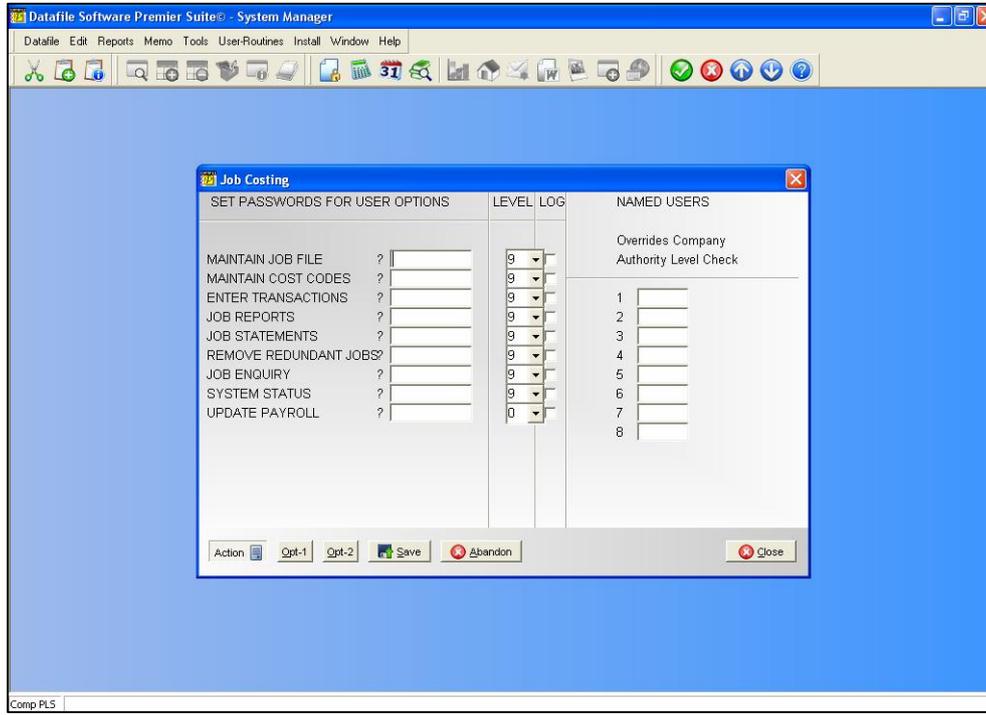
## Expand Data Files

If not setting the auto-expand options then this option allows you to manually expand the data files as necessary.



## Security and User Manager

The Security and User Manager, available on Professional upwards, allows you to set authority levels and passwords on specific application options and to define any user authority overrides. After selecting the application two screens of options are allowed for security checks.



In the first screen you may attach a password and/or an authority level for each of the main job costing options. If *Premier* and logging options have been enabled then you can log operators who attempt to enter password/authority protected areas and fail. You can also nominate operators, who are nominally blocked from this company by their authority level, to be allowed into this application.

On the second screen you are allowed to specify passwords/authority-levels for more specific transactions and record maintenance options.

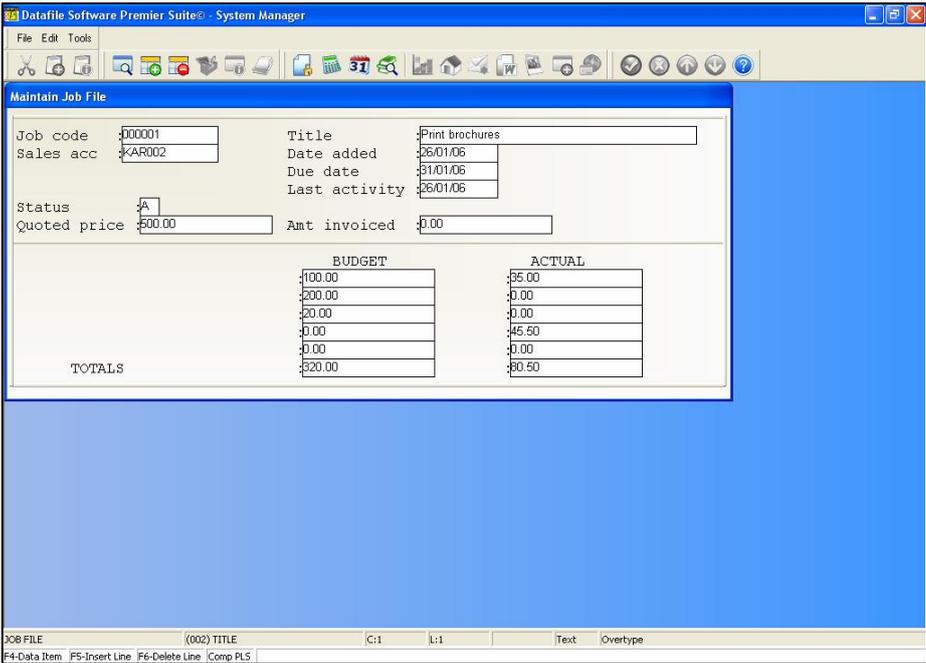
# Application User Facilities

The Application User Facilities allows configuration of the individual options within Job Costing and is available for *Diamond* and *Premier* users.



## Maintain Job File

Within this option you define the screen layout used within the maintain job options.



Configuration

- ❑ To enter text position the cursor on screen and type text required.
- ❑ To display a data item, position the cursor and right-click with the mouse, choose the data item to display from the list and then confirm whether the item is to be view-only, mandatory or should force input to uppercase. Up to forty-eight items can be displayed on screen.
- ❑ To draw a screen border choose the option on the Tools pull-down menu.
- ❑ To draw vertical/horizontal lines switch to line mode (again on Tools pull-down) and then use mouse to click the line starting position and then drag the cursor to where you want it to end.
- ❑ To amend the sequence in which you process the data items then choose the Tools option 'Sequence'. Select the item you want to move from the list and then select the item you wish to process it after.
- ❑ To amend the database the screen is based on, in this case the Job file; choose the DB-Structure option from the Tools pull-down.

### **Auto Display Category Headings**

The maintain job screen will often have options to enter the budget values and display the actual totals for each of the cost categories but you don't have to enter the categories as text on screen if you are listing the values downwards on the screen as the system can display the categories automatically.

When designing the screen note the line and column number at which you wish to list the category descriptions and then, after saving the design and exiting, you will be asked if you wish to automatically list the categories and the line/column at which to start the display.

### **Use a Second Screen for the Job File**

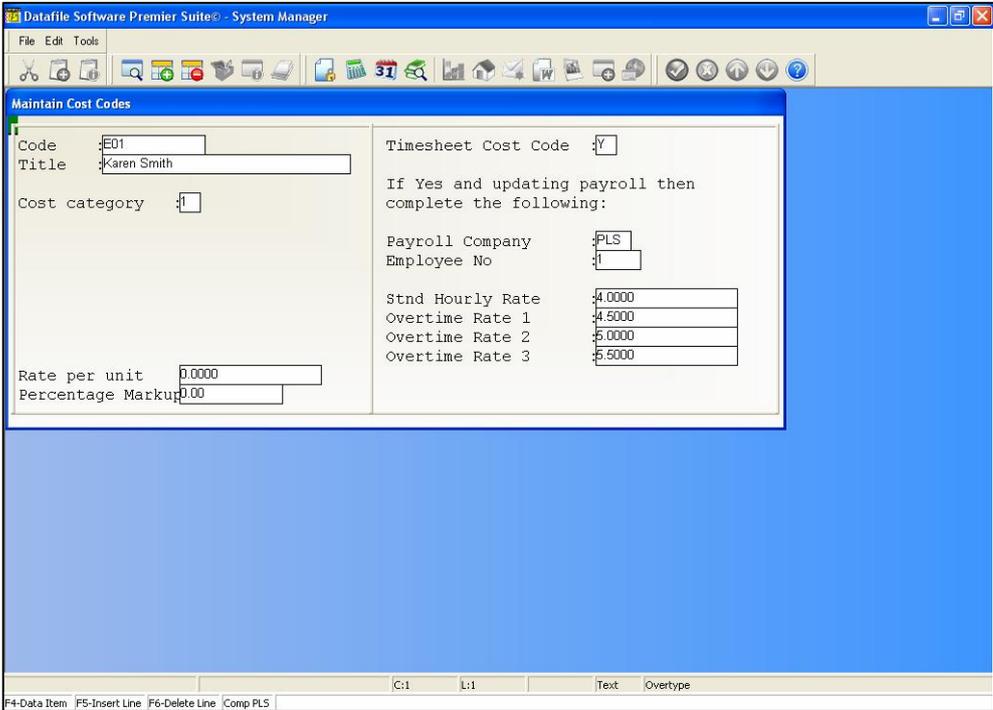
The job file maintenance options have the ability to display a second screen of details when adding, updating or viewing the job record. After exiting the screen design process of the first screen, and after confirming the display of category descriptions, you are asked whether you wish to design a second screen. Respond accordingly.

### **Contract and Operations**

If using the 'Split Job Codes' functionality then the Maintain Job option allows you to design both the contract maintenance and the operation maintenance screens. When first selected you are designing the contract screen, after saving/exiting from the contract set-up you are designing the operation screens.

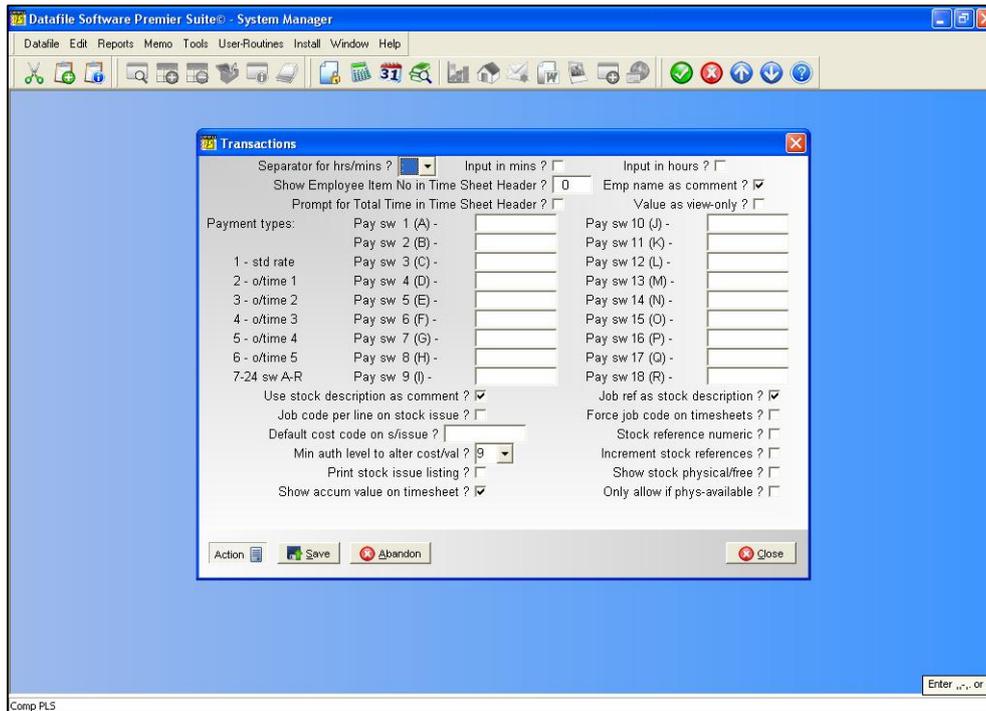
## Maintain Cost Codes

This option is used to design the entry screen with which you enter new cost codes or amend the details of existing cost codes and is designed in the same manner as above. This option can be configured over 1 screen only (and is no different in the contract/operation configuration) but you have a similar option to the maintain jobs screen design for displaying the category titles.



## Enter Job Cost Details

This part of the user facilities defines parameter settings which determine how the transaction entry procedures operate.



### Separator for hours/minutes

You may define here the separator you are going to use between the hours and minutes figures when entering from time sheets, such as “:” colon, or “-” dash, or “/” oblique. You may use any character other than the numbers 0–9. This assumes that you do not enter time solely in minutes (see the next question).

### Input in minutes?

If you select this option, then entry of time sheet details will be expected in minutes only — the program converts your entries into hours and minutes on update to the files.

### Input in hours?

If you select this option, then entry of time sheet details will be in decimal hours – i.e. 4 hours 30 minutes would be 4.5.

### Show Employee Item No in Time Sheet Header

This option allows you to display an item from the employee cost code (entered in the time sheet ‘header’) for display/enquiry.

### **Use employee name as comment?**

If you select this option then the employee name from the cost code file is automatically displayed when entering time sheet details. (You may accept it at the time of entry, or change it to any other comment). If you do not select this option the name/comment item is left at blank to enable you to type in your own comment.

### **Prompt for Total Time in Time Sheet Header**

This option allows you to pre-enter a total value of time sheets to be entered on this transaction. This can be used, if entering from a totalled list, as a checking tool to ensure you have keyed in the correct hours.

### **Value as View Only (Timesheet Entry)**

This option prevents the ability to overtype the calculated value (hours x rate) on timesheets.

### **Payment Types / Switch Headings**

If linked to payroll and updating payroll with 'values' (defined within the system profiles) then these options can be ignored as the switch headings will be taken from the payroll system. If not updating values then you can define 18 'switches' for payment types 7-24 entered through job costing time sheets. You could use these for extra payments such as expenses, bonuses and so on. To make use of one of the switches enter the text description for each switch you wish to allow.

### **Use stock description as comment?**

If you select this option then the item description from the stock file is displayed automatically when you record stock issues. (You may accept this description or change it at the time of entry.) If you do not select this option then the comment field is left blank to enable you to type in your own comment or description.

### **Job Code per line on Stock Issues**

Stock issues are usually entered one job at a time, i.e. enter the issues for a job and then update, enter issues for next job and so on, this option allows you to enter stock issues for multiple jobs in one transaction entry.

### **Default Cost Code on Stock Issue**

Set a cost code to be used by default as the cost code for stock issues generated within job costing.

### **Minimum Auth Level to Alter Cost/Value**

Applying to Stock Issues only here you can set an authority level below which an operator entering stock issues cannot amend the default cost price or calculated value.

### **Print Stock Issue Listing**

When set this enables the print of an audit trail report for the entered stock issues. The report configuration options are then displayed on exit of this parameter screen.

### **Show Accum Value on Timesheet Input**

If set then the value of timesheets entered so far, on this input, is displayed in the timesheet header display.

### **Job reference as stock description?**

If you select this option then the job reference from the job file is automatically copied to the description field of the stock transaction file record.

### **Force Job Code on Timesheets**

When entering timesheets you are usually allowed the option to leave the job code blank for timesheet entries that cannot be allocated against a specific job. This option, when set, forces the input of a job code.

### **Stock Reference Numeric**

Set to force reference input on stock issues to be numeric

### **Increment Stock References**

If set to force stock references to be numeric, setting this option offers the next reference automatically based on the last input stock issue reference.

### **Show Stock Physical/Free**

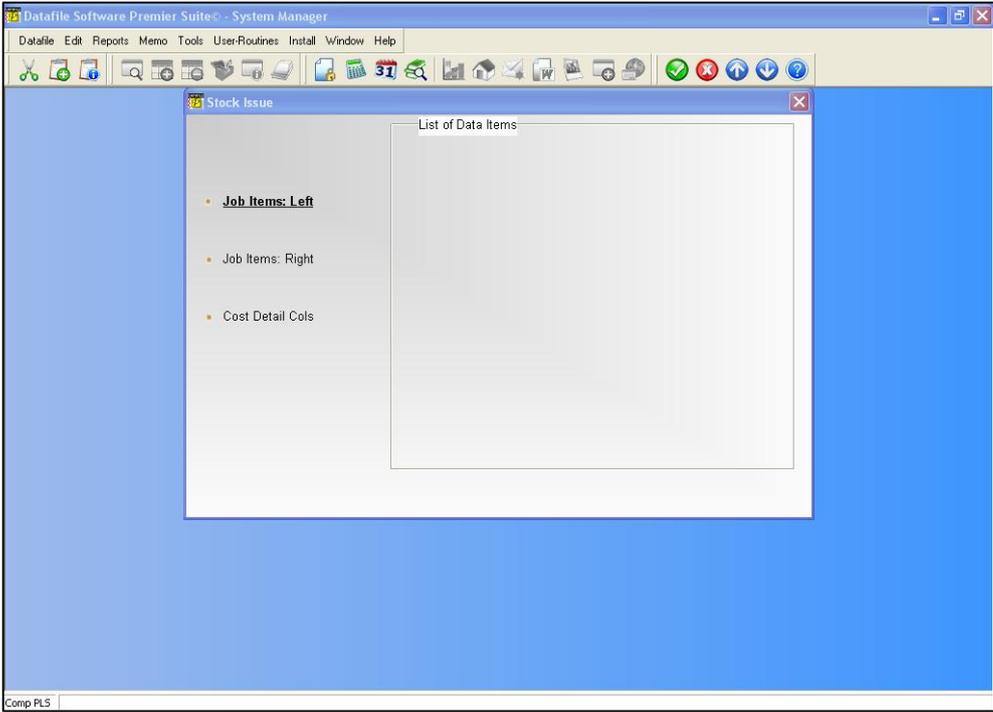
If set then after input of stock code in stock issue entry (but before input of cost code analysis) the selected stock items physical and free-quantity is displayed.

### **Only Allow if Physically Available**

If set then the quantity entered to be issued is validated against the stock record's physical quantity.

### **Stock Issues Report**

If the option to print a stock issue listing has been enabled then a second screen of parameters is displayed following the 'Enter Job Details' parameter screen to enable you to configure the stock listing report.



The Stock Listing report configuration options are defined in three sections:

- Job Items: Left**
- Job Items: Right**
- Cost Detail Cols**

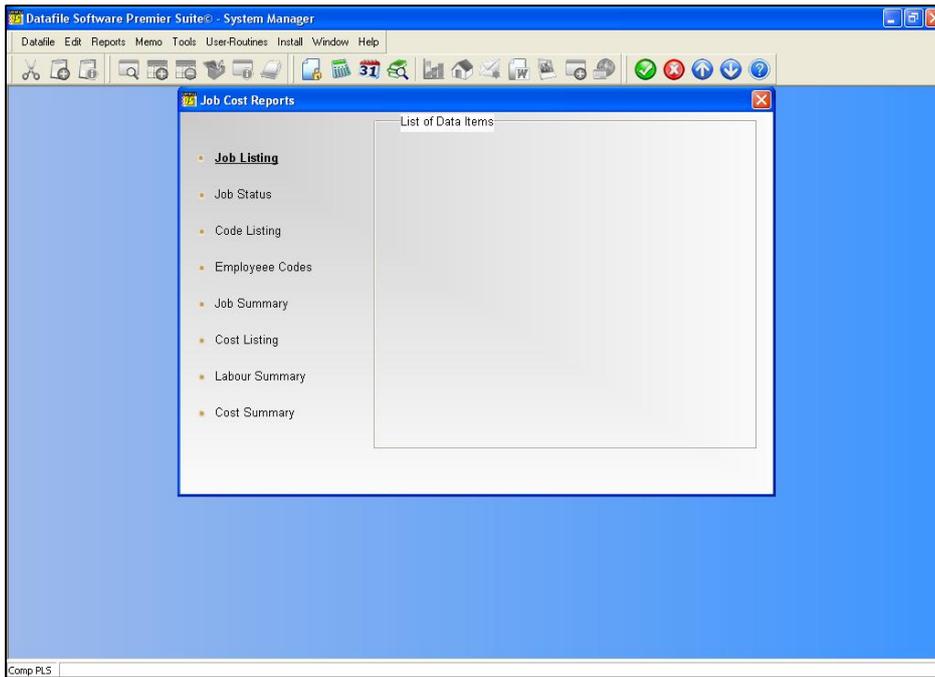
Job Items Left and Right allow you to select items for report from the job record the stock issues were posted against. Job Items Left also allows you to set the print style for the report (1-standard 80-column report, 2-condensed 132-column report, etc.)

‘Cost Detail Cols’ allows you to select items for report from the job cost transactions file showing the stock issue details.

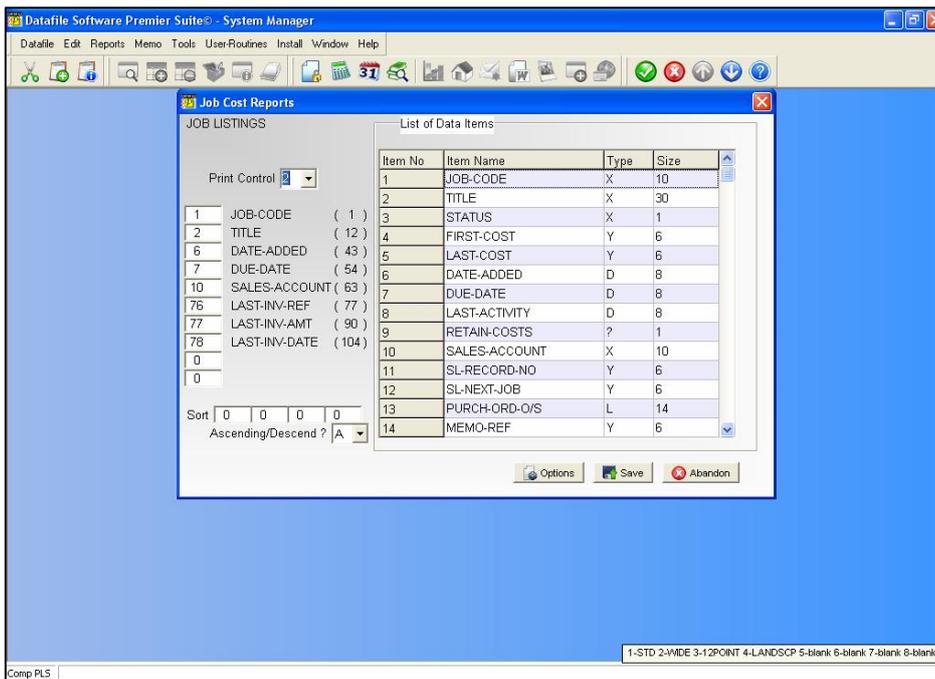
## Job Reports

Here you can define how the job reports are to print. For each report the parameters you must give include the print style (type of printing), the data items to print, and any sorting sequence for the final report.





The set-up for each report follows a standard pattern as illustrated by the 'Job Listing' report.



### Print Control

Up to eight report styles can be defined on your system through the CONFIG user (see the Configuration Guide). These control the length/width of page to print when the OPTIONS parameters are not in use. The styles available are listed at the bottom right of the screen.

### Data Items

Here you can select up to ten items to print across the page for each report. The data items available for selection are listed to the right of the screen – you can also, however, use the F4-Select key to select items for the report.

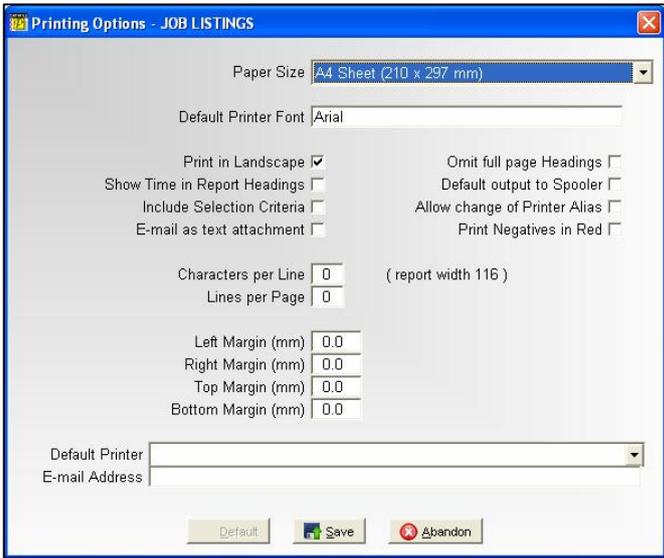
### Sorting Sequence

Reports are normally printed in the order for primary code of the file – job code for job reports, cost code for cost code reports, and record number order for transaction listings. You may specify a different sorting sequence for a report here by giving the item numbers in the file of the data item on which you wish to sort. The first item chosen is the senior sort item, with each subsequent one being junior.

You have the option to choose an ascending sort sequence (normal choice) or descending value. You might use descending value if sorting on a numeric value.

### The OPTIONS Button

Selecting the OPTIONS button allows access to the print configuration – page size / margins / fonts / etc.



The layout differs slightly based on whether you have set the page size (as above) or not. Before discussing the parameters you should note the buttons available at the footer of this screen.

**Default** - This option updates the individual parameters from your user default when they are set, overwriting presets where applicable. If no user defaults are set then this option is 'greyed' out. To set user defaults see the appropriate section below.

**Save** - This saves your set parameters so they are offered as default next time this report is run

**Abandon** - This option abandons any changes made and returns you to the report screen.

The report parameters available are:

- Paper Size** – select the paper size the report is to be printed to (i.e. A4). You can elect to leave this blank in which case the report is printed as per the last/default page size of the printer, however, if you do this you can only choose fixed pitch fonts – selecting a page size is mandatory to use proportional fonts. If you set a page size then the options screen re-displays with the appropriate parameters. If you leave blank then the options screen remains as above.
- Default Printer Font** – a font dialog is display allowing you to select as required, the default font to be used for this report. If you've set the page size then all fonts are available, if you haven't set this then only fixed pitch fonts can be assigned. You can also set bold/italic attributes and font size – note that if you haven't set a page size then the font size option is not applicable (font is sized as per previous rules).

---

### Selecting the Font Size

Generally you can't go far wrong with 10point. However, if you have a lot of data items on your report, and are printing in portrait, 10point may be too big to fit all the required information without overlapping fields.

The positioning of fields across the page is determined by the item size – if you imagine the Job Listing report this shows, by default, the job code (10 characters), the title (30), the date added (8), the due date (8), the sales account (10), last invoice reference (6), last invoice amount (10) and last invoice date (8 characters), together with spaces between the items this gives a total of 116 characters, or columns required, across the page (think graph paper – you have 116 'cells' across the page).

Those 116 columns are split equally across the available page (page size and margins taken into account) as starting positions for data items – so the job code starts at column 1, the job title at column 12 (job code plus 1), etc. If you select a font size too big then the job code may not finish printing before the title starts causing the title to overlap the end of the job code. If this occurs then you may need to either reduce the font size or consider swapping the report to landscape orientation if the font size would go too small.

---

- ❑ **Default to Landscape** – set to default the printed report to landscape, leave blank for usual portrait orientation. You may want to set reports such as the Sales Ledger Aged Debtors Report or the Cashbook Receipts Analysis Listing to landscape as these reports require a large amount of detail to be printed and otherwise the font size could be too small.
- ❑ **Show Time in Report Headings** – set to include the printed time in the report headings in addition to the printed date.
- ❑ **Include Selection Criteria** – set to print any selection criteria that were applied to the report.
- ❑ **Email as Text** – if send this report via email this option allows you to send as a text file attachment as opposed to, if left blank, PDF.
- ❑ **Omit Full Page Headings** – When printing a multi-page report the system repeats the headings for each page. Setting this option reduces the heading details for the second and subsequent pages allowing more record detail to be printed per page.
- ❑ **Default Output to Spooler** – Usually, when printing a report, the default printer is the last print device used. Select this option to set the default printer as the spooler for this report. This acts only as a default and doesn't prevent you electing to print the report instead.
- ❑ **Allow Change of Printer Alias** – when these options are configured then it is assumed you are printing as 'direct windows print' and this is the alias set by default. Setting this option allows you to change the default alias at run-time to one of the list of Datafile configured printers. If you change the alias to a 'DOS' style alias then the page size (length/width) and font are again picked up from the Print Style Profile, although other settings such as 'include time' etc. remain from the OPTIONS display.
- ❑ **Print Negatives in Red** – on selected reports, assuming you have a colour printer; it may be useful to print negative values in red. This option allows this.

The next set of parameters allows you to specify formatting and margin settings. This section is different if you set the page size earlier. If you have set the page size then you set the margins in millimetres. If you haven't set the page size then you set margin in 'columns' for both portrait and landscape - the appropriate settings being used based on the orientation of the output selected at run-time.

### Paper Size Set

- ❑ **Characters Per Line** – the system displays the width of the report items on the right. If you leave this value at 0 (recommended) then the report width used in determining the start column positions of data items (as discussed above with regards to font size) is the larger of either the report print items or 80 columns. You can manually set a report width – from 64 to 255 columns. You may want to increase the number of columns on (say) a landscape report with few print items to bring the fields closer together to aid in reading.

- ❑ **Lines Per Page** – if left at 0 (recommended) then the number of lines per page is determined by the font and page size. Alternatively you can set a number of lines per page, perhaps to give a greater gap between rows of data items.
- ❑ **Left Margin (mm)** – set the size of the left hand margin (relative to page orientation in millimetres).
- ❑ **Right Margin (mm)** – set the size of the right hand margin.
- ❑ **Top Margin (mm)** – set the size of the top margin.
- ❑ **Bottom Margin (mm)** – set the size of the bottom margin.

### **Paper Size Not Set**

- ❑ **Minimum Characters Per Line** – the system displays the width of the report items to the right. If you leave this value as 0 then the report width is the larger of either the report print items or 80 characters. You can manually set a report width – from 64 to 255 characters wide – but if you set a width less than the items actually printed then this is overridden by the report width at run-time.
- ❑ **Maximum Lines Per Page** – if left at 0 then when printing a report the system will determine the number of lines per page based on the report width and the printable area of the page up to a maximum of 72 lines per page in portrait mode or 50 lines per page in landscape mode. Alternatively you can set the number of lines per page, from 16 to 255, and this is then taken into account when deciding font size to ensure that number of lines is printed. If left at 0 then when sending to the spooler the lines per page is assumed to be 72 in portrait mode and 50 in landscape. If you require an identical print from the printer and the spooler then a maximum number of lines should be set.
- ❑ **Left Margin** – set the number of characters to be used as a margin from 1 to 64. If you require a margin then when entering the value you need to take into account the report print width – a margin of 4 characters on an 80-character report will be bigger than a margin of 4 characters on a 132-character report. If left at 0 no left margin is applied.
- ❑ **Right Margin** – if you require a margin to be applied on the right of the report set the number of characters accordingly (again 1-64), if leave as 0 then no right margin is applied.
- ❑ **Top Margin** – set the number of lines to leave as a margin at the top of the page (1-32 lines). If left at 0 then no top margin is applied.
- ❑ **Bottom Margin** – set the number of lines to leave as a margin at the bottom of the page (1-32 lines). If left at 0 then no bottom margin is applied.

Finally, you can set default options that are used when you send the report to print or e-mail.

- ❑ **Print Device** – if using a stand-alone Datafile system then you can set a default printer to output to. This option only applies when sending to a print device; if last printer was spooler or fax then this remains the default. If using a networked Datafile system then you can still set this where you are printing to a networked printer – provided all terminals have a consistent device path. If the print device isn't valid then the normal printer is offered instead.
- ❑ **E-mail Address** – if the report is sent to email then here you can enter an email address that is to be used by default for this report – though it can be amended at run-time.

Once you've set the desired parameters select the SAVE option to apply for future prints.

### **Job Listing**

Used to give a reference report on all jobs in the system. The standard report lists the job code, title, date added, due date and sales account.

### **Job Status**

This report is usually used to print a financial summary by job. The standard report lists the job code and title, status, total budget, actual total, quoted price, invoiced amount, and the last activity date.

### **Code Listing**

This report is used to list all records in the cost code file. The standard report shows the cost code, title, category, rate, constant, and whether or not it is an employee look-up record.

### **Employee Listing**

This report lists only the cost code records marked as representing an employee. The standard report lists the cost code, title (name), payroll code, payroll employee number, standard rate, and the overtime rates.

### **Job Summary**

This report summarises all the jobs to give totals for each status. The format of this report is fixed, although you can specify the print control to use.

### **Job Cost Transaction Listing**

This report is an audit trail of all costs recorded in the system. The report is normally printed in the sequence that cost transactions were entered. Totals are given at the end of the report for each cost category.

## Labour Summary

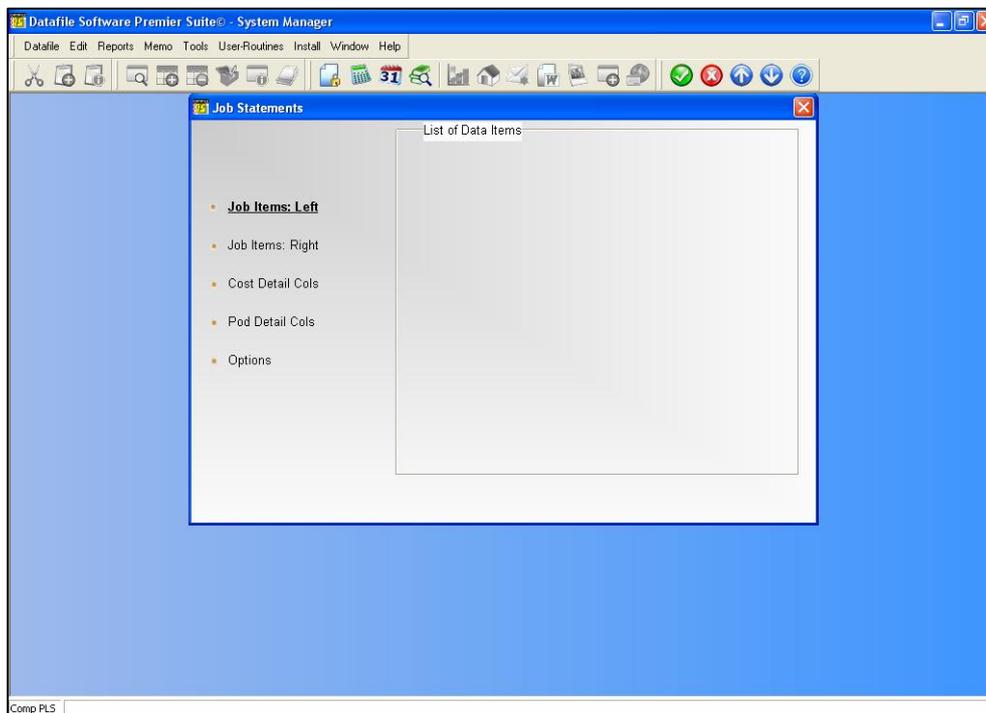
This report gives totals of hours for standard and overtime rates, plus totals for the various payroll switches configured. You can only define the print style parameter.

## Transaction Summary

This report provides totals of all cost transaction types by category. You can only define the print style parameter.

## Job Statements

The job statement report is fully user-definable and you can personalise it for use in your job costing system. The sample report below highlights how the report is defined. There is a header area for the job which contains a set of job items on the left and right-hand sides. This is followed by the cost transactions for the job, the details of which are displayed in columns.



### Job Items Left

Up to twenty items may be specified to print in the left-hand column of the job header. The first ten are entered on the first screen and the second ten on the following screen. Note that the OPTIONS parameters and the print style for this report can be accessed in this category.

## Job Items Right

Up to twenty items may be specified to print in the right-hand column of the job header. The first ten are entered on the first screen and the second ten on the following screen.

---

### Note

The program decides how many header lines to print in total, defined as the greater of the number of items defined for the left and right-hand columns.

---

## Cost Detail Columns

Up to ten items from the job cost transaction file can now be printed in a columnar format after the job header items.

## POD Detail Items

If Purchase Order Processing linked to job costing then the job statement can show the 'active' purchase order details. This allows you to show costs to the job that have been allocated but not posted.

## Options

**Category Headings** – when set and you run the report grouping details by cost category then the category description is treated as a title and underlined.

**Category Totals** – when set then, in addition to the category totals displayed at the end of the statement, the category is totalled and the end of each section group.

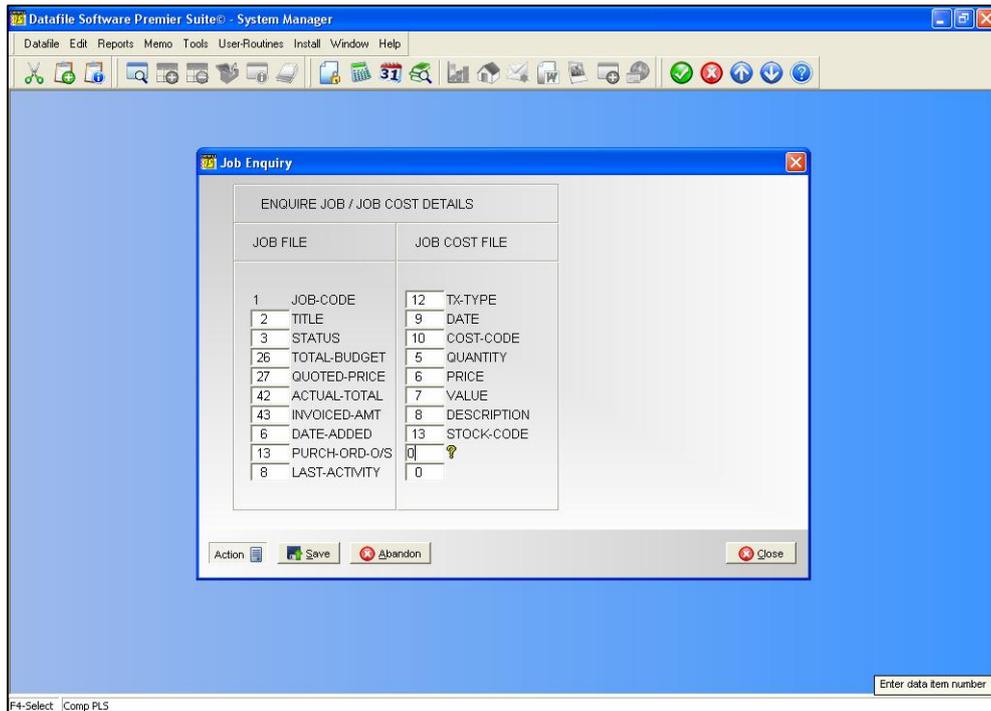
**Budget Cat Totals** – in the footer of each job statement the system totals the 'actuals' for each cost category used on the job. Setting this option enables the print of budget values alongside these actuals for easier comparison. Note that the budget values are for the job as a whole and not the (possibly) restricted transaction range reported.

## Remove Completed Costs

This screen is for information only as it has no user-defined options.

## Job Enquiry

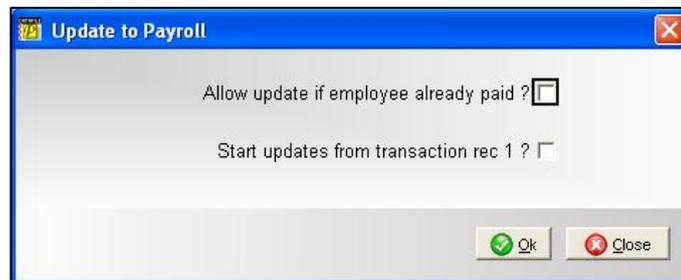
This option allows you to configure the stock and stock transaction items displayed as part of the Job Costing Enquiry option.



You can select nine items from the job file for display (not including the job code which is pre-selected for you). Of these the first four items and the job code are displayed on the left of the job enquiry header, the remaining items display on the right. You can also select ten items from the job costing transaction file to display.

## Update to Payroll

This screen provides some additional parameters for the payroll update to job costing.



**Allow update if employee already paid**

Normally the job costing update will reject the update of payroll when an employee has already been paid for the period. However, under some circumstances you may want to allow this. Select if required.

**Start Updates from transaction record 1**

The update to payroll usually starts one record on from the last updated to avoid re-reading (though not reprocessing as the transaction is flagged as updated) records that have already been updated. When clearing transactions external to the Job Costing system this option ensures that updates are always processed from record 1.

## System Status

This screen is for information only and lists the items displayed when the Job Costing 'System Status' option is selected.

## Application Screen Layouts

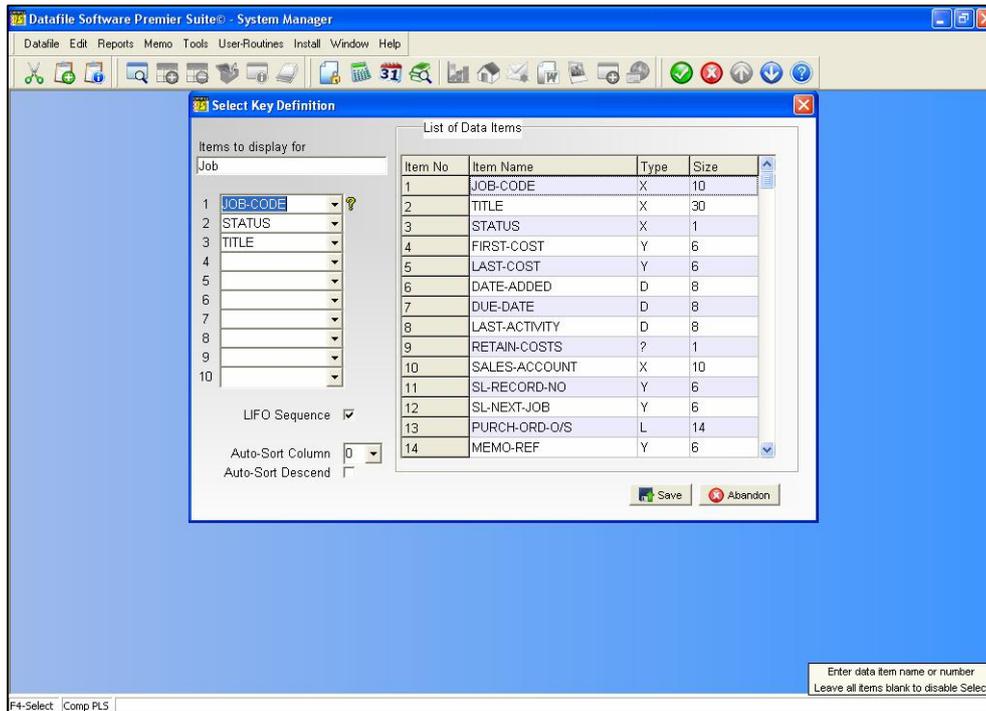
---

This option allows access to the 'Maintain Job' and 'Maintain Cost Code' sections of the Application User Facilities. Refer to these sections above for further details.

## Select Key Definition

---

Whenever you press <F4-Select> against an application database within the job costing system the details displayed can be configured to show the details you require. This is done via the 'Select Key Definition'.



As you select this option the system displays each of the databases used within job costing in turn asking you to select the items, up to ten, that you wish to display. You are also asked:

### LIFO Sequence

The details listed when using <F4-Select> depend on the item searched upon. If search on the prime-index (which for the job file would be the job code) then items are listed in job code order, if enter a search on a secondary index (for the job file this could be the job title) then items are listed in the order they were created. Setting this option reverses this sequence so that details are listed in either reverse prime-index or reverse entry order.

### Auto-Sort Column Auto-Sort Descending

As an alternative to the above you could set the records to be listed in a set sequence. This could include, in the case of the job file, the job code or due date. The item you sort on must be one of the list items you have set to be displayed and, here you select the column number of the data item you wish to sort upon and whether the records are to be sorted in descending order (leave blank for ascending order).

Note: these items only affect the items displayed in the list when selected within Job Costing; they do not affect the items you can filter on (i.e. the header selection inputs). These are the prime and secondary indexes of the databases concerned.

## Recall Standard Text

Recall Standard Text allows you to attach a word or phrase to a specific key combination (such as <Shift> + <F1>). For example you might have a series of standard texts to use for the transaction descriptions.

Up to fifteen phrases can be entered and these are available for update into a text field throughout the Job Costing application.

## Database Profiles

Database Profiles are the interface between the program and the databases, allow the program to read/update the data and interpret the values contained within. The data item profiles for Job Costing are detailed below.

### Job File Items

Data Item	Type	Description / Notes
Job code	X (10)	This code combines the contract and sub-contract codes if defined in Premier systems
Job title	X (30)	
Job status	X (1)	Job status may be A—active, C—completed, or I—invoiced.
First cost record	Y (6)	Record numbers of first and last job cost transactions for job
Last cost record	Y (6)	
Date job added	D/E	Date job record was added to the system — often job start date
Due date	D/E	Scheduled completion date
Date of last cost	D/E	Date last cost transaction was entered
Retain all costs	?	Determines whether completed cost details are to be removed for this job if remove facility is used, or if they are to be left until job deleted
Sales account code	X (10)	Sales account code of the client concerned
Sales record no	Y (6)	Record number in sales account file of sales account
Sales next job record	Y (6)	Record number in job file of next job for same sales account
Last detail added	Y (6)	Last purchase order detail added to purchase order detail file
Memo Reference	Y (6)	Holds reference number of any memo attached to job record. This is appended to the two-digit application code (JC) to create file name

## Job Budgets

For each of the cost categories (up to 5 for Datafile Compact and Professional, up to 9 for Datafile Diamond and up to 30 for Datafile Premier) you may enter a budget figure.

Data Item	Type	Description / Notes
Budget 1–9	K / L	Budget figures for categories 1–9
Budget 10+ from	K / L	Data items for budget categories 10 and upwards. The data
Budget 10+ to		items must be contiguous in the file
Total budget	*-type	Total of all individual category budget figures
Quoted price	K / L	Price quoted to client for the job
Purchase Orders Total	K / L	The value of outstanding orders for this job, maintained via Purchase Order Processing.
P/Order Outstanding from	K / L	Data items for category analysis of outstanding purchase
P/Order Outstanding to		order values. Data items must be in a consecutive range equal to the number of cost categories allowed.

## Job Actuals

A total for costs charged is maintained for each of the cost categories (up to 5 for Datafile Professional, up to 9 for Datafile Diamond and up to 30 for Datafile Premier). This includes any mark-up applied to costs as they are entered (see below).

Data Item	Type	Description / Notes
Actual 1–9	K / L	Total of costs charged to job so far for cost categories 1–9
Actual 10+ from	K / L	Data items for costs charged for cost categories 10 and
Actual 10+ to		upwards. The data items must be contiguous in the file
Total actual cost	*-type	Total of costs charged across all categories for the job
Amount invoiced	K / L	The value so far invoiced against this job (excludes VAT)
Last inv ref	X (6)	
Last inv amt	K / L	These are the details of the last sales invoice raised against this job
Last inv date	D / E	

## Job Accum Hours

In service environments the number of hours spent on the various categories can be an important piece of management information. The fields defined to hold these must be consecutive in the file for the accumulated total calculation to work.

Data Item	Type	Description / Notes
Accum hours 1–9	K / L	Actual hours accumulated for categories 1–9 based on time-sheets
Accum hours 10+ from Accum hours 10+ to	K / L	Data items for accumulated hours for categories 10 and upwards. The data items must be contiguous in the file
Total accum hours	*	Sum of accumulated hours across all categories

## Job Accum Costs

These items hold the value of costs charged, excluding any mark-up — compare with Job Actuals above.

Data Item	Type	Description / Notes
Accum cost 1-9	K / L,	Totals of costs input for this job so far for categories 1–9
Accum cost 10+ from Accum costs 10+ to	K / L	Data items for actual costs for categories 10 and upwards. The data items must be contiguous in the file
Total accum costs	*	Sum of actual costs across all categories

Configuration

## Cost Trans Item 1

Data Item	Type	Description / Notes
Job code	X (10)	Job code to which this job transaction refers
Job record number	Y (6)	Record number of job in the job file
Next Job cost rec	Y (6)	Record number of next job transaction for this job
Cost category (1-30)	X (1)	Holds major cost category number (maximum value 30 in Premier)
Quantity	K, L, M	In case of time, minutes expressed as decimal hours
Rate / Cost unit	K, L, M	Rate per unit or hourly rate
Value	K, L, M	Actual value charged, including any mark-up %age
Description	X (25)	
Date	D / E	Date of transaction

Cost analysis code	X (10)	Job cost code used for this transaction
Update to other sys	?	Y to show updated into another system (used by payroll)
Cost type	X (1)	Holds number for transaction type — 1 for employee time, 2 for stock issues, 3 for direct job costs, 4 for sales invoiced
Stock code	X (16)	Holds stock code for stock issues
Cost value	K, L, M	Holds actual cost value, excluding any mark-up %age
Stock Reference	X (6)	Reference used for stock issues

## Cost Trans Items 2

Data Item	Type	Description / Notes
Emp def cost code	X (10)	Default cost code on employee record (when using lookup to employee record)
Emp trade code	T	Trade code of the employee on this transaction
Emp trade used	T	Trade code actually used for this transaction, in case different
Emp code	X (10)	If timesheet, this is the employee cost code the timesheet entered for.
Payroll letter	X (3)	Three-digit payroll company to update
Employee number	N, X	Employee number within payroll
Payroll payment no	N	Payroll pay period into which this transaction updated
Minutes	K, L	Time from time-sheets expressed in minutes
Employee name	X (25)	

## Code Analysis

The cost code analysis lookup (Job Codes file) holds two separate types of record. A record is held for each standard charge which is to be used for analysis, and one record is held per employee whose time is charged out. Employees who carry out different jobs charged at different rates may need a cost record for each job type. Data items referenced on this screen relate to both types of cost code record.

Data Item	Type	Description / Notes
Cost code	X (10)	The cost code reference
Code description	X (25)	
Code category (1-30)	X (2)	To which major category this cost code is to refer
Cost charge rate	M	If a standard charge per unit is made, then this item holds unit cost (but see also next item). You'd leave this zero for stock or purchase items, because actual cost of these comes via stock file or invoice. For labour, this is the charge-out rate, or leave zero if you use mark-up percentage option

Cost rate constant	N	As an alternative to giving a specific rate, you can specify one of a table of up to thirty rates — see job costing manual
Cost rate	M	
Mark Up %	K, L	The factor applied to the actual cost to derive cost to be charged

## Employee Codes

This screen also refers to the job codes file, and defines additional data items needed for job codes which are also employee records.

Data Item	Type	Description / Notes
Employee Pay Rec?	?	Y indicates that this record holds details of employee costs
Emp Grade/Pay table	?	Y indicates this is general set of cost rates, to be used rather than the employee's rates (e.g. rates for all fitters).
Emp Trade code	T	If used, specifies the trades to be defined for employees (a table)
Payroll Company	X (3)	The three-digit company code of the payroll used for this employee's pay
Pay emp no	N, X	The record number of this employee in their payroll file.
Standard rate	M	Hourly rate of pay used for calculating costs
Overtime rate 1-5	M	Overtime rates of pay used for calculating costs
Overtime rate 6+ from	M	You can define up to 20 overtime rates, in which case these
Overtime rate 6+ to	M	items must exist in file and be contiguous
Default cost code	X (10)	This is the cost code used as the default when entering time-sheets. If it is also an employee record with the Employee-Trade flag set to Y, then the rate and overtime rates are taken from this record rather than from the employee's record
Default pay code	N	Pay code used as the default when entering time-sheets
Last Time Sheet	D / E	The date last timesheet entered for this employee code.



## Copy Item Facilities

Copy Items allow you to copy information from a record in one database to a record generated in another when a link between the two databases exists. There are various copy item options in Stock Control, these are:

Sales Account to Job	Ten copy items from the Sales Account to the Job Record. The copy items are actioned when the job record created (and entering jobs by sales account).
Copy Job to Costs	Ten copy items from the Job Record to the Cost Transactions. The copy items are actioned when cost transactions are written
Cost code to Costs	Ten copy items from the cost code record to the cost transactions, actioned when cost transactions are written
Cost Employee to Costs	Ten copy items from the cost code record to the cost transaction, are actioned when cost transactions are written. Only written when time-sheets are entered, and are in addition to any items copied from cost code
P/L TX to Cost	Ten copy items from the purchase transaction to cost transaction, actioned when cost transaction written on update from purchase ledger,
Copy Job to P/L TX	Ten copy items from the job record to the purchase transaction. Actioned when purchase transactions written which reference jobs in the purchase ledger.
Copy to split jobs	Ten copy items actioned within the job record, actioned when creating sub-jobs (sub-contracts) then these items copied from the major job (contract) record
Copy Stock to Costs	Ten copy items actioned when cost transactions written as entering stock issues in job costing.
Copy Job to Stock TX	Ten copy items actioned when writing stock transactions from stock issues in job costing
Copy Code to Stock TX	Ten copy items actioned when writing stock transactions from stock issues in job costing
S/L TX to Cost	Ten copy items actioned when writing sales transactions from sales ledger which update job costing too

---

# Chapter 5

## Configuring Links

As discussed earlier the Job Costing system can be updated from other applications such as the sales and purchase ledgers. The configuration of these applications is discussed within their individual manuals but a checklist for the configuration is included below.

### Sales Ledger Configuration

---

- ❑ Must be set to 'Update Sales-Inv Real-Time' within the *Job Costing* system profiles.
- ❑ Relies on data items in the sales ledger transaction file for Job-Reference (X 10) and Job Updated (?-type). These items are referenced in *Sales Ledger* database profile screen 'Trans Optional 3'.
- ❑ Items listed when press <F4-Select> on Job Code input are defined within the Select Key Definition for the *Sales Ledger*. If no <F4-Select> option is available on input of Job Code then it is likely that no items are set to be listed here.

### Purchase Ledger Configuration

---

- ❑ Must be set to 'Link to Purchase Ledger' within the *Job Costing* system profiles. *Job Costing* system profiles also control whether to update the job files in 'real-time' or not.
- ❑ Relies on data items in the purchase ledger transaction file for Job Reference (X 10), Cost Code (X 10) and Job Updated (?-type). These items are referenced in the *Purchase Ledger* database profile screen 'Trans Optional 2'.
- ❑ Items listed when press <F4-Select> on Job Code and Cost Code inputs are defined within the Select Key Definition for the *Purchase Ledger*. If no <F4-Select> option is available on input of Job Code it is likely that no items are set to be listed here.

### Cashbook Configuration

---

- ❑ Must be set that 'Cashbook Linked to Job Costing' within the *Cashbook* system profiles.
- ❑ Payment Heading must be defined for 'Job Expenses' within the Cashbook (defined within Cashbook 'Maintain Accounts' ) and linked the heading to Job Costing.

- ❑ Items listed when press <F4-Select> on Job Code and Cost Code inputs are defined within the Select Key definition for the *Cashbook*. If no <F4-Select> option is available then it is likely that no items are set to be listed here.

## Invoicer Configuration

---

- ❑ Only Sales Invoices or Sales Credits can link to Job Costing. Purchase Invoices or Purchase Credits cannot be set for link.
- ❑ The link parameters are set within the individual *Invoicer* documents themselves - parameter Screen 18 – Sales / Job Costing Link. The primary parameters to be set are ‘Link to Job File’ and ‘Update Job Costing with Invoiced Amount’. In addition at least one item, usually Job Title, must be set to be confirmed, although it is not necessary to set a print position for this.
- ❑ Items listed when press <F4-Select> on Job Code input are defined within the Select Key definition for the *Invoicer*. If no <F4-Select> option is available then it is likely that no items are set to be listed here.

## Sales Order Processing Configuration

---

- ❑ Sales Order Processing links to Job Costing via an application accessory – it is not a standard part of either SOP or Job Costing.
- ❑ The sales order link can be defined at either the header level or the detail level – if link at the header level then all order details on the order are updated to the job, if this not the case then the detail link should be configured.
- ❑ The sales order link at header level allows for the creation of new jobs or the link to existing jobs, the detail level link links to existing jobs only.
- ❑ The header link relies on two items in the order header and (optionally) two on the order detail. The header items are Job Reference (X 10) and Job Link (?-type), the detail items are Job Reference (X 10) and Cost Code (X 10). The detail item job reference is only required for the ledger enquiry link from job costing to sales order processing and must be set as a secondary index, the cost code is only required if updating stock issues to job costing.
- ❑ The detail link relies on two items in the order detail – the job reference (X 10) and the cost code (X 10). As with the header link the job reference should be set as a secondary index for ledger enquiry links and cost code is only required when updating stock issues to job costing.
- ❑ The data items on the header and detail need to be referenced within the Sales Order Processing Database Profiles. The header items are referenced on profile screen ‘Header Optional 3’, the detail items on ‘Detail Optional 3’.

- ❑ If linking at the header level the job code should be updated onto the add/amend screen, the job link field must not be displayed. At the detail level the job code and cost code should be displayed.
- ❑ The invoice (and credit) documents must be set to update the 'amount invoiced' to job costing. The documents that update stock, usually delivery notes, can optionally be set to update the 'stock issues' to job costing. Parameter Screen 21 of the document parameters allows setting of these options.
- ❑ Items listed when press <F4-Select> on Job Code and Cost Code inputs are defined within the Select Key definition for the *Sales Order Processing*. If no <F4-Select> option is available then it is likely that no items are set to be listed here.

## Purchase Order Processing Configuration

---

- ❑ Must be set to link to Job Costing within the *Purchase Order Processing* system profiles.
- ❑ The link relies on two data items on the purchase order detail file – job reference (X 10) and cost code (X 10). In addition, the job reference should be set as a secondary index for the ledger enquiry link from Job Costing to Purchase Order Processing.
- ❑ The two purchase order detail items require referencing on the Database Profiles screen 'Detail Optional 2' and also need to be added to the detail entry screen.
- ❑ The purchase invoice (and credit) documents must be configured to update job costing. Parameter Screen 21 of the document parameters allows this.
- ❑ Items listed when press <F4-Select> on Job Code and Cost Code inputs are defined within the Select Key definition for the *Purchase Order Processing*. If no <F4-Select> option is available then it is likely that no items are set to be listed here.