#### Sage ERP Accpac



#### How can we help you?

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage ERP Accpac working smoothly for your business! Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage ERP Accpac.

- I'm setting up Sage ERP Accpac and need information or assistance
- Lim looking for instructions to complete a task within Sage ERP Accpac
- Lthink something is broken, or I'm getting error messages
- Lim looking for downloads, updates, or technical specifications
- L want to become a more skilled user of Sage ERP Accpac
- Lwant to share knowledge with other Sage ERP Accpac users
- I want to contact a Sage ERP Accpac representative



### What's New in Project and Job Costing 6.0

Project and Job Costing 6.0A includes the following new features and improvements:

#### **In Product Update 1:**

You can now create a new invoice batch in Accounts Receivable when you post a billing worksheet, even if there is an unposted job-related batch in Accounts Receivable. We've added a new setting to the PJC Options form to give you the option to *always* create a new Accounts Receivable batch whenever you post a billing worksheet.

#### In the 6.0A Release:

Project and Job Costing 6.0A (PJC) supports changes to Common Services' Fiscal Calendar.

Fiscal periods are now locked separately for each Sage ERP Accpac program, including Project and Job Costing. Although this change does not affect the way you enter transactions, you should note the following points:

- •The program checks the status of a fiscal period when you enter certain dates in Project and Job Costing transactions.
- •Locking a fiscal period for PJC does not normally prevent other Sage ERP Accpac programs from updating information in the Contract Maintenance form. For example, posting a job-related invoice in Accounts Receivable or Accounts Payable updates the associated values for the contracts, projects, categories, and resources in PJC.

An exception to this rule can occur if you post material usage or material return transactions to a period that is later locked for PJC. If the period is locked before running Day End Processing, Day End Processing will not process these transactions, and will generate an error. To clear the error, you must unlock the period for PJC, and then run Day End Processing. (Material allocation transactions do not produce this error.)

- Locking a fiscal period for Inventory Control does not prevent Day End Processing from creating transactions for, or from updating contracts in, PJC. However, if the period is locked for PJC, you might not be able to post the transactions in PJC.
- •You can create G/L batches for a fiscal period that is not locked for Project and Job Costing. However, if the period is locked for General Ledger when you try to post the G/L batch, the transactions will be placed in an error batch in General Ledger. If the option to create and automatically post G/L batches is selected on the G/L Integration form, the transactions will be placed in an error batch in General Ledger when you create the batch in Project and Job Costing.
- •You can create revenue recognition worksheets for a period that is

unlocked for Project and Job Costing. However, if the period is locked for General Ledger, you cannot post the resulting batch in General Ledger. If the option to create and automatically post G/L batches is selected on the G/L Integration form, the transactions will be placed in an error batch in General Ledger when you post the worksheet.

•You can create billing worksheets for a period that is unlocked for Project and Job Costing. However, if the period is locked for Accounts Receivable, you cannot post the resulting invoice batch in Accounts Receivable. Also, if the option to post A/R batches automatically is selected on the PJC Options form, the transactions will be placed in an A/R error batch when you post billing worksheets for periods that are locked for Accounts Receivable.

#### See also

Changes Introduced in Project and Job Costing 5.6 Changes Introduced in Project and Job Costing 5.5 Changes Introduced in Project and Job Costing 5.4

### Steps for Setting Up Project and Job Costing

This topic lists the steps for setting up a new Project and Job Costing system, assuming that you have prepared your Sage ERP Accepac system for use with the program.

- Step 1: Select program options and add setup records
- Step 2: Add existing estimates and contracts to Project and Job Costing
- Step 3: Design formats for your preprinted forms



## Project and Job Costing Options — Overview

Field List

Use the PJC Options form to select options when you first set up your Project and Job Costing system, and whenever you need to change your selections.

The PJC Options form lets you:

- •Change the contact name, telephone number and fax number for your Project and Job Costing system.
- Specify default settings for contracts and projects **D**.
- Specify five aging periods.
- •For projects that use a percentage complete accounting method, specify when to clear the billings and work in progress accounts.
- •Specify formats for contract numbers.
- •Determine how Project and Job Costing interacts with Accounts Receivable.

**Note:** You cannot save most changes to the Options form if any other Project and Job Costing forms are open.

For detailed information about a tab on the Options form, click the corresponding link, below:





#### **Before You Start**

Before changing any of the settings or other information in the Options form:

- •Make sure you understand the impact your changes will have on processing.
- •Make sure that no one else is using Project and Job Costing and that no other Project and Job Costing forms are open on your computer.



# Project and Job Costing Options — Company Tab

Field List

The Company tab of the PJC Options form lets you change the contact name and telephone and fax numbers for Project and Job Costing.

Your selection for the Format Phone Numbers option in the Company Profile in Common Services determines whether parentheses and hyphens are inserted.

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company form in Common Services.

For detailed information about another tab on the Options form, click the corresponding link, below:





# Project and Job Costing Options — Settings Tab

Use the Settings tab to specify general settings for your Project and Job Costing system. This tab lets you specify:

- Alternative names to use in place of the default level names (Contract, Project, and Category) and their plural forms.
- Note that the initial letters of the new names are used as shortcut keys in the Contract Maintenance form.
- •The default accounting method, contract style, overhead type and rate (or percentage), labor type and rate (or percentage), to use in new contracts.
- •The default Accounts Receivable item number and unit of measure to use on item invoices that you generate in Project and Job Costing.
- •Whether to force listing of transactions before you can post transactions.
- •Whether to update budgets (in Budget Maintenance) whenever you process transactions.
- •Whether to use the payroll and employee expense accounts from PJC timecards or the accounts specified in the Payroll employee record when you update Canadian or US Payroll.
- •Whether to recognize only costs that have been billed using a billing worksheet when you recognize revenue for projects that use an item invoice type.
- •Whether to clear the billings account and work in progress account during revenue recognition or at project close for projects that use a percentage complete accounting method.
- Five aging periods to classify information on reports.

Click one of the links below for information about another tab on the Options form:



Integration

# Project and Job Costing Options — Segments Tab

Field List

You use the Segments tab on the PJC Options form to:

- •Specify a default contract structure to use with new contracts. (You use the Contract Structures form to specify contract structures, or formats for your contract numbers.)
- •Define the segments you will use in your Project and Job Costing contract structures.
  - You can define up to five segments for your contract numbers. Each segment can be up to 16 characters long. Contract numbers can be a maximum of 5 segments long and no longer than 16 characters.
- •Indicate whether to use a validation table for each segment. (You use the Segment Codes form to specify the valid segment codes that you can use with each segment.)
- •Select the segment separators that can be used in contract numbers. You cannot enter these separators manually when you enter a contract number for a new contract.

For detailed information about another tab on the Options form, click the corresponding link, below:







## Project and Job Costing Options — Transactions Tab

Field List

The Transactions tab of the PJC Options form:

- •Lets you set a Prefix (using up to 6 characters) and Next Number (up to 16 characters) for each type of transaction you can process in Project and Job Costing.
- •Lets you specify the source for the default unit cost and the default billing rate used on timecards. You can override these settings for selected project categories (on a basic project) and resource categories (on a standard project). You cannot change the source for the default unit cost for Payroll employees.
- •Lets you choose whether to use the transaction date or the session date as the default posting date on transaction-entry forms.
- •Displays the posting sequence number to be used the next time you post a batch for each type of transaction. (Project and Job Costing assigns the number; you cannot change it.)

For detailed information about a tab on the Options form, click the corresponding link, below:







# Project and Job Costing Options — Integration Tab

Field List

The Integration tab of the PJC Options form lets you choose:

- •Whether to post invoice batches automatically in Accounts Receivable when you post billing worksheets in Project and Job Costing.
- •The information to use from Project and Job Costing transactions as the description and comment for transactions you send to Accounts Receivable from Project and Job Costing.

For detailed information about a tab on the Options form, click the corresponding link, below:





#### G/L Integration Form — Overview

Field List

When you run the revenue recognition functions or post equipment, timecard, adjustments, cost, or reopen projects transactions, Project and Job Costing creates entries for your general ledger.

If you use Sage ERP Accpac General Ledger, Project and Job Costing creates batches of transactions in General Ledger, where you can edit and post them. If you use another general ledger system, or if your Sage ERP Accpac General Ledger system is at another location, the program creates batches that you can import or enter manually in your general ledger.

You use the G/L Integration form, available in the PJC Setup folder, to select options to

- •Produce general ledger transactions in the form and at the time that best suits your requirements.
- Assign a wide range of job related information to the entry description, detail reference, detail description, and detail comment used in general ledger transactions.

**Note:** You cannot save most changes to the G/L Integration form if any other Project and Job Costing forms are open.

To change General Ledger Integration options

### Types of general ledger batches

Project and Job Costing creates separate general ledger batches for the following types of transactions:

- Adjustments
- Costs
- Equipment Usage
- •Reopen Projects
- •Revenue Recognition
- Timecards

### Reporting general ledger data

You can print the G/L Transactions report, a listing of the general ledger transactions created by Project and Job Costing, whether or not you post batches in General Ledger.

For more information about the tabs on the G/L Integration form, click one of the links below:



### Planning a Cost Classification System

In Project and Job Costing, you use cost categories, cost types, and cost classes to create a cost classification system that supports your cost-reporting needs. Each cost category is associated with a cost type, which is further characterized by a cost class.

The following overview describes how cost-related setup records affect the processing and reporting of cost transactions.

#### **Categories**

Cost categories let you organize contract and project costs according to your company's particular needs. For example, you can create categories that distinguish costs by department (such as design), or by activity (such as painting or wiring), and you can create as many categories as you require.

You add category records to your Project and Job Costing system using the Categories form. Then, you can assign these cost categories to individual projects, and use them to estimate and track costs for projects within a contract. You can create generic categories to use in many projects, or you can set up specific categories for particular projects.

Categories define the following settings for cost transactions that use a given category code:

- Cost Type
- Unit Of Measure
- Billing Type
- Overhead Type
- •Labor Burden Type
- •Item Number (for item invoices)

To each category you set up, you assign a cost type.

#### **Cost Types**

Cost types let you refine your cost reporting beyond the finite set of cost

classes that come with the program.

You can define as many different cost types as you need to organize labor, material, equipment, subcontractor, overhead, and miscellaneous costs into meaningful groupings for the projects your company undertakes.

For each cost type you set up, you must assign a cost class. Because they identify the type of resource for each cost type, cost classes are the most basic cost classification in Project and Job Costing. They help to define the character of each cost category and, therefore, of all cost transactions associated with the categories.

The cost types you assign to categories and resource records must use cost classes consistent with the resource. (In other words, equipment records must use cost types that have an equipment cost class.) Therefore, you should create at least one cost type record for each cost class (labor, material, equipment, subcontractor, overhead, or miscellaneous costs).

You can assign the following cost classes to cost types:

- Labor
- Material
- Equipment
- Subcontractor
- Overhead
- Miscellaneous

#### Resources

You also set up records in Project and Job Costing for each type of resource that you use to perform the work to complete standard projects. These resource records, which are used in estimating projects and in processing cost transactions, are as follows:

- Employees
- Equipment
- Miscellaneous Expenses

- Overhead Expenses
- Subcontractors
- Charges

Resource classifications provide an additional means of organizing your cost reporting system. For standard projects, you can assign resources to projects, to estimate and track costs by resource.

When you enter cost transactions, such as timecards, equipment usage, material usage, and material returns transactions, you can select only resources for which you have created a record.

Note that you must assign to each resource a cost type that uses a cost class consistent with that resource. For example, you can assign to an equipment record only a cost type that uses an equipment cost class.

#### **Setting Up Resources**

Resource classifications provide an additional means of organizing your cost reporting system. You assign resources to standard projects to estimate and track costs.

You can assign only resources that you have defined for your Project and Job Costing system using the related forms in the PJC Setup folder.

When you enter cost transactions, such as timecards, equipment usage, material usage, and material returns transactions, you can select only resources that you have assigned to your projects.

Project and Job Costing lets you add records for each type of resource that you use to perform work on your contracts, as follows:

- Employees
- Equipment
- Miscellaneous Expenses
- Overhead Expenses
- Subcontractors
- Charges

Note that you must assign to each resource a cost type that uses a cost class consistent with that resource. For example, you can assign to an equipment record only a cost type that uses an equipment cost class.

When you assign a particular resource code to a project, the program uses the settings from the resource setup record as the defaults.

#### Using Optional Fields in Project and Job Costing

Project and Job Costing supports Sage ERP Accpac Transaction Analysis And Optional Fields Creator.

Optional Fields let you customize your Project and Job Costing system by letting you store additional information you want to keep with records and transaction details, and provide an additional means of analyzing your contracts, projects, and costs.

You can use an unlimited number of optional fields in Project and Job Costing. However, you must first define optional fields for your Sage Accpac system using the Optional Fields form in Common Services. (For more information about setting up optional fields in Common Services, see the System Manager help.)

Once you have set up optional fields for your Sage ERP Accpac system, you use the Optional Fields form in the PJC Setup folder to define optional fields for use in Project and Job Costing records and Later transaction-entry forms.

#### **Optional Field Settings**

When you set up an optional field for transaction entry forms or for transaction details, the Settings button becomes available, letting you open a separate Settings form. You use the optional field Settings form to restrict the flow of optional field data to Sage ERP Accpac Accounts Receivable, Inventory Control, US or Canadian Payroll, and General Ledger.

Other Sage ERP Accpac programs will accept optional field information sent with transactions from Project and Job Costing if:

- You use the same optional fields for the affected forms in Accounts Receivable

  ... Inventory Control, ... US or Canadian Payroll ... Or accounts in General Ledger ...
- •You selected the settings to send optional field information to these other programs and accounts.

Accounts Receivable, Inventory Control, and Payroll will respect the optional field settings you specified in Project and Job Costing when sending G/L transactions to General Ledger, if you use the same transaction optional fields for the affected accounts in General Ledger.

For example, if the transaction optional fields assigned to the Billings and Revenue accounts match the transaction details optional fields used on a job-related invoice, when you send the invoice transaction to General Ledger, Accounts Receivable uses the settings from Project and Job Costing.

To see exactly which accounts are affected by any type of transaction, on the Optional Fields setup form, select an optional field for the type of transaction or transaction details (different accounts are affected at each level), then click the Settings button.

Initially, all optional field settings are selected in Project and Job Costing, so that all information will be passed to the other programs if the optional fields match. You should change the settings to ensure that only optional field information that is required in another Sage ERP Accepac program will be sent.



# Importing and Exporting Project and Job Costing Records

If you are entering data from another computerized job costing system, you may be able to transfer records directly into Sage ERP Accpac Project and Job Costing by importing them.

You can also export records from another Sage ERP Accpac Project and Job Costing database, edit them in a spreadsheet or other program to change codes, amounts, and other information, then import them into the Project and Job Costing system you are setting up or into another Sage ERP Accpac program. (You could, for example, export employee records to a spreadsheet for import into another program, such as Sage ERP Accpac Payroll.)

Project and Job Costing can create export files in several formats, including Microsoft Excel and Microsoft Access, Comma Separated Values and Continuous ASCII file formats, dBase 5.0, and ODBC formats. You select the format to use when you export the data.

For information about importing and exporting Project and Job Costing records, see <u>Importing and Exporting</u>.

For step-by-step instructions on importing and exporting, see the System Manager help on importing and exporting data.

#### **Account Sets Setup Form**

Field List

The Account Sets form in the PJC Setup folder lets you create groups of general ledger accounts to which you post Project and Job Costing transactions.

You assign an account set to each contract to identify the general ledger accounts to which you post transactions for the contract. You must define at least one account set before you can add contracts to Project and Job Costing.

Project and Job Costing lets you add as many account sets as you need. You can use just one account set for all your contracts, or you can use separate account sets for different types of contracts or customers. If you use a multicurrency ledger, for example, you need to add at least one account set for each of your customers' currencies.

To add or modify an account set

### Categories Setup Form — Overview

Field List

The Categories form in the PJC Setup folder lets you:

- •Define cost categories for classifying cost information on Project and Job Costing reports.
- •Specify settings for cost transactions and contract estimates that use a specific category. (You must assign a category whenever you enter a cost transaction. You also add categories to projects when estimating or setting up new contracts.)
- •Create typical categories that you can use for a number of projects, or you create categories for particular projects. When you use a category code in the Contracts form, the settings for that cost category appear, but you can change them for individual projects, if necessary

#### To add or modify a category

For information about a specific tab on the Categories form, click the corresponding button, below:





Optional Fields

### **Charges Setup Form**

Field List

You use the Charges form, available in the PJC Setup folder, to set up records for revenue for which you do not incur costs directly, but for which you charge your customers (a registration fee, for example).

You can also set up charges for contracts where you bill your customers in advance. For example, if a customer prepays installments on a time and materials research contract, you could set up charges to generate billing for the prepayments. If you set up no-charge categories for your costs, you avoid billing your customer twice for the same work. (Your invoice for your actual costs would itemize the time and materials you expended, but it would not contain amounts.)

To add or modify a charge record

#### **Contract Structures Setup Form**

Field List

You use contract structures to define formats for contract numbers.

A contract structure determines the number of segments in a contract number, the order in which the segments appear, and the position and type of separator and prefix characters in a contract number. You can define several contract structures, so that you can use several different contract number formats.

Contract numbers can contain a separator character between consecutive segments and a prefix character in front of the first segment. Note that the maximum number of characters permitted for a structure, including separator characters, is 16.

Before you add contract structures, you must use the Segments tab on the Options form to define contract number segments and to specify the separator characters you want to use in contract numbers.

You can define as many structures as you need, but you must define at least one.

To add a contract structure

#### **Cost Types Setup Form**

Field List

You use the Cost Types form, available in the PJC Setup folder, to define additional classifications that you want to use for reporting your cost transactions.

Cost types let you refine your cost reporting beyond the fixed set of cost classes that comes with the program. (Because they identify the type of resource for each cost type, cost classes are the most basic cost classification in Project and Job Costing. They help to define the character of each cost category and, therefore, of all cost transactions associated with the categories.)

To add or modify a cost type



### Employees Form — Overview

Field List

You use the Employees form, available in the PJC Setup folder, to:

•Add records for employees whose labor costs you want to track in Project and Job Costing.

You can link employees from Sage ERP Accpac US or Canadian Payroll to an employee record in Project and Job Costing. If you do not use a Sage ERP Accpac payroll program, you can simply enter the information from your own records.

In a multicurrency system, you can set up PJC Employee records for US or Canadian employees in any currency. You can then process job-related timecards in US or Canadian Payroll in any currency. (You can also process timecards directly in Project and Job Costing, providing the employee record uses the functional currency.)

- •Specify default settings to use for estimates and on timecards you process for a specified employee.
- •Restrict the fields that appear on an employee's timecard.
- •Specify optional fields that you can use on the employee's timecards, if you also use Sage ERP Accpac Transaction Analysis and Optional Field Creator.

To add or modify an employee record

For information about another tab, click a button, below:



Optional Fields

# **Equipment Setup Form**

Field List

The Equipment form in the PJC Setup folder lets you add records for the equipment that you use on projects.

To add or modify equipment records

# Miscellaneous Expenses Setup Form

Field List

Use the Miscellaneous Expenses form, available in the PJC Setup folder, to set up records for expenses for which no other resource setup form (employees, equipment, and so on) exists, such as for permit or inspection costs.

Miscellaneous expenses are different from the charges you set up using the Charges form. Miscellaneous expenses represent a cost to you that you pass on to your customer, whereas charges are used to record revenue items for which you incur no direct cost.

To add or modify a miscellaneous expense

# Optional Fields Setup Form

Field List

The Optional Fields form is available in the PJC Setup folder if you use Sage ERP Accpac Transaction Analysis And Optional Fields Creator, a separately licensed package that you can purchase and use with Project and Job Costing.

To add or modify optional fields in your Project and Job Costing system

Related Topics

# Overhead Expenses Setup Form

Field List

The Overhead Expenses form, available in the PJC Setup folder, lets you define codes for overhead costs that you can attribute to specific projects and whose use you want to track – for example, the rental of a trailer that you park on a construction site.

Overhead expenses, such as rent, insurance, maintenance, and salaries for administrative staff, are often necessary to perform work on contracts. Even if you cannot attribute these costs directly to a job, you need a rational method to allocate them.

There are two ways to allocate overhead in Project and Job Costing:

•If overhead varies in some proportion to a resource consumed on a project (such as equipment, labor, or materials), you can specify an overhead type and rate (or percentage) for the cost category you will use for that resource.

When you post a transaction that includes the category, Project and Job Costing automatically calculates and allocates overhead to the project in the proportion to the cost of the resource used.

•If overhead cost is traceable to specific projects, you can set up a separate overhead record for that cost. For example, if you rent office space for a project, you can set up an overhead expense record specifically for the office rental. You can then specify the overhead code in cost transactions. (You can enter the transactions using the Invoice Entry form in Accounts Payable, or the Costs form in Project and Job Costing.)

When you post cost transactions for categories that use an overhead cost class, the program applies overhead to the specified projects.

To add or modify an overhead expense record

# Projects Setup Form — Overview

Field List

Project and Job Costing tracks revenue and revenue-earning activity by project.

You use the Projects form, available in the PJC Setup folder, to define generic project records for the major revenue-earning activities that your company undertakes (for example, design or pouring foundations). Each separate job, or work phase, that contributes revenue to a contract is a project.

Project records contain settings that let you prescribe how and when to recognize revenues, and the type of billing arrangement for each project. You can add records for typical projects that you will reuse or adapt for a number of contracts, and you can set up special projects that you will use for a particular contract.

You specify a unique code to identify each project record. You use the project codes in the Contract Maintenance form to assign projects to contract records. Project and Job Costing displays the settings from project records as defaults for new contract projects, saving you time when setting up contracts. (You can change the settings for particular contract projects, as necessary.)

#### To add or modify a project record

For information about a specific tab on the Projects form, click one of the links, below:





Optional Fields

# **Segment Codes Setup Form**

Field List

The Segment Codes form lets you enter valid codes for segments of contract structures that you want Project and Job Costing to verify before you can add a new contract number.

To restrict entries for a particular segment to a list of valid codes, you must first select the Validate option for the segment on the Segments tab of the PJC Options form. (You can select or cancel the Validate option for individual segments at any time.) Then, you use the Segment Codes form to define valid segment codes for your segments.

When you add a new contract number, Project and Job Costing verifies your entry for segments that use the Validate option against the valid segment codes you added for each segment. If the segments are all valid, the program adds the contract number to the system.

**Note:** You can add segment codes as needed, but you can delete segment codes only if they are not used in any contract numbers.

To add a segment code

## Subcontractors Setup Form

Field List

If you use subcontractors for certain types of work, you can set up subcontractor records that you can attach later to particular projects.

Your subcontractor records are linked to vendor records in Accounts Payable. When you enter an invoice from the subcontractor in Accounts Payable Invoice Entry, you specify the contract, project, and category for each detail. This information is passed to Project and Job Costing when you process the invoice.

To add a subcontractor record

# Changing Column Order in Data Entry forms

You can change the order in which columns appear on many Sage ERP Accpac forms.

For example, you can change the order of the Payment Entry detail columns to match the field order of a document from which you are entering data.

### To move a column



- •Point to the column heading.
- Hold down the left mouse button
- Move the column to its new location
- •Release the button.

# To restore your original settings

- 1.On the Sage ERP Accpac Desktop, select the icon for the form you changed.
- 2. From the Object menu, click Restore Defaults, then click All Other Settings.

The columns will be in the original order the next time you open the form.



# Changing Column Widths in Data Entry Forms

Double-clicking the division between columns resizes the column on the left to its minimum size based on the data it contains.



# To change the width of columns

- •Position the mouse pointer on the vertical line separating a column heading from the next heading to the right.
- •Drag the column to the right (to make the column wider) or to the left (to make it narrower).
- •When you reach the width you want, release the mouse button.

## To restore your original settings

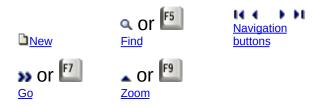
- 1.On the Sage ERP Accpac Desktop, select the icon for the form you changed.
- 2. From the Object menu, click Restore Defaults, then click All Other Settings.



# Data Entry Tools and Shortcuts

Project and Job Costing data entry forms contain many aids to data entry which you can activate by selecting from a menu command, pressing a function key on your keyboard, or clicking an icon.

Select the icon or command listed below for which you want information:





# Project and Job Costing Forms

The following list includes each Project and Job Costing icon that you can choose from the Sage ERP Accpac Company Desktop. Select from the keywords below for information on the purpose and operation of the data entry forms each icon leads to.

## **Periodic processing**

Clear History
Create G/L Batch
Update Payroll

#### A/R Billing

<u>Create Billing Worksheet</u> <u>Billing Worksheet</u> <u>Post Billing Worksheets</u>

#### **Revenue Recognition**

<u>Create Revenue Recognition Worksheet</u> <u>Revenue Recognition</u>

#### **Reopen Closed Projects**

<u>Create Reopen Projects Worksheet</u> <u>Reopen Projects Worksheet</u>

## Setup

**Account Sets** 

**Categories** 

Charges

**Contract Structures** 

Cost Types

**Employees** 

Equipment

G/L Integration

Miscellaneous Expenses

**Optional Fields** 

**Options** 

**Overhead Expenses** 

**Projects** 

Segment Codes

**Subcontractors** 

### **Transactions**

Adjustments
Budget Maintenance
Charges
Contract Maintenance
Costs
Equipment Usage

Material Allocation
Material Returns
Material Usage
Opening Balances
Post Transactions
Revise Estimates
Timecards
Transaction History
Update Retainage

## **Reports**

#### **Analytical reports**

Aged Work in Progress
AlA Report
Committed Costs Audit List
Contract Details
Contract Summary
Detailed Costs
Over/Under Billings
Profit Analysis
Stored Material Audit Report

#### **Setup reports**

Account Sets
Categories
Charges
Contract Structures
Cost Types
Employees
Equipment
G/L Integration
Miscellaneous Expenses
Options
Optional Fields
Overhead Expenses
Projects
Segment Codes
Subcontractors

#### **Transaction reports**

Detailed Transaction
G/L Transactions
Posting Errors
Posting Journals
Transaction History
Transaction Listing



# File Menu

The File menu appears on all Project and Job Costing forms. Use its commands as follows:

<u>Print</u>	In report forms, begins printing the current report. In non-report forms, opens the related report form, letting you make selections to specify the report you want to print.
Printer Setup	Lets you select the printer or file to which you want to print, or select Preview to print to your screen.
Customize	Lets you hide fields on a form, depending on the user.
Import	Lets you enter information about the data you want to import, and import it.
Export	Lets you enter information about the data to export, and export it.
Close	Closes the current form.

# Help Menu

The commands on the Help menu provide different kinds of information about the Sage ERP Accpac Project and Job Costing program.

**Contents** — Displays the table of contents for the Project and Job Costing on-line help system, from which you can select help on various aspects of Project and Job Costing.

**Using Help** — Provides information on how to use help.

**About...** — Lists the version number of **Sage Accpac** that is installed on your system.

# Settings Menu

The Settings menu appears on some Project and Job Costing forms with the following option.

If this option is turned on, each time you close the form, **Autoclear** the entries or changes you made to the current form are cleared automatically.

In some forms, the Settings menu also contains options that let you save the current settings as personal defaults or restore the program's original settings.

Save

As

**Settings** To save the current settings as your personal defaults for

the form, select the Save Settings As Defaults option.

**Defaults** 

Clear
Saved
To revert to the program's original settings, select the

Settings Clear Saved Settings option.

# **Setting Up Contracts**

In Project and Job Costing, a contract is a collection of projects and cost categories that represent the substance of your formal agreement with your customer.

You set up and manage contract records using the Contract Maintenance form and its related forms, Project Maintenance and Category Maintenance.

A contract record contains settings that determine how the program processes transactions for the contract, and how it accumulates cost information.

- For each project you assign to a contract, you specify settings that determine when to recognize revenue, how to bill, the excess of your costs to bill as profit (for cost plus contracts), and the general ledger accounts to which you will post transactions.
- To each contract project, 
   <u>u</u> you assign categories and (for standard projects) resources
   representing the costs you will incur for the project.

You use these categories and resources to estimate project costs and to track actual project costs as you incur them.

**Note:** The level at which you track costs depends on the project style. For a standard project, categories and estimates are linked to each resource. For a basic project, categories and estimates are linked directly to the project.

You can assign default settings for all the projects within a contract, or you can let Project and Job Costing use the default settings specified in each project record. You can also change the settings for individual projects on the Contract Maintenance form.

# **Copying Projects and Categories from Another Contract**

Project and Job Costing provides a <u>New Contract Wizard</u> that lets you copy the projects, categories, and resources from an existing contract to a new contract, which can make even complex contracts much easier to set up.

The New Contract Wizard also lets you choose whether to use estimates or actual figures from the existing contract as the estimates for the projects in the new contract.

To create a new contract



#### **Use the Tree View to Work with Contracts**

#### Overview

#### To turn on the Tree view:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.On the File menu, click Show Tree.
- 3.Use the Finder or the navigation buttons beside the Contract field to select the Contract you want to work with, or type the contract code in the Contract field.

The panel on the left-hand side of the Contract Maintenance form displays a folder for a selected contract, with expandable subfolders for each project, resource, and category.

When you click the folder for a contract, project, category, or resource on the tree, the corresponding maintenance form appears on the right, making it easy to enter information at different levels of a contract.

Right-clicking the contract, a project, or a category on the tree displays a menu that lets you:

- Expand or collapse the tree.
- View the transactions you have posted for the selected contract, project, or category.
- Add a new record to the folder you selected on the tree.

**▶** Related topics

# Using Contract and Project Statuses

Project and Job Costing sets Estimate as the default status for all new contracts and projects. The Estimate status lets you use the Contract Maintenance form to enter estimates.

As you enter estimates for your projects, the program automatically calculates and displays the revenue and cost estimates for each project, category, and (for standard projects) resource, and for the contract as a whole. If you specified overhead and labor burden rates, the program calculates the labor burden and overhead amounts, and includes them in the total cost estimate.

When a contract is signed, you change the contract status to Approved.

When work begins, you change the status of the contract to Open. The program lets you change the status of all the projects to Open when you change the contract status. You can do so, if you want.

Projects must have an Open status to be able to process transactions for them.

Once you change the status of a project from Estimate to Open or Approved, Project and Job Costing does not allow you to update estimates directly. However, if you have not processed any transactions against a project in any Sage ERP Accpac programs, you can change its status back to Estimate. (Before changing the status back to Estimate, you should ensure that the project is not used in unposted transactions in any other Sage ERP Accpac program.)

You must use the Revise Estimates form, in the PJC Transactions folder, to update estimates for projects that have been opened — usually following a change order approved by the customer. Revised estimates appear in the Current Estimates column of the project summary on the Project Maintenance form.

# **Entering Estimates**

In setting up any contract in Project and Job Costing, you:

- 1. Create a new contract record.
- 2. Assign projects to the contract.
- 3. Assign to each project the cost categories you will use to classify project costs.
- 4. For standard projects, assign the resources you will use to complete the work on each project. For each project resource, you also assign categories to use to aggregate the costs for each resource.
- 5. Estimate both the costs required to complete the contract and the revenue you need to ensure a decent profit, as described in this topic.

## **Project Style Affects Project Estimation**

# **Estimating Costs**

You normally enter cost estimates before revenue estimates, so that you can better determine the amount of revenue you need to ensure a profit.

How you add cost estimates depends on the project style:

- •On a basic project, cost information is accumulated by broad cost categories. You assign categories to the project, and then enter cost estimates directly for each category.
- •On a standard project, cost information is accumulated by category for each resource. You define the cost categories you want to use in your project. You assign particular resources (such as equipment or material) to the project, and then you assign the cost categories to each resource. You enter cost estimates for each resource category.

## **Estimating Revenue**

Project and Job Costing handles revenue estimates differently, depending on the project type:

- •For fixed price projects, you enter the fixed price you will charge your customer on the Totals tab of the Project Maintenance form. When you change the project status to Open, this amount appears as the revenue for the current estimate.
  - Project and Job Costing also calculates a revenue amount based on the markup percentage specified for the project and the estimated costs for each category (on a basic project) or resource category (on a standard project). If necessary, you can change the total revenue amount for a category or resource category as long as the project has an Estimate status. This revenue amount remains as part of the original estimate when you open the project.
- •For cost plus projects, the program automatically calculates the estimated revenue based on the cost plus percentage and the cost estimates you enter for each category.

To have the program calculate the cost plus percentage, you can enter a revenue amount for each category (on a basic project) or resource category (on a standard project).

•For time and material projects, the program automatically calculates the estimated revenue depending on the billing rate and the quantity you enter for each category (on a basic project) or resource category (on a standard project).

If you prefer to have the program calculate the billing rate, you can enter revenue amounts for each category or resource category.

In a multicurrency system, you enter revenue amounts in your functional currency. The program converts the revenue amount to the customer's currency, if it is different from your functional currency, using the exchange rate specified on the project's Totals tab.

To enter estimates for a basic project

To enter estimates for a standard project

# **Entering an Estimate for an Unprofitable Project**

From time to time, you may need to enter an estimate for a project where the expected revenue is less than the expected costs, or you may even have to revise the estimate of a previously profitable project.

- •To enter an estimate for an unprofitable *cost plus* project, you enter a negative cost plus percentage.
- •To enter an estimate for an unprofitable *time and materials* project, either enter a negative revenue amount or enter a billing rate that produces the expected negative revenue.

You cannot enter a negative revenue amount for a fixed price project.

## **Checking estimates**

- •To check an estimate for a selected contract, click the Totals tab on the Contract Maintenance form.
- •To check an estimate for a project, select the project on the tree, then click the Totals tab on the Project Maintenance form that appears.
- •To check an estimate for a project category, expand the Category folder on the tree, then select the category you want to view. The estimate appears on the Estimates tab of the Category Maintenance form.
- •To check estimates for a resource on a standard project, expand the folder for the resource, then select the particular resource. The estimate appears on the Estimates tab of the resource maintenance form.
- •To check your estimate for a particular resource category on a standard project, expand the folder for the particular resource, then select the resource category. The estimate appears on the Estimates tab of the Category Maintenance form for the resource.

If you use multicurrency accounting, note that all costs are entered in your functional currency. The program displays revenue and profit in both currencies. The program converts the revenue and profit from your customer's currency to your currency using the exchange rate you entered for the project.

## **Revising estimates**

Once you change the status of a contract from Estimate to Open or Approved, you cannot update estimates for existing projects and categories directly. You use the Revise Estimates form to update estimates — usually following a change order approved by the customer.

You can add a new project category or resource for an open project at any time, for which you can enter an estimate until you add the new category or resource.

Revised estimate amounts appear in the Current Estimates column of the project summary on the Project Maintenance form, and revised estimate transactions appear on the Transaction History form and on transaction listings.



# Assigning Projects to a Contract

The projects you add to a contract specify the work that you are going to perform for your customer. Project and Job Costing lets you:

- •Add any number of projects to a contract. Note that you can add only projects that you have first set up using the Projects form.
- •Add projects using the grid on the <u>Project tab</u> of the Contract Maintenance form, or you can use the <u>Project Maintenance form</u>.
- •Accept the default settings specified in the project record, or change the settings to suit the particular contract you are setting up. (You use the <a href="Contract tab">Contract tab</a> of the Contract Maintenance form to specify default settings for all the projects within a contract.)

For each project you assign to a contract, you identify the period during which you will complete the work, the method by which you will recognize revenue, the types of costs that will appear on invoices for the project, and the markup and any overhead costs that will be included in the invoiced amounts. You also specify the accounts to which cost and revenue transactions will be posted.

Depending on the project type and accounting method, you also specify the tax class and tax included status for the project or its categories.

When you use a template to set up a contract, the new contract will include the projects, categories, and resources used in the original contract. You many not need to add any new projects.

Note that you must first add a project to your database (using the Projects setup form) before you can assign it to a contract.

To assign a project to a contract

# **Defining Global Project Settings**

When you add a contract, you can specify default settings for all the projects that you assign to this contract, or you can let the program use the settings from project records as the defaults. You can change the settings for individual projects, as long as the contract has an Estimate status.

## Using the same settings for all contract projects

To use consistent default settings for all the projects that you assign to a contract, simply select the checkboxes beside the options for which you want consistency, then select the settings you want to use for the contract.

When you first select a project setting checkbox, the program displays the default setting from the Options form. You can specify any of the following settings to be used as defaults for all the projects in the selected contract:

- Project Type
- Accounting Method
- Overhead Type
- Labor Type
- Billing Type
- Cost Plus Percentage

# Using default settings from project records

To use the settings from your standard project records as the default for a particular setting, do not select that checkbox on the Contract tab.

# Assigning Categories and Resources to a Project

Once you have added a project to a contract, you can assign cost categories and, for projects using the standard style, the specific resources that you will use to complete the project.

- •On a basic project, you assign categories directly to a project, and then add estimates for each category using the Category Maintenance form.
- •On a standard project, you assign categories and resources to each project, then add estimates by cost category to each resource you plan to use.

Note that you can assign only categories and resource that you previously set up using the Categories form and the individual resource setup forms in the PJC Setup folder.



## Contract Maintenance — Fast Search

If your contracts include a large number projects and categories, you can use the Search fields on the Contract Maintenance form to display a particular project or category, without having to scroll through a long list to find the one you want to work with.

The Search fields, located on the top right of the Contract Maintenance form help you to find and display quickly:

- A specific project within a contract.
- A specific category within a contract.

If the program finds the particular code that you specify, it displays the project (or category) in the Project (or Category) Maintenance form.

If the program cannot locate the specified code, it displays the closest match. If the displayed project or category is not the one you want, you can click the Go button to display the next closest match, or you can begin a new search.

To display a specific contract project

To display a specific contract category

# Specifying General Ledger Accounts for Projects and Categories

When you set up a contract, you assign an account set that contains the set of default general ledger accounts to use for processing cost and revenue transactions for any of the projects in the contract.

You can change the accounts for individual projects, as follows:

- •Billings and revenue accounts. The program displays these accounts on the Project tab of the Contract Maintenance form and on the Project Maintenance form. You specify these accounts only for the project.
- •Payroll expense, employee expense, equipment, labor allocated, and overhead accounts. The program displays these accounts on the Accounts tab of the project Category Maintenance form. You specify accounts to charge for resource use at the category level you do not specify accounts for individual resources, even for standard contracts.
- •Materials account. Note that you do not specify an account for material usage in Project and Job Costing. The account specified for an item in Sage ERP Accpac Inventory Control is used in material usage and return transactions. (If you do not use Inventory Control, you enter transactions for the cost of materials through Accounts Payable, specifying the account to charge in that program.)
- •Work in progress and cost of sales. How you specify the work in progress and cost of sales accounts, however, depends on the project type and accounting method, as follows:
- For time and material and cost plus projects that use the accrualbasis accounting method, you specify the cost of sales account for each category. (These projects do not use a work in progress account.)
- For all other time and materials projects, you specify the work in progress and cost of sales accounts for each category.
- For fixed price projects, you specify the work in progress and cost

- of sales accounts for the project, not for individual categories.
- Accounts for cost plus projects depend on the accounting method, as well as the project type:
- For cost plus projects that have a completed project, total cost percentage complete, or labor hours percentage complete accounting method, you specify the work in progress and cost of sales accounts for the project, only.
- For cost plus projects with a billings and costs or category percentage complete method, you specify the work in progress and cost of sales accounts for each category.

# Specifying Tax Information for Projects and Categories

When you process cost and charge transactions for cost plus and fixed price projects, the program calculates the applicable taxes using tax information specified on the Project Maintenance form for the contract project. The program credits the tax authorities associated with the tax group specified for the project.

If you need to use a different tax group than the one normally used for the customer in Accounts Receivable, Project and Job Costing lets you specify a different tax group for a contract . The tax group you assign to the contract is used as the default for new projects you add to the contract, but you can change the tax group for individual projects.

You can also specify default tax classes for a contract. To change the customer tax classes for any of the tax authorities used by the tax group, click the Zoom button beside the Tax Group field to open the Customer Taxes form, where you change the tax classes.

The default tax group and tax classes are used for new projects that you assign to the contract, but you can change the tax group and tax classes for individual projects. Whether you specify tax classes and the tax included status at the project level or at the category level depends on the project type and the accounting method.

## Specifying tax information for fixed price and cost plus projects

For fixed price projects that use a project percentage complete or a completed project accounting method and for cost plus projects that have a completed project, total cost percentage complete, or labor hours percentage complete accounting method, you specify the tax class and tax included status for each tax authority on the Taxes tab of the Project Maintenance form.

For cost plus projects that use the billings and costs, category percentage complete method, or accrual-basis accounting methods, and for fixed price projects that use these accounting methods and a Summary invoice type, you specify tax information for each category on the Accounts tab of the Category Maintenance form. The program displays default tax classes and tax included statuses, as follows:

- •If a customer tax class has a corresponding item tax class for the tax authority in Tax Services, the program uses the tax class from the customer record as the default, but you can change it.
- •If a customer tax class does not have a matching item tax class for the authority in Tax Services, the program uses "1" as the default tax class, but you can change it (if the tax authority permits).

# Specifying tax information for time and materials projects

For time and materials projects, and for fixed price projects that use an Item invoice type, you do not specify tax information at the project or the category levels. Rather, you specify the tax class and the tax included status when you enter a transaction.

In the transaction entry forms, Project and Job Costing displays the tax authorities used in the customer record. It displays a default tax class, as follows:

- •If a tax authority *is* assigned to A/R item, the A/R item tax class for that authority is displayed.
- •If the tax authorities *are not* assigned to the A/R item:
- If a customer tax class is used for the item tax class, it is used as the default for the transaction.
- If a customer tax class dos not exist for the item tax class, the tax class "1" is used as the default.

The program displays the default tax included status, as follows:

- •If the tax authorities *are* assigned to A/R item, the tax included status for the A/R item is used.
- •If the tax authorities *arenot* assigned to the A/R item, "No" is used as the default.

You can change the tax included status for a transaction only if the tax authority permits it.

#### **Tax Estimates**

Note that taxes are not automatically calculated for estimates. You must include tax in the estimated cost amounts.



#### **Using Retainage Accounting**

Sage ERP Accpac Project and Job Costing supports retainage accounting.

If you use retainage accounting in Accounts Receivable, you can track retainage for contracts, projects, and (depending on the project type and accounting method) project categories in Project and Job Costing.

The pattern for tracking retainage receivable is the same as for revenue calculation. If revenue is calculated at the project level, then retainage is also tracked at the project level. If revenue is calculated for each project category, then retainage is tracked at the category level.

If you use retainage accounting in Accounts Payable, you can track retainage for project categories. Retainage payable is tracked at the category level (the same as the costs with which it is associated).

You select retainage options, as follows:

- •You specify a retainage percentage, retention period, and retainage terms for your customers in Accounts Receivable. The retainage rate and retention period you specify in the customer record are used as defaults for projects for that customer. (
  - Accounts Receivable also lets you specify retainage terms that apply only to retainage documents you process to clear outstanding retainage for a customer. If you do not specify retainage terms in the customer record, the usual customer terms apply to billings you generate for a customer in Project and Job Costing.
- •Retainage payable is calculated in Accounts Payable when you process a job-related document in that program.
- The Default Retainage From option that you set for a project category determines whether Accounts Payable will use the retainage percentage and retention period from the vendor record or from the category as the default retainage percentage and retention period for an invoice detail that uses the category.

You specify retainage percentages, retention periods, and retainage terms for your vendors in Accounts Payable.

#### **Retainage and the Contract Maintenance Form**

When you use retainage accounting in Accounts Payable or Accounts Receivable, additional fields appear on the Contract Maintenance form (and its associated forms) in Project and Job Costing for managing retainage for contracts.

If you use retainage accounting in Accounts Receivable, the Totals tab on the Contract Maintenance form now provides retainage information for the contract in the following new fields:

- Retainage Receivable
- Retainage Payable

#### **Setting retainage options for projects**

You use either the grid on the Projects tab of the Contract Maintenance form or the Project tab of the Project Maintenance form to set options for receivable retainage for a selected project. You use the following fields:

- ■ A/R Retainage Percentage
- A/R Retention Period
- Retainage Receivable

The program also displays retainage receivable and retainage payable for a selected project on the Activity tab of the Project Maintenance form. Receivable amounts are shown in source (customer) currency, while payable amounts are shown in your functional currency.

If you use retainage accounting in Accounts Payable, the detail grid on the Contract Maintenance Project tab and the Project tab on the Project Maintenance form display the following field for a selected project:

• Retainage Payable

### Setting retainage payable options for categories

Retainage payable is determined and tracked at the category level. When you enter job-related invoices, debit notes, and credit notes in Accounts Payable, that program calculates retainage for each document detail according to the retainage options you specified for each project category.

A Retainage tab is available on the Category Maintenance form to let you specify retainage defaults for each project category, as follows:

- Default Retainage From

The Retainage tab also displays the following fields:

- Retainage Receivable
- Retainage Payable

#### **Viewing Retainage Information**

The Transaction History form also includes the following retainage information for each document:

- •Source Retainage Amount.
- Functional Retainage Amount.
- •Retainage Due Date.



#### Revise Estimates



You can change estimates using the Contract Maintenance form only for projects that have an Estimate status. You can revert to Estimate status if you have not recorded any transactions for a project. However, once you record transactions, you must use the Revise Estimates form to enter changes that your customer has approved.

The Revise Estimates form lets you:

- •Adjust the price of an open fixed price project.
- Adjust the estimate for an existing project category (on a basic project).
- •Adjust the cost plus percentage, markup percentage, overhead rate (or percentage), and labor rate (or percentage) for an existing project category.
- •Adjust the estimate for an existing resource category (on a standard project).
- •Assign new categories and resources to open projects.
- •Change the billing type for any project.
- •Edit the description for any project or category.

If you are assigning a new category on a standard project, you must:

- 1. Enter and post a revise estimate transaction to assign the new category.
- 2.Enter and post a separate revise estimate transaction to assign a resource that will use the new category.

To revise an estimate for a project

## Entering Opening Balances for Ongoing Contracts

To ease the transfer of ongoing contracts from another job-costing system to Sage ERP Accpac, the Opening Balances form lets you enter opening actuals balances, opening balances for stored material, and opening activity statistics for projects.

The Opening Balances form is available in the PJC Transactions folder.

Although general ledger entries are not created for posted opening balance documents, you can view Actuals opening balance transactions for a specified contract, project, category, or resource using the Transaction History form.

Once you enter general information for an opening balance document ("header" information), you can use the detail entry form to enter opening information for particular contracts, projects, and, as necessary, categories and resources.

#### Note:

- •Contracts and projects must have Estimate or Approved status to accept opening Actuals balances.
- •You can enter opening balances for stored materials for contracts and projects that have Estimate, Approved, or Open status.

#### **Choosing the Opening Type**

You enter opening actual balances, stored balances, and activity statistics separately. The Opening Type field lets you indicate which type of opening information you want to enter. You can select:

- •Actuals This type lets you enter opening Actuals balances. Posting the document creates opening balance transactions that you can view on the Transaction History form. It also updates Actuals on the Contract Maintenance form.
- Activity This type lets you enter opening statistical information for specified contracts and projects. (No transactions are produced for opening statistics.)
- •Stored This type lets you enter opening balances for material placed in storage for a particular project. This information is used to track the allocation and use of material on projects, particularly for the AIA report required in US jurisdictions.

When you identify the opening type, contract, project, category, and resource (depending on the project type and accounting method), the program displays on the detail grid the rest of the fields you are required to fill in.

The fields that appear on the grid depend on:

- •The opening type.
- •The project type and accounting method for the specified project.
- •The project style.
- •The actuals type, if you selected Actuals as the opening type.

#### **Entering Actuals**

Whether you enter opening balances separately for revenue and costs parallels the way you enter estimates for the project, and depends on the project type, project style, and accounting method.

For projects for which you estimate revenue and costs at the same project level (project, category, or resource), you can use the same detail to enter revenue and cost balances. That is, you do not specify the actuals type for:

- •Standard projects for which you estimate both revenue and costs at the resource level (that is, for all time and materials projects and for fixed price projects that use an item invoice type).
- •Basic projects for which you estimate revenue and costs at the category level (that is, for all time and materials projects, for cost plus and fixed price projects that use the billings and costs or accrual basis accounting methods, and for cost plus projects that use the category percentage complete accounting method).

However, for all projects for which you estimate revenue and costs at different project levels, you must enter opening revenue and cost balances using separate details. You use the Actuals Type field to indicate whether you are entering revenue opening balances or cost opening balances.

#### **Amounts Remaining to be Billed**

For time and materials projects and fixed price projects that use the billings and costs or accrual-basis accounting methods, you need to separate the unbilled amount from the actual revenue to produce invoices for costs that you posted but did not bill in your old system.

You enter the unbilled amount in the Remaining To Be Billed field on the Opening Balances form.

The program invoices the unbilled amount the next time you post a billing worksheet that includes the project, and when you next run revenue recognition, it updates the recognized revenue for the project.

**Note:** You enter the amount in the customer's currency.

#### **Modifying Posted Opening Balances**

If you specify a contract, project, category, and resource for which you have already posted opening balances, Project and Job Costing warns you, then displays the original estimates and current Actuals.

If you change the Actuals opening balances, when you post the revised opening balances transaction, Project and Job Costing overwrites the original posted balances. Transaction History will display the original actual opening balances transactions and their reversal, as well as the revised opening balances.

Click here for step-by-step instructions on entering opening Actuals balances.

#### **Entering Activity Information**

If you choose Activity as the opening type, you can enter opening activity statistics for a specified contract and project. No transactions are produced when you post activity opening balances. The program simply updates the activity tab for the project.

Click here for step-by-step instructions on entering opening activity statistics.

#### **Entering Opening Balances for Stored Material**

You choose Stored as the opening type to update opening balances for material in storage for projects.

The project style determines the level at which you enter balances for material in storage. For standard projects, you identify material resources that you have assigned to particular project categories. If you use Inventory Control or Purchase Orders (standalone), you can enter item numbers from those programs to identify particular material resources for basic projects.

If you select the option Use AIA Report, additional fields appear that let you enter information about total revenue and stored balances previously reported.

Click here for step-by-step instructions on entering opening balances for stored material.

#### **Posting Opening Balance Documents**

Although Project and Job Costing updates opening revenue and costs when you post Actuals opening balances, it does not generate transactions for General Ledger. However, you can view opening balance transactions produced for Project and Job Costing in Transaction History. (The default prefix for opening balance transaction numbers is "OB".)

You can also view the Actuals posted to the contracts, projects, and categories in the Contract Maintenance form. After posting Actuals opening balances, you should compare the actual revenue for projects and categories with the revenue recognized for the projects and categories in your old system.

Posting opening activity statistics does not produce any transactions. Project and Job Costing simply updates the Activity tab for the specified projects.

When you post Stored opening balances, the program updates the quantity and extended cost of stored materials for the category or the resource category, depending on the project type. It also updates the Stored Material Audit report with the change to stored quantities and costs.



#### **Updating Retainage**

The Update Retainage form, available in the PJC Transactions folder, lets you enter opening retainage balances for contracts you transfer to Project and Job Costing from another job-costing system.

The Update Retainage form also lets you adjust the retainage receivable or retainage payable in Project and Job Costing.

When converting from Sage ERP Accpac Plus, for example, outstanding retainage payable and outstanding retainage receivable are converted to open invoices in Sage ERP Accpac. Because job information is not included on these invoices, posting them in Sage ERP Accpac does not update Project and Job Costing.

Update Retainage provides the means to record the retainage receivable or retainage payable that is not passed to Project and Job Costing when you post the open invoice.

When entering an Update Retainage document, you add retainage balances at the same level retainage is tracked for the particular project type and accounting method. For example, for a fixed price project that uses a completed project accounting method, you enter retainage balances only for the project. For a fixed price project that uses the billings and costs accounting method, you enter retainage balances at the project category level.

Note that the program does not produce General Ledger entries for posted Update Retainage transactions, nor does it update retainage amounts in Accounts Receivable and Accounts Payable.



#### Contract Maintenance Form — Overview

Field List

The Contract Maintenance form is available in the PJC Transactions folder. This form is the heart of the Project and Job Costing system. You use the Contract Maintenance form to define every aspect of a contract, including the projects (or phases) of the contract, the resources you will employ to get the work done, and the different categories you will use to classify your costs. You can also use the form to track internal projects for your own company.

#### **Use the Contract Maintenance form to:**

- •Add contracts to your Project and Job Costing system.
- Specify global settings for projects that you will add to the contract, if you want to override the settings from project and category records.
- Add projects to a contract.
- Assign cost categories and resources to projects, and specify settings that determine whether the associated costs attract overhead or labor burden.
- •Open the <u>Project Maintenance form</u>, <u>Category Maintenance form</u>, and (for standard projects) <u>resource maintenance forms</u> where you enter or view information for each project, category, or resource.
- Estimate revenues and expenses for each project, category, and (on a standard contract) resource.
- Specify retainage settings to be used for receivable retainage and payable retainage.
- Add optional fields for additional information that you want to store with the contract, if you use Transaction Analysis and Optional Field Creator (a separately licensed program available from Sage ERP Accpac).
- Change the status of a contract and its projects.
- View estimated, actual, and recognized total costs and revenues, and the cost of materials in storage for the contract.
- View project data, such as transactions or revenue and cost summaries.
- •Turn on the tree view, which lets you easily view the structure of a

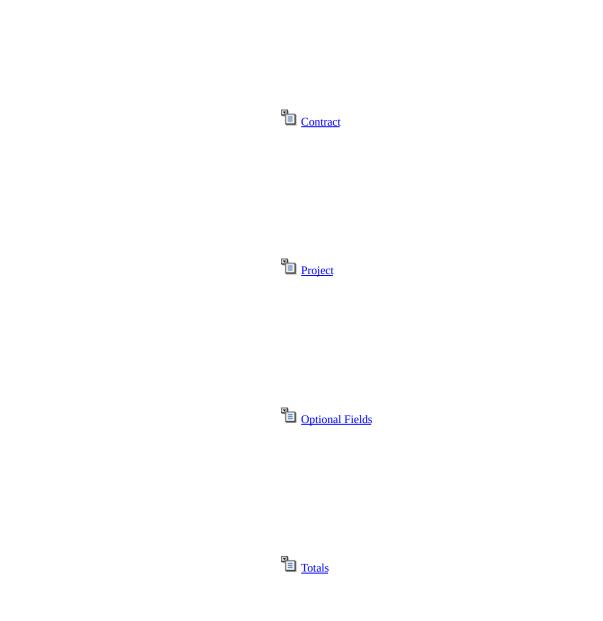
contract, move between its various levels, and enter information for its projects, categories, and resources.

To create a new contract

To display an existing contract project

To display an existing contract category

Click the buttons below for information about the corresponding tabs on the Contract Maintenance form:





#### **Opening Balances**

Field List

Project and Job Costing lets you enter opening actuals balances, opening stored material balances, and opening activity statistics for contract projects and their related categories and resources, letting you transfer to Sage ERP Accpac contracts that you have been managing in another system.

This topic describes how to enter opening balances and activity statistics using the Opening Balances form. For detailed background information on processing opening balance transactions and entering activity statistics, see <a href="Entering Opening Balances for Ongoing Contracts">Entering Opening Balances for Ongoing Contracts</a>.

**Note:** You update retainage opening balances separately, using the Update Retainage form. For more information, see Updating Retainage Opening Balances.

Contracts and projects for which you want to enter Actuals opening balances must have Estimate or Approved status.

Contracts and projects for which you want to enter Stored balances must have Estimate, Approved, or Open status.

To enter opening balances for a project in Project and Job Costing

#### **After Entering Opening Balances**

It is possible that, in your previous job-costing system, revenue was calculated slightly differently than in Project and Job Costing. You should compare the revenue recognized in your previous system to the Actual revenue amounts shown for a contract and its projects and categories in the Contract Maintenance form.

If the revenue amounts are different, you need to record manual General Ledger entries to adjust the appropriate accounts (revenue, billings, cost of sales, and work in progress accounts). Because opening balances are tracked only in functional currency, you may also need to record manual General Ledger entries to adjust source currency amounts.

#### **Updating Opening Retainage Balances**

Field List

If you use retainage accounting in your Sage ERP Accpac accounting system, the Update Retainage form lets you enter opening retainage balances for contracts you are transferring to Project and Job Costing from another job-costing system.

The Update Retainage form also lets you adjust the retainage receivable or retainage payable in Project and Job Costing.

Note that the program does not produce General Ledger entries for posted update retainage transactions, nor does it update retainage amounts in Accounts Receivable or Accounts Payable. However, the Transaction History form displays update retainage transactions posted to a specified project category or resource category. (The default prefix used for update retainage transaction numbers is "UC.") You can also view the retainage receivable or retainage payable amounts in the Contract Maintenance form.

To enter opening retainage amounts

### **Posting Update Retainage Transactions**

When you post Update Retainage transactions, the program updates retainage receivable or retainage payable for each contract, project, and category, (a) depending on the retainage type, project type, and accounting method.



### Adding and Maintaining Budgets

The Budget Maintenance form, available from the PJC Transactions folder, lets you forecast revenues and costs over several fiscal periods, so that you can budget your contracts effectively.

You can use the Budget Maintenance form to:

- Enter budgets
- <u>View actual, recognized, and budgeted amounts</u>
- L Compare budget sets by fiscal year and period

**Note:** Although you can view budgeted figures for a contract or a project, you add budget amounts only at the category level for a project, regardless of the project type or accounting method.

#### **Budgeting Tools**

The Budget Maintenance form provides several tools and calculation methods to help you create budgets for a project category.

You can use any combination of the following methods to arrive at the budget amounts:

- Import budgets
- Enter budget amounts manually
- Calculate budget amounts
- Use the lookup feature



#### **Processing Transactions**

You choose icons from the PJC Transactions folder to process the following transactions.

- Adjustments
- Charges
- Costs
- Equipment usage
- Material Allocation
- Material returns
- Material usage
- Revise Estimates
- Timecards

**Note:** The Material Usage, Material Returns, and Material Allocation forms are available only if you use Inventory Control with Project and Job Costing.

You record job-related direct overhead, miscellaneous, subcontractor, and (if you do not use Inventory Control) material costs using Accounts Payable Invoice Entry. When you post the invoices, the program updates your Project and Job Costing contracts.

For step-by-step instructions on processing different types of transactions, click the following links:

- Adjust a posted transaction
- Allocate stored material for the AIA Report
- Charge a project for equipment usage
- Charge a project for fees and services
- Enter a miscellaneous cost
- Enter an employee's timecard
- Reimburse an employee for job-related expenses

- Transfer material to a project
- Return material to inventory

As you process transactions for a project, the program updates the costs for each project category. When you recognize revenue, the program updates the portion of costs for which you have recognized revenue.

## Contract, project, and resource statuses affect transactions

Contracts and projects must be open or on hold to be able to post transactions for them. You will receive a warning when you add a transaction for a contract or a project that is on hold, but the program will not prevent posting.

Note that you cannot post transactions for a project that is on hold if the project has never been opened.

You cannot use resources that have an Inactive status in transactions. You can, however, use projects and categories with Inactive status.

#### A note on locked fiscal periods

Fiscal periods are locked separately for each Sage ERP Accpac program, including Project and Job Costing. Note the following effects of locked periods on job-related transaction processing:

- •The program checks the status of a fiscal period when you enter certain dates in Project and Job Costing transactions.
- •Locking a fiscal period for PJC does not normally prevent other Sage ERP Accpac programs from updating information in the Contract Maintenance form. For example, posting a job-related invoice in Accounts Receivable or Accounts Payable updates the associated values for the contracts, projects, categories, and resources in PJC.

An exception to this rule can occur if you post material usage or material return transactions to a period that is later locked for PJC. If the period is locked before running Day End Processing, Day End Processing will not process these transactions, and will generate an error. To clear the error, you must unlock the period for PJC, and then run Day End Processing. (Material allocation transactions do not produce this error.)

•Locking a fiscal period for Inventory Control does not prevent Day End Processing from creating transactions for, or from updating contracts in, PJC. However, if the period is locked for PJC, you might not be able to post the transactions in PJC.



#### **Using the Transaction Forms**

This topic introduces some common elements shared by all Project and Job Costing transaction forms — once you know how to enter transactions using one form, the operation of other transaction forms will seem very familiar.

All transaction forms have the following fields in common:

- A/R Item Number
- **Billing Rate**
- Billing Type
- **Extended Billing Amount**
- **Extended Cost**
- <u>■ G/L Accounts</u>
- Quantity
- Status
- Transaction Date
- Year/Period and Posting Date
- **Unit Cost**
- Unit of Measure

The fields that appear and which ones you can edit depend on the contract and project type used in the detail

When entering transactions in Project and Job Costing, you can enter details on the detail entry grid provided with all transaction forms, or you can enter them on a separate detail entry form that you open by clicking the Detail/Tax button on any transaction form. The detail entry forms include additional fields for changing accounts and tax information.

### Multicurrency

In multicurrency systems, you do not enter currency or exchange rate information with transactions. Instead, you enter amounts in your functional currency, and Project and Job Costing uses the current exchange rate at the time of billing. If no current rate exists for that date, the program uses 1.0000000 as the default rate.

#### **Detail/Tax forms**

The transaction forms also let you open Detail/Tax forms where you can view existing details or enter new details for the transaction. Entering details on the Detail/Tax forms provides two advantages over the detail entry grid on the transaction form:

- •You can view all the information for a single detail at once.
- •In addition to the detail fields that appear on the main transaction form, the form also displays tax fields for time and materials projects, as follows:
- **Tax Authority and Description.** The program displays the tax authority and description from the customer record.
- Tax Class and Description. The program displays the tax class from the A/R item record.
  - If no tax authorities are assigned to the A/R item, the customer tax class is used, if there is a corresponding item tax class for the tax authority (in Tax Services). If there is no matching tax class in Tax Services, the tax class "1" is used.
  - You can change the tax class for the detail.
- Tax Included. If tax authorities are assigned to the item, the Tax Included status from the A/R item record is used as the default for this field. Otherwise, No is the default. You can change the taxincluded status for the detail, if the tax authority permits it.

## Journal Entries Generated from Posted Transactions

This topic describes the general ledger journal entries created from cost transactions you post in Project and Job Costing. These entries appear on the G/L Transactions report.

It also describes general ledger journal entries created for job-related transactions by Accounts Receivable, Accounts Payable, and Inventory Control.

It also describes the transactions created during revenue recognition.

### **Material Usage (source code PM-MU)**

When you run Day End in Inventory Control, that program calculates material costs based on the costing method used for the item in Inventory Control. Then it credits the inventory account assigned to the inventory item and the overhead allocated account and debits work-in-progress (or cost of sales, for projects that use the accrual-basis accounting method).

General Ledger Account	Debit	Credit
WIP (or COS)	Х	
Inventory		Х
Overhead Allocated		Х

### Material Returns (source code PM-MR)

When you run Day End in Inventory Control, that program debits the inventory account assigned to the inventory item and the overhead allocated account and credits work in progress (or cost of sales, for projects that use the accrual-basis accounting method) for materials returned to inventory.

Ledger Account	Debit	Credit
Inventory	Х	
Overhead Allocated	X	
WIP (or COS)		Х

### **Equipment Usage (source code PM-EQ)**

When you post equipment charges to a project category, the program creates entries to debit work in progress (or cost of sales, for projects that use the accrual-basis accounting method) and credit overhead and the equipment contra-account you specify.

General Ledger Account	Debit	Credit
WIP (or COS)	X	
Equipment (contra-account)		X
Overhead Allocated		Х

### **Timecards (source code PM-TC)**

When you post timecards in Project and Job Costing, the program debits work in progress (or cost of sales, for projects that use the accrual-basis accounting method) and credits the wage expense and related labor and overhead accounts (if applicable).

General Ledger Account	Debit	Credit
WIP (or COS)	X	

Wage Expense	X
Labor (Burden) Allocated	X
Overhead Allocated	Х

### **Charges (source code PM-CH)**

The following entry is posted in Accounts Receivable when you post an invoice that includes a charge transaction.

General Ledger Account	Debit	Credit
Receivables Control	X	
Billings		Х

#### **Accounts Receivable**

Posted invoices debit the general ledger receivables control account assigned to the customer and credit the billings account (or the revenue account, for projects that use the accrual-basis accounting method).

<b>General Ledger Account</b>	Debit	Credit
Receivables Control	Х	
Billings		X

#### **Accounts Payable**

Posted invoices debit the work in progress account (or cost of sales, for projects that use the accrual-basis accounting method) and credit the payables control account.

<b>General Ledger Account</b>	Debit	Credit
WIP (or COS)	Х	

Payables Control		X
------------------	--	---

#### Revenue Recognition (source code PM-RR)

The program generates general ledger entries to recognize revenue and gross profit, and to record the matching costs for the period (for percentage completion and billings and costs methods) or for the entire project (for the completed project method).

The journal entries, and their timing, vary according to the project type and accounting method. To review the journal entries for each project type and accounting method, click the following links:

- Revenue recognition for cost plus projects
- O Accrual Basis
- O Billings and Costs
- O Completed Project Revenue
- O Percentage Complete Methods
- •Revenue recognition for fixed price projects
- Accrual-Basis
- Billings and Costs
- Completed Project
- O <u>Project Percentage</u>
- •Revenue Recognition for time and materials projects
- Accrual-Basis
- O Billings and Costs
- O Completed Project

If you use the option to clear billings and work in progress during revenue recognition, Project and Job Costing also creates general ledger entries to debit the billings account and credit work in progress for projects that use a percentage complete accounting method.

**Note:** If you reopen a project, you may have to reverse some or all of the revenue recognition entries, depending on the project's accounting

method. To read more about reversing revenue entries, see the entry Reversing Revenue Recognition in the Reopening Projects topic.

## **Multicurrency Accounting**

Sage ERP Accpac Project and Job Costing supports multicurrency accounting.

### **Estimates**

For project estimates, you enter all costs in your functional currency, and you enter revenue in the customer currency.

You also enter a rate type, rate date, and exchange rate for the original project estimate. Once you open the project for transactions, the program saves the original exchange information separately, so you can enter the current exchange rate for the current estimate.

Project and Job Costing displays estimated revenue for a project in both customer and functional currencies. It uses the original exchange rate to convert the original estimated revenue to functional currency; it uses the current exchange rate to convert the current estimated revenue and actual revenue to functional currency.

Note that when you specify units of measure in an estimate or on transactions for time and materials projects, you must choose a unit of measure that is defined for the currency in the A/R item record.

### **Cost transactions**

In Project and Job Costing transaction entry forms, you enter costs in your functional currency. For transactions involving time and materials projects, you enter the billing rate or the extended billing amount in the customer currency.

Cost transactions are posted in Accounts Payable in both vendor and functional amounts, as for any Accounts Payable invoice.

# **Billings**

Project and Job Costing produces invoices using your customer's currency.

- •For time and materials projects, transactions are stated on customer invoices using the extended billing amount from the transaction.
- •For cost plus and fixed price contracts, amounts are converted to customer currencies at the time of billing using the current exchange rate. If no default exchange rate exists, the program uses 1.0000000 as the exchange rate.

## **Exchange gains and losses**

Exchange gains and losses are not posted to Project and Job Costing. They are calculated in Accounts Receivable or Accounts Payable at the time of payment, or when you post an applied debit note, an applied credit note, or an adjustment in those programs.

Exchange gain and loss amounts are sent back as reconciling items to Project and Job Costing, so that Accounts Receivable and Accounts Payable remain in balance with Project and Job Costing. You can view these items using the Transaction History form.



# **Managing Commitments**

Project and Job Costing integrates with Sage ERP Accpac Purchase Orders, letting you track committed and actual quantities and costs by contract, project, category, and — on standard projects — resource.

When you post a job-related purchase order, the Purchase Orders program updates the committed quantities and costs for the specified contracts, projects, categories, and resources in Project and Job Costing.

Any of the following types of changes in a job-related purchase order will also generate transactions for Project and Job Costing:

- Change in quantity.
- •Change in cost.
- Adding new detail lines.
- •Deleting a detail line or a purchase order.
- •Change in exchange rate.
- •Change in tax rates.

When you post a job-related receipt, Purchase Orders reverses the commitments in Project and Job Costing and updates the actual quantities and costs for the received amounts. It also records any additional costs you post with receipts.

Purchase Orders also updates actuals when you post an adjustment to a job-related receipt for any of the following:

- Quantity received.
- Cost.
- Additional cost.
- Tax amounts.
- •Exchange rates.

If you use retainage accounting, retainage amounts are calculated during day-end processing using defaults as specified for the project category in Project and Job Costing.

Note that Project and Job Costing performs any overhead calculations, and sends the information back to Purchase Orders, so it can be used in the general ledger entries.

For information about entering job-related transactions in Purchase Orders, see the Purchase Orders help.

# Viewing Purchase Orders Information in Project and Job Costing

Project and Job Costing lets you track information sent from Purchase Orders in variety of ways. You can:

- •Print transactions generated by Purchase Orders on the PJC Detailed Transactions report.
- •View transactions sent from Purchase Orders on the Transaction History form, which also lets you drill down to an original Purchase Orders transaction.
- View committed quantities and costs for each level of a contract using the:
- Totals tab on the Contract Maintenance form to view commitments for the contract as a whole.
- Totals tab on the Project Maintenance form to view commitments for an entire project, or use the individual project resource tabs (for example, Employee or Equipment) to view commitments for the project by resource type.
- Estimates tab on the Category Maintenance form to view commitments for a specific project category.
- Estimates tab on the resource maintenance form to view commitments for a specific project resource.
- Estimates tab on the resource category form to view a breakdown for a project resource by category.

# Allocating Serial and Lot Numbers in Material Transactions — Overview

If you have a license to use Sage ERP Accpac Serialized Inventory and Lot Tracking, you can allocate serial numbers and/or lot numbers to items that you remove from or return to inventory in material usage and material returns transactions.

When you process material usage transactions that include \( \bigces\) serialized or \( \bigces\) lotted items, you use the \( \sum\_{\text{Serial/Lot Numbers Allocation}}\) form to allocate serial numbers or lot numbers to items in a transaction detail.

When you return serialized or lotted items to inventory in material return transactions, you use the <u>Serial/Lot Numbers Generation</u> form to reassign serial numbers or lot numbers to the items you are returning in each detail.

**Note:** You can use the PJC Adjustments form to *transfer* material usage or material return transactions for serialized or lotted items to a different contract, project, or category. However, you cannot *adjust* these transactions using the Adjustment type. If you need to change the quantity or an item number used in a transaction, you can process a material return, then process another, correct, material usage transaction using the correct quantities and items.

# Before you can allocate serial numbers or lot numbers to items in transactions:

- •The I/C item record must require serial numbers or lot numbers.
- •Sufficient serial numbers or lot numbers must available for the item at the inventory location from which you are shipping the items.
- Use the Serial Number Inquiry and Lot Number Inquiry forms in Inventory Control to check whether serial numbers or lot numbers are available for the items you plan to use in a material usage transaction.
- If the I/C item record allows the serial quantity or the lot quantity to be different from the entry quantity, you can post a transaction even if you have not allocated numbers to the total quantity of serialized or lotted items.
- •If you are returning serialized inventory, identify the serial numbers

assigned to the items, as well as the contract, project, category, and resource used in the transaction that transferred the items to the job.

•If you are returning lotted items to inventory using material returns transactions, identify the lot, or partial lot, from which you are returning items.

To allocate serial numbers in material usage transactions

To allocate serial numbers in material return transactions

To allocate lot numbers in material usage transactions

To allocate lot numbers in material return transactions

# Adjustments

Field List

You use the Adjustments form to adjust or transfer a timecard, equipment usage, material usage, material return, cost, or charge transaction that you have posted in Project and Job Costing. (Note that both the contract and project must be open or on hold to be able to transfer a transaction between projects or categories.)

To adjust transactions originating in another Sage ERP Accpac program, you use that program. For example, to adjust a transaction that you have invoiced in Accounts Receivable, you must use the Adjustment Entry form in Accounts Receivable. To adjust amounts originating in Purchase Orders, you must adjust the purchase order, receipt, or return in the Purchase Orders program.

The Adjustments form lets you adjust the A/R item number, the unit of measure and the unit cost, the quantity, extended cost, and billing rate for a posted transaction, or transfer a transaction to the correct contract, project, or category, if the original transaction was posted incorrectly.

#### Note:

- •A contract and project must be open or on hold to be able to receive a transfer.
- You cannot adjust or transfer items that use serial numbers or lot numbers.
- •You can transfer a transaction from a time and materials project only to another time and materials project or to a <a href="mailto:linked-price-project that uses an item">linked price project that uses an item</a> invoice type.
- •You can transfer a transaction from a cost plus project to another cost plus project or to a fixed price project that uses the project percentage complete or completed project accounting method.
- You can transfer a transaction from a fixed price project that uses the project percentage complete or completed project accounting method to a fixed price project that uses either of these accounting methods, or to a cost plus project..
- •You can transfer a transaction from a fixed price project that uses the

billings and costs or accrual-basis accounting method to a fixed price project that uses either of these accounting methods. However, both projects involved in the transfer must use the same invoice type (item or summary).

- •You must use the Adjustment Entry form in Accounts Receivable to adjust a transaction that you have billed in Accounts Receivable.
- •You must use the Adjustment Entry form in Accounts Payable to adjust a transaction originating in Accounts Payable.
- •If you adjust or transfer a timecard for a payroll employee, Project and Job Costing will update the timecard only if you have not yet updated Payroll. If you have sent the timecard to US or Canadian Payroll, you must adjust the timecard in Payroll, also.

To enter an adjustment



# **Budget Maintenance**

Field List

The Budget Maintenance form, available from the PJC Transactions folder, lets you forecast revenues and costs over several fiscal periods, so that you can budget your contracts effectively.

You can use the Budget Maintenance form to:

- Enter budgets
- View actual amounts
- Compare budget sets by fiscal year and period

You choose the Budget Maintenance form from the PJC Transactions folder.

## **Before Using Budget Maintenance**

Make sure you have selected the Update Budgets option on the PJC Options form, so that Project and Job Costing will update Budget Maintenance whenever you process cost transactions or revenue recognition transactions. Project and Job Costing maintains Actuals for contracts you add after you turn the option on.

**Note:** This option affects only budget sets set up in the Budget Maintenance form. Project and Job Costing continues to update the estimates, actuals, committed, recognized, and stored amounts you see on the Contract Maintenance form, regardless of your choice for this option.

- To add a budget for a project category
- To display period amounts for any project category
- To change a budget for a project category
- In the period amounts for the displayed budget set
- To delete a budget set

# Charges

Field List

The Charges form lets you apply fees and service charges for which you have not incurred a cost to the following types of projects:

- •Time and materials projects.
- Fixed price projects that use the billings and costs or accrual-basis accounting method.

You can also use the form to trigger billings for these types of projects if customers are to make prepayments. (You would then use no-charge categories when you process cost transactions to avoid billing customers twice for the same work, and to itemize the actual costs on subsequent invoices.)

Note that because Charge transactions do not transfer actual costs or expenses to your projects, the Charges form does not provide fields for Work In Progress, Cost Of Sales, or an expense account.

To enter a charge transaction

Related Topics

### Costs

Field List

The Costs transaction form, available in the PJC Transactions folder, lets you use Project and Job Costing to post miscellaneous cost transactions without affecting Accounts Payable. For example, you might use the Costs form to record a purchase paid from petty cash, where you do not need to credit a vendor account.

You can post cost transactions for any project category or resource category in a contract.

When you post a cost transaction, Project and Job Costing debits a work in progress account (or cost of sales account) and it credits a specified cost account.

The program displays the work in progress account or the cost of sales account from the project or category (depending on the project type and accounting method). You can change the work in progress account in transactions only for projects that use an item invoice type. You can change the cost of sales account for any project that uses the accrual-basis accounting method.

The program also displays the cost account assigned to the project category as the default, but you can change the account for any cost transaction.

**Note:** To record a job-related miscellaneous cost for which you paid a vendor, you must use Accounts Payable or Order Entry. See the Help for these programs for further information.

To enter a cost transaction

# **Equipment Usage**

Field List

You use the Equipment Usage form to record the use of equipment that you own. Equipment usage transactions transfer a portion of the cost of your equipment to the projects for which the equipment is used.

To enter an equipment usage charge

**To print a transaction listing,** choose Print Transaction Listing from the File menu. The Transaction Listings report form opens, where you can specify the transaction type and range of document numbers to include on the report.

Related Topics

### **Material Returns**



If you use Sage ERP Accpac Inventory Control, you use the Material Returns form to:

- •Return to Inventory Control the cost of unused items you have charged to projects.
- •Allocate serial numbers and/or lot numbers serialized and lotted items used in a material return transaction detail, if you use Sage ERP Accpac Serialized Inventory and Lot Tracking.

If you do not use Inventory Control, you enter a credit note in Accounts Payable when you return material to a supplier. (You also enter a credit note in Accounts Payable if you did not receive the item in Inventory Control, and now need to process the return directly.)

To return the cost of material to Inventory Control

**To print a transaction listing,** choose Print Transaction Listing from the File menu. The Transaction Listings report form opens, where you can specify the transaction type and range of document numbers to include on the report.

Related Topics

# Material Usage



If you use Sage ERP Accpac Inventory Control, you use the Material Usage form in Project and Job Costing to:

- •Transfer the costs of items from Inventory Control to specific projects in Project and Job Costing.
- •Allocate serial numbers and/or lot numbers to serialized or lotted items used in a material usage transaction detail, if you use Sage ERP Accpac Serialized Inventory and Lot Tracking.

If you do not use Sage ERP Accpac Inventory Control, the Accounts Payable Invoice Entry form lets you enter job-related purchases of materials for the contracts, projects, and categories for which the material will be used. You can also enter an invoice in Accounts Payable if you want to charge the cost of materials directly to a project, without first receiving the items in Inventory Control.

Before you process a material usage charge, ensure that:

- •The items are assigned to the project as material resources.
- •An I/C item record exists in Inventory Control. Because you are required to supply an Inventory Control item number and an Accounts Receivable item number for material usage transactions, ensure that item records exist in both programs for each item used in projects.

The I/C item number is required to transfer the cost from Inventory Control to the project.

The A/R item number is used on item invoices when billing customers. (You use item invoices to bill for all time and materials projects, and for some fixed price projects.)

#### To enter a material usage transaction

**To print a transaction listing,** choose Print Transaction Listing from the File menu. The Transaction Listings report form opens, where you can specify the transaction type and range of document numbers to include on the report.



### **Material Allocation**

Field List

You use the Material Allocation form, available in the PJC Transactions folder, to reduce the amount of material stored for a project as the material is used.

The stored and allocated amounts are used to produce the AIA Report.

**Note:** Material Allocation transactions do not generate entries for general ledger, and they do not affect actuals. They are for tracking and reporting purposes, only.

For more information on tracking material in Project and Job Costing, see <a href="https://doi.org/10.1007/jobs.1007

To enter a material allocation transaction



### **Timecards**



In Project and Job Costing, you charge job-related labor costs to projects using timecards. Note that:

- •The program uses weekly timecards as the default, but you can edit the start and end dates for individual timecards, if you use a different pay period.
- You enter wage cost transactions for individual employees using the
   ☐ Time Details tab or the separate Timecard Time form.
   You enter a separate timecard for each pay period.
- •You reimburse employees' out-of-pocket expenses using the Expense tab.

If you use security in your Sage ERP Accpac system, employees with timecard access can enter their own timecards, indicating when the timecards are ready for approval. Later, someone with the required authorization can approve the timecards for posting.

If you use Sage ERP Accpac Payroll, you run Update Payroll to create timecards in Payroll from those that you have posted in Project and Job Costing. You can then generate employee checks in the usual way. You can also import timecards from and export timecards to Payroll.

#### To enter an employee's timecard

**To print a transaction listing,** choose Print Transaction Listing from the File menu. The Transaction Listings report form opens, where you can specify the transaction type and range of document numbers to include on the report.

### **Post Transactions**

You use the Post Transactions form in the PJC Transactions folder to post transactions to contracts.

You can post a single transaction or a range of transactions, but you can only post transactions of a single type at one time. Note that you can also post selected transactions individually using the Post button on the original transaction entry form.

Project and Job Costing assigns a unique posting sequence number to each posting run. This number appears on the posting journal for each transaction type, providing an audit trail. (The next posting sequence number to be assigned appears on the Transactions tab of the Options form for each transaction type.)

Posting also creates all necessary general ledger transactions arising from posted transactions. On the Integration tab of the G/L Integration form, you can choose whether transactions are placed in a general ledger batch during posting, or later, using the Create G/L Batch form.

To post transactions

# **Transaction History**

You use the Transaction History form to view by contract, project, category, and resource, the details of all transactions posted in Project and Job Costing and job-related transactions posted in Accounts Receivable, Accounts Payable, Purchase Orders, Order Entry, and US or Canadian Payroll.

### To display the Transaction History form, either

 Double-click the Transaction History icon in the PJC Transactions folder.

You can specify a particular contract number to view only transactions for that contract. To narrow the display still further, you can also specify the project, category, and resource.

•Right-click a particular contract, project, category, or resource on the tree in Contract Maintenance, then click Transactions. The Transaction History form then opens, displaying transactions for the selected contract, project, category, or resource.

You can also restrict the display to transactions that originated in an application you specify (say, Accounts Payable, or Canadian Payroll).

The display includes all the data from transactions posted for the specified contract, project, category, or resource. You can use the horizontal and vertical scroll bars to view all the rows and columns.

# **Drilling Down from Transaction History**

You can also drill down from a transaction displayed on the Transaction History form to view source documents, including revised estimates and transactions originating in other ledgers (such as an invoice in Accounts Receivable).

### To drill down to a transaction from the Transaction History form

•In the grid on the Transaction History form, double-click a transaction to display the source document in the originating ledger and entry form, or select the transaction, then click the Details button.

# **Retainage Information**

If you use retainage accounting, the Transaction History form includes the following retainage information for each document:

- •Source Retainage Amount.
- Functional Retainage Amount.
- •Retainage Due Date.
- •Source Total (amount plus retainage in source currency).
- Functional Total (amount plus retainage in functional currency).



# Create Billing Worksheet

Field List

Use the Create Billing Worksheet form to generate billing transactions automatically in Project and Job Costing.

When you post a billing worksheet, Project and Job Costing uses the worksheet transactions to create invoices for Accounts Receivable.

Overview of the billing process

**Calculation of Billing Amounts** 

To create a billing worksheet



# Calculation of Billing Amounts

Together, the project type and the accounting method determine the level of detail included on invoices.

This topic provides the formulas the program uses to calculate invoice detail amounts according to project type and accounting method, and notes the treatment of revenue amounts in a multicurrency system.

### **Time and Materials**

For all time and materials invoices, the billing amounts are calculated when you post transactions; these are the amounts that are used for the billing details.

For each billable transaction, the program calculates the billing amount as follows:

### **Billing amount = Quantity \* Billing rate (in customer currency)**

The billing amount is converted to functional currency using the current exchange rate at the time of invoicing. The cumulative amounts billed for the project appear as Actual Revenue on the project's Totals tab in both functional and source currencies. The total billing amounts from unbilled transactions appear in the customer currency as Expected Billings on the project's Activity tab.

## **Fixed Price Projects**

Project and Job Costing calculates invoice amounts in the customer currency for fixed price projects.

The invoiced amount for a project is converted to functional currency using the current exchange rate, and is displayed as Actual Revenue on the project's Totals tab. Current billings (from unposted worksheets and from invoices in Accounts Receivable) are shown in the customer currency on the project's Activities tab.

### Accrual-basis and billings and costs

For fixed price projects that use the accrual-basis or billings and costs accounting method, the program calculates a summary invoice detail for each billable transaction, as follows:

Billing amount = Quantity \* Billing rate (in customer currency)

### **Completed Project**

For fixed price projects that use the completed project accounting method, Project and Job Costing produces invoices only when the project is marked Complete. The program creates one invoice detail for a project's fixed price amount (in the customer currency).

### **Project Percentage Complete**

For fixed price projects that use the project percentage complete accounting method, the program creates an invoice for each project using the current percentage complete calculated for the project. It calculates the billing amount as follows:

[% complete \* Fixed price amount ] - Amounts already billed

## **Cost Plus Projects**

The current exchange rate is used to convert the functional billing amount to customer currency. The cumulative amount billed is shown in both currencies on the project Totals tab.

Current billings for the project are shown in the functional currency on the project's Activity tab.

### **Percentage Complete Accounting Methods**

For cost plus projects that use a percentage complete accounting method, the program first calculates the current percentage complete, then applies that percentage to the revenue estimate for the project (or category, for the category percentage complete method) to determine the amount to bill.

Note that in multicurrency systems, the program first calculates the billing amount in functional currency (using the functional revenue estimate), and then applies the current exchange rate to convert the amount to the customer currency.

The cumulative billed amounts are shown in both currencies on the project's Totals tab. Current billings for the project are shown in the functional currency on the project's Totals tab.

The following sections provide the formulas used to calculate the amount to bill for each accounting method, given the <u>current percentage complete</u>.

Note that the estimates and billed amounts used in these formulas are in functional currency.

### **Total cost percentage complete**

For projects that use the total cost percentage complete accounting method, Project and Job Costing calculates an invoice detail for each project as follows:

### [% Complete \* Current revenue estimate] - Amounts already billed

### Labor hours percentage complete

For cost plus projects that use the labor hours percentage complete

accounting method, the program calculates an invoice detail for each project as follows:

[% Complete \* Current revenue estimate] - Amounts already billed

### **Category percentage complete**

For cost plus projects that use the category percentage complete accounting method, the program calculates an invoice detail for each project category:

Complete \* Current category revenue \* Amounts already billed

### **Billings and costs**

For projects that use the billings and costs accounting method, the program calculates one detail line for each project category as follows:

#### **Accrual-basis**

For cost plus projects that use the Accrual-basis accounting method, the program calculates an invoice detail for each project category as follows:

In a multicurrency system, Project and Job Costing sends all billing amounts to Accounts Receivable in each customer's currency. To determine the amounts to invoice in the customer currency, Project and Job Costing:

- •For time and material projects, uses the billing amount specified in the customer currency from each transaction.
- •For cost plus projects, calculates the amount to bill in functional currency, then converts this amount to the customer currency.
- •For fixed price projects, calculates the amount to bill in the customer currency. (The fixed price for the project is given in the customer currency.)

When you post the invoices, Accounts Receivable calculates and sends

billing amounts in both customer and functional currencies to Project and Job Costing. The project is updated in both currencies.

# **Billing Worksheet**

Field List

You use the Billing Worksheet form to review, adjust, and individually post billing worksheets.

You can also print the Billing Worksheet report. (On the File menu, click Print.)

Before posting the worksheet entries, you can adjust amounts and descriptions. Also, you can change the percentage complete for a project that uses a percentage complete accounting method, if you want to use a different percentage than the one the program calculates.

To view, edit, or post a billing worksheet



# Post Billing Worksheets

You use the Post Billing Worksheets form to create Accounts Receivable invoice batches for a range of worksheets.

When you post a billing worksheet, Project and Job Costing adds the invoices to an open "PM" source batch, if one exists in Accounts Receivable. If there is no open invoice batch, Project and Job Costing creates a new invoice batch for the invoices. You can edit and print the invoices in Accounts Receivable, as you would for any other type of invoice.

When you post the invoices in Accounts Receivable, Accounts Receivable:

- Creates general ledger journal entries to debit the receivables control account and credit the billings account. For item invoices, it also creates entries to debit the work in progress account and credit inventory.
- •Sends posting information back to Project and Job Costing. Any changes you made to invoices in Accounts Receivable are made in Project and Job Costing, also.

### To post a range of billing worksheets:

- 1. Choose Post Billing Worksheets from the A/R Billing folder.
- 2. Select All Worksheets to post all unposted worksheets, or select Range and specify a range of worksheets to post.
- 3.Click Post.

# Recognizing Revenue

You use the icons from the Revenue Recognition folder to generate and edit transactions to recognize project revenue for all projects except those that use the accrual-basis accounting method.

- •You use the Create Revenue Recognition Worksheet form to generate entries that recognize revenue for all your projects or for a selected range of projects or project categories. Revenue recognition also closes projects that you have marked Completed.
- •The Revenue Recognition Worksheet form lets you edit the account numbers, the debit amount, and the credit amount for each entry that appears on the worksheet. Once you are satisfied that the entries are correct, you post the entries from the Revenue Recognition Worksheet form.

Project and Job Costing lets you select projects for which to recognize revenue in a number of ways. You can recognize revenue for a single contract, a range of contracts, or for all contracts. You can also limit revenue recognition to particular projects, categories, account sets, project types, and accounting methods.

You can also include on revenue recognition worksheets projects to which you have processed no transactions in the period, letting you complete and close a project in a subsequent period after recognizing all revenues for the project.

# Project Type and Accounting Method Affect Revenue Recognition

In Project and Job Costing, the project type and accounting method jointly determine how revenue recognition proceeds. Except for projects that use the accrual-basis accounting method, billing and revenue recognition are separate processes that trigger different accounting entries:

- •When you post invoices, the program debits Accounts Receivable control and credits the billings account.
- •When you create and post a revenue recognition worksheet, the program debits the specified work in progress and cost of sales accounts and credits revenue.

For projects using the accrual-basis accounting method, billing and revenue recognition are simultaneous processes — invoices are posted directly to the Accounts Receivable control and revenue accounts.

For projects using any other accounting method, however, billing and revenue recognition are separate processes. When you post invoices for these projects, the program debits the Accounts Receivable control account and credits the billings account for invoiced amounts. The revenue account is unaffected by billing. For these projects, you use the revenue recognition functions to recognize revenue.

# Clearing Billings and Work In Progress Accounts During Revenue Recognition

If you use the option Clear Billings And WIP During Revenue Recognition, the program performs the following operations for completed projects that use a percentage complete accounting method:

- 1. Calculates revenue that has not yet been recognized.
- 2. Sets the project status to Closed.
- 3. Creates general ledger entries to debit the billings account and credit the revenue account for the current revenue, and to debit work in progress and credit cost of sales for the remaining costs.

### **Timing of Revenues**

When you run the revenue recognition functions, the program recognizes the revenue earned since you last ran the function, charging the billings account and crediting the revenue account. It also debits the cost of sales account and credits the work in progress account.

For projects that use the completed project accounting method, you recognize revenue only after you have finished all the work for the project and you have set the project status to Completed.

# **Expensed Taxes and Revenue Recognition**

If you expense taxes separately and you do not expense taxes directly to the work in progress account, you may need to create manual journal entries to debit the work in progress account for separately expensed taxes following revenue recognition.

#### Multicurrency

Note that in multicurrency systems, the program calculates revenue in functional currency, and then, for projects using a percentage completion accounting method, converts the recognized revenue to the customer currency using the current exchange rate. The recognized revenue is then displayed in the customer currency on the Project Totals tab, on the Contract Maintenance form.

For the billings and costs and completed project accounting methods, the exchange rate is imputed based on the amounts invoiced in source and functional currencies.



# Create a Revenue Recognition Worksheet

Field List

You use the Create Revenue Recognition Worksheet form to generate entries to recognize revenue for all your projects or for a selected range of projects or project categories. Revenue recognition also closes projects that you have marked Completed.

To recognize revenue

Related Topics

# Revenue Recognition for Cost Plus Projects

This topic describes revenue recognition for cost plus projects under the following accounting methods.

- Percentage Completion Methods
- Billings and Costs Method
- Completed Project Method
- Accrual-Basis Method

#### **Percentage Completion Methods**

For cost plus projects using any of the percentage completion methods, the program first calculates the <u>percentage complete</u>. Then, to determine the amount of revenue to recognize for the period, the program:

- 1. Determines the revenue earned to date.
- 2. Determines the amount of revenue to recognize for the period.
- 3. Determines the profit earned to date.
- **4.** Determines the profit to recognize for the period.
- 5. Determines the cost for the period.
- 6.If the project is marked Complete, or if you use the option to clear billings and work in progress during revenue recognition, the program clears the accumulated, offsetting amounts from the billings and work in progress accounts and marks the project Closed.

The journal entry to record revenue periodically throughout the project depends on your selection for the Percentage Completion Method option on the Settings tab of the PJC Options form.

•If you opted to clear the billings and work in progress accounts when you close percentage completion projects, the entries are as follows:

General Ledger Account	Debit	Credit
Work in Progress (gross profit)	X	
Cost of Sales	Х	
Work in Progress (loss)		Х
Revenue		Х

The following general ledger entry is used when you complete a project that uses a percentage complete accounting method:

Debit	Credit
	Debit

Account		
Billings	X	
Work in Progress		Х

If there are any unrecognized amounts in the billings account (from invoices entered manually through Accounts Receivable), the program adjusts the revenue account, accordingly. Note that this entry may be combined with the closing entry.

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		X

If there are any unrecognized costs in the work in progress account (that is, non-labor costs that were not recognized under the labor hours percentage complete method), the program adjusts the cost of sales account:

General Ledger Account	Debit	Credit
Work in Progress	Х	
Cost of Sales		Х

•If you opted to clear the billings and work in progress accounts during revenue recognition, the entry is:

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		X
Cost of Sales	Х	
Work in Progress		X
Cost of Sales (for an overall loss, if any)	X	

Work in Progress (for an	X
overall loss, if any)	

Note that if a change in an estimate or in actual costs results in an anticipated overall loss, the program creates an additional debit to the cost of sales account and a credit to the work in progress account to recognize the entire loss immediately.

## **Billings and Costs Method**

To calculate revenue for cost plus projects that use the billings and costs accounting method, the program determines:

•The amount to credit the revenue account for the period.

This is the total amount billed for the project to the specified cut-off date or fiscal year and period, or since you last recognized revenue.

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		Х

•The amount that will be charged to the cost of sales account for the period.

This is the total cost incurred on the project to the specified cut-off date or fiscal year and period, or since you last recognized revenue.

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Work in Progress		Х

•There is no entry to the work in progress account for gross profit, since revenue and costs are recognized independently.

#### **Completed Project Method**

For cost plus projects that use the completed project accounting method, the program does not credit the revenue account or charge the cost of sales account until the project is marked Completed. Until then, all costs are accumulated in the work in progress account, and billings are accumulated in the billings account.

When you change the status of a project to Completed, the next time you run the revenue recognition functions, the program recognizes as revenue the sum of all the billings for the project. It also charges the total costs incurred to the cost of sales account and credits the work in progress account to eliminate project-related balances from the latter account, as follows:

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		X
Cost of Sales	Х	
Work in Progress		Х

#### **Accrual-Basis Method**

For cost plus projects that use the accrual-basis accounting method, you do not run the revenue recognition functions to recognize revenue.

For these projects, costs are automatically debited to the cost of sales account when you post cost transactions. For example, when you post an equipment usage transaction, the general ledger entry is:

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Equipment		Х

When you post invoices for a project in Accounts Receivable, the transaction is immediately posted to the revenue account, as follows:

General Ledger Account	Debit	Credit
Accounts Receivable Control	X	
Revenue		Х



# Revenue Calculation for Fixed Price Projects

This topic explains the effects of the following accounting methods on revenue recognition for fixed price projects:

- Accrual-Basis
- Billings And Costs
- Completed Project
- Project Percentage Complete

#### **Accrual-Basis Method**

For fixed price projects that use the accrual-basis accounting method, you do not run the revenue recognition functions to recognize revenue.

For these projects, costs are automatically debited to the cost of sales account when you post cost transactions. For example, when you post an equipment usage transaction, the general ledger entry is:

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Equipment		Х

When you post invoices for a project in Accounts Receivable, the transaction is immediately posted to the revenue account, as follows:

General Ledger Account	Debit	Credit
Accounts Receivable Control	X	
Revenue		Х

## **Billings And Costs Method**

To calculate revenue for fixed price projects that use the billings and costs accounting method, the program determines:

•The amount to credit the revenue account for the period.

This is the total amount billed for the project to the specified cut-off date or fiscal year and period, or since you last recognized revenue.

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		Х

•The amount that will be charged to the cost of sales account for the period.

This is the total cost incurred on the project to the specified cut-off date or fiscal year and period, or since you last recognized revenue.

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Work in Progress		Х

•There is no entry to the work in progress account for gross profit, since revenue and costs are calculated independently.

#### **Completed Project Method**

For fixed price projects that use the completed project accounting method, the program does not credit the revenue account or charge the cost of sales account until the project is marked Completed. Until then, all costs are accumulated in the work in progress account, and billings are accumulated in the billings account.

When you change the status of a project to Completed, the next time you run the revenue recognition functions, the program recognizes as revenue the sum of all the billings for the project.

It also charges the total costs incurred to cost of sales and credits the work in progress account to eliminate project-related balances from that account, as follows:

		-
General Ledger Account	Debit	Credit
Billings	Х	
Revenue		X
Cost of Sales	X	
Work in Progress		X

## **Project Percentage Complete Method**

For fixed price projects that use the project percentage complete method, the program first calculates the percentage complete. Then, to determine the amount of revenue to recognize for the period, it:

- 1. Determines the revenue earned to date.
- 2. Determines the amount of revenue to recognize for the period.
- 3. Determines the profit earned to date.
- 4. Determines the profit to recognize for the period.
- 5. Determines the cost for the period.
- 6.If the project is marked Complete, the program clears the accumulated, offsetting amounts from the billings and work in progress accounts and marks the project Closed.

The journal entry to record revenue periodically throughout the project depends on your selection for the Percentage Complete Method option on the Settings tab of the PJC Options form.

•If you opted to clear the billings and work in progress accounts when you close percentage completion projects, the entry is:

General Ledger Account	Debit	Credit
Work in Progress (gross profit)	X	
Cost of Sales	Х	
Work in Progress (loss)		X
Revenue		X

The following general ledger entry is used when you complete a project that uses a percentage complete accounting method:

General Ledger Account	Debit	Credit
Billings	Х	
Work in Progress		Х

If there are any unrecognized amounts in the billings account (from invoices entered manually through Accounts Receivable), the program adjusts the revenue account, accordingly. Note that this entry may be combined with the closing entry.

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		Х

If there are any unrecognized costs in the work in progress account (that is, non-labor costs that were not recognized under the labor hours percentage complete method), the program adjusts the cost of sales account:

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Work in Progress		Х

•If you opted to clear the billings and work in progress accounts during revenue recognition, the entry is:

General Ledger Account	Debit	Credit
Billings	Х	
Cost of Sales	Х	
Work in Progress		Х

Revenue	Х

Related Topics

# Revenue Recognition for Time and Materials Projects

This topic describes revenue recognition for time and materials projects under different accounting methods.

Note that for time and materials projects, billing amounts and billable costs are specified with each transaction.

## **Billings and Costs Method**

To calculate revenue for projects using the billings and costs accounting method, the program determines:

•The amount to credit the revenue account for the period.

This is the total amount billed for the project to the specified cut-off date or fiscal year and period, or since you last recognized revenue.

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		X

•The amount that will be charged to the cost of sales account for the period.

This is the total cost incurred on the project to the specified cut-off date or fiscal year and period, or since you last recognized revenue.

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Work in Progress		Х

•There is no entry to the work in progress account for gross profit, since revenue and costs are calculated independently.

#### **Completed Project Method**

For time and materials projects that use the completed project accounting method, the program does not credit the revenue account or charge the cost of sales account until the project is marked Completed. Until then, all costs are accumulated in the work in progress account, and billings are accumulated in the billings account.

When you change the status of a project to Completed, the next time you run the revenue recognition functions, the program recognizes as revenue the sum of all the billings for the project.

It also charges the total costs incurred to cost of sales and credits the work in progress account to eliminate project-related balances from that account, as follows:

General Ledger Account	Debit	Credit
Billings	Х	
Revenue		Х
Cost of Sales	Х	
Work in Progress (loss)		Х

#### **Accrual-Basis Method**

For time and material projects that use the accrual-basis accounting method, you do not run the revenue recognition functions to recognize revenue.

For these projects, costs are automatically debited to the cost of sales account when you post cost transactions. For example, when you post an equipment usage transaction, the general ledger entry is:

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Equipment		Х

When you post invoices for a project in Accounts Receivable, the transaction is immediately posted to the revenue account, as follows:

General Ledger Account	Debit	Credit
Accounts Receivable Control	X	
Revenue		Х



# Recognizing Losses for Percentage Complete Accounting Methods

For projects that use a percentage complete accounting method, you run the revenue recognition functions periodically throughout the term of a contract to recognize revenues or record any losses.

Project and Job Costing recognizes two types of losses for projects that use a percentage complete accounting method:

- •Current period loss on a profitable project. The loss is for the current period on an otherwise profitable project or, for projects using the category percentage complete method, on an otherwise profitable category.
- •An overall loss on a project. The project has become unprofitable because of an increase in actual or estimated costs.

To recognize a loss, the program calculates revenue as usual. If the amount of gross profit to recognize to date is less than the amount previously recognized, a loss arises. The program then credits the work in progress account for the excess gross profit recognized in prior periods.

The cost of sales to be recorded for the period is the difference between the revenue and the *negative* gross profit.

The general ledger entry to record a loss for the current period on a profitable project is:

General Ledger Account	Debit	Credit
Cost of Sales	Х	
Revenue		Х
Work in Progress (loss)		Х

To record an overall loss, the program recognizes the revenue and cost for the period, and records the entire expected loss, as follows:

General Ledger Account	Debit	Credit
Billings	Х	
Revenue (for the period)		X
Cost of Sales	Х	
Work in Progress (for period costs)		Х
Cost of Sales	Х	
Work in Progress (overall loss)		Х

## **Category Percentage Complete**

For the category percentage complete accounting method, the program recognizes losses category by category, rather than for the project as a whole. The program recognizes the entire loss for each project category.

### Revenue Recognition in a Multicurrency System

Note that in a multicurrency system, job-related Accounts Receivable transactions are posted to the billings account in both the customer's currency and in the functional currency. Also, Accounts Payable transactions are posted to the work in progress account in both the vendor's currency and in the functional currency.

For customers who do not use your functional currency, Project and Job Costing:

- •Debits the billings account in each currency (using the sum of the revenue amounts for each currency).
- •Credits the work in progress account for the sum of the cost of sales amounts in each currency.
- •Credits (or debits) the work in progress account with the profit (or loss) amount in the functional currency.
- Credits or debits any rounding differences (due to exchange) to the billings account.

#### **Percentage Complete Methods**

For the total cost percentage complete, labor hours percentage complete, and category percentage complete accounting methods, the program calculates:

- 1. The total estimated project revenue in functional currency.
  - For the category percentage complete accounting method, the estimated revenue for each category is used.
- 2. The total estimated costs in functional currency.
- 3. The costs incurred to cut-off in functional currency.
- 4. The gross profit amount in functional currency.
- 5. The actual revenue in functional currency, based on the percentage complete.

Using the current exchange rate, the program converts the revenue amount in functional currency to the customer's currency. The program then generates general ledger entries to:

- Credit revenue in customer and functional currencies.
- •Debit work in progress in functional currency only.
- •Debit cost of sales in functional currency only.

#### **Project Percentage Complete**

For the project percentage complete accounting method, the program calculates:

- 1. The percentage of the project's fixed price to recognize in the source currency, using the percentage complete for the project.
- 2. The revenue amount in functional currency, using the current exchange rate.
- 3. The percentage of costs to match to revenue, in functional currency.
- 4. The gross profit amount in functional currency (the amount from step 2 less the amount from step 3).

The program then generates general ledger entries to:

- Credit revenue in functional and customer currencies.
- •Debit work in progress in functional currency only.
- •Debit cost of sales in functional currency only.

#### **Completed Project and Billings and Costs**

For the completed project and the billings and costs accounting methods, the program generates entries for the billings account in both source and functional currency using various exchange rates, corresponding to the rates used on customer invoices.

During revenue recognition, Project and Job Costing sums the amounts in each currency to determine a single exchange rate for the revenue recognition transaction.

Similarly, transactions entered through Accounts Payable to the work in progress account can have varying exchange rates. When you recognize revenue, the program derives an exchange rate for the work in progress account in the same manner.

Note that the program generates entries to the cost of sales account in functional currency only.



# Revenue Recognition Worksheet

Field List

You use the Revenue Recognition Worksheet form to:

- •Review revenue recognition entries before posting them.
- •Change the percentage complete for individual projects, if you want to use different completion percentages than those calculated by the program.
- Post a revenue recognition worksheet.
- Print the Revenue Recognition Worksheet report. (On the File menu, click Print.)

To review, edit, or post the revenue recognition entries



### Create Reopen Projects Worksheet

Field List

You use the Create Reopen Projects Worksheet to create a worksheet that includes:

- •A range of projects that you want to reopen.
- Any journal entries that are needed to reopen those projects.

To reopen any project, you must create and post a Reopen Projects Worksheet that includes the project.

You must post the worksheet to reopen the projects, whether or not any reversing entries are required.

When you post the worksheet, Project and Job Costing creates any required journal entries, and reopens the projects included on the worksheet.

To reopen closed projects

Related Topics

# Reopen Projects Worksheet

Field List

The Reopen Projects Worksheet is available in the Reopen Closed Projects subfolder in the Periodic Processing folder.

To reopen any closed project, you use the Create Reopen Projects Worksheet form to create and post a Reopen Project Worksheet that includes the project you want to reopen and any journal entries that are required to reopen those projects.

The Reopen Projects Worksheet shows the projects that will be reopened. It also displays general ledger entries that will be created when you post the worksheet. You cannot change the general ledger entries, but you can delete projects from the worksheet, in which case the projects will not be reopened.

#### To view or edit a worksheet to reopen projects

- 1. Choose Reopen Projects Worksheet from the Reopen Projects subfolder (in the Periodic Processing folder).
- 2.On the worksheet that appears use the navigation buttons or the Finder to display the number of the worksheet you want to view.
  - The program displays the date and the fiscal year and period you specified and the description you entered for the selected worksheet on the Create Reopen Projects Worksheet form.
  - It also displays the projects included in the range you specified when you created the worksheet, as well as the contract number, project type and accounting method.
  - If reversing entries are required to reopen a project, the Details button is available when you select the project on the grid.
- 3. To view reversing entries that will be created when you post the worksheet:
- a. Select a project on the grid
- b. Click the Details button, if it is available, to display the Entry Details form.
- c. When you have finished examining the details, click Close to

return to the worksheet.

- 4. To delete a project on the worksheet, select the line, then click Delete. If you delete a line, the program also deletes any general ledger entries, and the status of the project will not be changed when you post the worksheet.
- 5. When you are satisfied with the entries on the worksheet, click Post, to post the worksheet, generate the general ledger entries, and reset the projects' statuses to Open.

**Note:** To delete an entire worksheet, you display the worksheet, and then click the Delete button on the worksheet form.

## **Closing Projects**

Marking a project Completed is the first step in closing the project.

The next time you recognize revenue, the revenue recognition function performs some extra steps for projects marked Completed:

- •It recognizes any revenue or costs not recognized previously (from manually entered invoices or due to non-labor costs incurred on projects that use the labor hours percentage complete accounting method).
- •It clears the project-related amounts from the billings and work in progress accounts.
- •When you post the revenue recognition worksheet, the program asks whether you want to close the project. If you choose Yes, the program marks the project Closed.

If you do not close completed projects at that time, you can close them later by choosing the option Include Completed Projects (For Closing) when you create a subsequent revenue recognition worksheet.

A project can be completed at any time, even if you have not fully billed the customer or completely recognized the revenue for the project. (That is, total costs and billings do not need to match the estimated costs or revenue for the project to be completed.)

You can close projects for which there is outstanding retainage receivable or retainage payable. However, you will have to reopen the project if you want to post retainage documents, later.

To close a project



# **Clear History Form**

Field List

The Clear History form removes obsolete data from your Project and Job Costing system. You can clear ranges of the following information:

- Printed posting journals
- Posted documents
- Transactions for closed contracts
- Closed contracts
- Committed cost audit list
- Posting errors

To use the Clear History form

#### Create G/L Batch

Use the Create G/L Batch form to produce batches of general ledger transactions from the timecard, equipment usage, revenue recognition, and adjustment transactions you post in Project and Job Costing.

You use this form to create the batches only if you do not use the option to create general ledger batches during posting.

#### **Before You Start**

- •Select general ledger batch-creation options on the Integration tab of the G/L Integration form.
- Post all outstanding transactions.
- •Print the G/L Transactions report. (You cannot print this report after you create the general ledger batches.)

#### Note on locked fiscal periods

You can create G/L batches for a fiscal period that is not locked for Project and Job Costing. However, if the period is locked for General Ledger when you try to post the G/L batch, the transactions will be placed in an error batch in General Ledger. If the option to create and automatically post G/L batches is selected on the G/L Integration form, the transactions will be placed in an error batch in General Ledger when you create the batch in Project and Job Costing.

To create general ledger batches

#### After using

•Post the batches in Sage ERP Accpac General Ledger, if you use it, or in your other general ledger.

## **Update Payroll**

Project and Job Costing lets you send job-related timecards from Project and Job Costing to your payroll program, where you can produce checks for your employees, as usual.

If you use Sage ERP Accpac Canadian or US Payroll, the program sends the timecards to Payroll.

If you do not use Sage ERP Accpac Payroll, Project and Job Costing exports the timecard entries to a CSV file that you can import into another payroll program.

To clear timecards and update your payroll data

## **Project and Job Costing Reports**

Project and Job Costing reports are divided into three groups:

- Setup reports that list the information entered to define your Project and Job Costing system.
- Transaction reports that provide you with transaction listings and status information.
- Analytical reports that you can use to interpret, analyze, and summarize your data.

While the report contents vary, all Project and Job Costing reports include:

- •The date and time the report was printed.
- •The report title.
- •The company name, as entered in the company profile.
- •Page numbers.
- •Selection criteria for the report, if applicable.

Note that you specify the print destination using the File menu on the company desktop. The system updates the report status to printed after printing to any print destination.

All the reports can print on an  $8\frac{1}{2}$ " by 11" or an A4-sized laser-printed page depending on the options you choose in the System Manager.



# Aged Work In Progress Report

The Aged Work in Progress report provides a breakdown of billable and no-charge costs that have not yet been invoiced and posted in Accounts Receivable for projects that use item invoices.

You can print the report showing totals for a selected range of contracts or for selected ranges of contracts and projects.

All the projects in a contract are grouped and subtotaled by currency.

The report groups costs into a current period and four aging periods. It also shows:

- •The last invoice date and the total work in progress amount for each contract.
- •An aged work in progress amount for each project.
- •Aged work in progress amounts and total work in progress amounts for each customer.
- •A total work in progress amount for the report.

Print the report any time you want a report of work in progress amounts.

### Before you start

 Post in Accounts Receivable any unposted batches (including documents with zero totals) created in Project and Job Costing to ensure that the Aged Work in Progress report is up to date.

#### To print the Aged Work in Progress report:

- 1. Choose the Aged Work In Progress icon from the PJC Analytical Reports folder.
- 2. Specify the following report options:

```
Age As Of 
Cutoff By
Sort By
Print By
```

0	Customer Number/To Customer Number
0	Contract/To Contract
0	Project/To Project ▶
0	Contract Start Date/To Contract Start Date
0	Project Start Date/To Project Start Date
0	Contract Status 🖸
0	Project Status 🕨
0	Work In Progress Balance/To Work In Progress Balance
0	Include Contracts And Projects With A Zero Balance
0	Use Aging Periods 🗓

### 3.Click Print.

**Related Topics** 

## **AIA** Report

You use the AIA Report form to print American Institute of Architects' G703 and G702 forms, required in the United States for the Application and Certificate for Payment for some contracts.

The AIA report separately identifies the cost of material stored and the cost of material actually used on a project.

The report includes only projects that use the same currency as the contract customer.

All amounts on the report are in the customer's currency. (Functional amounts are converted using the cutoff date as the rate date.

#### Note:

- •The report does not include headings that appear on the pre-printed AIA report forms.
- •The report includes only billing amounts, not costs.

### Back up your data before printing

The AIA report uses information from the last AIA report to generate the report for the current period. For this reason, the report is saved as of the last report printing, and the data is used the next time you print the report.

Therefore, be sure to back up your data — and ensure the backup is valid — before printing the AIA report. You will need the backed-up data to reprint the report in case you print it using the wrong date range or incorrect criteria, or you experience technical problems (such as a power failure) during printing.

#### To print the AIA report:

- 1. Choose the AIA Report icon from the PJC Analytical Reports folder.
- 2. Select the type of report to print. You can select one of the following:
  - AIA G702
- AIA G703

You need to print both reports at the same time, to ensure that the

same transactions are included on both reports. You should always print the G703 report first, because information from that report is used to produce the G702 report.

3. Complete the remaining fields on the form as follows:

**Select By.** Use this field to specify the level of detail for the report.

If you select Contract, Project and Category, the report includes details at the category level.

If you select Contract and Project, the report includes details at the project level. (On standard projects, information for categories and resource categories is "rolled up" to the project level.)

**Contract From / To.** Use these fields to specify the range of contracts for which to produce a report. The program prints a separate report for each contract included in the range.

**Project From / To.** Use these fields to specify the range of projects for which you are printing the report. Only projects included in the range will be included on the reports for the associated contracts.

**Category From / To.** These fields do not appear if you selected the option to print details by contract and project.

Use these fields to specify the range of categories for which you are printing the report.

**Note:** If you select by contract, project, and category for the following types of projects and accounting methods, you must include all categories:

- Fixed price projects that use the completed project, project percentage complete, accrual basis, or billings & costs accounting methods.
- Cost plus projects that use the completed project, total cost percentage complete, or labor hours percentage complete.

Because the program summarizes these project types and accounting methods at the project level, if you try to restrict the categories, the report will be incorrect.

Cutoff By. Enter an ending date for the report. The program uses the

cutoff date in the Application Date and Period To fields on the AIA report.

Be very careful not to overlap date ranges. The values you enter for the AIA report in one period are used to generate the report in the subsequent period, so you need to keep the dates and ranges consistent from one reporting period to the next.

You can check the last AIA amount and dates for a contract on the Contract Maintenance form.

**Include Non-billable / No Charge Stored Amount.** Select this option if you are printing the G703 and you want to include non-billable or no charge project categories. Stored amounts are then included in the billing calculations regardless of the billing type.

If the project category is non-billable, the billing rate is zero.

If you do not select this option, non-billable or no charge project categories are excluded from the report G703 and are not considered in the billing calculations.

**Include Contracts on Hold.** Select this option if you are printing the G703 and you want the G703 report to include contracts that are on hold.

**Projects on Hold.** Select this option if you are printing the G703 and you want the G703 report to include projects that are on hold.

**Completed Projects.** Select this option if you are printing the G703 and you want the G703 report to include projects that use the completed project accounting method, whether or not they are marked completed.

4.Click Process/Print when you are ready to print the report.

**IMPORTANT:** Clicking Print/Process clears all the values from the previous report.

If you are printing the G702 report, or if you want to reprint the G703 report you printed last time, click Reprint.

If you are printing the G703 report, Project and Job Costing displays a message, warning you to make sure you have backed up

your data before proceeding.

- If you have not backed up your data, click Cancel, close the AIA report form, and back up your data before printing the report.
- If you have backed up your data, click Continue.
  - Once the report has been printed, Project and Job Costing displays a message asking whether to save the report data permanently.

If the report is correct, click Yes. If the report is not correct, click No to return to the report form and correct your entries before reprinting the report.

## **Applying for Payment for Retainage**

Before you can apply for payment for retainage on the AIA report, you must clear the retainage amount for the project, as follows:

- 1.In the Contract Maintenance form, display the contract and project.
- 2.On the Project tab of the Project Maintenance form, set the A/R Retainage Percentage field to zero.
- 3. Generate the AIA report.

If, at any point during the project life cycle, you change the retainage percentage, the program applies the new rate to costs or stored material charged to the project since you last ran the AIA report.

### After printing the report

Keep a log of the values you used to print the AIA report. You will need them for the next report. Also, you should use the same dates and ranges when you produce the billing worksheet to ensure that the AIA report and your Accounts Receivable billings are consistent.



### **Committed Costs Audit List**

The Committed Costs Audit List, available from the PJC Analytical Reports folder, lets you print a list of commitments effected by:

- •Tax on retainage calculated for invoices posted in Accounts Payable, if the tax will be reported only when you post a retainage invoice, later. (See the Accounts Payable help for information on reporting tax on retainage.) Commitments for tax on retainage are updated during invoice posting in Accounts Payable.

Note that because recoverable taxes are not considered commitments in Project and Job Costing, Accounts Payable does not send them to Project and Job Costing.

#### **To print the Committed Costs Audit List:**

- 1. Choose the Committed Costs Audit List icon from the PJC Analytical Reports folder.
- 2. Specify ranges of records to include on the report, consisting of the following:
- Contracts
- Projects
- Categories
- Vendor Numbers
- Transaction Dates
- 3. Select the type of committed costs to include in the report. You can select A/P (to include only tax on retainage calculated by Accounts Payable), P/O (to include only commitments generated by purchase orders and receipts), or All (to include both types of commitments).
- 4. Click Print.



# **Contract Details Report**

The Contract Details report provides a report of estimates and basic project information for contracts.

Print the report when you require a printed record of contract and project details. For example, you might print reports of the estimates you submit to your customer, the contracts and projects that have been approved, or contracts that have been completed.

All the projects in a contract are grouped and subtotaled by currency, in a multicurrency system.

The customer number for each project is also printed, so that you can distinguish between the project customer and the contract customer.

You can choose the level of detail to report. For instance, on a report for a completed contract, you might not want to include category estimates.

For each contract number you include in the selected range, the report lists details for projects at the contract level you specify.

#### To print the contract details report:

- 1.Choose the Contract Details icon from the PJC Analytical Reports folder.
- 2. Specify report options using the following fields:
- 0 Contract From/To 0 Project From/To 0 Category From/To 0 Customer Number To/From 0 Contract Start Date To/From 0 Project Start Date From/To Contract Status **D** 0 0 Project Status **1 Include options**
- Click Print.



# **Contract Summary Report**

The Contract Summary report provides a summary for each contract and project in a specified range, showing the current estimated revenue, total actual costs, actual revenue, and customer receipts.

The report also shows the amount of costs compared to the amount of revenue and the amount of receipts for each contract and project. For projects that use a percentage complete accounting method, it shows the completion percentage.

If you print the report in customer currency, all the projects in a contract are grouped and subtotaled by currency.

### When to print the report

You can use the report to check cost and receipt totals for individual customers and contracts or projects, and to obtain an overview of the cash generated and used by your contracts.

#### To print the contract summary report:

- Choose the Contract Summary icon from the PJC Analytical Reports folder.
- 2. Specify the report options using the following fields:
- O Print By 🗓
- O Contract From/To
- Project From/To
- Customer Number From/To
- O Contract Start Date/To
- O Project Start Date/To
- O Contract Status
- Project Status
- O Print Amounts In

#### Click Print.



## **Detailed Costs Report**

The Detailed Costs report provides a summary breakdown of direct costs by cost type for each contract, project, category, and resource, depending on the options you select when you print the report.

The report includes one line for each contract, project, and category (depending on the report options you choose), showing:

- •The total for each cost type.
- •The quantity, unit of measure, and unit cost.

### When to print

Print the report whether you need to analyze your project costs.

#### To print the detailed costs report:

- 1. Choose the Detailed Costs icon from the PJC Analytical Report folder.
- 2. Specify options for the report, as follows:
  - 0 Print By 0 Print **I** Contract From/To 0 Project From/To Category From/To **Cost Class** 0 Customer Number From/To 0 Contract Start Date/To 0 Project Start Date/To Contract Status **L** 0

#### 3. Click Print.

Project Status **1** 



# **Over/Under Billings Report**

The Over/Under Billings report provides a breakdown of your costs versus billings by contract or by contract and project, depending on the options you choose for the report.

Print the report to determine the progress of your billings before and after generating billing worksheets.

#### **Features**

The report includes columns that show, for each contract and (if you printed the report by contract and project) for each project listed on the report:

- •The contract code and project code.
- The estimated revenue and estimated cost.
- •The amount billed to date and the actual costs.
- •The estimated cost to complete each project, and the percentage complete for each project.
- •The current estimated overall profit or loss (the estimated revenue less the estimated costs).
- •The profit or loss earned to date (the actual costs less the amount billed to date).
- •The 🗓 amount over-billed or under-billed for each project.
- Any unearned profit or loss.
- •In a multicurrency system, if you print the report in customer currency, all the projects for a contract are grouped and subtotaled by currency.

#### To print the Over/Under Billings report:

- 1. Choose the Over/Under Billings icon from the PJC Analytical Reports folder.
- 2. Specify report options using the following fields:
  - Print By

- O Contract From/To
- O Project From/To
- O Customer Number From/To
- O Contract Start Date/To
- O Project Start Date/To
- O Contract Status 🗓
- O Project Status 🕒
- O Include Labor Amounts **1**
- O Include Overhead Amounts
- o <u>Use</u>
- O Print Amounts In 🗓

### 3.Click Print.

Related Topics

# **Profit Analysis Report**

The Profit Analysis report helps you to quickly determine the profitability of selected contracts and projects.

You can print the report either for contracts or for contracts and projects. You can restrict the report to contracts or projects that have a certain status. You can also choose to print the report in customer currency or in functional currency.

If you print the Profit Analysis report in customer currency, all the projects for a contract are grouped and subtotaled by currency.

#### **Features**

The report compares estimated and actual revenue, costs, and gross profit. It also shows the current actual gross profit margin.

#### To print the Profit Analysis report:

- 1. Choose Profit Analysis from the PJC Analytical Reports folder.
- 2. Select the following report options:
  - Print By
  - Contract /To
  - Project /To
  - Contract Start Date /To
  - Project Start Date /To
  - Contract Status
  - Project Status
  - Print Amounts In
- Click Print.

# Serials and Lots Report

This report provides a list of the serial numbers and lot numbers that have been assigned in Project and Job Costing. It also shows the contract and projects to which they were assigned.

### **Report Types**

You can print two types of Serials and Lots report:

•Serials/Lots By Contract/Project/Category/Res. This report lists the serial numbers and/or lot numbers assigned to each project, category, and resource on a contract.

It also shows the document numbers, transaction types, transaction dates, and locations for all material usage and material return transactions that used serial and/or lot numbers in the range you specify.

•Serials/Lots By Resource. This report lists the serial numbers and/or lot numbers assigned to each material (item) resource.

For each serial number and lot number assigned to an item, it also shows:

- The document numbers, transaction types, transaction dates, and locations for all material usage and material return transactions that used the serial and/or lot numbers.
- The contract, project, category, and customer.

### To print the Serials and Lots report:

- 1. Choose the Serials and Lots Report icon from the PJC Analytical Reports folder.
- 2. Specify the following report options:

**Print.** Select Serial Numbers, Lot Numbers, or All from the list.

**Report Type.** Select the type of report.

**Serial Numbers From / To.** These fields appear if you specified Serial Numbers or All in the Print field. Use them to specify the range

of serial numbers to include on the report.

**Lot Numbers From / To.** These fields appear if you specified Lot Numbers or All in the Print field. Use them to specify the range of lot numbers to include on the report.

**Contract From / To.** Use these fields to specify a range of contract numbers to include on the report.

**Project From / To.** Use these fields to specify the range of projects to include on the report.

**Category From / To.** Use these fields to specify the range of categories to include on the report.

**Resource From / To.** Use these fields to specify the range of resources to include on the report.

**Customer Number From / To.** Use these fields to specify the range of customers for which to print the report.

**Contract Start Date From / To.** Use these fields to specify the range of start dates for the contracts you want to include on the report.

**Project Start Date From / To.** Use these fields to specify a range of start dates for the projects you want to include on the report

3. Click Print.



### Stored Material Audit List

The Stored Material Audit List, available from the PJC Analytical Reports folder, provides a history of material transactions that have affected stored quantity and cost amounts.

Material usage, cost, Accounts Payable invoices, and Purchase Orders receipts normally increase the quantities and costs of stored material. Material returns and material allocation transactions normally decrease the quantities and costs of stored material.

#### To print the Stored Material Audit List:

- 1. Choose the Stored Material Audit List icon from the PJC Analytical Reports folder.
- 2. Fill in the fields on the Stored Material Audit List form, as follows:

**Contract From / To.** Specify the range of contracts to include in the report. Skip the fields (leaving a blank in the first field and Zs in the To field) to include all contracts.

**Project From / To.** Specify the range of projects to include in the report. Skip the fields (leaving a blank in the first field and Zs in the To field) to include all projects that are in the specified ranges of contracts and projects..

**Category From** *I* **To.** Specify the range of categories to include in the report. Skip the fields (leaving a blank in the first field and Zs in the To field) to include all categories that are in the specified ranges of contracts, projects and categories.

**Item Number From / To.** Specify the range of items to include in the report. Skip the fields (leaving a blank in the first field and Zs in the To field) to include all items.

**Transaction Date From / To.** Specify the range of dates in which a transaction must be posted to be included in the report. The session date appears as the default To Transaction Date.

3.Click Print.



## **Account Sets Report**

The Account Sets report lists the account sets added to your Project and Job Costing system.

For each account set, the report shows

- •The account numbers for your general ledger work in progress, cost of sales, billings, revenue, payroll expense, employee expense, labor allocated, overhead allocated, equipment, and cost accounts.
- •The currency for the account set.

Print the report when you add, change, or delete account sets.

#### **To print the Account Sets report:**

•Choose the Account Sets icon from the PJC Setup Reports folder, then select a range of account sets.



# **Categories Report**

The Categories report provides a reference for selecting categories when setting up new contracts, for verifying current figures when revising standard (unit) costs and billing rates, or for determining when categories can be added or deleted.

The report shows, for each category:

- •The category code, cost type, A/R item number, unit of measure, unit cost, overhead type and overhead percentage, labor type and labor percentage (for labor cost types), and billing rate for each category.
- •The segments and the segment codes used to override any G/L account segments.
- •The date you last saved changes for, or added, the record. If a category is inactive, the report shows the date you set the record Inactive.

Print this list when you need a printed reference for any or all categories.

#### **To print the Categories report:**

- 1. Choose the Categories icon from the PJC Setup Reports folder.
- 2. Specify a range of categories for which to print the report, or skip the From and To Category fields to include all categories on the report.
- 3. Specify a range of cost types to restrict the report to certain cost types, or skip the From and To Cost Type fields to include all cost types for the range of categories on the report.
- 4. If you use optional fields, and want to include optional field information on the report, select the option Include Optional Fields.
- 5. Click Print.

## **Charges Report**

The Charges report provides a record of charges that you have set up for use with time and materials projects and fixed price projects that use the billings and costs or accrual-basis accounting methods.

The report lists charge codes, along with the description, charge type, billing amount, and A/R item number and unit of measure for each charge.

If a charge is inactive, the report also shows the date on which the record was set Inactive.

Use the Charges report as a reference when you are setting up new contracts or entering charge transactions. You can also use the Charges report to determine whether you need to add or delete charge records.

#### To print the Charges report:

- 1. Choose the Charges icon from the PJC Setup Reports folder.
- 2. Select the range of charge codes you want to list on the report.
- 3.If you use optional fields, and want to include optional field information on the report, select the option Include Optional Fields.
- 4. Click Print.



## **Contract Structures Report**

The Contract Structures report provides a record of the structures you set up in the Contract Structures form, including the codes, descriptions, and the segments used in each structure.

Print the report after you add, delete, or modify contract structure codes.

The report lists, for each structure code included in the specified range of codes, the description for the structure code, the names and lengths of the segments included in the structure, the total length of the structure, and a sample of the structure.

#### To print the Contract Structures report:

- 1. Choose the Contract Structures icon from the PJC Setup Reports folder.
- 2. Specify the range of contracts structures for which to print the report.
- 3.Click Print.



## **Cost Types Report**

The report lists the cost classes you have added to your Project and Job Costing system. You can choose to print the report for a specific cost class or for all cost classes, for a range of cost types or for all cost types.

Print the Cost Types report when you need a reference for setting up cost categories or for determining which cost types should be added or deleted.

#### To print the cost types report:

- 1. Choose the Cost Types icon from the PJC Setup Reports folder.
- 2. Specify the range of cost types for which to print the report.
- 3. Specify a specific cost class to limit the report to labor, material, equipment, subcontractor, overhead, or miscellaneous charge cost types. Choose All to include all cost classes.
- 4. Click Print.



## **Employees Report**

The Employees report provides a listing of employee records you have added to Project and Job Costing, showing the details from each employee record.

Print the report whenever you need a listing of your employees, particularly after adding, editing, or deleting employee records..

#### To print the Employees report:

- 1. Choose the Employees icon from the PJC Setup Reports folder.
- 2. If you want to print the report for a range of employees, select the range of employee codes.
- 3. Select the payroll type. You can print the report for all employees, for Sage ERP Accpac Canadian or US Payroll, or for employees whose records are set up in Project and Job Costing only (None).
- 4. If you use optional fields, and want to include optional field information on the report, select the option Include Optional Fields.
- 5.Click Print.



# **Equipment Report**

The Equipment report provides a list of equipment you use for your projects, showing the details from each equipment record you have added to your Project and Job Costing system.

You can print the report for a range of equipment records or for all equipment records.

Print the report whenever you need a current list of your equipment.

#### To print the Equipment report:

- 1. Choose the Equipment icon from the PJC Setup Reports folder.
- 2. Specify the equipment codes for which to print the report.
- 3. If you use optional fields, and want to include optional field information on the report, select the option Include Optional Fields.
- 4. Click Print.



# G/L Integration Report

The G/L Integration report lists the options you selected and other information you entered on the G/L Integration form to specify how your Project and Job system interacts with General Ledger.

Print the report whenever you change G/L integration settings for your system.

#### To print the G/L Integration report:

•Choose the G/L Integration icon from the PJC Setup Reports folder, and then click Print.



## Miscellaneous Expenses Report

The Miscellaneous Expenses report lists the records you set up for miscellaneous expenses.

Use the Miscellaneous Expenses report as a reference when you are setting up new contracts or entering charge transactions. You can also use the Miscellaneous Expenses report to determine whether you need to add or delete miscellaneous expense records.

#### To print the Miscellaneous Expense report:

- 1. Choose the Miscellaneous Expense icon from the PJC Setup Reports folder.
- 2. Specify the miscellaneous expense codes for which to print the report.
- 3. If you use optional fields, and want to include optional field information on the report, select the option Include Optional Fields.
- 4. Click Print.



# **Options Report**

The Options report lists the options you selected and other information you entered on the Options form to specify how your Project and Job system operates.

Print the report whenever you change options or settings for your system.

### **To print the Options report:**

•Choose the Options form from the PJC Setup Reports folder, and then click Print.



## **Optional Fields Report**

The Optional Fields report lists the optional fields you have set up for Project and Job Costing, listing by optional field type:

- •The optional field code and description.
- •The default value for the optional field.
- •Whether the optional field is marked for automatic insertion in the records or transactions for which it was defined.
- •Optional field settings, if you choose to include them. (The settings specify whether optional field data will be passed to other Sage ERP Accpac programs, as well as the types of General Ledger accounts to which optional fields can be passed.)

The report also shows the number of optional field records set up for each type of optional field.

Print the report when you add, delete, or change optional field records.

#### To print the Optional Fields report:

- 1.Click File, Print on the Optional Fields setup form, or choose the Optional Fields icon from the Setup Reports folder.
- 2.Click Show Settings, if you want to include the settings for each optional field on the report.
- 3.Click Print.



## Overhead Expenses Report

The Overhead Expenses report is a listing of the records that you set up for overhead expenses. (It is not a listing of overhead charged to projects.)

Use the Overhead Expenses report as a reference when you are setting up new contracts or entering overhead transactions. You can also use the Overhead Expenses report to determine whether you need to add or delete charge records.

#### **Features**

The report shows all the information from each overhead expense record printed, including the overhead code and description, A/R item number, unit of measure.

The report also includes the date you added or last updated each overhead expense record. If an overhead expense record is inactive, it includes the date on which the expense record was set inactive.

#### To print the Overhead Expenses report:

- Choose the Overhead Expenses icon from the PJC Setup Reports folder.
- 2. Specify the overhead expense codes for which to print the report.
- 3.If you use optional fields, and you want to include optional field information on the report, select the option Include Optional Fields.
- 4. Click Print.



## **Projects Report**

The Projects report provides a reference for selecting projects when setting up new contracts, for verifying current figures when revising standard (unit) costs and billing rates, or for determining when projects can be added or deleted.

You can choose to print the report for all projects or for a range of projects, and for a particular project type or for all types of projects.

Print this report when you are setting up or revising a contract, or whenever you need a printed list of any or all projects that you have set up as templates for use in contracts.

#### **Features**

The report shows details from each project record in the specified range, including:

- •The project code and description, project type, accounting method, billing type, and the date you added or last updated the project record.
- •The date you last changed the project setup record. If a project record is inactive, the date the project was set inactive.
- •The segments and the segment codes used to override any G/L account segments.

#### To print the Projects report:

- 1. Choose the Projects icon from the PJC Setup Reports folder.
- 2.Specify a range of project codes for which to print the report, or leave the From Project field blank and skip the To Project field to include all project codes.
- 3. Specify a specific project type to limit the report to fixed price, cost plus, or time and material projects. Choose All to include all project types.
- 4.If you use optional fields, and want to include optional field information on the report, select the option Include Optional Fields.
- 5. Click Print.



## **Segment Codes Report**

The Segment Codes report provides a record of the codes and their descriptions for the segments you added for contract numbers.

The report prints the data in order by segment code for each segment name defined in PJC Options.

You can choose to print all segments, or to print a specific segment. If you choose to print a specific segment, you can specify the range of segment codes to be printed.

Print the Segment Codes report whenever you add, modify, or delete segment code records. You can also use the report to determine the codes you need to add or delete to update your Project and Job Costing system as your needs change.

#### **To print the Segment Codes report:**

- 1. Choose the Segment Codes icon from the PJC Setup Reports folder.
- 2. Choose whether to print the report for all segments or for a specific segment.

If you choose Specific Segment, identify the segment, then specify the range of segment codes to include on the report.

3. Click Print.



## **Subcontractors Report**

The Subcontractors report provides a list of the subcontractors you use to work on your projects. The report includes the information contained in the subcontractor setup records.

Print the report as a reference when you are setting up contracts, or whenever you add, modify, or delete subcontractor records.

#### To print the Subcontractors report:

- 1. Choose the Subcontractors icon from the PJC Setup Reports folder.
- 2. Select the range of subcontractor codes you want to list on the report.
- 3.If you use optional fields, and want to include optional field information on the report, select the option Include Optional Fields.
- 4. Click Print.



# **Detailed Transactions Report**

The Detailed Transactions report lets you print details of cost and/or billing transactions.

You can select criteria to restrict the report to a limited set of transactions.

You can also choose to include details of resources and expensed taxes on the report, and you can print account descriptions, if you want.

The report also includes the customer number for each project, so that you can distinguish between the project customer and the contract customer.

#### To print the Detailed Transactions report:

- 1. Choose the Detailed Transactions Report icon from the Transaction Reports folder.
- 2.Use the Print and Report Type fields to specify the type of report you want to print.
- 3. Choose from the following selection criteria to restrict the transactions included on the report:
- O Contract
- Project
- Category
- O Cost Class
- O <u>Customer Number</u>
- O Contract Start Date
- O Project Start Date
- O Contract Status
- Project Status
- O <u>Transaction Date</u>
- 4. Select Print Account Descriptions to include this account descriptions with transactions.

## 5. Specify whether to include the following details:

- Resources used in transaction details
- A/R interest invoices
- A/R write-off transactions
- Expensed taxes
- Opening balance transactions
- 6.Click Print.



## **GL Transactions Report**

The G/L Transactions report lists the general ledger transactions created from posted Project and Job Costing transactions.

Use the G/L Transactions report as an audit trail for the general ledger transactions generated by Project and Job Costing.

## When to print

Print this report before using the Create G/L Batch form.

#### To print the G/L Transactions report:

- 1. Choose the G/L Transactions icon from the PJC Transaction Reports folder.
- 2. Specify the following options for the report:
  - O Through Posting Sequence
  - O Report Format
  - O Sort By
  - Multicurrency Report Currency
- 3. Click Print.



## **Posting Errors Report**

If you post a transaction that contain an error, Project and Job Costing displays an error message, and records the error in the Posting Errors report. The document is not posted.

Print the report if Project and Job Costing warns of an error when you attempt to post a transaction. You print the report for all transaction posting errors. You must correct the entries that appear on the error report before you can post them.

#### **Features**

The Posting Errors report lists the incorrect entries, and explains why they could not be posted.

#### **To print the Posting Errors report:**

- 1. Choose the Posting Errors icon from the PJC Transaction Reports folder.
- 2. Select a range of error sequences.
- 3. Click Print.



## **Posting Journals Report**

Project and Job Costing posting journals provide printed records of the transactions that you posted either from the PJC Post Transactions form or from the transaction entry forms.

You can print posting journals for timecard, equipment usage, adjustment, revise estimate, revenue recognition, reopen project, cost, and material allocation transactions.

You should print posting journals to a printer or file after each posting run, then file them with your other audit trail records.

# **Before printing**

If you want to keep a copy of the report for your audit trail, set the printing destination to Printer or File, using the File menu on the company desktop.

## To print posting journals:

- Choose the Posting Journals icon from the PJC Transaction Reports folder.
- 2. Specify report options using the following fields:
  - O Select Posting Journal L
  - O From Posting Sequence and To Posting Sequence
  - Include Tax Information
  - Reprint Previously Printed Journals
  - O Include Optional Fields
  - O Include G/L Integration Detail
  - O Sort By
- 3. Click Print.



## **Transaction History Report**

The Transaction History report provides a printed listing of transactions that appear on the <u>Transaction History</u> form, with the advantage that you can print the report for a selected range of contracts, projects, categories, cost classes, customers, contract status, and project status.

You can print the report for any or all subledgers that integrate with Project and Job Costing **D**.

The report also includes the customer number and name, so that you can distinguish between the project customer and the contract customer.

## When to print

You print the transaction history report any time you need a printed report of transaction history.

## **Before printing**

If you want to keep a copy of the report for your audit trail, set the printing destination to Printer or File using the File menu on the company desktop.

#### To print the Transaction History report:

1. Choose the Transaction History icon from the PJC Transaction Reports folder.

You can also print the report by choosing Print from the File menu on the Transaction History form.

- 2.In the Select Transactions By field, specify whether to select transactions by transaction date or by fiscal year and period. •
- 3. Choose from the following selection criteria to restrict the transactions included on the report:
  - O Contract ▶
    O Project ▶
    O Category ▶
    O Cost Class ▶

- O Customer Number
- O <u>Contract Start Date</u>
- O Project Start Date
- O Contract Status 🗓
- O Project Status 🗓
- O <u>Transaction Date or Fiscal Year/Period</u>
- O Sort By 🕒
- o Include 🕒
- 4.Click Print.

Related Topics

## **Transaction Listing**

A transaction listing provides a record of the transactions that you have added to your Project and Job Costing system, including posted transactions.

You can print transaction listings for material usage, material return, timecard, equipment usage, charge, adjustment, revise estimate, cost, and material allocation transactions.

## When to print

You should print transaction listings after entering, importing, generating, editing, or posting transactions, then file them with your other audit trail records. If you select the Force Listing Of Transactions option on the PJC Options form, you must print transaction listings before you can post the transactions.

## **Before printing**

If you want to keep a copy of the report for your audit trail, set the printing destination to Printer or File using the File menu on the company desktop.

## To print a transaction listing:

- 1. Choose the Transaction Listing icon from the PJC Transaction Reports folder.
- 2. Specify report options using the following fields:
  - Transaction Type 
     Reprint Previously Printed Transactions
     Include Comments 
     [Transaction Type] Number From/To 
     Transaction Date From/To 
     Type

0

**Status** 

- O Include Tax Details 1
- O Include Optional Fields
- O <u>Include Serials/Lots</u>

#### 3.Click Print.

You can also print transaction listings directly from any transaction entry form by clicking the Print Transaction Listing choice on the File menu.

Related Topics

# Worksheet Reports

From the Worksheets Report form you can print:

#### •The Billing Worksheet Report.

This report prints the same information you see on the Billing Worksheet form. Details are grouped by worksheet header and customer line.

#### •The Revenue Recognition Worksheet Report

This report prints the same information you see on the Revenue Recognition Worksheet form. For each worksheet, the report includes a header followed by the worksheet details.

You can choose the Worksheets icon, available in the PJC Transaction Reports folder, to print worksheets.

You can also print the current worksheet by clicking File > Print when you are using the Billing Worksheet form or the Revenue Recognition Worksheet form. The Worksheets form appears, with information for the current worksheet displayed as defaults.

#### To print the Worksheets report:

- 1. Choose the Worksheets icon from the PJC Transaction Reports folder to display the Worksheets form.
- 2. Specify Billing Worksheet or Revenue Recognition Worksheet, depending on the type of worksheet you want to print.
- 3. The remaining options you can select depend on the worksheet type you specify.

#### If you are printing the billing worksheets report:

- a. Use the Worksheet Number From and To fields to specify a range of worksheets to print.
- b. Use the Document Date From and To fields to print only worksheets that have document dates in the range you specify, or accept the dates displayed to print all the worksheets.
- c. Select the following printing options for the report, as required:

- Reprint Previously Printed Worksheets.
- Print Details (to include billing details).
- Print G/L Account Description. (This field appears only if you selected Print Details.)
- Include Billing Optional Fields.
- Include Billing Detail Optional Fields. (This field appears only if you selected Print Details.)
- Include Comments. This field appears only if you selected Print Details.)
- Include Tax Reporting Currency. (Select this option to include the tax reporting currency, rate type, rate date, and exchange rate.)
- d. Select the statuses of the worksheets that you want to include in the report. (You can include Created and/or Posted worksheets.)
- e. Specify the invoice type for the worksheets that you want to include in the report. (You can include worksheets for Item and/or Summary invoice types.)

## If you are printing the revenue recognition worksheets report:

- a. Use the Worksheet Number From and To fields to specify a range of worksheets to print.
- b. Use the Worksheet Date From and To fields to print only worksheets that have worksheet dates in the range you specify, or accept the dates displayed to print all the worksheets.
- c. Use the Contract From and To fields to specify a range of contracts to include on the report.
- d. Use the Project From and To fields to specify the range of projects to include on the report.
- e. Select the following printing options for the report, as required:
- Print G/L Details (to include details for G/L entries).
- Print G/L Account Description. (This field appears only if you selected Print G/L Details.)

- Include Optional Fields
- f. Select the statuses of the worksheets that you want to include in the report. (You can include Created and/or Posted worksheets.)
- 4. If you have a multicurrency system and you are printing details, you also specify the currency for the amounts that appear on the report.
  - From the Print Amounts In list, select Customer Currency, Functional Currency, or Both Customer And Functional Currency.
- 5.Click Print.

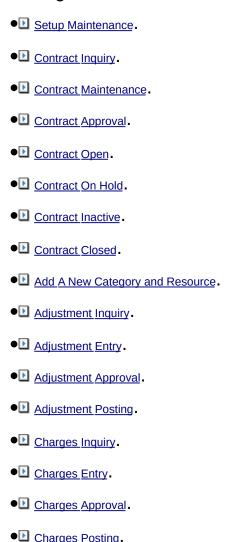


## Project and Job Costing — Security Overview

If <u>security is turned on for your Sage Accpac ERP system</u>, you have no access to Project and Job Costing unless you have Project and Job Costing security authorizations.

To view records and to print reports in Project and Job Costing, you must belong to a security group that has <u>Common Inquiry</u> authorization.

To edit records or perform processing tasks, you must belong to a security group that has authorization for additional tasks from the following list:



• Costs Inquiry.

- Costs Entry.
- Costs Approval.
- Costs Posting.
- Equipment Usage Inquiry.
- <u>Equipment Usage Entry</u>.
- <u>Equipment Usage Approval</u>.
- <u>Equipment Usage Posting</u>.
- Material Usage Inquiry.
- Material Usage Entry.
- Material Usage Approval.
- Material Usage Posting.
- Material Return Inquiry.
- Material Return Entry.
- Material Return Approval.
- Material Return Posting.
- Material Allocation Inquiry.
- Material Allocation Entry.
- Material Allocation Approval.
- Material Allocation Posting.
- Revise Estimates Inquiry.
- Revise Estimates Entry.
- Revise Estimates Approval.
- Revise Estimates Posting.
- <u>Imecard Inquiry</u>.
- <u>Timecard Entry</u>.
- Imecard Approval.
- Imecard Posting.

- Can See All Timecards.
- Import Processing.
- <u>Export Processing</u>.
- Budget Actuals Inquiry.
- Budget Recognized Revenue Inquiry .
- <u>Budget Entry</u>.
- In Transaction Optional Fields.
- Dening Balances Inquiry.
- Dopening Balances Entry.
- Dopening Balances Approval.
- Dopening Balances Posting.
- Update Retainage Inquiry.
- Update Retainage Entry .
- Update Retainage Approval.
- Update Retainage Posting.
- Billing Worksheet Inquiry.
- Billing Worksheet Creation.
- Billing Worksheet Maintenance.
- Billing Worksheet Posting.
- Revenue Recognition Worksheet Inquiry.
- Revenue Recognition Worksheet Creation.
- Revenue Recognition Worksheet Maintenance.
- Revenue Recognition Worksheet Posting.
- Reopen Projects Worksheet Inquiry.
- Reopen Projects Worksheet Creation.
- Reopen Projects Worksheet Maintenance.
- Reopen Projects Worksheet Posting.

- <u>Payroll Update</u>.
- <u>Clear History</u>.
- <u>G/L Batch Creation</u>.
- <u>Employee Inquiry</u>.
- <u>Employee Maintenance</u>.
- <u>Transaction Reports</u>.
- Analytical Reports.
- <u>AIA Report</u>.

### **Create a New Contract**

- Overview
- Before you start

#### To create a new contract:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2. Add the contract using the New Contract wizard.
- 3. Enter settings for the contract, as necessary.
- 4. Add projects to the contract, as required.

For projects added when you ran the New Contract wizard:

- Verify the project information. If you need to change estimates, use the procedures outlined in steps 5 and 6 for adding estimates.
- Delete any projects that are not required for this contract.
- 5. Add categories and estimates to each basic project you assigned to the contract.
- 6. Add categories, resources, and estimates to each standard project you assigned to the contract.
- 7. If you are transferring information from another job-costing system:
- a. Post opening <u>actuals balances</u>, <u>activity</u> statistics, and <u>stored material balances</u>.
- b. If you use retainage, post opening retainage amounts for retainage receivable and retainage payable.
- 8. Click Add (or Save) to save the contract.
- After adding the contract
- Related topics

## **Assign a Project to a Contract**

#### **Overview**

■ Before you start

#### To assign a project to a contract:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.Use the Finder or the navigation buttons beside the Contract field to select the contract you want to work with, or type the contract code in the Contract field.
- 3.On the tree, select the contract folder, right-click, then click New Project on the menu that appears.
- 4.On the Project Maintenance form that appears on the right side of the screen, enter a project code in the Project field, or select the project using the Finder.
- 5.Enter a description of the project using up to 60 characters. The program displays the default description from the project setup record, but you can change it.
- 6. Enter your customer's purchase order number, if you know it.
- 7. Complete the remaining fields on the project tab.
- 8. Click the Add button under the Project tab to save the new project.
- 9. Click the Save button on the lower left-hand side of the Contract Maintenance form to save your change to the contract.

After adding a project to a contract

## **Estimate a Standard Project**

**Overview** 

■ Before you start

#### To add an estimate for a standard project:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.Use the Finder or the navigation buttons beside the Contract field to select the contract you want to work with, or type the contract code in the Contract field.
- 3. Assign cost categories to the standard project.
- 4. Add particular 1 resources to the project.
- 5. For each resource you added in Step 4, in turn:
- a. Select the resource on the contract tree.
- **b.** Assign categories to the resource.
- C. Enter an estimate for each resource category.
- 6. When you have finished adding estimates for the resource categories, click the Save button on the lower left-hand side of the Contract Maintenance form to save your changes to the contract.
- After adding cost estimates
- **■** Related topics

## **Estimate a Basic Project**

#### **Overview**

■ Before you start

#### To add an estimate for a basic project:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.Use the Finder or the navigation buttons beside the Contract field to select the contract you want to work with, or type the contract code in the Contract field.
- 3. Use the tree to assign cost categories to the basic project.
- 4. For each assigned category:
- a. On the contract tree, expand the project, and then click the category to display the Category Maintenance form.
- b. On the Estimate tab:
- a. Enter the quantity for the current category.

The program calculates the extended cost based on the specified quantity and the unit cost. (The unit cost and unit of measure from the category record are used as defaults, but you can change them.)

If you enter a different extended cost for a category, when you leave the field, the program recalculates the unit cost for the quantity you entered.

**Note:** Remember to include provision for taxes in the cost amounts.

b. Accept or change any additional information that is required for the estimate, such as the billing type or the overhead and labor amounts or rates.

For time and materials projects and for fixed price projects that use a billings and costs or accrual-basis accounting method, Project and Job Costing displays a billing rate according to the Default Billing Rate option specified for the Project. You can change the billing rate, and, if the project and category are both billable, you can change the billing type for a particular category.

The program calculates a default total revenue amount for the category 

according to the project type and accounting method.

c. If necessary, change the revenue amount for the category. If you change the revenue amount, the program recalculates the cost plus or markup percentage, or the billing rate.

In a multicurrency system, you enter the revenue amount in your functional currency. The program converts the revenue amount to the customer's currency, if it is different from your functional currency, using the exchange rate specified on the project's Totals tab.

- c. Click the Accounts tab.
- a. Ensure that the displayed \( \bar{\pi} \) accounts are the ones you require for this category.
- b. If tax fields appear on the Accounts tab, enter the tax classes and the tax included status for the category.
- d. If you use retainage accounting:
- a. Click the Retainage tab.
- b. In the Default Retainage From field, select Category or Vendor as the source for the default retainage options to use as defaults on payables invoice, debit note, and credit note details that use this project category.
- c. If you specified Category in the Default Retainage From field, specify the retainage percentage and retention period to use for the project category.
- e. If this is a labor category:
- a. Click the Transactions tab.
- b. Specify the default unit cost and, depending on the project type and accounting method, the dilling rate settings to be used for this category in timecard details.

- f. If you use optional fields, click the Optional Fields tab to check the optional fields that appear.
  - You can edit or delete any automatically inserted optional fields, and you can add different optional fields that you have defined for categories.
- g. Click Save to save your estimate.
- h. Click the Save button in the lower left corner of the Contract Maintenance form to save your changes to the contract.
- After adding estimates
- Related topics

# Specify Start and End Dates for Project Categories and Resources

#### **Overview**

Before you start

#### To assign the same dates to project resources and categories:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.In the Contract field, type the contract number or use the navigation buttons or the Finder to display the contract to which the project belongs.
- 3.On the contract tree, click the number for the project whose start and end dates you want to set.
- 4.On the project record, beside the 

  <u>■ End Date field</u>, click the zoom (<u>■</u>) button.
  - The Set Dates form opens. The program displays the start and end dates from the project record as defaults.
- 5. Enter the start and end dates you want to assign as defaults to project categories and resources.
- 6. Click OK to update the start and end dates for all the categories, resources, and resource categories in the project.

## **Enter Opening Actuals Balances**

- Overview
- **■** Before you start

#### To enter opening Actuals balances:

1.Open Project and Job Costing > PJC Transactions > Opening Balances.

Click here for help on the fields on the Opening Balances form.

- 2.Use the fields in the top section of the Opening Balances form to enter or select general information for the opening balances document.
- 3. Click the Detail button, then use the Detail Opening Balance form to enter Actuals balances.
- 4.On the Detail Opening Balance form, in the Opening Types field, select Actuals, if it is not already selected.
- 5. Enter the following general information for the detail you are entering:

**Contract / Project.** Specify the contract and project for which you are entering the actuals balances.

**Actuals Type** (if available). Select Revenue as the actuals type.

**Category / Resource** (if available). Specify the category and resource for which you are entering the actuals balances.

- 6.Use the detail entry grid to enter opening balance amounts for the detail. The columns that appear in the detail grid depend on the project style, project type, accounting method, and (for fixed price and cost plus projects) the actuals type.
- a. In the Actuals column, in the Total Revenue field, enter the amount of revenue recognized in your previous job-costing system for this project level. If you previously entered an opening revenue balance for this project level, the program overwrites the existing revenue amount when you post the opening balance document.
  - If you use multicurrency, you enter revenue amounts in your functional currency and in the customer currency.

For time and materials projects and fixed price projects that use

- the billings and costs or accrual-basis accounting method, you enter the amount less any revenue that was not billed in your old system.
- b. For time and materials projects and for fixed price projects that use the billings and costs or accrual-basis accounting method, also enter for the specified project level:
  - The amount of any unbilled revenue in the Remaining To Be Billed field.
- Cost balances (quantity, extended cost, overhead amount, and, for labor categories, the labor amount).
  - In a multicurrency system, you enter cost amounts in your functional currency.
- c. Click the Add button to add the detail.
- d. If you are entering balances for a project that tracks revenue and costs at different levels, enter cost balances for each project category or project resource (depending on the project style), as follows:
- a. Click the New (1) button beside the Line Number field.
- b. Select Actuals as the opening type.
- c. Specify the contract and project, as you did when entering revenue balances.
- d. Select Cost as the actuals type.
- e. Enter the cost balances for the category or the resource (quantity, extended cost, overhead amount, and, for labour categories, the labor amount).
- f. In a multicurrency system, you enter cost amounts in your functional currency.
- Click Add to add the detail.
- e. If you want to enter additional actuals balances, click the New (1) button beside the Line Number field to start a new detail, then repeat steps 4, 5, and 6 until you have finished adding opening balance details.

- 7. Click Close to return to the Opening Balances form.
- 8. Click Add (or Save) to add the opening balance document.

You can use the Opening Balances form to recall the document and modify the opening balances, until you post the document.

- 9. Click Post when you are ready to post the document.
- After adding opening Actuals balances
- **■** Related topics

## **Enter Opening Activity Statistics**

#### **Overview**

**■** Before you start

#### To enter opening activity statistics:

1.Open Project and Job Costing > PJC Transactions > Opening Balances.

Click here for help on the fields on the Opening Balances form.

- 2.Use the fields in the top section of the Opening Balances form to enter or select general information for the opening balances document.
- 3. Click the Detail button, then use the Detail Opening Balance form to enter opening statistics.
- 4.In the Opening Types field, select Activity.
- 5.in the Total A/R Customer Receipts field, enter the total received from the customer for this project.
  - If you use multicurrency, enter the amount in the customer currency.
- 6.Enter the total payments made to vendors for this project. In a multicurrency system, you enter the amount in your functional currency.
- 7. Enter dates in the date fields, as required.
- 8. Click Add to add the statistical information for the project.
- 9. Click New, if you want to add information for another project.
- 10.Click Close to return to the Opening Balances form.
- 11. Click Add to add the opening balances document.
- 12. Click Post when you are ready to post the document.
- After adding opening balances
- Related topics

## **Enter Opening Balances for Stored Material**

#### **Overview**

Before you start

#### To enter opening balances for stored material:

1.Open Project and Job Costing > PJC Transactions > Opening Balances.

Click here for help on the fields on the Opening Balances form.

- 2.Use the fields in the top section of the Opening Balances form to enter or select general information for the opening balances document.
- 3. Click the Detail button to open the Detail Opening Balance form.
- 4.In the Opening Types field, select Stored as the opening type.
- 5.Enter the following general information for the document on the Detail Opening Balance form:

**Contract / Project.** Specify the contract and project for which you are entering opening Stored balances.

**Category.** Enter or select the project category for which you are entering balances for stored material.

**Resource.** If you are entering stored balances for a standard project, enter an item number for a material resource that you have assigned to the project category. You must enter a valid item number, and you cannot leave the field blank

If you are entering stored balances for a basic project, you can either leave the field blank, or:

- If you use Inventory Control, select an item number from Inventory Control.
- If you use Purchase Orders as a standalone program, you can select an item number from Purchase Orders.
- If you use neither Inventory Control nor Purchase Orders, enter any reference using up to 24 characters.

■ Use AIA Report. Select this option if you need to keep stored balances for

the AIA report.

6. Enter Stored-type opening balances on the entry grid, as follows:

**Quantity.** Enter the opening quantity of material stored for this category or resource category.

If you use Inventory Control and that program allows fractional quantities, you can enter a stored quantity using up to four decimal places. If you do not Allow Fractional Quantities in Inventory Control, you must enter a whole number in this field.

If you do not use Inventory Control, you can enter a stored quantity using up to five decimal places.

**Extended Cost.** In this field, enter the extended cost for the opening quantity of stored material for the specified category or resource category.

If you use multicurrency, enter the amount in your functional currency.

**Overhead Amount.** In this field, enter the amount of overhead costs associated with the stored quantity you entered.

If you use multicurrency, enter the amount in your functional currency.

**Total Cost.** Project and Job Costing calculates and displays the stored total cost for the category or resource category, in your functional currency. You cannot change the amount.

The following fields appear on the grid only if you selected the option Use AIA Report. (If you use multicurrency, you enter the amounts in the customer currency.)

**Total Revenue.** Enter the amount of any revenue previously reported.

**Previous Work Completed.** Enter the amount from columns D and E on the last AIA Report you generated for this project. The amount you enter in this field appears in column D when you next generate the AIA report.

**Previous Certificates for Payment.** Enter the amount reported on Line 7 of the previous AIA G702 report.

7. Click the Add button to add the detail.

- 8.If you want to enter additional balances, click the New (1) button beside the Line Number field to start a new detail, and then repeat steps 6 and 7 until you have finished adding balance details.
- 9. Click Close to return to the Opening Balances form.
- 10. Click Add (or Save) to add the opening balance document.
  - You can use the Opening Balances form to recall the document and modify the opening balances, until you post the document.
- 11. Click Post when you are ready to post the document.
- After adding opening Stored balances
- **■** Related topics

## **Enter Opening Retainage Balances**

**Overview** 

■ Before you start

# To enter opening retainage for contracts, projects, categories, and resources:

1.Open Project and Job Costing > PJC Transactions > Update Retainage.

Click here for help on the fields on the Update Retainage form.

2.Enter general information for the document on the Update Retainage form using the following fields:

**Retainage Number.** Accept \*\*\*New\*\*\* in this field to let the program assign a number if you are entering a new document. The program assigns the next number specified on the Options form when you add the document.

To edit an existing document, type its number in the Document Number field, then press the Tab key, or use the Finder or the navigation buttons to select the document.

**Status.** Accept New as the transaction status when you are adding a new Opening Balances document.

**Transaction Date** and **Year/Period.** The program displays the session date as the default transaction date, and the year and period in which the session date falls as the default year and period.

You can accept or change the transaction date, year and period to which to post the transaction, if you want.

## **Retainage Type.** Select one of the following options:

- Opening Retainage Receivable.
- Opening Retainage Payable.
- Invoice Retainage Receivable. This option lets you adjust the retainage receivable for a specified project or category.
- Invoice Retainage Payable. This option lets you adjust the retainage payable for a specified project or category.

- 3. Click the Details button to open the Detail form.
- 4. Fill in the detail information, as follows:

**Contract / Project / Category.** These fields identify the level used to track retainage for the project.

You must identify the contract and project you are updating for each retainage amount.

You specify a category, depending on the retainage type you selected for the transaction, as well as the project type and accounting method:

- If you selected Opening Retainage Payable or Invoice Retainage Payable as the retainage type, you must specify a category.
- If you selected Opening Retainage Receivable or Invoice Retainage Receivable as the retainage type, you must specify a category for:
- A time and materials project.
- A fixed price project that uses a billings and costs or accrualbasis accounting method.
- A cost plus project that uses a billings and costs, accrual-basis, or category percentage complete accounting method.

**Original Document Number.** Enter the original document number, if any, or enter another useful reference.

**Retainage Receivable.** This field appears if you selected Opening Retainage Receivable as the retainage type. Enter the opening retainage receivable amount. If Accounts Receivable is multicurrency, specify the amount in the customer currency used in the contract.

**Retainage Payable.** This field appears if you selected Opening Retainage Payable as the retainage type. Enter the opening retainage payable amount.

**Retainage Invoice Amount.** This field appears if you selected Invoice Retainage Receivable or Invoice Retainage Payable as the retainage type. Enter the amount by which to adjust the retainage receivable.

Entering a positive amount reduces the retainage receivable or

retainage payable; entering a negative amount increases the retainage receivable or retainage payable.

**Currency.** This field appears only if you selected Opening Retainage Receivable or Invoice Retainage Receivable, and your Accounts Receivable system is multicurrency.

**Comment** (optional). Use this field to enter a comment to describe the Update Retainage transaction.

- 5. Click Add to add the current detail.
- 6. Click New, if you want to add retainage balances for another contract, project, and category.
- 7. When you have finished adding details, click Close to return to the Update Retainage form.
- 8. Click Add to add the document.
- 9. Click Post when you are ready to post the document.
- <u>■ After posting opening retainage balances</u>
- **Related topics**

## **Change the Status of a Contract**

**Overview** 

■ Before you start

### To change the status of a contract:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.In the Contract field, type the contract number or use the navigation buttons or the Finder to display the contract whose status you want to change.
- 3.In the Contract Status field, select the status to assign to this contract.

The program displays a message asking whether you also want to change the statuses of the projects in the contract.

- To change the status of all the projects at once, in the Change Project Status To field, select the status to assign to all the projects, and then click Change.
- If you prefer to leave the project statuses as they are, so that you can change them individually, later, click Don't Change.
- 4. Click Save.

Related topics

# **Change the Status of a Project**

**Overview** 

■ Before you start

## To change the status of a project:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.In the Contract field, type the contract number or use the navigation buttons or the Finder to display the contract whose status you want to change.
- 3.On the contract Tree, click the number for the project whose status you want to change.
- 4.In the Project Status field, select the status to assign to this project.
- 5. Click the Save button under the Project tab to save your change to the project.
- 6. Click the Save button for the Contract Maintenance form to save your change to the contract.
- After changing the status of a project
- **■** Related topics

## **Revise an Estimate**

#### **Overview**

■ Before you start

## To revise estimates for a project:

 Open Project and Job Costing > PJC Transactions > Revise Estimates.

Click here for help on the fields on the Revise Estimates form.

- 2. Click the New button beside the Revise Estimates Number field.
- 3. Enter <u>header information for the revise estimate transaction.</u>
- 4. Click the Detail button, or click the first line on the grid and press F9 to display a detail entry form.
- 5. Enter details of the revised estimate.
- 6. Click Add (or Save) to add or save the transaction.
- After revising an estimate
- Related topics

## **Close a Project**

#### **Overview**

■ Before you start

### To close a project:

- 1. Mark the project Completed, as follows:
- a. Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- b. In the Contract field, type the contract number or use the navigation buttons or the Finder to display the contract to which the project belongs.
- c. On the contract Tree, click the number for the project you want to close.
- d. On the Project tab of the Project Maintenance form, change the status of the project you want to close to Completed.
- e. Click Save under the Project tab to save your change.
- f. Click Save on the Contract Maintenance form to save the contract.
- 2.Use the Create Revenue Recognition Worksheet to recognize revenue for a range of projects that includes the one you want to close.
- 3. Display the worksheet in the Revenue Recognition Worksheet form, then click Post to post the entries. The program displays a message, asking if you want to confirm closure of each project separately, or only for projects whose revenue exceeds the estimate, or close all projects without confirmation.
- Select whether or how to confirm closure of the projects, then click OK.
- b. If you selected an option to confirm closure, the program displays a message for each project until it has finished closing projects, unless you subsequently select the option to close all projects.
- c. Click Yes to mark the project, or projects, Closed.

When you post the revenue recognition worksheet, click Yes when asked whether you want to close the project.

**■** Related topics

# **Charge for Fees and Services**

Overview

## To charge a project for fees or services that you levy:

- 1. Open Project and Job Costing > PJC Transactions > Charges.
  - Click here for help on the fields that appear on the Charges form.
- 2.Click the New button beside the Charge Number field. Project and Job Costing will assign a new transaction number when you add the transaction.
- 3.Enter header information for the transaction.
- 4. Click the Detail/Tax button, or click the first line on the grid and press F9 to display the Detail Charges/Taxes form.
- 5. Enter <u>details for this transaction.</u>
- 6. When you have finished entering details, click Close to return to the Charges form.
- 7. Click Add (or Save) to add or save the transaction.
- 8.To enter another transaction, click the New button next to the Charge Number field, then complete steps 2 through 7 again, or click Close.
- After adding charges
- Related topics

# **Charge for Equipment Usage**

#### **Overview**

## To record a charge for equipment used on a project:

1.Open Project and Job Costing > PJC Transactions > Equipment Usage.

Click here for help on the fields that appear on the Equipment Usage form.

- 2. Click the New button beside the Equipment Number field.
- 3.Enter header information for the transaction.
- 4. Click the Detail/Tax button, or click the first line on the grid and press F9 to display the Detail Equipment Usage/Taxes form.
- 5. Enter details for this transaction.
- 6. When you have finished entering details, click Close to return to the Equipment Usage form.
- 7. Click Add (or Save) to add or save the transaction.
- 8. Click Post to post the equipment usage charge.
- **■** Related topics

# **Enter an Employee's Timecard**

#### **Overview**

■ Before you start

#### To enter a timecard:

- Open Project and Job Costing > PJC Transactions > Timecards.
   Click here for help on the fields that appear on the Timecards form.
- 2. Click the New button beside the Timecard Number field.
- 3. Enter header information for the timecard.
- 4. Click the Detail/Tax button, or click the first line on the grid and press F9.
- 5.On the PJC Timecard Time form that appears, 

  □ enter the timecard Time details.
- 6.Click Add (or Save) to save the detail.
- 7. To enter another detail, click the New button beside the Line Number field, and then complete steps 5 and 6 again.
- 8. When you have finished entering details, click Close to return to the Timecards form.
- 9. To review the time details you have added to the timecard, click the Time Detail tab.
- 10. Before posting the timecard, reimburse the employee's out-of-pocket expenses, if there are any.
- 11. If the timecard is complete for the week, indicate that it is ready for approval in the Status field.
- 12. Click Add (or Save) to save the transaction.
- After adding timecards
- Related topics

# Reimburse an Employee for Job-Related Expenses

Overview

## To reimbursement an employee for job-related expenses:

- 1. Open Project and Job Costing > PJC Transactions > Timecards.

  Click here for help on the fields that appear on the Timecards form.
- 2. Start a new timecard Or select an existing timecard to which you can add reimbursements.
- 3.Click the Expenses tab, and then click the Detail/Taxes button to display the Timecard Expenses form.
- 4. Enter the expense details.
- 5. Click Add (or Save) to add the expense detail.
- 6. Click the New button beside the Line Number field, then repeat steps 4 and 5 to add additional expense details.
- 7. When you have finished adding expense details, click Close to return to the timecard.
- 8. If the timecard is complete for the week, indicate that it ready for approval in the Status field.
- 9. Click Add (or Save) to save the transaction.
- 10. Click Post to post the transaction.
- After posting a timecard in Project and Job Costing
- Related topics

## **Charge for Subcontractor Expenses**

You use Accounts Payable Invoice Entry to process job-related subcontractor charges that update your Project and Job Costing contracts when you post them.

If you do not need to update a vendor payable account, you can use the Costs form to enter costs directly in Project and Job Costing for any contract, project, category, and resource.

See the topic "Enter a Job-Related Invoice" under the heading, "What Do You Want to Do?," in the Accounts Payable Help.

## **Enter a Miscellaneous Cost**

#### **Overview**

#### To enter a miscellaneous cost:

- 1. Open Project and Job Costing > PJC Transactions > Costs.
  - Click here for information on the fields that appear on the Costs form.
- 2.Click the New button beside the Document Number field. Project and Job Costing assigns a new transaction number when you add the transaction.
- 3. Enter header information for the transaction.
- 4. Click the Detail/Tax button, or click the first line on the grid and press F9 to display the Detail Costs/Taxes form.
- 5. Enter Landaction details for this transaction.
- 6. When you have finished entering details, click Close to return to the Costs form.
- 7. Click Add (or Save) to add or save the transaction.
- 8. Click Post.
- After posting a cost transaction
- **■** Related topics

# Transfer Material to a Project from Inventory Control

#### **Overview**

Before you start

## To record the transfer of material from inventory:

- 1.Open Project and Job Costing > PJC Transactions > Material Usage.

  Click here for help on the fields on the Material Usage form.
- 2. Accept the New status in the Material Usage Number field.
- 3. Enter <a>\text{L}</a> <a>\text{header information for the transaction.}</a>
- 4. Click the Detail/Tax button, or click the first line on the grid and press F9 to display the Detail Material Usage/Taxes form.
- **5.Enter** Details for this transaction.
- 6. When you have finished entering details, click Close to return to the Material Usage form.
- 7. Click Add (or Save) to add or save the transaction.
- 8. To enter another transaction, click the New button next to the Material Usage Number field, then complete steps 2 through 7 again, or click Close.
- After adding a material usage transaction
- Related topics

# Allocate Lot Numbers in Material Usage Transactions

- Overview
- **Before you start**

## To allocate lot numbers in a material usage transaction:

- 1. Open Project and Job Costing > PJC Transactions > Material Usage.
- 2. Enter header information for the transaction, as usual.
- 3. Enter transaction details, using the Quantity field for each lotted item, as follows:
- a. Select the detail on the grid, and then click the Zoom button ( ) for the Quantity field.

If you are editing an existing detail and you don't want to change the quantity, click the Zoom button for the Quantity field.

The Serial/Lot Numbers Allocation form appears.

Click here for help on the fields on the Serial/Lot Numbers Allocation form.

b. Click the Lots tab.

The quantity that you need to allocate from lots appears in the Lot Qty. Required field.

- c. Use the grid on the Lots tab to specify lot numbers and the quantities to allocate from each lot.
- **To allocate items from one lot at a time**  Type or select each lot number in the Lot Number column, and then enter the quantity of items to allocate from the specified lot.
- To allocate all items at once, starting with the first available lot number � Click the Auto-Alloc. button.
- o To allocate all items all at once, starting with a lot number you specify Select the Auto-Allocate From option, type or select the starting number for the sequence in the field that appears, and then click the Auto-Alloc. button.

- As you allocate from lots, the quantity in the Remaining field is reduced.
- d. When the quantity in the Remaining field is zero, click Close.
- e. Click Add (or Save).
- f. If you are using the Detail Material Usage /Taxes form and you have finished entering details, click Close.
- 7. When you are ready to post the transaction, click Post.

**<sup>■</sup>** Related topics

# Allocate Serial Numbers to Items in Material Usage Transactions

- Overview
- **Before you start**

### To allocate serial numbers to items in a material usage transaction:

- 1. Open Project and Job Costing > PJC Transactions > Material Usage.
- 2. Enter the header for the material usage transaction, as usual.
- 3. Enter transaction details, using the Quantity field for each serialized item, as follows:
- a. On the detail grid, enter a quantity, then press the Tab key or click the Quantity column heading.

If you are editing an existing transaction and you don't want to change the quantity, click the Zoom button beside the Quantity field.

The Serial/Lot Numbers Allocation form appears.

Click here for help on the fields on the Serial/Lot Numbers Allocation form.

b. Click the Serials tab.

The quantity of serial numbers that you need to allocate appears in the Serial Nos. Required field.

- c. Use the grid on the Serials tab to allocate serial numbers in one of the following ways:
- To allocate serial numbers one at a time, type or select the serial numbers in the Serial Number column.
- To allocate the required serial numbers beginning with the first available serial number, click the Auto-Alloc, button.
- To allocate all the required serial numbers from a particular

range of numbers, select the Auto-Allocate From option, type or select the starting number for the sequence in the field that appears, and then click Auto-Alloc.

The quantity in the Remaining field is reduced as you allocate serial numbers.

- d. When the quantity in the Remaining field is zero, click Close.
- e. Click Add (or Save).
- f. If you are using the Detail Material Usage /Taxes form and you have finished entering details, click Close.
- 4. When you are ready to post the transaction, click the Post button.

**<sup>■</sup>** Related topics

# **Allocate Stored Material for the AIA Report**

#### **Overview**

### To allocate stored material used on a project:

1. Open Project and Job Costing > PJC Transactions > Material Allocation.

Click here for help on the fields on the Material Allocation form.

- 2.Click the New button beside the Material Allocation Number field. Project and Job Costing will assign a new transaction number when you add the transaction.
- 3.Enter <a> header information for the transaction.</a>
- 4. Click the Detail button, or click the first line on the grid and press F9 to display the Detail Material Allocation form.
- 5. Enter Landaction details for this transaction.
- 6. When you have finished entering details, click Close to return to the Material Allocation form.
- 7. Click Add (or Save) to add or save the transaction.
- 8. Click Post to post the transaction.
- After posting a material allocation transaction
- Related topics

# **Return Material to Inventory**

#### **Overview**

## To record the return of material to inventory:

 Open Project and Job Costing > PJC Transactions > Material Returns.

Click here for help on the fields on the Material Returns form.

- 1. Accept the New status in the Material Return Number field.
- 2.Enter <a> header information for the transaction</a>.
- 3.Click the Detail/Tax button, or click the first line on the grid and press F9 to display the Detail Material Returns/Taxes form.
- 4. Enter details for this transaction.
- 5. When you have finished entering details, click Close to return to the Material Returns form.
- 6. Click Add (or Save) to add or save the transaction.
- 7.To enter another transaction, click the New button next to the Material Return Number field, then complete steps 2 through 7 again, or click Close.
- After adding a material return transaction
- Related topics

# Allocate Serial Numbers to Items in Material Returns Transactions

Overview

### To allocate serial numbers to items you are returning:

- Open Project and Job Costing > PJC Transactions > Material Returns.
- 2. Enter header information for the transaction, as usual.
- 3. Enter the transaction details, using the Quantity field for each serialized item, as follows:
- a. Don the detail grid, enter a quantity, and then press the Tab key or click the Quantity column heading.

**Note:** You cannot assign a serial number to a fractional quantity. Therefore, Penter a quantity that will result in a whole number when the program converts the unit of measure to stocking units.

If you are reallocating serial numbers for an existing detail and you don't want to change the quantity, accept the value in the Quantity field, and then click the Quantity column heading.

The Serial/Lot Numbers Generation form appears.

Click here for help on the fields on the Serial/Lot Numbers Generation form.

b. Click the Serials tab.

The quantity of serial numbers that you need to allocate appears in the Serial Nos. Required field.

- c. Allocate serial numbers in one of the following ways:
- **To allocate serial numbers manually**  Type or select the serial numbers in the Serial Number column.
- To allocate all the required serial numbers beginning with the first available serial number Click the Auto-Alloc. button.
- To allocate serial numbers from a particular range of numbers � Select the Auto-Allocate From option. In the

adjacent field, type or select the serial number to begin the series, and then click the Auto-Alloc. button.

The quantity in the Remaining field is reduced as you allocate serial numbers.

- d. When the quantity in the Remaining field is zero, click Close.
- e. Click Add (or Save).
- f. If you are using the Detail Material Returns/Taxes form and you have finished entering details, click Close.
- 4. When you are ready to post the transaction, click Post.

**<sup>■</sup>** Related topics

# Allocate Lot Numbers in Material Returns Transactions

#### Overview

- Open Project and Job Costing > PJC Transactions > Material Returns.
- 2. Enter header information for the transaction, as usual.
- 3.Enter the transaction details, using the Quantity field for each lotted item, as follows:
- a. Don the detail grid, enter a quantity, and then press the Tab key or click the Quantity column heading.

If you are changing a lot number for an existing detail and you don't want to change the quantity, accept the value in the Quantity field, and then click the Quantity column heading.

The Serial/Lot Numbers Generation form appears.

Click here for help on the fields on the Serial/Lot Numbers Generation form.

- b. Click the Lots tab.
  - The quantity that you need to allocate to lots appears in the Lot Qty Required field.
- c. If you are generating lot numbers for the items, specify whether to use a fixed number of lots with evenly distributed quantities, or lots that include a specific quantity.
- To generate a fixed number of lots with evenly distributed quantities, type the number of lots to create in the Make [] Lots field.
- To generate lots that include a specific quantity, type the quantity each lot should have in the Each Lot Has [] field.
- d. Assign quantities to lot numbers in any the following ways:
- To assign existing lot numbers, using one line in the grid for each lot, type or select the lot number in the Lot Number column, and then enter the quantity you are returning for that

lot.

- To generate new lot numbers one at a time, accept the number in the Next Lot Number field or type a different number, and then click the Add button.
- o **To generate all required lot numbers at once,** accept the number in the Next Lot Number field or type a different number, and then click the Auto-Gen. button.

The quantity remaining to be allocated is reduced as you allocate numbers.

- d. When the quantity in the Remaining field is zero, click Close.
- e. Click Add (or Save).
- f. If you are using the Detail Material Usage /Taxes form and you have finished entering details, click Close.
- 4. When you are ready to post the transaction, click Post.

**<sup>■</sup>** Related topics

# **Post Transactions**

**Before you start** 

## To post a range of transactions:

- 1.Open Project and Job Costing > PJC Transactions > Post Transactions.
- 2. Select a 🗈 transaction type.
- 3. Choose to post all unposted transactions or a specified range of transactions of the selected type.
- 4. Specify the <u>status</u> of the transactions you want to post.
- 5.Click Post.
- After posting

# **Adjust a Posted Transaction**

#### **Overview**

**Note:** You cannot adjust or transfer details for items that use serial numbers or lot numbers.

### To adjust a posted transaction:

- 1.Open Project and Job Costing > PJC Transactions > Adjustments.

  Click here for help on the fields that appear on the Adjustments form.
- Click the New button beside the Adjustment Number field to let Project and Job Costing assign a number when you add the transaction.
- 3. Enter le header information for the adjustment.
- 4. Either click the Detail button or select a detail line, then press F9 to open the detail form.
- 5. Enter detail information using the Detail Adjustments form that appears.
- 6.Click Add (or Save), then:
  - Click the New button beside the Adjustment Number field, if you want to enter another transaction.
  - Click Post to post the transaction, if it has been approved.
  - Click Close to close the Adjustments form.
- After posting adjustments
- **■** Related topics

## **Bill Customers**

Overview

■ Before you start

## To create a billing worksheet:

Open Project and Job Costing > Periodic Processing > A/R Billing >
 Create Billing Worksheet.

Click here for help on the fields that appear on the Create Billing Worksheet form.

- 2. Choose whether to cut off transactions by transaction date or by year and period, and specify the date or year and period.
- 3. Specify the date to use on the invoices.
- 4. Specify the **□** invoice type.
- 5. If you use retainage accounting and you have a multicurrency system, specify whether to use the exchange rate from the original document or the current exchange rate when converting amounts.
- 6. Specify, in the Create Invoices By field, whether to create separate invoices for each customer, contract, or project.
- 7. Specify up to four selection criteria.
- 8. Specify additional criteria, depending on the type of invoice you are generating (item or summary), and whether you want to include customers on hold, inactive customers, contracts on hold, projects on hold, zero-billed fixed price projects, transactions on hold, or non-billable transactions (for time and materials projects, only).
- 9. Click Generate to produce a billing worksheet.

Project and Job Costing uses the entries on the worksheet to create invoices for Accounts Receivable, unless you change them on the worksheet.

Þ	<b>After</b>	creating	the	billing	worksheet

- Additional information
- **■** Related topics

# Check, Edit, or Post a Billing Worksheet

**Overview** 

■ Before you start

### To check, edit, or post a billing worksheet

 Choose Project and Job Costing > Periodic Processing > A/R Billing > Billing Worksheet.

Click here for help on the fields on the Billing Worksheet form.

- 2.In the Worksheet Number field, enter or select the number of the worksheet you want to review or edit.
- 3.To change the posting date, click the Zoom button beside the Year/Period field, then edit the Posting Date field in the Posting Date Override form that appears.
- 4. To view or edit invoice details for a customer, select the line on the worksheet grid, then click the Details button or press F9.

**Note:** The information that is included with an invoice detail <u>ladepends on the project type and accounting method</u> and the <u>invoice type</u>.

To view a detail for an item invoice in the original transaction entry form, click the Drilldown (\*) button.

- 5.Adjust amounts or descriptions, percentages complete, retainage percentages, or retention periods, as necessary, then close the form. (Note that the program uses retainage terms from the customer record; you cannot change them on the billing worksheet.)
  - Project and Job Costing updates the amount billed for the contract, project, and (for some projects) category when you post the worksheet entries.
- 6. To post the entries for the worksheet, click the Post button.

You can also post ranges of worksheets using the Post Billing Worksheets form.

- Additional information
- Related topics

## **Recognize Revenue**

**Overview** 

■ Before you start

## To create a revenue recognition worksheet:

1.Open Project and Job Costing > Periodic Processing > Revenue Recognition > Create Rev. Rec. Worksheet.

Click here for help on the fields that appear on the Create Rev. Rec. Worksheet form.

- 2. Enter <a> header information for the worksheet</a>.
- 3. Identify the period for which to recognize revenue using the following fields:

Cutoff By. **L** 

- Year/Period / Cutoff Date.
- 4.In the Worksheet Date field, enter the date for the revenue recognition entries.
- 5.If you want to change the fiscal year and period to which the entries will be posted, click the Zoom button beside the worksheet Year/Period field, then edit the posting date on the Posting Date Override form that appears. (The posting date determines the fiscal year and period to which the entries are posted.)
- 6.Use the following fields to specify selection criteria, if you want to limit the contracts, projects, and categories for which to recognize revenue:

Select By.

Then By. 🕒

Include Contracts On Hold/Include Projects On Hold.

- Include Projects With No Costs.
- Include Completed Projects (for closing).
- 7.Click Generate to create a worksheet that contains revenue recognition entries for the selected contracts, projects, and categories.
- After creating the revenue recognition worksheet
- Additional information

**■** Related topics

# **Update Payroll Records**

#### **Overview**

# To clear timecards and update records in US Payroll or in Canadian Payroll:

- 1.Open Project and Job Costing > PJC Periodic Processing > Update Payroll.
- 2. Specify the payroll timecards to update, using the following fields:

```
From End Date/To End Date 
From Employee Number/To Employee Number 
Payroll Type 
Update Status
```

- 3. Click Update to create the timecards in your payroll program or to export them to a CSV file.
- After updating payroll

# **Create Transactions for General Ledger**

Before you start

## To create general ledger transactions:

- 1.Open Project and Job Costing > PJC Periodic Processing > Create G/L Batch.
  - The form shows the posting sequence number assigned to the last posting run for each type of transaction.
- 2. Select the types of posted transactions for which you want to create general ledger transactions.
  - If you use Sage ERP Accpac General Ledger, Project and Job Costing either adds the new transactions to existing General Ledger batches or creates new batches, depending on your choice for the Create G/L Transactions By option.
  - If you do not use Sage ERP Accpac General Ledger, you see a message asking whether to append transactions to an existing batch file or to overwrite the file.
- 3. For each type you select, type the posting sequence number assigned to the latest posting run for which you want to create general ledger batches, or accept the displayed numbers.
  - You can look up the number of the last posting sequence processed for each batch type in the G/L Transactions Generated Through box on the Integration tab of the Options form.
- 4. Click Process to create the batch.
- 5. When finished, click Close to close the form.
- After creating general ledger transactions

# **Set up and Maintain Budgets**

#### **Overview**

### To add or change a project budget:

1.Open Project and Job Costing > PJC Transactions > Budget Maintenance.

Click here for help on the fields that appear on the Budget Maintenance form.

- 2.In the fields provided, type or select the contract, project, and category for which you want to enter a budget, or select the project category on the tree.
- 3. Using the Budget Set and Year fields, select the budget set and year for which you are adding the budget.
- 4. If you have a multicurrency system, select the currency rate type and rate date, or enter the rate.
- 5.In the Show field, specify whether to display original, current, or actual amounts in the Quantity, Cost, and Revenue fields.
  - If you do not want to view this additional information, accept the default, None.
- 6. Click the Go (>>) button, or press the F7 key, to display existing information for the budget set and year, if it is not displayed automatically.
- 7.If you are basing the budget on an existing budget, use the Budget Set Lookup fields to identify the contract, project, category, budget set, and year whose budget will be the basis for the new budget.
  - **Note:** To view the differences between the budget you are adding and the inquiry budget, the option Display Comparison Columns must be selected on the File menu.
- 8. If you want the system to calculate amounts for you, select a budget method.
  - Based on the method you choose, a field may appear requesting a percentage and/or an amount. Supply the requested information.
  - To copy inquiry amounts to your new budget, you must select one of

the Copy budget methods.

9. Click the Add To button to add the amounts in the Inquiry column to the amounts in the Budget column.

Or

Click the Replace button to replace the amounts in the Budget column with the amounts in the Inquiry column.

The new budget amounts will appear in the Budget Quantity, Budget Costs, or Budget Revenue column.

- 10. Review the budget entries to ensure they are correct.
- 11. When you finish, click Add or Save.
- To display period amounts for any project category
- **■** To change a budget set for a project category
- To clear all the period amounts for the displayed budget set

# **Clear History**

- Overview
- **■** Before you start

## To clear obsolete information from Project and Job Costing:

 Open Project and Job Costing > PJC Periodic Processing > Clear History.

Click here for help on the fields on the Clear History form.

2. Select the types of records you want to clear, then:

## If you are clearing printed posting journals:

- a. Select the type of posting journal to clear.
- b. In the Through Posting Sequence Number field, type the number of the posting sequence through which you want to clear.
- c. Select the types of posting journals you want to clear at this time.

## If you are clearing posted documents:

- a. In the Cutoff By field, indicate whether to clear posted documents that have a transaction date up to a specified transaction date or year and period.
- b. If you select Transaction Date in the Cutoff By field, specify the date in the Transaction Date field.
- c. If you select Year/Period, specify the year and period in the Year/Period field.
- d. Select the types of documents you want to clear at this time.

After you clear posted documents, you can view the transactions using the Transaction History form, but you cannot drill down to the document in the original entry form.

# If you are clearing transactions for contracts that you have closed:

a. Use the From and To fields to specify the range of contracts for which to clear transactions.

- b. In the Cutoff By field, indicate whether to clear transactions that have a transaction date up to a specified transaction date or year and period.
- c. If you select Transaction Date in the Cutoff By field, specify the date in the Transaction Date field.
- d. If you select Year/Period, specify the year and period in the Year/Period field.

## If you are clearing closed contracts:

 Specify the range of contract numbers for which you want to clear closed contracts.

## If you are clearing the Posting Errors report:

a. In the Through Posting Sequence Number field, enter the highest posting sequence through which you want to clear. (The most recent posting sequence appears as the default.)

# If you are clearing a range of transactions from the Committed Costs Audit List, specify:

- a. The ranges of contracts, projects, and categories for which you want to clear committed cost transactions.
- b. The transaction date up to which transactions can be cleared.
- 3. Click Process.

## **Reopen a Closed Project**

#### **Overview**

### To reopen a project that you have closed:

1.Open Project and Job Costing > PJC Periodic Processing > Reopen Closed Projects > Create Reopen Worksheet.

Click here for help on the fields on the Create Reopen Worksheet form.

- 2. Type a description for the worksheet, and then identify the contract and the projects you want to reopen. (You must create a separate worksheet for each contract.)
- 3. When you have completed all the fields, click Generate to create the worksheet.

After reopening a project

# **Quickly Display a Contract Project**

- Overview
- Before you start

## To display a specific contract project:

- 1.In the Contract Maintenance form, from the Search list at the top right corner of the form, select Project.
- 2. Click the next field to the right, and then enter the code for the project you want to display.
- 3. Click the Go ()) button beside the project code.
  - If the program finds a project that has the code you entered, it displays that project in the Project Maintenance form.
  - If the program cannot locate a project that has the specified code, it displays the project whose code is the closest match to that code.
- a. If the displayed project is not the one you want, you can click the Go button again to display the next match.

**▶** Related topics

# **Quickly Display a Contract Category**

Overview

■ Before you start

# To display a specific contract category:

- 1.In the Contract Maintenance form, from the Search list at the top right corner of the form, select Category.
- 2. Click the next field to the right, and then enter the code for the category you want to display.
- 3. Click the Go ()) button beside the category code.
- If the program finds a category that has the code you entered, it displays it in the Category Maintenance form.
- If the program cannot locate a category that has the specified code, it displays the category whose code is the closest match to that code.
- a. If the displayed category is not the one you want, you can click the Go button again to display the next match.

**▶** Related topics

# **View Contract Totals**

#### To view totals for a contract:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.Use the Finder or the navigation buttons beside the Contract field to select the contract you want to review, or type the contract code in the Contract field.
- 3. Click the <u>Totals tab</u> on the Contract Maintenance form that appears in the panel on the right to view aggregate totals (extended cost, labour, overhead, total, revenues, and profit) for all the projects in the contract, including estimated, committed, actuals, and recognized amounts, as well as retainage receivable and retainage payable.
- Additional information
- **■** Related topics

# **View Project Totals**

#### To view totals for a project:

1.Open Project and Job Costing > PJC Transactions > Contract Maintenance.

Click here for help on the fields on the Contract Maintenance form.

- 2.Use the Finder or the navigation buttons beside the Contract field to select the contract you want to review, or type the contract code in the Contract field.
- 3. Turn on the tree view, if the contract tree is not already visible.
- 4.On the contract tree, click the folder for the project you want to review.
- 5.Click the Totals tab on the Project Maintenance form that appears in the panel on the right to view totals (extended cost, labour, overhead, total, revenues, and profit) for all the projects in the contract, including estimated, committed, actuals, and recognized amounts, as well as retainage receivable and retainage payable.

**Related** topics

# **View Transaction History**

#### **Overview**

#### To view transactions using the Transaction History form:

- 1. Open the Transaction History form in one of the following ways:
- Open Project and Job Costing > PJC Transactions > Transaction History.

Or

- Open Project and Job Costing > PJC Transactions > Contract Maintenance, and then:
- a. Use the Finder or the navigation buttons for the Contract field to display the contract.
- b. <u>Turn on the tree view</u>, if the contract tree is not already visible.
- c. Right-click a particular contract, project, category, or resource on the tree in Contract Maintenance, then click Transactions on the menu that appears.

The Transaction History form opens, displaying transactions for the selected contract, project, category, or resource.

The display includes all the data from the posted transactions. You can use the horizontal and vertical scroll bars to view all the rows and columns.

- 2.To drill down to a transaction from the Transaction History form, either:
- Double-click a transaction to display the source document in the originating ledger and entry form.

Or

- Select the transaction on the grid, then click the Details button.
- 3. To print a transaction history report for your records:
- a. On the File menu, click Print.
- b. Select options on the Transaction History Report form that

appears, according to your needs, and then click Print.

Additional information

# **Add or Modify Cost Types**

- Overview
- Before you start

## To add, edit, or delete a cost type:

1. Open Project and Job Costing > PJC Setup > Cost Types.

Click here for help on the fields that appear on the Cost Types form.

- 2. If you are *adding* a new cost type:
- a. In the Cost Type Code field, enter a unique code to identify the cost type, using up to 10 alphanumeric characters.
- b. Enter a description of the cost type.
- c. Select a cost class, consistent with the cost type you are setting up (for example, Labor, Overhead, or Material).
- d. Click Add.

If you are *editing* an existing cost type:

- a. Use the Finder or the navigation buttons beside the Cost Type Code field to display the cost type record.
- b. Make the required change.
- c. Click Save.

If you are *deleting* a cost type:

- a. Use the Finder or the navigation buttons beside the Cost Type Code field to display the cost type record.
- b. Click Delete.
- 3.To work with another cost type record, use the buttons beside the Cost Type Code field to start a new record (a) or select an existing one (a).
- 4. When you have finished, click Close to close the form.
- After adding or modifying cost types
- Additional information

# **Add or Modify Optional Fields**

- Overview
- Before you start

## To add, edit, or delete an optional field:

- 1. Open Project and Job Costing > PJC Setup > Optional Fields.
  - Click here for help on the fields that appear on the Optional Fields form.
- 2. Select from the Optional Fields For list the type of optional fields you are defining, then:

## 3.If you are adding a new optional field:

- a. Click the first blank line in the grid, or press the Insert key on your keyboard.
- b. Double-click in the Optional Field column, then type or use the Finder to select the optional field code for the optional field.
- C. Type or select the value to use as the default entry in new records or transactions for which you are defining the optional field.
  - If you specify a value that is defined in Common Services, the program displays the description for the value.
- d. Double-click the Value Set column to show whether or not the optional field has a default value.
- d. Double-click in the Required column to display Yes if you want to make this field mandatory .
- e. Double-click in the Auto Insert field to display Yes if you want to display the optional field entry automatically in new records or transactions.
- f. If this is an optional field for a transaction or transaction details, click the Settings button to open the <u>settings form</u>, then specify whether to pass data to matching optional fields in Sage Accpac Accounts Receivable, Inventory Control, or US or Canadian Payroll, and General Ledger accounts.
- g. Click Add to add the new optional field.

# If you are editing an existing optional field:

- a. Make any required changes on the line for the optional field you want to change.
- b. Click the Settings button if you need to edit the programs or accounts to which optional field information can be passed.
- c. Click Save to save your changes.

## If you are deleting an existing optional field:

- a. Click the line for the optional field you want to delete.
- b. Press the Delete key on your keyboard.
   If you want to delete all the optional fields for the selected type of record, click the Delete button
- c. Click Yes to confirm the deletion.
- After adding or modifying optional fields
- Additional information

# **Add or Modify Contract Structures**

- Overview
- **■** Before you start

#### To add, edit, or delete a contract structure:

1. Open Project and Job Costing > PJC Setup > Contract Structures.

Click here for help on the fields that appear on the Contract Structures form.

- 2.If you are *adding* a new contract structure:
- a. In the Structure Code field, type a unique code using up to 6 alphanumeric characters.
- b. Type a meaningful description for the contract structure in the Description field.
- c. If you want to use a prefix at the beginning of contract numbers using this structure, select one from the drop-down list. The program displays only the separators you allow to be used on the PJC Options form.
- d. Double-click the Segment Description field, then select the first segment of the contract structure.
- e. If you want to use a symbol to separate this segment from the next one in the contract structure, click the Segment Separator field on the same line, then select a symbol from the list. (If you select a separator character for the last segment in a contract structure, the character appears at the end of contract numbers using that contract structure.)
- f. Press the Insert key to add another segment to the structure.
- g. After ensuring that the segments are correct and in the order you want, click Add.

If you are *modifying* an existing contract structure:

- a. Use the Finder or the navigation buttons beside the Structure Code field to display the contract structure record.
- b. Use the remaining fields to make your changes, just as you would if you were adding a new contract structure.

c. After ensuring that the segments are correct and in the order you want, click Save.

If you are *deleting* a contract structure

- a. Use the Finder or the navigation buttons beside the Structure Code field to display the contract structure record.
- b. Click Delete.
- 3. To work with another record, use the buttons beside the Structure Code field to start a new record (a) or select an existing one (a).
- 4. When you are finished, click Close to close the form.
- After adding or modifying contract structures
- **■** Related topics

# **Add or Modify Segment Codes**

#### **Overview**

■ Before you start

#### To add, edit, or delete a segment code:

- 1. Open Project and Job Costing > PJC Setup > Segment Codes.
  - Click here for help on the fields that appear on the Segment Codes form.
- 1.In the Segment Name field, select the segment for which you want to enter valid segment codes.
- 2. Press the Tab key to move into the grid, then press the Insert key to add new codes.
- 3. Define the valid codes that can be used for the selected segment.
- 4. To add segment codes for another segment, repeat steps 2 through 4.
- 5. When you have finished adding codes, click Save, and then click Close.

When you add a new contract number, Project and Job Costing verifies your entry for segments that use the Validate option against the valid segment codes you added for each segment. If the segments are all valid, the program adds the contract number to the system.

- After adding or changing segment codes
- Additional information
- **■** Related topics

# **Add or Modify Account Sets**

- Overview
- Before you start

#### To add, edit, or delete an account set:

1. Open Project and Job Costing > PJC Setup > Account Sets.

Click here for help on the fields that appear on the Account Sets form.

- 2.If you are **adding** a new account set:
- a. In the Account Set Code field, enter a unique code for the account set using up to six alphanumeric characters.
- b. Enter a description for the account set.

If you are **editing or deleting** an account set:

- a. In the Account Set Code field, display the code for the account set.
- 3.Use the remaining fields to define the new account set or enter required changes to an existing account set.
- 4. Click Add or Save to save the record.

Or

- If you are deleting an account set, click Delete, and then click Yes confirm that you want to delete the record.
- 5.To work with another record, use the buttons beside the Account Set Code field to start a new record (a) or select an existing one (a).
- 6. Click Close when you are finished.
- After adding or modifying account sets.

# **Add or Modify Project Records**

**Overview** 

■ Before you start

## To add, edit, or delete a project record:

1. Open Project and Job Costing > PJC Setup > Projects.

Click here for help on the fields that appear on the Projects form.

- 2.In the Project field (the field described by the Level 2 name on the Options form), enter the code for this new project using up to 16 characters.
- 3.Enter a description for the project in the Description field, using up to 60 characters.
- 4. Enter default settings for this project on the Project tab.
- 5.If you want to replace segment codes in General Ledger accounts when you generate transactions for projects that use this project code, click the Integration tab, then select the Override G/L Account Segments option. choose the G/L segments to override and the codes you want to override them with on the grid that appears.
- 6. If you use optional fields, click the Optional Fields tab to edit or check the optional fields assigned to the project.
- 7. When you have finished entering data to define the project, click Add.
- 8.To add another project record, click the New button next to the Project field and repeat steps 2 through 7. Otherwise, click the Close button to close the Project form.
- After adding or changing project records
- Related topics

# **Add or Modify Category Records**

- Overview
- Before you start

## To add, edit, or delete a category record:

1. Open Project and Job Costing > PJC Setup > Categories.

Click here for help on the fields that appear on the Categories form.

- 2.If you are *adding* a new category record:
- a. In the Category field, enter a unique category code using up to 16 alphanumeric characters.
- b. In the Description field, enter a description for the cost category.If you are *editing* a category:
- a. Use the Finder or the navigation buttons beside the Category field to display the category record.

If you are *deleting* a category:

- a. Use the Finder or the navigation buttons beside the Category field to display the category record.
- b. Click the Delete button.
- c. Click Yes to confirm that you want to delete the record when prompted.
- d. Skip the remaining steps, unless you want to work with another category record.
- 3.On the Category tab, specify the settings you want to use for transactions and in projects that use this category.
- 4.On the Default Settings for Basic Projects tab, specify the:
  - A/R item number, unit of measure, and cost per unit of measure to use for this category when processing cost transactions for, or estimating, basic projects.
  - Default billing rate to be used in transactions and estimates for basic projects that use an item invoice type .

- In a multicurrency ledger, the billing rate for each of the currencies used by your customers.
- 5.To override General Ledger account segments in cost transactions that use this category, click the Integration tab, and then:
- a. Select the option Override G/L Account Segments.
- b. On the grid that appears, specify the G/L segment code you want to use for each overridden General Ledger segment..
- 6. If you use optional fields, click the Optional Fields tab to edit or check the optional fields assigned to the category.
- 7. Click Add if you are adding a new category.

Or

Click Save to save your changes to the record.

- 8. To work with another record, use the buttons beside the Category field to start a new record (a) or select an existing one (a).
- 9. When you have finished, click Close to close the form.
- After adding or modifying category records
- Related topics

# **Add or Modify Employee Records**

- **Overview**
- **Before you start**

## To add, edit, or delete an employee record:

1. Open Project and Job Costing > PJC Setup > Employees.

Click here for help on the fields that appear on the Employees form.

- 2.If you are *adding* a new employee record:
- a. In the Payroll Type field:
- Select the Sage ERP Accpac Payroll program in which the employee you want to add to your Project and Job Costing system is enrolled.

Or

- If you do not use an Sage ERP Accpac Payroll program, or if the employee record does not exist in the other program, select None.
- b. If you selected US Payroll or Canadian Payroll as the Payroll Type, select an existing employee record from Sage ERP Accpac Payroll using the Finder or the navigation buttons next to the Employee field.

The employee number appears in the Employee Number field If you do not use US or Canadian Payroll, or if the employee does not exist in the payroll program:

- Enter a unique employee number in the Employee Number field.
- 2. Type the employee's name in the Name field.

If you are *editing* an existing employee record:

a. Use the Finder or the navigation buttons beside the Employee Number field to display the employee record.

If you are *deleting* an existing employee record:

- a. Use the Finder or the navigation buttons beside the Employee Number field to display the employee record.
- Click the Delete button, and then click Yes to confirm you want to delete this record.
- c. Skip the remaining steps.
- 3. Click the Employee tab, then use the fields on this tab to enter or change information for the employee.
- 4.To change the A/R item number or unit of measure to use as defaults for this employee on item invoices, click the Default Settings for Standard Projects tab, then make your changes in the fields provided.
- 5. Click the Security tab, then double-click the Visible columns for selected fields that you want to hide on the employee's timecard.
- 6. If you use optional fields, use the Optional Fields tab to edit or check the optional fields assigned to the project.
- 7. Click Add to add the record, or click Save to save changes to an existing record.
- After adding or modifying employee records
- Additional information
- Related topics

# **Add or Modify Equipment Records**

#### Before you start

# To add, edit, or delete an equipment record:

1. Open Project and Job Costing > PJC Setup > Equipment.

Click here for help on the fields that appear on the Equipment form.

- 2.If you are *adding* a new equipment record:
- a. In the Equipment Code field, enter a unique code to identify the piece of equipment, using up to 15 characters.
- b. In the Description field, enter a description of the equipment, using up to 65 characters.
- c. If you use Sage ERP Accpac Transaction Analysis and Optional Field Creator and you want to edit optional fields assigned to the record, click the Zoom (•) button beside the Optional Fields checkbox, then add or edit equipment optional fields in the form that appears.
- d. Enter the settings you want to use as defaults for standard projects in the A/R Item No., Unit of Measure, and Unit Cost fields.
- e. Enter rate at which you bill your customers for each unit of measure. (Time and materials projects and fixed price projects that use the billings and costs or accrual-basis accounting methods require a billing rate.)
  - In a multicurrency system, you use the currency grid to enter a billing rate for each of your customer's currencies.

If you are *editing* an existing equipment record:

- a. Use the Finder or the navigation buttons beside the Equipment Code field to display the record you want.
- b. Make your changes.

If you are *deleting* an equipment record:

a. Use the Finder or the navigation buttons beside the Equipment Code field to display the record you want.

- b. Click Delete, then click Yes to confirm that you want to delete the record.
- c. Skip step 3.
- 3. Click Add or Save to save the record.
- 4. To work with another record, use the buttons beside the Equipment Code field to start a new record (a) or select an existing one (a).
- 5. When you have finished, click Close.
- After adding or modifying equipment records
- **Additional information**
- **▶** Related topics

# **Add or Modify Miscellaneous Expense Records**

Overview

■ Before you start

## To add, edit, or delete a miscellaneous expense record:

1.Open Project and Job Costing > PJC Setup > Miscellaneous Expenses.

Click here for help on the fields that appear on the Miscellaneous Expenses form.

- 2. If you are *adding* a new miscellaneous expense record:
- a. In the Miscellaneous Code field, enter a unique code for the miscellaneous cost, using up to 16 alphanumeric characters.
- b. In the Description field, enter a description of the cost. You can use up to 60 alphanumeric characters.
- c. If you use Sage ERP Accpac Transaction Analysis and Optional Field Creator and you want to edit optional fields assigned to the record, click the Zoom (•) button beside the Optional Fields checkbox, then add or edit miscellaneous expenses optional fields in the form that appears.
- d. Enter default settings for standard projects in the A/R Item No., Unit of Measure, and Unit Cost fields.
- e. Enter rate at which you bill your customers for each unit of measure. (Time and materials projects and fixed price projects that use the billings and costs or accrual-basis accounting methods require a billing rate.)
  - In a multicurrency system, you use the grid to enter a billing rate for each currency used by your customers.

If you are *editing* an existing miscellaneous expense record:

- a. Use the Finder or the navigation buttons beside the Miscellaneous Code field to select the miscellaneous expense record you want.
- b. Enter your changes in the record.

If you are *deleting* an existing miscellaneous expense record:

- a. Use the Finder or the navigation buttons beside the Miscellaneous Code field to select the miscellaneous expense record you want.
- b. Click Delete, then click Yes to confirm that you want to delete the record.
- c. Skip step 3.
- 3. Click Add or Save to save the record.
- 4. To work with another record, use the buttons beside the Miscellaneous Code field to start a new record (□) or select an existing one (□).
- 5. Click Close when you have finished.
- After adding or modifying miscellaneous Expense Records
- Additional information
- **■** Related topics

# **Add or Modify Overhead Expense Records**

Overview

■ Before you start

## To add, edit, or delete an overhead expense record:

1. Open Project and Job Costing > PJC Setup > Overhead Expenses.

Click here for help on the fields that appear on the Overhead Expenses form.

#### 2.If you are adding a new overhead expense code:

- a. In the Overhead Code field, enter a unique overhead code, using up to 16 alphanumeric characters.
- b. In the Description field, enter a description of the cost. You can use up to 60 alphanumeric characters.
- c. If you use Sage ERP Accpac Transaction Analysis and Optional Field Creator and you want to edit optional fields assigned to the record, click the Zoom (•) button beside the Optional Fields checkbox, then add or edit overhead expenses optional fields in the form that appears.
- d. Enter default settings for standard projects in the A/R Item No., Unit of Measure, and Unit Cost fields.
- e. Enter rate at which you bill your customers for each unit of measure. (Time and materials projects and fixed price projects that use the billings and costs or accrual-basis accounting methods require a billing rate.)
  - In a multicurrency system, you use the grid to enter a billing rate for each currency used by your customers.

## If you are editing an existing overhead expense record:

- a. Use the Finder or the navigation buttons beside the Overhead Code field to select the overhead expense record you want.
- b. Enter your changes in the record.

# If you are deleting an existing overhead expense record:

a. Use the Finder or the navigation buttons beside the Overhead

- Code field to select the overhead expense record you want.
- b. Click Delete, then click Yes to confirm that you want to delete the record.
- c. Skip step 3.
- 3. Click Add or Save to save the record.
- 4. To work with another record, use the buttons beside the Overhead Code field to start a new record (a) or select an existing one (a).
- After adding or modifying overhead expense records
- **Additional** information
- **▶** Related topics

# **Add or Modify Subcontractor Records**

■ Before you start

#### To add, edit, or delete a subcontractor record:

- 1. Open Project and Job Costing > PJC Setup > Subcontractors.
  - Click here for help on the fields that appear on the Subcontractors form.
- 2.In the Subcontractor Code field, enter a code for the subcontractor using up to 16 characters.
- 3.In the Subcontractor Name field, enter the subcontractor's name.
- 4.Enter a description for the subcontractor, such as the type of service provided.
- 5.To display the information from the Accounts Payable vendor record as the defaults for the subcontractor, enter the A/P vendor number, or select it using the Finder.
- 6. Complete the remaining fields.
- 7. Click Add to add the record, or Save to save your changes.
- 8. To add another subcontractor record, click the New button next to the Subcontractor Code field and repeat steps 2 through 7, or click Close to close the form.
- After adding subcontractor records
- Additional information

# Add or Modify Charge Records (for fees and services)

Overview

**Before you start** 

#### To add, edit, or delete a charge record:

1. Open Project and Job Costing > PJC Setup > Charges.

Click here for help on the fields that appear on the Charges form.

- 2.If you are adding a new charge record:
- a. In the Charge Code field, enter a unique code for this charge.
- b. In the Description field, enter a description for this charge code.
- c. If you use Sage ERP Accpac Transaction Analysis and Optional Field Creator and you want to edit optional fields assigned to the record, click the Zoom (a) button beside the Optional Fields checkbox, then, on the form that appears, add or edit the charge code optional fields.
- d. In the Charge Type field, select Service or Fixed Amount, as best describes the charge.
- e. Enter the A/R item number and unit of measure to use for this charge on item invoices.
- f. In the Billing Amount field, enter the per unit amount you charge vour customer .
  - In a multicurrency system, you use the currency grid to enter a billing amount for each customer currency.

If you are *editing* an existing charge record:

- a. Use the Finder or the navigation buttons beside the Charge Code field to display the charge record.
- b. Enter your changes in the remaining fields.

If you are *deleting* a charge record:

a. Use the Finder or the navigation buttons beside the Charge Code

field to display the charge record.

3. Click Add to (or Save) to save the record.

Or

Click Delete if you are deleting a charge, and then click Yes confirm that you want to delete the record.

- 4. To work with another record, use the buttons beside the Charge Code field to start a new record (1) or select an existing one (4).
- 5. When you have finished adding records, click Close.
- After adding or modifying charge codes
- Additional information
- **■** Related topics

# Import Information into Project and Job Costing

## To import information or transactions:

- 1.Create the file you want to import. (You can create a template for an import file by exporting a few records of the type you want to import. During the export process, select Save Template, and enter a name for the template file.)
- 2. Open the Project and Job Costing form in which you maintain the data you want to import.
- 3.On the File menu, click the Import command.
- 4. Type or select the file name and file type in the form that appears next.
- 5. If you previously created a template for importing, choose the Load Template button, then select the template file.
- 6.Choose the fields that you want to import and select from any other options that appear. (You can save your choices as a template for the next time you import records.)
- 7. Click OK to begin importing.

# **Export Project and Job Costing Information**

#### To export Project and Job Costing information

- 1. Open the form or form that displays the kind of data that you want to export.
- 2.If necessary, create the records you want to export.
- 3.On the File menu, click the Export command.
- 4.On the form that appears, select the type of information to export, or choose Load Template to use an export template you created previously that matches the information you want to export.
- 5. To limit the range of records to export, use Set Criteria.
- 6.In the next form, enter the export file name and file type. If you frequently export information with these specifications, use the Save Template button to create an export template that you can use next time you export the data.
- 7. When ready, click OK to begin exporting.
  - If you specified a non-existent folder and file, Project and job Costing asks whether to create them.

# **Change Project and Job Costing Program Options**

**Before you start** 

# To change Project and Job Costing program options:

1. Open Project and Job Costing > PJC Setup > Options.

Click here for help on the fields on the PJC Options form.

- 2.Use the tabs on the PJC Options form to edit options that govern how your Project and Job Costing system behaves.
- O <u>Company</u>
- O <u>Settings</u>
- O <u>Segments</u>
- O <u>Transactions</u>
- Integration
- 3.Click Save.
- After changing program options
- **■** Related topics

# **Change General Ledger Integration Options**

- Overview
- Before you start

## **To change General Ledger Integration options:**

- 1. Open Project and Job Costing > PJC Setup > G/L Integration.
  - Click here for help on the fields on the G/L Integration form.
- 2.On the Integration tab, edit options using the following fields:
- O Create G/L Transactions
- O Create G/L Transactions By
- Consolidate G/L Batches
- O Source Codes
- 3. To assign information to a G/L transaction field:
- a. On the Transactions tab, either double-click a particular G/L field for a transaction entry or detail, or select the field, then click Open.
- b. On the G/L Integration Detail form that appears, specify information for the field as follows:
- In the Segment Separator field, select a character to separate segments of information. (The separator is used only if you assign more than one segment. The default separator is a hyphen.)
- 2. From the Choose Segments From List, select a segment, then click Include to assign individual segments to the selected G/L field.
  - You can assign a maximum of five segments to a G/L field, providing that the combination does not exceed 60 characters. If the assigned information exceeds this number of characters (including separators), it will be truncated when the transaction is posted.
- 4. To assign information for other transaction types and G/L fields:
- a. From the Transaction Type list, select the type of transaction entry

or detail.

The information displayed in the G/L Transaction Field and the Choose Segments From List fields changes, consistent with the selected transaction type.

- b. From the G/L Transaction Field list, select the G/L field to which you are assigning information.
- c. Select a separator and assign segments, as described step 2.
- 5. When you have finished assigning information to G/L fields, click Save, then click Close to return to the G/L Integration form.
- 6.Click Save.
- **■** After changing G/L Integration options
- **■** Related topics

# **Select a Printer for Reports**

Sage ERP Accpac lets you choose a default printer for all reports that you print, and assign different printers to specific reports (such as invoices or labels).

## To change the default printer for all reports:

- 1.On the Sage Accpac desktop, select File > Page Setup.
- 2. Click the Printer button.
- 3. Choose the printer that you want to use from the drop-down list.
  - The printer list includes all printers that have been added to the Printers and Faxes list in Windows.
- 4. Click the Properties button to change available settings for your particular printer.
- 5. Click OK to return to the Page Setup form.
- 6. Click the Print Destination button and check that the print destination is set to printer.
  - If you are using a laser printer, you would normally select the Report Paper Size and Report Orientation options on the Print Destination page.
- 7. Click OK on the Print Destination Page, and then Click OK on the Page Setup page.

# To assign a specific report to a specific printer:

- 1. Open the report form which you want to assign to a printer.
- 2. Select File > Print Setup from the report form menu.
- 3. Choose whether you want to choose the printer that is set as the Windows default printer, or choose a specific printer for this report.

**Note:** By default, the specific printer is the one chosen as the printer on the Page Setup form selected from the File menu on the Sage ERP Accpac Desktop

The printer list includes all printers that have been added to the

Printers and Faxes list in Windows.

- 4. Click the Properties button to change available settings for your particular printer.
- 5. Choose a paper source if you want to select a particular paper tray or paper stock for this report.
- 6.Click OK Page Setup page.
- **■** To clear the assigned printer for this report
- Prompt for printer each time you print
- **■** Related topics

# **Display Reports on Your Screen**

Sage ERP Accpac lets you print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** You must be assigned to a security group that has permission to change the print destination. (Otherwise, the only destination available is a physical printer.)

#### To change the default print destination to Preview:

- 1.On the Sage Accpac desktop, select File > Print Destination.
- 2. Select Preview to view a report on the screen.

You can print from the Preview window by clicking the Printer button, and you can e-mail the report (for example, you can email A/R statements and invoices).

3.Click OK.

Additional information regarding print destinations

Related topics

# Display a List of Fields You Can Import and Export

Overview

#### To display a list of the fields you can import and export:

- 1. Open the record or transaction-entry form for the type of record or transaction you want to import or export.
- 2. For transaction fields, display an existing batch using the Batch Number field.
- 3. From the File menu, click Import or click Export.
- 4.If a File Import/Export Selection form appears (for example, if you clicked Import or Export on the Employees form), select the type of record to import or export, and then click OK.
- 5.On the form that appears, click Display Import Fields or Display Export Fields to display the name, type, and length of each field in the record that you can import or export.

# Billing Customers — Overview

You use the icons in the A/R Billing subfolder, in the PJC Periodic Processing folder, to generate invoices for your customers and to send the invoices to Accounts Receivable.

•The <u>Create Billing Worksheet</u> form lets you generate billing worksheets that show the details of invoices Project and Job Costing will create for your customers.

You can create separate billing worksheets for item invoices and summary invoices, or you can create a worksheet that includes <u>both types</u> of invoices.

The project type and accounting method determine how the program calculates billing amounts.

Click here for step-by-step instructions on creating a billing worksheet.

- •The Billing Worksheet form lets you view, edit and post individual worksheets that you have generated. Only billable projects are included.
- •The Post Billing Worksheets form lets you post a range of billing worksheets.

Posting the worksheet in Project and Job Costing creates an invoice batch in Accounts Receivable, where you can view, edit, and post the job-related invoices as usual.

When you post the invoice batch in Accounts Receivable, that program creates General Ledger entries to debit the Accounts Receivable control account and credit the billings account. Posting also sends the posting information back to Project and Job Costing, including any changes you made to the invoices in Accounts Receivable.



### **Reopening Projects**

You use the following forms, available in the Reopen Projects subfolder (in the Periodic Processing folder) to reopen projects you closed previously:

- •You use the <u>Create Reopen Projects Worksheet</u> form to select closed projects that you want to reopen and to generate reversing entries for any revenue that was recognized on completion of the projects. The entries are added to a Reopen Projects Worksheet that you can view, edit, and post.
- •The Reopen Projects Worksheet lets you edit the entries generated by the Create Reopen Projects Worksheet form. It also lets you post the worksheets.

To reopen any project, you *must* create and post a Reopen Project Worksheet that includes the project, even if no general ledger entries are created to reverse revenue recognition.

You can create the worksheet only for one contract at a time, but you can reopen a range of projects for the contract. The resulting worksheet lists the projects selected for reopening, and it may also include entries to reverse revenue you recognized on closing the projects, previously.

#### **Reversing Recognized Revenue**

Whether a project requires reversing entries depends on the project's <a href="https://example.com/accounting.method">accounting.method</a>:

- •For projects that use a billings and costs or accrual-basis accounting method, reversals are not required. (The program recognizes revenue on a transaction basis.)
- •For projects that use a completed project accounting method, all revenue recognition entries must be reversed.

Because the program can reverse only entries that have not been cleared, you must manually reverse revenue recognition entries for cleared transactions.

Project and Job Costing lets you choose whether to reverse revenue automatically. If you choose not to create reversing entries when you reopen the project, the program resets the project's status to open, but does not create any general ledger entries.

•For projects that use a percentage complete accounting method, only the entries that resulted from closing the project are reversed. Revenue that was recognized before the contract was completed is not reversed.

### **Using Help**

Welcome to Sage ERP Accpac online Help! Help is available from both the Sage ERP Accpac desktop and Sage ERP Accpac on a Web browser.

### **Obtaining Online Help**

- •For help on using Sage ERP Accpac:
- Click Help Topics on the Help menu on the Sage ERP Accpac desktop, or
- Press F1 in your browser from an open form.
- •To view the Help contents for a specific module, open a form for the module, then click Contents on the module's Help menu or press F1.
- •Click the What's This command from the Help menu or click the Context Help button to obtain help about the Sage ERP Accpac desktop.

### Glossary

1099 Form

A/R Invoice Type

Account Description

Account Groups

Account Number Segment Overrides

Account Number Segments

Account Number Structures

Account Segment

Account Set

Account Status

Account Types

Accounting Equation

Accounting Method

Accounting Period

Accounts Payable

Accrual

Accrual Carry-Over Date

Accrual Method

Accrual-Basis accounting method

Accrued Expenses

Activating taxes

Activation

Active Order

**Actual Fiscal Sets** 

Adjustment Period

Adjustments

Advance

All Users

Allocated Tips

Allocation Account

Allow Posting to Previous Years

Allow Provisional Posting

**Annual Maximum** 

Annualization

Assets

Assign UI Profile IDs

Audit Trail

**Authentication Method** 

Automatic Reversal

Backdated document

**Bad Debts** 

Balance Sheet

Base Account

Base Deductions

Base Earnings

Base Hours

Base Taxes

Base Wage Multiplier

**Basic Account Information** 

Basic Project style

Batches

Benefit

Billing Type

Billings And Costs accounting method

Budget Fiscal Sets

Calculation Base

Calculation Methods Calculator

Carrying Over Vacation, Sick, and Compensatory Time Accruals

Carry-Over

Cash Advance

Cash Benefit

Cash Flow Statement

Cash Method

Category

Category Percentage Complete accounting method

Ceiling

Chart of Accounts

Class Codes

**Classified Statements** 

Clearing Exchange Gain or Loss

Close to Segment / Account

Closing Account

Closing Period

Closing the Books

Common Stock

Company Database

Company Desktop

Company Profile

Compensatory Time

Completed Project accounting method

Consolidated Batch

Control Account

Control Account for Subledgers

Conversion Rate

Corporation

Cost Accounting

Cost Center Overrides

Cost Center Segments

Cost of Goods Manufactured

Cost of Goods Sold

Cost Plus project

**CPRS** 

Credit

Currencies

Currency Rate Type

**Currency Rates** 

Currency Table

Current Assets

**Current Liabilities** 

Custom (and Local) Taxes

Customization Directory

Customize User Interface

Database

Database ID

Date Matching

Debit

**Decimal Places for Quantity** 

Deduction

Default Closing Account

**Default Currency** 

Default Hours

Default Rate Type

Default Source Code Defining a Source Journal

Defining Meaningful Account Number Segments

Delimiter Character

Depreciation

Detail and Consolidated Posting Options

Detailed Batch

Details

Direct Labor Costs

**Distribution Accounts** 

Distribution Code Distribution Set

Dividend Drilldown

Earning/Deduction

Earning/Deduction Frequencies

Earnings

Edit Imported Entries

Effective Date

**Employee History** 

Employee Level Security Employee Selection List

EMU

Equity

Euro Conversion Rates

Euro Currency

Euro Option

Exchange Gain or Loss

Exchange Rate

Expense Reimbursement

Expenses

Exporting

Factory Overhead

Federal and State Taxes

Field

Financial Statements

Finder

Fiscal Calendar

Fiscal Periods

Fiscal Sets

Fiscal Year

Fixed Assets

Fixed Price project

FOB Point

Force Listing of Batches

Foreign-currency Bank

**Functional Currency** 

**Functional Currency Code** 

Functional-Currency Equivalent

Future Order

G/L Batch

G/L Options -- Account tab

G/L Options -- Company tab

General Ledger Account

**Gross Pay** 

Gross Profit on Sales

History

Imported Account Data

Imported Batches

Importing

Income

Income Statement

Information in G/L Accounts

Integration Access Pack

Integrity Check

Inventory

Invoice Type

Journal

Journal Entry

Labor Hours Percentage Complete accounting method

LanPak

Last Run Date

Last Year Information

Ledger

Level Liabilities

Local and Other Custom Taxes

Lock Budget Sets (1-5)

Long-Term Liabilities

Lookup Table

Macro

Maintain Quantities Options

Manual Check

Matching Concept

Menu Bar

Miscellaneous Charge

Multicurrency Accounting

Multicurrency Bank

Multicurrency Fiscal Sets Multicurrency G/L Accounts

Multicurrency G/L Option

Net Pay

No Users

Normal (Account) Balance

Number of Fiscal Periods

Optional Fields

Original Invoice

Override Segments

Overtime Rate Multiplier

Overtime Schedule

Owner Equity

Partnership

Pay Factors

Payroll Class Codes

Payroll Distribution Accounts

Period Minimum and Period Maximum

Periods Per Year

Picking Slip

Post in Specified/All Currencies

Posting

Posting Statistics

Posting tab in G/L Options

Preferred Stock

Prepaid Expenses

Price List

**Printing Scheduled Reports** 

Printing Source Journal Definitions

Profile ID

Profit

Profit and Loss Statement

Profit Center

Programs (Applications)

Project Percentage Complete accounting method

Project Type

Provisional Fiscal Sets

Provisional Posting

Provisional Posting Journal

Quantities in G/L Accounts

**Quantity Fiscal Sets** 

Quarter With 4 Periods

Quote

Rate Operation

Rate Type

Rates

Realization

Realized Exchange Gain or Loss

Reallocation Account

Recognized Exchange Gain or Loss

Reconcile (Bank)

Record

Record of Employment

Recurring Transaction

Remit-to Location

Repayment Deduction

Reported Tips

Reporting Currency Restart Record

Retainage Accounting

Retainage Invoice

Retained Earnings

Revaluation

**Revaluation Codes** 

Revenues

Reversed Unrealized Exchange Gain or Loss

Salary and Wages

Salary and Wages Payable Account

Sales

Sales Table

Sample Account Segments

Schedule Code

Schedule Reports

Schedule Transactions

Script

Security Group

Segment Codes Validation

Selection List

Service Years

Services

Session Date

Settlement Rate

Settling Transactions Shareholders

Shareholders' Equity

Shift Differential Rate

Shift Differential Schedule

Ship-Via Code

Sick Time

Sole Trader

Source Codes

Source Currency Source Document

Source Journal Profiles

Source Journals and Consolidated Transactions

Specific User

Spread

Standard Project style

Standing Order

Statement of Retained Earnings

Status

Stock

Subsidiary Ledger

Surtax Multiplier Suspense Account

System Database

Tax Authorities

Tax Classes

Tax Groups

Tax Tables

Template (employee setup)

Time And Materials projects

Timecards

Tip Disbursement

Total Cost Percentage Complete accounting method

Transaction Rate Type

Trial Balance

Туре

UI Profile ID

UI Profile Maintenance

Unrealized Exchange Gain or Loss

User Authorization

User Record

Vacation Time

Wage Bracket Table

Wage Garnishment

Web Desktop

Withdrawal

Workers' Compensation Code

Worksheet

Years of Fiscal Sets

Years of Transaction Detail

### What's New in Project and Job Costing 5.6

With this version, we are pleased to introduce several new features that you have asked for!

Project and Job Costing 5.6A now lets you:

- Display projects and categories quickly in the Contract Maintenance form.

  For information on using the new search feature, see Quick Project and Category
- Print Revenue Recognition Worksheets and Billing Worksheets.

  For information on printing worksheets, see Worksheets Report.
- Take advantage of fully integrated Serialized Inventory and Lot Tracking.

  For information on allocating and generating serial and lot numbers in material transactions, see Allocating Serial and Lot Numbers in Material Transactions Overview.
- Print reports of serial and lot numbers assigned to jobs in Project and Job Costing.

  For information on printing these reports, see Serials and Lots Report.

#### See also

Search.

Changes Introduced in Project and Job Costing 5.5 Changes Introduced in Project and Job Costing 5.4

### What's New in Project and Job Costing

Project and Job Costing 5.5A introduced many exciting new features. In summary, this version let you:

- Assign different customers to projects in a contract.
- •When using the New Contract Wizard to copy an existing contract, <a href="https://example.com/existing-contract-customers-from-the-existing-contract-or-to-use-the-new-contract-customer-as-the-default-for-all-projects">https://example.com/existing-contract-or-to-use-the-new-contract-customer-as-the-default-for-all-projects</a>.
- Invoice different customers than the project customer.
- <u>Take advantage of I/C unit of measure conversion factors</u> when processing job-related material transactions in other Sage ERP Accpac programs.
- Specify a source for the default billing rate used for projects.
- <u>Set up billing rates in a variety of currencies</u>, if you use multicurrency.
- Use billing rates from price lists when entering material usage and material return transactions.
- Use billing rates from price lists when setting up revenue estimates for material on standard projects.
- Use the I/C cost for an item when setting up cost estimates for material on standard projects.
- Choose whether to update the payroll expense and employee expense accounts used on PJC timecards when you update Canadian or US Payroll.
- Use Sage ERP Accpac Serialized Inventory and Lot Tracking to track material transactions.
- Process employee expenses using non-labor categories that are consistent with the expense code.
- Specify a posting date for all transactions (including worksheets), and specify the type of date to use as the default posting date in transaction entry forms. (This change is consistent with improvements in other Sage ERP Accpac applications.)
- •Change the A/R account set used on invoices you generate for Accounts Receivable. Project and Job Costing uses the A/R account set specified for the contract project as the default.

- Change the work in progress account in transactions for all projects that use an item invoice type.
- Choose whether to update Budget Maintenance When you process transactions. (Processing is much faster if you do not update budgets!)
- •Drill down from an Accounts Receivable invoice to the billing worksheet in Project and Job Costing.

In addition, Project and Job Costing version 5.5 is fully integrated with Sage ERP Accpac Order Entry 5.5, and it now:

- Lets you specify 

  □ default selections for miscellaneous charges you process in Order Entry.
- •Accepts costs from job-related shipments and from invoices for certain projects that you post in Order Entry.
- Accepts original estimates that you create when you post job-related quotes in Order Entry.

#### See also:

Changes Introduced in Project and Job Costing 5.4

# Changes Introduced in Project and Job Costing 5.4

Project and Job Costing 5.4A introduced the following new features:

#### **Contract Maintenance**

- You can enter contact information for a Contract customer.
- •You can generate item or summary invoices for fixed price projects that use a billings and costs or accrual-basis accounting method. In earlier versions, you could produce only summary invoices for fixed price projects. You set the A/R invoice type on the Project tab of the Project Maintenance form (in Contract Maintenance).
- •You set a basic or standard style for projects. The contract style now functions as the default setting for projects you add to the contract. In previous versions, you set the style only at the contract level.
- •You can change the tax group for each project within a contract. You can specify a default tax group for a contract. and either accept or change the tax group for each project within the contract.
- •For fixed price projects that use a billings and costs or accrual-basis accounting method and an item invoice type, you can change the tax classes in the Equipment Usage, Material Usage, Material Return, and Timecard transaction-entry forms (as for time and materials projects).
- •You can add a new category or resource to a project at any time. Previously, if you wanted to add a category or a resource to an open project, you had to post the change using a revise estimate transaction. You now give permission to add a category and resource by assigning a new security authorization "Add a New Category And Resource " to a user.

#### **G/L** Integration

•The G/L Integration form was new in version 5.4. It includes all the G/L integration fields that used to be contained on the Integration tab

of the PJC Options form in previous versions.

- •The option Append G/L Transactions To Existing Batch was renamed Create G/L Transactions By. The option provides a third choice, Creating And Posting A New Batch, to create and automatically post a new batch in General Ledger.
- •The Transactions tab of the G/L Integration form lets you specify the type of information from PJC transactions to use for the entry description, detail reference, and detail comment field in G/L transactions.

### A/R Integration

•The Integration tab of the Options form contains options exclusively for integration with Accounts Receivable. It lets you choose to post an invoice batch in Accounts Receivable automatically when you post a billing worksheet in Project and Job Costing.

#### **Payroll Integration**

- •You can post job-related timecards directly from US or Canadian Payroll. Actuals are updated when you print the payroll checks.
- •You can set up records in Project and Job Costing for employees from US or Canadian Payroll, or both payroll programs, if you use them. You can also set up employee records solely for Project and Job Costing (using the payroll type None).
- •You can enter timecards in Project and Job Costing only for employees whose currency matches the functional currency.
- •Timecards you export to US or Canadian Payroll can include expense accounts.

#### Costs

•You can use the new Costs form to post miscellaneous cost transactions to any project category, so you do not have to create a vendor invoice in Accounts Payable.

#### **Material Allocation**

•A new Material Allocation form lets you track material usage separately from material that is stored for a project. You enter material allocation transactions to remove material resources from storage. The Stored column on the Contract Maintenance form shows the amount of material held in storage for a project.

#### **Billing Worksheet**

- •The Billing Worksheet form includes the tax reporting currency.
- You can generate a billing worksheet for a fixed price project that uses the completed project accounting method and has no cost transactions. If a project's total cost is negative, Project and Job Costing creates a credit note for Accounts Receivable.

### **Revenue Recognition**

- •If you use the option Clearing Billings And WIP During Revenue Recognition (in PJC Options), Revenue Recognition immediately recognizes losses.
- •Revenue recognition is much faster.

### **Integrity Checker**

- You can specify options for checking Project and Job Costing tables and data.
- •The program checks for closed or completed projects used in unposted job-related transactions in other programs.

#### **Post Transactions**

You can choose to post transactions with a certain status.

#### **Transaction History**

•The Transaction History form contains a new Application field that lets you restrict the display to transactions that originated in an application you specify.

### **AIA Report**

•You can print the Architect's Certificate for Payment documents, G702 and G703, using the AIA Report form (located in the PJC Analytical Reports folder).

#### **Committed Costs Audit Report**

•A new Committed Costs Audit Report tracks changes to commitments effected by Purchase Orders and Accounts Payable transactions. (Expensed and allocated tax amounts on the retainage portion of invoices may be commitments, depending on your settings for the Report Tax options in Accounts Payable and Tax Services.)

#### Security

 You must explicitly allow a user to view setup forms. Previously, a user having only timecard-entry authorization could see setup forms.

### **Opening Balances**

You can enter opening balances for stored material.

### **Cost Plus Projects**

•You can enter a negative percentage for cost plus projects, or set up a project where estimated revenue is less than estimated cost.

#### **Transaction Detail Report**

•You can include opening balance transactions on the Transaction Detail report, strengthening the audit trail to your actuals.

### **Options Form Field List**

For help with the options and fields on the Options form, click the keywords listed below:

■ Contact Name, Fax Number, and Telephone

Se	tti	na	s 1	Гab
-		57	•	. ~~

- Aging Periods
- Default A/R Item Number
- Default A/R Unit of Measure
- Default Accounting Method
- Default Contract Style
- Default Labor Type
- Default Overhead Type
- Force Listing of Transactions
- Labor Rate/Percentage
- Level 1 Name, Level 2 Name, Level 3 Name, and plurals
- Only Recognize Costs When Billed For Item Invoice Type Project
- Overhead Rate/Percentage
- Percentage Complete Method
- Update Budgets
- Update Payroll/Use Expense Accounts

#### **Segments Tab**

- Default Contract Structure (code and description)
- Length
- Segment Name
- Segment No. (Number)
- Separator
- Use ∪se

#### **Transactions Tab**

- Billing Rate (Timecard default)
- Default Posting Date
- Length
- Next Posting Sequence (display only)
- ▶ Prefix and Next Number
- Unit Cost (Timecard default)

#### **Integration Tab**

- A/R Invoice Description Field
- Create A/R Batches By

### G/L Integration Fields

#### Integration tab

- Consolidate G/L Batches
- Create G/L Transactions By
- Create G/L Transactions During Posting/On Request Using Create G/L Batch Icon
- Posting Sequence and Posting Sequence No. (Number)
- Source Codes

#### Transactions tab

- G/L Detail Comment
- G/L Detail Reference
- G/L Entry Description
- Transaction Type

#### G/L Integration Detail (Select a transaction type, then click Open.)

- **Example**
- G/L Transaction Field
- Segment Separator
- Segments Currently Used
- Transaction Type

### Importing and Exporting

Project and Job Costing can import a variety of data, including cost transactions, contract estimates, and employees.

Sage ERP Accpac's Import and Export commands let you transfer data to and from remote Sage ERP Accpac programs and from non-Sage ERP Accpac programs, enabling you to:

- •Import setup information from a non-Sage ERP Accpac application.
- •Import cost transactions created by non-Sage ERP Accpac programs (for example, an inventory, accounts payable, or customized payroll program that was not specifically designed for use with Sage ERP Accpac Project and Job Costing).
- •Import transaction batches from remote Sage ERP Accpac subledgers.
- •Export job-costing data to a spreadsheet for analysis.

For information about file formats, templates, and the steps you follow to import and export data, see the System Manager help.

To see exactly how to format records for importing, we suggest that you first export records from the sample data, specifying the format in which you plan to import.

Experiment with Project and Job Costing and the sample data before importing data to a "live" database. Back up your accounting data before attempting to import. (See the System Manager help for information on checking data integrity and making backups.)

**Note:** Incorrect importing may damage your data. Do not import accounting data without appropriate manual accounting control and verification procedures.

#### **Exporting from Records with Multiple Tables**

Project and Job Costing uses more than one database table to store records for contracts and for all types of transactions, including revenue recognition and billing.

If you are exporting any of these records, the Export dialog box shows a list of the tables that you can export for the record after you select:

- •The export file type (for example, Excel 200, Single CSV File, and so on) in the Type field, and
- •The file to which to export the data, in the File field.

You select fields to export from the list that appears.

### **Import Options**

Project and Job Costing lets you import records in three ways — Insert And Update, Insert Only, and Update Only. Update Only updates existing records without adding new ones. Insert Only adds new records without changing existing records. Insert And Update adds new records and updates those currently in the database.

### **Selecting Records for Export and Import**

You can use the Set Criteria option to specify a range of records to export. (For information on how to use this powerful selection tool, see the help for the this option when using the Finder.)

You cannot use the Set Criteria option to select records to import from an import file. You must import all records in an import file at the same time.

### **Errors During Importing**

If importing stops due to errors, Project and Job Costing creates a restart record which marks the point where importing stopped, identifies the error condition by task, date, time, and user (the person performing the task), and describes any action you need to take.

For information on restarting an import operation and on working with restart records, see the System Manager help for Restart Maintenance.

### **Account Sets Field List**

- Account Set Code
  Billings
  Costs

- Cost of Sales

- Currency Code
  Description
  Employee Expense
- **Equipment**
- Labor
- Overhead
- Payroll Expense
- Revenue
  Work In Progress

# Categories Form Field List

- CategoryDescription

#### **Category tab**

- Cost Type
- Labor Type
- Labor Rate/Labor Percentage
- Overhead Rate/Overhead Percentage
- Overhead Type

#### **Default Settings for Basic Projects**

- A/R Item Number
- Billing Rate
- Currency Code and Description
- Unit Cost
- Unit Of Measure

#### Integration tab

- <u>G/L Segment</u>
- G/L Segment Code
- Override G/L Account Segments

#### **Optional Fields tab**

- Optional Field and Description
  Value and Description

# Charges Field List

- A/R Item No.
  Billing Amount
  Charge Code

- Charge Code
  Charge Type
  Currency Code and Description
  Description
  Inactive
  Last Maintained (display only)
  Optional Fields
  Unit Of Measure

# Contract Structures Field List

- Contract Structure (display only)DescriptionPrefix

- Segment Length (display only)
- Segment Name
  Segment Separator
- Structure Code
  Total Length (display only)

# Cost Types Field List

- Cost Class
  Cost Type Code
  Description
  Inactive

# **Employees Field List**

- Employee Number
- Name
  Payroll Type

#### **Employee tab**

- **Billing Rate**
- Comments
- Currency Code and Description
- Default Hours
- E-mail
- Earnings Code
- Group
  Inactive
- Last Maintained (display only)
- User ID
- Unit Cost

#### **Default Settings For Standard Projects tab**

- <u>A/R Item Number</u>
- Unit of Measure

#### **Security tab**

- **Expense**
- Time
  Visible
- Optional Fields tab
- Optional Field and Description
- Value and Description

# **Equipment Form Field List**

- A/R Item No
  Billing Rate
  Currency Code and Description
  Description
  Equipment Code

- Equipment Code
  Inactive
  Last Maintained (display only)
  Optional Fields
  Unit Cost
  Unit Of Measure

# Miscellaneous Expense Field List

- A/R Item No
  Billing Rate
  Currency Code and Description
  Description
- Inactive
- Inactive
  Last Maintained
  Miscellaneous Code
  Optional Fields
  Unit Cost
  Unit Of Measure

# Optional Fields Form Field List

- Auto Insert
   Default Value and Description
   Optional Field and Description
   Optional Fields For
   Required
   Value Set

# Overhead Expenses Field List

- A/R Item No
  Billing Rate
  Currency Code and Description
  Description
- Inactive
- Last Maintained
  Optional Fields
  Overhead Code

- Unit Of Measure

# Projects Form Field List

- Project (code)
  Description

#### **Project tab**

- Accounting Method
  Billing Type
- Cost Plus Percentage
- <u>Inactive</u>
- Last Maintained (display only)
- Markup Percentage
- Project Type

#### Integration tab

- <u>G/L Segment</u>
- G/L Segment Code
- Override G/L Account Segments

#### **Optional Fields tab**

- Optional Field and Description

# Segment Codes Field List

- Segment NameLength (display only)Segment CodeDescription

### Subcontractors Field List

- Address and contact fields
- Description
- Inactive

- Optional Fields

  Subcontractor Code
- Subcontractor Name
  Vendor's E-mail
- Vendor Number

#### **Default Settings for Standard Projects**

- A/R Item Number
- Billing Rate
  Currency Code and Description
- Unit Cost
  Unit Of Measure

# New Button •

Use the New button to begin adding a new record.

### Find .

The Finder lets you search the various lists of codes maintained in the Project and Job Costing database.

The Finder is active only in fields that display the Finder icon.

Note that the records that appear with the Finder are restricted by any selection criteria you have applied to the field.

You can use Auto Search option in the Finder to locate a record quickly in a long list. Select the Auto Search option and the criteria by which you want to search, for example the letters in a customer name. Then, in the space provided, begin typing the characters that start or are contained in the field you are searching on, until the program displays the record you need.

If you cannot find the record you are looking for using the Finder or the <u>navigation buttons</u>, check the Finder to see whether any criteria are being used to limit the selection. If necessary, remove the selection criteria.

#### **Keyboard:**



## Navigation Buttons Ma Do

Use the navigation buttons to display the first, previous, next, or last entry.

If you cannot find the record you want, check whether any selection criteria have been set in the Finder to limit the display. Choose the Finder, then click the Set Criteria button to see or change the current criteria.

### Go 🔉

Sage Accpac uses the Go button where you must fill in a number of fields before the program can select a particular item. For example, you select a customer number and ship-to location code, then click Go to display the data in the Ship-To Locations form.

When you have made your selections, click the Go button or press F7 on your keyboard.



## Zoom 🗻

The Zoom button (or the F9 key) opens popup forms.

To return to the previous form, click the Close button or press the F9 key.

### **Keyboard:**



## Print

Use this command to print the report for the open form you are using.

#### For example:

- •In a report form, you can choose Print from the File menu or you can click the Print button to print the report.
- •In a record, you choose Print from the File menu to print a list of records of that type.

For further information about reports, see Project and Job Costing reports.

## Printer Setup

Use this command to set up your printer. You can select the default printer or a different one from the list of installed printer names.

For further information about printer options, see the Windows documentation.

## Customize

Use the Customize command to hide fields for a specific group of users. When fields are hidden, data that would normally appear in the fields cannot be printed.

For more information, see the UI Profile Maintenance topic in the System Manager help.

## **Import**

Use the Import command to transfer data from non-Sage ERP Accpac programs to Project and Job Costing. Transferring this information to Sage ERP Accpac is called importing.

One common use of the import commands is to import setup records or transaction batches from other Sage ERP Accpac applications and non-Sage ERP Accpac programs.

# To import account information or transactions, follow these general steps

- 1.Create the file you want to import. (To create a template for an import file, export a few records of the type you want to import, selecting Save Template and entering a name for the template file during the export procedure.)
- 2. Open the Project and Job costing form in which you maintain the data you want to import.
- 3. Choose the Import command from the File menu.
- 4. Type or select the file name and file type in the form that appears next.
  - If you previously created a template for importing, choose the Load Template button, then select the template file.
- 5. Choose the fields that you want to import and select from any other options that appear. (You can save your choices as a template for the next time you import records.)
- 6. Click OK to begin importing.

## **Export**

Project and Job Costing lets you export data such as batches of transactions to files that can be read and used by other programs. Transferring this information from Sage ERP Accpac databases is called exporting.

# To export Project and Job Costing information, follow these general steps

- 1. Open the form that displays the kind of data that you want to export.
- 2. If necessary, create the records you want to export.
- 3. Choose the Export command from the File menu.
- 4.In the form that subsequently appears, select the type of information to export, or choose Load Template to use an export template you created previously that matches the information you want to export.
- 5. To limit the range of records to export, use Set Criteria.
- 6.Click OK.
- 7.In the next form, enter the export file name and file type. If you frequently export information with these specifications, use the Save Script button to create an export template that you can use next time you export the data.
- 8. When ready, choose OK to begin exporting.
  - If you specified a non-existent folder and file, the program asks whether to create them.

## Close

Use this button to close a form.

If you are editing a record and have not saved your changes, Sage ERP Accpac will ask you whether you want to save your changes or cancel them.

Shortcut keys: Alt + F4

#### **New Contract Wizard**

The New Contract wizard helps you set up a new contract efficiently by letting you quickly:

- Select an existing contract to use as a template when creating the new contract. You do not have to use a template, however.
- Choose whether to Decopy project customers from the existing contract projects to the new projects.
- •Format the new contract number. You use the Contract Number tab to select a structure code and to identify each segment of the contract number.
- Choose the style for the new contract.
- •Choose whether to use the same optional fields as the existing contract (if you are using a template), the program default optional fields, or no optional fields in the new contract.

To use the New Contract wizard, click the Zoom button ( ) beside the Contract field on the Contract Maintenance form, then follow the instructions in the wizard.

When you click Finish, the program returns you to the Contract tab of the Contract Maintenance form, which then displays the contract number and structure code you entered, as well as the settings, projects, and categories from the template, if you specified an existing contract.



#### **Contract Maintenance Form Field List**

 □ Contract (number) and New Contract wizard Contract Status **Description** Contract tab Account Set A/R Account Set Accounting Method Allow Multiple Customers Billing Type Comment Contact Information Contract Manager Contract Style Closed Date Cost Plus / Markup Percentage Customer Number Invoice to Multiple Customers Labor Rate/Labor Percentage Labor Type Last Maintained Original End Date Overhead Type Overhead Rate/Overhead Percentage Project Type Projected End Date Start Date Structure Code Tax Group **Projects tab** A/R Retainage Percentage A/R Retention Period Actual Quantity Actual Revenue Accounting Method Billing Type Billings (Account) and Description Closed to Billings Losed to Costs ■ Committed P/O Total Cost Cost Of Sales (Account) and Description Ost Plus (Markup) Percentage Current Quantity Current Revenue Default Billing Rate Line Number O/E Miscellaneous Charges Optional Fields Original Quantity Original Cost Original Revenue

P/O Number

Project and Description
Project Status
Project Style
Project Type
Projected End Date
Projected Start Date
Retainage Payable
Retainage Receivable
Revenue (Account) and Description
Work In Progress (Account) and Description
Optional Fields tab
<b>▶</b> <u>Totals tab</u>

## Category Maintenance Form — Overview



The Category Maintenance form lets you assign the cost categories you will use to track costs for a selected project.

For each category you assign to a project, you use the Category Maintenance form to specify:

- •The overhead type and the labor type, along with an associated percentage or flat rate for each type.
- •The cost plus percentage, on fixed price and cost plus projects.
- •The expense accounts to use for payroll, employee, equipment, labor burden, and overhead expenses accumulated.
- •For basic projects, you also use the Category Maintenance form to enter your estimate of the estimated quantity, unit of measure, unit cost, billing rate, and total revenue for each category.

If you use retainage accounting, you also specify whether to use retainage options from the vendor record or from the project category as defaults for job-related transactions that you process in Accounts Payable. If you select the option to use retainage options for the category, you specify a retainage percentage and retention period for the category.

You can add a new project category at any time. To change a category that you have added to an open project, however, you must use the Revise Estimates form.

#### To assign a new category to a project

- 1. Expand the project on the tree, then right-click the Category folder.
- 2. Choose New Category.

Note that you can assign only categories that you previously set up using the Categories form in the PJC Setup folder.

#### To view an existing category

- 1.Expand the project on the tree.
- 2. Expand the Category folder.

3. Click the category you want to display.

The program displays the category in the Category Maintenance form, in the right-hand panel.

You can also select a category on the <u>Categories list</u>, then click the Estimates button to view the category in a separate Category Maintenance form.

For information about a field, click the Field List button at the top of this page.

For help on using a specific tab, click the corresponding button, below:







## Project Maintenance Form — Overview

Field List

Like the Project tab on the Contract Maintenance form, the Project Maintenance form lets you add projects to a contract. The advantage of the Project Maintenance form is that it displays all the fields for a single project, and you do not have to scroll to view all the information for a project.

The Project Maintenance form also includes additional tabs that contain information not provided on the Contract Maintenance form. Click one of the buttons below for information about the corresponding tab on the Project Maintenance form:







#### To display the Project Maintenance form, do one of the following:

- Select a project on the Project tab of the Contract Maintenance form, then click the Detail button.
- •Click the project on the tree. (If you have not yet added a project, right-click the contract on the tree, then click New Project.)



## [Resource] Category Maintenance Form

Field List

For each category you assign to a project resource, Project and Job Costing provides a category maintenance form specific to the resource.

Each resource Category Maintenance form includes an Estimates tab that shows both the original and the revised estimates, the actuals, and the committed costs for the selected resource.

A Transactions tab also appears for Employee categories. The Transactions tab lets you specify the source for the default unit cost (for PJC employees) and the billing rate when you use the category on the selected employee's timecards.

While a project has an Estimate status you can:

- Add new categories for a selected resource.
- •For time and materials projects, if the project and category are both billable, change the billing type for the resource category.
- •Enter your estimate of the quantity, unit cost, and cost plus percentage required for each resource category, as well as the revenue you expect the resource to generate.
- Enter a projected start date and a projected end date for the resource category.

When a project is open, you can specify the current start date and the current end date for the resource category.

#### Resource Maintenance Form — Overview



The Resource Maintenance form is available on standard projects. It lets you assign resources to a project, and it provides a convenient summary of the cost of a particular project resource and the revenue and profit the resource has generated to date.

You use the Resource Maintenance form to:

- •Assign specific resources to a project that has an Estimate status.
- •Set cost and revenue estimates for project resources.
- •View information about a particular resource, once the project is open and you have begun to process transactions for the resource.
- Open a form that lets you view the estimate for a selected resource category.

You can add a new resource at any time. To change a resource that you have added to an open project, however, you must use the Revise Estimates form.

#### To assign a new resource to a project:

- 1.Expand the project on the tree, then right-click the folder for the resource you want to assign.
- 2.Click New [Resource] on the menu that appears.
- 3. Assign categories to the resource, and set estimates for each resource category.

Note that you can assign only resources that you previously set up using the associated resource setup form in the PJC Setup folder.

#### To view an existing resource:

- 1. Expand the project on the tree.
- 2.Expand the folder for the type of resource you want to view (for example, Employee or Equipment).
- 3. Click the particular resource you have assigned to the project (for example, employee number 44652).

The program displays the selected resource in the Resource

Maintenance form, in the right-hand panel.

4. To view or edit the estimate for a resource category, expand the folder for the selected resource on the tree, then click the resource category. (You can also select the subcategory on the Resource Maintenance Categories tab, then click the Detail button to view the estimate in a separate form.)

You can also select a resource on the Project Resource List, then click the Detail button to view the resource in a separate Resource Maintenance form.

For information about a field, use the Field List button at the top of this page.

Click one of the buttons below for information about the corresponding tab on the Resource Maintenance form:



## Contract Maintenance Form — Project Tab

Field List

The Project tab on the Contract Maintenance form lets you:

•View a list of the projects you have added to a contract.

The Project tab lists each project, along with its description, start date, projected end date, current end date, date closed, accounting method, project type, cost plus or markup percentage, whether the project is closed to billings or project costs, project status, billing type, general ledger accounts, and PO number.

- •Add projects to a selected contract.
- •Open a separate Project Maintenance form, where you can view summary information for the project, including project and resource totals. You can also use the Project Maintenance form to add projects to the contract.
- •Open separate forms that let you add categories and (on standard contacts) resources to selected projects.

Click one of the buttons below for information about another tab on the Contract Maintenance form.





Related Topics

# Contract Maintenance Form — Contract Tab

Field List

You use the Contract tab of the Contract Maintenance form to define general settings for a contract, including the structure code, account set, customer number, contract manager, contact information for the customer, as well as the start and end dates that represent the duration of the contract.

You can also use this tab to define default settings for any projects that you add to the contract. If you choose not specify default settings for all the projects related to the contract, Project and Job Costing uses the default settings from the individual project records.

If you use the New Contract Wizard to set up a new contract, particularly if you copy an existing contract, many of the fields on this tab will be filled in for you. You should review the settings, and change your selections for the new contract, as necessary. You cannot change the customer number or the contract style, however.

Once you add the contract record, you cannot change the structure code.

Click one of the buttons below for information about another tab on the Contract Maintenance form.





## Revise Estimates Field List

- Reference
  Revise Estimate Number
  Status
- Transaction Date
  Year/Period

#### **Detail Revise Estimates**

- Category
  Comments
- Contract
- Current Estimate
- Description (transaction header)
  Description (detail)
- Exchange Rate
- Fixed Price Amount
- Line Number
- Project
- Rate Date and Rate Type
  Resource
  Revised

## **Assigning Optional Fields to Contracts**

Once you have defined optional fields for contracts and setup records, you can assign the optional fields to your contracts.

Optional fields that are set up for automatic insertion on contracts appear on the Optional Fields tabs of the Contract Maintenance form when you add a new contract. You can add, edit, and delete optional fields for particular contracts, as necessary.

You can also assign optional fields to each project, category, and resource used in a contract. You use the Optional Fields tabs for the Project Maintenance, Category Maintenance, and resource maintenance forms to view or edit optional fields for selected projects, categories, or resources.

You can edit or delete any automatically inserted optional fields, and you can add different optional fields that you have defined for contracts, projects, categories, and resources.

Default entries appear for optional fields used in contracts, as follows:

- •Optional fields assigned to specific projects and categories appear as defaults when you add the projects and categories to a new contract.
- Optional fields assigned to specific resources appear as defaults for project resources, except as follows:
- Payroll optional field entries appear as defaults for employees, if you set up the same optional fields for employees in Project and Job Costing as used in the US or Canadian Payroll employee record.
- If Accounts Payable vendor optional fields match the Project and Job Costing subcontractor optional fields, the vendor optional field entries appear as defaults for the subcontractor.
- o If you use Inventory Control, if the optional fields for the Inventory Control item match the optional fields you defined for Project and Job Costing material, the optional field entries from Inventory Control appear as defaults when you add a material resource.

The Optional Fields column on the Project tab of the Contract

Maintenance form shows whether optional fields are assigned to particular projects. Similarly, Optional Fields columns on the Project Categories list and on the resource lists show whether optional fields are assigned to any project categories or resources.



## **Opening Balances Field List**

Description Document Number Reference Status ■ Transaction Date Year/Period **Detail Opening Balance form** Category Contract Opening Type Project ■ Resource **Actuals fields** Actual A/R Unit of Measure Actual Billing Rate (Source Currency) Actual Extended Cost Actual Labor Amount Actual Labor % / Labor Rate Actual Overhead Amount Actual Overhead % / Overhead Rate Actual Quantity Actual Total Cost (Functional Currency) Actual Total Revenue (Functional Currency) Actual Total Revenue (Source Currency) Actual Total Profit (Functional Currency) Actual Total Profit (Source Currency) Actual Type Remaining To Be Billed Total Revenue **Activity fields** Last A/P Payment Posting Date Last A/R Receipt Posting Date Last Billings Posting Date Last Cost Posting Date Last O/E Invoice Date Last O/E Shipment Date Last Purchase Order Date Last P/O Receipt Date Last P/O Return Date Last [Canadian/US] Payroll Date Last Revise Estimates Posting Date ■ Total A/P Vendor Payments (Functional Currency) Total A/R Customer Receipts (Source Currency) Stored fields Extended Cost Overhead Amount Payment Due (from AIA Certificate for Payment) Retainage Amount (from AIA Certificate for Payment) Stored Amount (from AIA Certificate for Payment) <u>■ Total Cost</u> Total Revenue

Work Completed (from AIA Certificate for Payment)

Use AIA Report

## Update Retainage Field List

- Retainage Number
  Retainage Type
  Status
  Transaction Date
  Year/Period

#### **Details**

- Category
  Comment
  Contract
  Currency
  Coriginal Document Number
  Project
  Retainage Invoice Amount
  Retainage Payable

- Retainage Payable
  Retainage Receivable

## Serial/Lot Numbers Allocation / Generation Form

Field List

If you have a license to use Serialized Inventory and Lot Tracking, you can allocate serial numbers and lot numbers to material that you use on a job and to material that you return to inventory from a job.

Inventory Control maintains serial numbers and lot numbers by location for serialized and lotted items.

You allocate these numbers in Project and Job Costing when you enter material usage and material return transactions for serialized or lotted items.

The **Serial/Lot Numbers Allocation form** appears when you enter a quantity for a serialized or lotted item in the Material Usage form, and then press the Tab key or click the Zoom button.

The **Serial/Lot Numbers Generation form** appears when you enter a quantity for a serialized or lotted item in the Material Returns form. It lets you identify existing serial numbers and lot numbers, or generate new numbers, for an item that you are returning to inventory.

These forms can display one or both of the following tabs, depending on whether the item is serialized or lotted, or both. For information on these tabs, click the following links:

- Serial/Lot Numbers Allocation / Generation Serials Tab
- Serial/Lot Numbers Allocation / Generation Lots Tab

#### See also

Allocating Serial Numbers in Material Transactions - Overview Allocate Serial Numbers in Material Return Transactions Allocate Serial Numbers in Material Usage Transactions Allocate Lot Numbers in Material Returns Transactions Allocate Lot Numbers in Material Usage Transactions

#### **Lot Numbers**

Lot numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor. For example, a food distribution company can use lot numbers to record purchases and sales of unique lots.

Some industries, such as pharmaceuticals and meat-packing, are legally required to track the items that they purchase, manufacture, and ship.

Unlike serial numbers, many different items can share the same lot number.

## Adjustments Field List

- Adjustment Number
- Description
- Optional Fields
- Reference
- Status
- Transaction Date
- Year/Period

#### **Adjustment Details**

- Adjustment Type
- A/R Item Number
- A/R Unit of Measure
- Billing Currency
- Billing Rate
- Billing Type
- [Original] Category
- [Original] Contract
- Cost Class (display)
- Customer Number (display)
- Document No.
- Document Type
- Employee No.
- **Earnings Code**
- Expense Code
- Extended Billing Amount
- **Extended Cost**
- <u>I/C Bucket Type</u>
- I/C Document Number
- I/C Transaction Date (display only)
- L/C Location (display only)
- <u>I/C Unit Of Measure</u>
- Labor Amount
- Labor Rate / % (display only)
- Line Number
- Original Project
- Optional Fields
- Original Employee No.
- Overhead Amount
- Overhead Rate / % (display only)
- Quantity
- Original Resource
- Revised Category
- Revised Contract
- Revised Employee No.
- Revised Project
- Revised Resource
- Total Amount
- Transaction Date (Detail)
- Unit Cost

## Budget Maintenance Field List

- Budget Method
- Budget Set Lookup fields (Contract, Project, Category, Budget Set, Year)
- Budget Set /Year
- Calculation Method
- Contract / Project / Category
- Quantity / Cost / Revenue
- Rate/Rate Date/Rate Type
  Show

## Charges Field List

- Charge Number
  Description
  Optional Fields

- Reference
- Status
  Total Billable Amount
- Transaction Date
  Year/Period

## Detail Charges/Taxes A/R Item Number

- Billing Amount
  Billing Type
- Category
- Charge Code
- Comments
- Contract
- Line Number
- Optional Fields
- Project
- Resource
- Tax Authority and Description
- Tax Class and Description
  Tax Included
- Unit of Measure

### **Costs Field List**

- Description
- Document Number
- Optional Fields
- Reference
- Status
- Total Billable Amount
- Total Cost
- Total Quantity
- Transaction Date
- Year/Period

#### **Details**

- A/R Item Number and Description
- A/R Unit of Measure
- Billing Amount
- Billing Currency
- Billing Rate
- Billing Type
- Category
- Comments
- **Contract**
- Cost Account and Description
- Cost Class
- Cost Of Sales Account
- Extended Cost
- Line Number
- Optional Fields
- Project
- Quantity
- Resource and Description
- Unit Cost
- Tax Authority and Description
- Tax Class and Description
- Tax Included
- Work In Progress Account

## **Equipment Usage Field List**

- Description
- Equipment Number
- Optional Fields
- Reference
- Status
- Total Billable Amount
- <u>■ Total Cost</u>
- Total Quantity
- Transaction Date
- Year/Period

#### **Detail Equipment Usage/Taxes**

- Billing Rate
- Billing Type
- Category
- Comments
- Contract
- Cost Of Sales Account
- Equipment Account
- **Equipment Code**
- **Extended Billing Amount**
- **Extended Cost**
- Line Number
- Optional Fields
- Project
- Quantity
- Tax Authority and Description
- Tax Class and Description
- Tax Included
- Unit Cost
- Unit of Measure
- Work In Progress Account

## Material Returns Field List

- Description
- Material Return Number
- Optional Fields
- Reference
- Status
- Total Billable Amount
- <u>■ Total Cost</u>
- Total Quantity
- Transaction Date
- Year/Period

#### **Detail Material Returns/Taxes**

- <u>A/R Item Number</u>
- A/R Unit of Measure
- Billing Rate
- Billing Type
- Category
- Comments
- Contract
- Cost Of Sales Account
- **Extended Billing Amount**
- **Extended Cost**
- Inventory Control Account
- Ltem Number
- Ltem Unit of Measure
- Line Number
- Location
- Price List
- Project
- Optional Fields
- Quantity
- Tax Authority and Description
- Tax Class and Description
- Tax Included
- Unit Cost
- Work In Progress Account

## Material Usage Field List

- Description
- Material Usage Number
- Optional Fields
- Reference
- Status
- Total Billable Amount
- <u>■ Total Cost</u>
- Total Quantity
- Transaction Date
- Year/Period

#### **Detail Material Usage/Taxes**

- <u>A/R Item Number</u>
- A/R Unit of Measure
- Billing Rate
- Billing Type
- Category
- Comments
- Contract
- Cost Of Sales Account
- **Extended Billing Amount**
- Extended Cost
- Inventory Control Account
- ltem Number
- Ltem Unit of Measure
- Line Number
- Location
- Optional Fields
- Price List
- Project
- Quantity
- Tax Authority and Description
- Tax Class and Description
- Tax Included
- Unit Cost
- Work In Progress Account

## **Material Allocation Field List**

- Description
- Material Allocation Number
- Optional Fields
- Reference
- **Status**
- Transaction Date
- Year/Period

#### **Details**

- Allocated Quantity
- (Allocated) UOM
- Billing Rate
- Category
- Comments
- Contract
- Extended Allocated Cost
- Extended Billing Amount
- ltem Number
- Item Unit of Measure
- Line Number
- **Location**
- Optional Fields
- Overhead Allocated
- Percentage Allocated
- Project
- Stored Overhead
- Stored Quantity
- (Stored) UOM
- Unit Cost

## Tracking Material Used on Projects

If you purchase material at the start of a project that spans several months or years, you may need to track how much material you have set aside for a project, how much of the material has been used to date, and the costs of materials both stored and used.

Project and Job Costing produces transactions that distinguish between stored and used material, and the resulting information is used for the  $_{AIA}$  Report.

You use the Material Usage form, for example, to transfer the cost of material to a project. In Project and Job Costing, this material is considered "stored" until you allocate it for use on the project. When you post a material usage transaction, the program increases the actuals and the stored amount for the project, category, and resource, depending on the project type and accounting method (as for other types of transactions).

You can also assign material to a project by entering an Accounts Payable transaction or a cost transaction, or record the return of items to inventory using a Material Returns transaction.

You can use the Material Allocation form, available in the PJC Transactions folder, to reduce the stored amount as you use material for a project. (Note that material allocation transactions do not affect actuals, and they do not produce general ledger transactions.)

The Contract Maintenance form displays stored costs on the following tabs:

- •The Totals tab on the Contract Maintenance form, proper, shows stored costs for a selected contract.
- •The Totals tab on the Project Maintenance form shows stored costs for a selected project.
- •The Material tab on the Project Maintenance form shows the stored quantities and stored costs for a selected project.

Material returns transactions also reduce stored quantities and costs.

All cost transactions posted for a material resource update the Stored amount in a contract, regardless of whether a transaction is billable, non-

billable, or no charge. If you need to exclude non-billable and no-charge transactions, you could set up separate categories for non-billable or no-charge amounts. For example, you could set up Electrician, Electrician Non-Billable, and Electrician No Charge.

### **Timecards Field List**

- DescriptionEmployee Number
- End Date
- Optional Fields
  Reference
- Start Date
- Status
- Timecard Number
- Total Billable Amount
- Total Cost
- Total Hours
- Transaction Date
- Year/Period

#### Time tab

- Category
- Contract
- Line Number
- Project
- Total

#### **Expense details**

- A/R Item No.
- Billing Amount
- Billing Type
- Category
- Comments
- Contract
- Cost Amount
- Cost Of Sales Account
- Employee Expense Account
- **Expense Code**
- Expense Type
- Line Number
- Optional Fields
- Project
- Tax Authority/Tax Class/Tax Included
- Transaction Date
- Unit of Measure
- Work In Progress Account

#### Time Detail tab/Detail Timecards form

- A/R Item No.
- Billing Rate
- Billing Type
- Category
- **Comments**
- Contract
- Cost Of Sales Account
- **Earnings** Code
- End Time
- **Extended Billing Amount**
- **Extended Cost**
- **Hours**
- Line Number
- Optional Fields
- Payroll Account

Project
■ Start Time
Tax Authority/Tax Class/Tax Included
■ Transaction Date
Unit Cost
Unit of Measure
Work In Progress Account

## Create Billing Worksheet Field list

- Create Invoices By
  Cutoff By
  Description

- Document Date
- Include Customers On Hold
- Include Contracts On Hold
- Include Inactive Customers
- Include Non-billable Transactions
- Include Projects On Hold
- Include Transactions On Hold
- Include Zero Billed Fixed Price Projects
- Invoice Type
- Retainage Exchange Rate
- Select By/Then By
- Transaction Date
- Year/Period (cutoff)
- Year/Period

## Calculation of Percentage Complete

For projects using a percentage complete method, the first step in billing calculation or revenue recognition is to determine the percentage complete. This percentage is then used to calculate the revenue or billing amounts.

The program calculates the percentage complete as of the specified cutoff date or fiscal year and period using a cost-to-cost basis that is consistent with the particular accounting method.

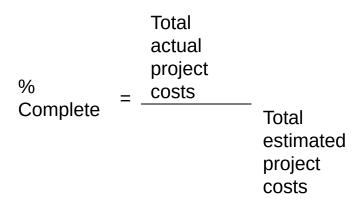
**Total Cost Percentage Complete** (see the total costs on the project Totals tab)

**Labor Hours Percentage Complete** (see the quantities on the project Employee tab)

**Category Percentage Complete** (see the costs on the Estimates tab for each category)

Project Percentage Complete (see the total costs on the project Totals

tab)



# Billing Worksheet Field List

$\blacktriangleright$	A/R Account Set
$  \! \! \!   \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	Currency
Þ	Customer
$  \! \! \!   \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	<u>Customer Name</u>
$  \! \! \!   \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	Description
$\blacktriangleright$	Document Amount
Þ	<u>Document Date</u>
Þ	Exchange Rate
Þ	<u>Invoice Type</u>
Þ	<u>Line Number</u>
$  \! \! \!   \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	Optional Fields
Þ	Rate Date
Þ	Rate Type
Þ	Tax Group
Þ	Tax Reporting (Currency/Rate Type/Rate Date/Exchange Rate)
F	Worksheet Number
Þ	Year/Period
_	
_	etails
	A/R Item Number
Į	A/R Unit Of Measure
Į	Account Description
ļ	Accounting Method
Į	Billing Type
Į	<u>Category</u>
Į	Comment
Į	<u>Contract</u>
ļ	Customer
Į	<u>Description</u>
Į	Document Number/Document Type
ļ	Extended Amount (Functional)
	Extended Amount (Source)
Į	G/L Account
ļ	<u>Module</u>
ļ	Optional Fields
ļ	Percentage Complete
ļ	Project
ļ	Project Type
Į.	Quantity
ļ	Resource
ļ	Retainage Percentage
ļ	Retention Period
ļ	Status
ļ	Transaction Date
Į	<u>Unit Price</u>

## Create Revenue Recognition Worksheet Field List

- Cutoff By
  Cutoff Date
  Description
- Include Completed Projects (for Closing)
- Include Contracts on Hold/Include Projects on Hold
- Include Projects With No Costs

- Select By
  Then By
  Worksheet Date
- Worksheet Number
- Year/Period
- Year/Period (Cutoff)

# Revenue Recognition Worksheet Field List

- Accounting Method
  Category
  Contract
  Contract
  Cutoff By
  Description
  Line Number

- Optional Fields
- Percentage Complete
- Project
- Project Status
- Project Type
- Worksheet Date
- Worksheet Number
  Year/Period

# **Check, Edit, or Post a Revenue Recognition Worksheet**

#### **Overview**

Before you start

#### To review, edit, or post revenue recognition entries:

1. Choose Project and Job Costing > Periodic Processing > Revenue Recognition > Revenue Recognition Worksheet.

Click here for help on the fields on the Revenue Recognition Worksheet form.

- 2.In the Worksheet Number field, select the worksheet you want to review.
- 3.To change the posting date, click the Zoom button beside the Year/Period field, then edit the Posting Date field in the Posting Date Override form that appears.
- 4. To review the general ledger entry details for a selected contract, project, and category:
- a. Click the Details button.
- To enter a new percentage complete, type the percentage in the Percentage Complete field, then click Recalculate to display recalculated amounts for the general ledger entry.
- Click Close to return to the worksheet
- 5.If you use optional fields, I review or edit the optional fields assigned to worksheet details.
- 6. When you have finished reviewing the entries, click Post.
- 7.If any projects were marked Completed since the last time revenue was recognized, confirm whether they should be closed when prompted.
- After adding ...
- Additional information
- Related topics

# Create Reopen Projects Worksheet Field List

- ▶ Contract
   ▶ Description
   ▶ From Project / To
   ▶ Reverse Entries for Completed Project Accounting Method Projects
- Worksheet Number
  Year/Period

# Reopen Projects Worksheet Field List

- Accounting Method
  Contract
- Description
- Line Number
- Optional Fields
- Project
- Project Type
  Worksheet Date
- Worksheet Number
- Year/Period

#### **GL Entry Details**

- Account Description
  Accounting Method
- Currency
- (Functional) Debit
- (Functional) Credit
- Rate Date
- Rate Type
- Source Credit
  Source Debit

# Clear History Field List

- Closed Contracts
  Committed Cost Audit
  Cutoff By
- Posted Documents
- Posting Errors
- Printed Posting Journals
- Through Posting Sequence Number
- Transaction Date
  Transactions For Closed Contracts
- Year/Period

# Synchronizing Start and End Dates for All Project Levels

The Contract Maintenance form includes fields that let you specify projected start and end dates and current start and end dates for projects, resources, and resource categories.

If the project has an Estimate or Open status, you can easily assign to resources and resource categories the same start and end dates that you assign to the associated project. (If the project has an Estimate status, you can set projected start and end dates for resources and categories. If the project has an Open Status, you can set the current start and end dates for resources and categories.)

# To assign the same dates to projects, resources, and resource categories:

- 1. Select a project on the tree.
- 2.On the project record, click the 

  ≥ zoom (▲) button beside the End Date field.

  The Set Dates form opens.
- 3. The program displays the dates used for the project as defaults. You can change the dates for the resources and categories, if necessary.
- 4. Click OK to update the start and end dates for all the resources and categories in the project.

## Project Maintenance Form Field List

- Description
- Line Number
- Project

#### **Project tab**

- A/R Invoice Type
- A/R Retainage Percentage
- A/R Retention Period
- Account Set
- Accounting Method
- Billing Type
- **Billings**
- Closed To Billings
- L Closed To Costs
- Contact Information
- Cost Of Sales
- Cost Plus Percentage
- Current Start Date/End Date
- Customer
- Customer Default
- Date Closed
- Default Billing Rate
- Invoice to Multiple Customers
- Markup Percentage
- O/E Miscellaneous Charges
- PO Number
- Project Status
- Project Style
- Project Type
- Projected Start Date/End Date
- Revenue
- **Work In Progress**

#### Taxes tab

- Customer Tax Class and Description
- Detail Tax Class and Description
- Tax Authority and Description
- Tax Group
- Tax Included

#### **Totals tab**

- Actuals
- Committed
- Current Estimates
- **Exchange Rate/Rate Date/Rate Type**
- Extended Cost
- Fixed Price Amount
- Labor Amount
- Original Estimates
- Original Exchange Rate/Rate Date/Rate Type
- Overhead Amount
- Recognized
- Stored
- Total Cost
- Total Profit (Functional Currency)

■ Total Revenue (Functional Currency)	
Employee tab	
Actuals Committed	
Current Estimates	
Labor Amount Original Estimates	
Overhead Amount	
Quantity Total Cost	
Total Revenue	
Miscellaneous tab	
<u>Actuals</u>	
Committed Current Estimates	
Original Estimates	
Overhead Amount Quantity	
Total Cost  Total Revenue	
Overhead tab	
Actuals Committed	
Current Estimates  Original Estimates	
Overhead Amount	
Quantity  Total Cost	
Total Revenue	
Equipment tab	
<u>Actuals</u>	
Committed Current Estimates	
Original Estimates	
Overhead Amount Quantity	
Total Cost Total Revenue	
Subcontractor tab  Actuals	
■ Committed	
<ul><li>Current Estimates</li><li>Original Estimates</li></ul>	
Overhead Amount	
Quantity Total Cost	
Total Revenue	

#### **Material tab**

- Actuals
  Committed
  Current Estimates

- Original Estimates
  Overhead Amount
- Quantity
  Stored
- Total Cost
- Total Revenue

#### **Activity tab**

- Current Billings
- **Expected Billings**
- Last A/P Payment Posting Date
- Last A/R Receipt Posting Date
- Last Billings Percent Complete
- Last Billings Posting Date
- Last [Canadian/US] Payroll Posting Date
- Last Cost Posting Date
- Last O/E Invoice Date
- Last O/E Shipment Date
- Last Purchase Order Date
- Last P/O Receipt Date
- Last P/O Return Date
- Last Rev. (Revenue) Recognition Percentage
- Last Revenue Rec. (Recognition) Posting Date
  Last Revise Estimates Posting Date
- Retainage Payable
- Retainage Receivable
- Total A/P Vendor Payments
- Total A/R Customer Receipts
- Dptional Fields tab

## **Setting Project Dates**

The Project Maintenance form includes fields that let you specify projected start and end dates and current start and end dates for projects, resources, and resource categories.

This facility helps you to schedule resources when they are required for the project. If you use Microsoft Project to manage resources, you can revise the dates in Microsoft Project, then use the wizard provided to synchronize the dates in Sage ERP Accpac.

If the project has an Estimate or Open status, you can easily assign to resources and resource categories the same start and end dates that you assign to the associated project. (If the project has an Estimate status, you can set projected start and end dates for resources and categories. If the project has an Open Status, you can set the current start and end dates for resources and categories.)

To assign the same dates to project resources and resource categories

## Revising Estimates: Assigning a New Category

The Revise Estimates form lets you assign a new category to a selected project. (If the category you need has not been assigned to the project, it does not appear in the category Finder list when you enter a detail for a revise estimate transaction.)

Note that the category must be set up for your system before you can assign it to a project.

#### To assign a new category to the project:

- 1.On the Revise Estimates form, click the New button beside the Revise Estimates Number field.
- 2.Enter header information for the transaction as described in the previous section.
- 3.In the Contract and Project fields, select the contract and project to which you want to add the category.
- 4. Click the second Finder button next to the Category field.
- 5. Select (highlight) the required category from the list that appears, click Select, and then click Close.
- 6. Click the Go button to display the fields for the category estimate.
- 7. Specify the labor type and overhead type, then enter the labor percentage (or rate), overhead percentage (or rate), and cost plus percentage, as required for the category.
- 8. If you are revising an estimate on a basic project, select the labor type and the overhead type to use for the category, as required. Then complete the estimate for the category, as described in the previous section.
- 9. Click the Add button.
- 10.If you are revising a standard project, close the detail form, click Add, then click Post on the Revise Estimates form to assign the new category to the project before adding an estimate for a resource using this category.



# Revising Estimates: Assigning a New Resource Category

The Revise Estimates form lets you assign a new resource category to a selected project. (If the resource you need has not yet been assigned, it does not appear in the resource Finder list when you enter a detail for revise estimate transaction.)

Note that you must set up the resource for your system before you can assign it to a project.

Also, note that if the category has not yet been assigned to the project, you must post a separate revise estimate transaction to add the category before you can add the resource estimate.

#### To assign a new resource to a project:

- 1.On the Revise Estimates form, click the New button beside the Revise Estimates Number field.
- 2.Enter header information for the transaction, as described earlier in this chapter.
- 3.Use the Contract, Project, and Category fields to specify the contract, project, and category that you are going to change.
- 4. Click the second Finder button next to the Resource field.
- 5. Select the required resource from the list that appears, click Add, and then click Close.
- 6. Click the Go button to display the fields for the resource category estimate.
- 7. Enter the estimate for the resource category.
- 8. Click the Add button.
- 9. When you have finished adding details, close the detail form, then click Add to add the transaction.



## **Processing Job-Related Payroll**

To charge jobs for payroll costs, you process timecards in Project and Job Costing.

Whether you use a Sage ERP Accpac payroll program, or not, you must create an employee in Project and Job Costing before you can process a job-related timecard for the employee.

- •If you do not use a Sage Accpac payroll program, or if the employee has no record in the payroll program, you set up employee records in Project and Job Costing with a payroll type of None, manually entering information for the employee.
- •If you use Sage ERP Accpac US or Canadian Payroll, you can add PJC employee records that use information from your payroll employee records.

Click here to find out how to add or modify employee records.

When calculating payroll costs, Project and Job Costing uses the default earnings codes and billing rates specified for a particular project, depending on:

- •The project type and accounting method. (A billing rate is used only for time and materials projects and for fixed price projects that use the accrual-basis or billings and costs accounting method.)
- •Whether the employee is set up in Payroll. (The default unit cost for Payroll employees comes from the Payroll employee record. if the employee is not set up in Payroll, the unit cost setting is used.)

### **Processing Timecards**

You can process timecards that include both labor costs and employee reimbursements.

The program uses weekly timecards as the default pay period, but you can change the start and end dates for individual timecards, if you use a different pay period.

If you use security in your Sage ERP Accpac system, employees with a Timecard Entry security assignment can enter timecards. To restrict an

employee to view, enter, or update only their own timecards, you must enter their user ID on their PJC employee record. An employee with Timecard Posting authorization can review and post timecards.

If you have set up your Sage ERP Accpac system for use on the Internet, employees can also enter timecards remotely using a browser. (For information on setting up Sage ERP Accpac for Internet users, see the System Manager documentation.)

When entering information on timecards, you use:

- In Time Details tab to enter wage cost transactions.
- The Expense tab to reimburse employees' out-of-pocket expenses.

Click here for step-by-step instructions on entering time details on an employee's timecard.

Click here for step-by-step instructions on reimbursing employee expenses on a timecard.

When you post timecards, the program creates journal entries that debit the general ledger work in progress account and credit the wage expense account and, if required, credit the labor allocated and overhead allocated accounts.

## **Updating Your Payroll Program**

After you post timecards for payroll employees in Project and Job Costing, you run Update Payroll to update US or Canadian Payroll with the timecard information. You then generate employee checks in the usual way, in the payroll program. You can also run Update Payroll to create a .CSV file that you can import into a non-Sage ERP Accpac payroll program.

Alternatively, you can:

- Post job-related timecards in US or Canadian Payroll, and automatically update Project and Job Costing when you print the paychecks.
- •Import timecards from and export timecards to Payroll.

Click here for step-by-step instructions on updating payroll.

## Integration with Sage ERP Accpac Order Entry

Project and Job Costing integrates with Sage ERP Accpac Order Entry in the following ways:

- •You can create a new contract "on the fly" when you enter a quote in Order Entry. When you post the quote, Order Entry sends estimates of the quantity, total cost, and total revenue to Project and Job Costing. When you change the quote to Active and post it in Order Entry, Project and Job Costing changes the project status to Open.
- Project and Job Costing accepts costs from job-related shipments that you post in Order Entry.
- •For some projects that use item invoicing •, you can choose whether to post jobrelated invoices in Order Entry. When you post the invoices in Accounts Receivable, Accounts Receivable updates Project and Job Costing with the costs and billing information.
- Project and Job Costing handles the billing for the costs of posted shipments that use project invoicing.
- •You can specify a default method for determining the costs and billing amounts for job related documents you process in Order Entry. To set the default methods for a selected project, use the Default Billing Rate field and the O/E Miscellaneous Charges field on the Project tab of the Project Maintenance form.

Click here to display help topics for these fields.

# **Deciding Whether to Record Costs and Charges** in Order Entry

You can record job-related non-material costs in Order Entry as miscellaneous charges. Order Entry sends both cost and revenue amounts to Project and Job Costing.

You can also process job-related item costs on sales orders in Order Entry, as well as on receipts in Purchase Orders.

Before processing miscellaneous charges in Order Entry, you should be aware that:

- •There is a risk that you can process the same costs twice. To avoid double-counting, you should establish guidelines on how to record job-related miscellaneous charges and how to transfer item costs to projects.
- •There are some differences in the calculation of overhead for jobrelated material costs you process in Order Entry and those you process in Purchase Orders.
  - Project and Job Costing calculates overhead for job-related purchase receipts and sales orders. For project categories that use the Percentage Of Cost overhead method, the calculations vary, depending on which program you use to process the costs:
- The costs of items you process in Purchase Orders do not include taxes. The associated overhead calculations are based on amounts excluding taxes.
- Order Entry, on the other hand, uses I/C item cost amounts, which include allocated taxes. Therefore, overhead calculations are based on amounts that include allocated taxes.

### **Assign Lot Numbers to Material Transactions**

#### Overview

#### To assign a lot number to a material usage or material return detail:

- 1. Enter the material usage or material return, as usual.
  - Be sure to use the detail entry form to enter transaction details. (Click the Detail/Tax button to open the form.)
- 2.Enter a value in the Quantity field, and then press the Tab key to move out of the Quantity field.
  - The Lot Tracking dialog box opens (if it is not already open following a previous assignment of serial numbers).
- 3. Assign the lot numbers in one of the following ways:
- To assign lot numbers one at a time, in the Quantity Shipped field, enter the quantity or press the spacebar. Lots will be displayed in the order specified on the L/T Options form.
- To assign lot numbers all at once, select the Quantity Shipped field, and then click the Auto-Allocate button. Lots will be allocated in order from the first lot selected.
- To create lot numbers "on the fly," click the Generate button.
   Another form will appear, allowing you to add a new lot into the system. New lots appear in the Quantity Available field once you close the Generate form.
- 4.Edit the lot numbers as necessary. To change the quantity allocated from a lot, either edit the Quantity Shipped field or select the Clear button to remove lots.
- 5.Click Save to save the lot numbers you allocated, and then click Close. (These are marked as Sold in the database once you post the transaction.)

To close the form without saving the lot numbers, click Close.

# Serial/Lot Number Allocation/Generation Form Field List—

For information about fields and buttons on the Serial/Lot Number Allocation form and on the Serial/Lot Number Generation form, click the following links:

Item Number Location Stock Date

#### Serials tab

Allocated (display only)
Auto-Allocate From
Generated (display only)
Next Serial Number
Serial Number column
Shipped column
Oty Shipped (display only)
Remaining (display only)
Serial Nos. Required (display only)
Serials Shipped (display only)
Unit of Measure (display only)

#### Lots tab

Allocated (display only)
Auto-Allocate From
Generated (display only)
Lot Number column
Lot Oty Required (display only)
Lots Shipped (display only)
Make [] Lots OR Each Lot Has []
Next Lot Number
Quantity Column
Quantity Shipped column
Oty Shipped (display only)
Remaining (display only)
Unit of Measure (display only)

#### **Buttons**

Add Auto-Alloc Auto-Gen
Clear
Close
Ship All

## Contract Maintenance Form — Totals Tab

Field List

The Totals tab form provides a snapshot of the contract as a whole. It displays the original estimates, current estimates, earned revenue and actual costs, committed costs, recognized revenue, retainage payable, and retainage receivable for the entire contract.

It also provides contract totals for labor burden and overhead.

Click one of the buttons below for information about another tab on the Contract Maintenance form.



# Optional Field Settings

You can - and should - restrict the flow of information that is passed to General Ledger and other Sage ERP Accpac programs when you post transactions that use optional fields.

The Optional Fields setup form lets you specify groups of accounts for which values for an optional field can be passed to General Ledger. (The optional fields used in a transaction must also match the transaction details optional fields used for an account in order to be passed to General Ledger.)

When defining an optional field for use with transactions, click the Settings button (or double-click the line on the grid). A separate form opens, listing the groups of accounts that are affected when you post transactions of the type for which you are defining the optional field.

Select from the list all the account groups for which you want to pass values to General Ledger when you post transactions that include the optional field.

**Note:** While all account groups are initially selected for new optional fields, you need to consider carefully the purpose of the optional field you are defining. You should send values to General Ledger only for optional fields that require financial analysis, and only to accounts where they are required. For example, you might want to send optional fields that contain customer numbers or sales territories only to revenue accounts.

You do not need to send optional field information for analysis that is performed only in Project and Job Costing. If you routinely send all the optional fields you use in Project and Job Costing transactions, your General Ledger may become unwieldy, and you may also considerably slow down processing.

Other Sage ERP Accpac programs will accept optional field information sent with transactions from Project and Job Costing if you select the settings to send optional field information to these other programs and accounts and you use the same optional fields for the corresponding forms in Accounts Receivable , Inventory Control, Outrol, Outr

# Assigning Optional Fields to Setup Records

Once you have defined optional fields for your Project and Job Costing system, you can assign them to particular setup records.

Optional fields you set up for automatic insertion on the Projects, Categories, or Employees forms appear on the Optional Fields tab of the respective forms when you add a new record.

For equipment, miscellaneous expenses, overhead expenses, subcontractors, and charge codes records, an Optional Fields indicator shows whether optional fields have been added to particular records. If you set up any optional fields for automatic insertion on the form you are using, the Optional Fields check box will be selected for new records. (To view or edit the optional fields, click the Optional Fields Zoom button to open a separate Optional Fields form.)

You can edit or delete any automatically inserted optional fields on the Optional Fields tab or Optional Fields form (depending on the type of record), or you can add different optional fields that you have defined for the particular Project and Job Costing form.

Optional fields assigned to project and category setup records appear as defaults when you add the projects and categories to a new contract.

Optional fields assigned to particular resources appear as defaults when you assign the resources to a contract project, except for employee, subcontractor, or material resources, which may take their default entries from Payroll, Accounts Payable, or Inventory Control records. (See Assigning Optional Fields to Contracts for more detailed information.)



# Planning a Contract Numbering Scheme

A contract number is an alphanumeric code that uniquely identifies a contract in your Project and Job Costing system.

Before you set up your contract numbering system, you need to determine your project reporting needs. Your contract numbering system should help you to identify contracts easily, as well as to sort and group contracts on reports.

If your existing numbering system does not fulfill your requirements, now is the time to decide what changes you need.

You may be able to use your existing contract numbering system, if it satisfies the following Project and Job Costing requirements.

# **Defining Contract Number Formats**

Once you decide on the types of contract numbers you need, you need to create one or more formats for your contract numbers. For example, you might want all your contract numbers to have the pattern {customer} {department}-{contract}. An example of a contract number using this pattern is #HELI 1200-0026. Or, you might want to use different formats for basic and standard contracts, so that you can easily distinguish them.

#### **Contract structures**

You specify formats for contract numbers using contract structures. A contract structure determines the number of Segments in a contract number, the order in which the segments appear, and the position and type of separator and prefix characters in a contract number. Project and Job Costing lets you have several contract structures, so you can use several different contract number formats.

Contract numbers can contain a separator character between consecutive segments and a prefix character in front of the first segment.

# Design your contract numbering scheme as follows

- $1.ldsymbol{oxed}$  Define the segments you need for your contract numbers.
- 2.If you want to restrict entries to valid codes for certain segments of the contract number, add segment codes.
- 3. Set up one or more contract structures.

### **Summary of the Rules for Contract Numbers**

- •A contract structure can be up to 16 characters long, including all segments, separator characters, and a prefix character.
- Contract structures can have from one to five segments. For example, you could use a segment to indicate a type of service, a project manager, or a division of your company.

A segment can be up to 16 characters long, including the optional separator character(s). Keep in mind that contract structures are also limited to 16 characters, so you could have no more than one 16-character segment in a contract structure.

(Note that if you decide to use only one segment, you will sacrifice some of the sorting and classification capabilities of the system.)

- •You can use an optional separator character between segments in the contract structure, and you can use an optional prefix character at the beginning of the structure.
- Project and Job Costing ignores separator and prefix characters when sorting contract numbers.
- Project and Job Costing also ignores separator and prefix characters when distinguishing between contract numbers. For example, the program considers the contract numbers #5200-010 and 5200/010 to be identical, since the only difference is the prefix and separator characters.
- •Contract numbers may contain blank spaces, such as in the number 22 463 999. The blank space is treated as an alphanumeric character, not as a separator, so that 11\_/111/111 and \_11/111/111 (where the underscore represents a space) are two difference contract numbers.
- •The program does not allow you to enter duplicate contract numbers.

# **Sorting Order for Contract Numbers**

Project and Job Costing sorts contract numbers for reports and lists from left to right in the following order:

0123456789ABCDEFGHIJKLMNOPQRSTUVWXY Z

For example, the program sorts the following sample contract numbers in the order shown:

123

123A

A12

A2

AB1234

Separator and prefix characters do not affect the order.

### **Tips for Contract Number Formats**

When you design your contract number format, consider the following suggestions:

- •Do not mix numbers and letters in segments to make the order in which contract numbers appear on reports and in lists more predictable.
- •When you assign numbers to segments, leave sufficient gaps to allow for later expansion of your system. For example, for a segment used to define a service type, assign 100, 200, 300 rather than 010, 020, 030.
- •Assign contract numbers according to the order in which you want contracts to appear on reports and lists. For example, you can identify the type of a contract as new construction or maintenance by assigning segment codes 1100, 1200, and 1300 for maintenance and 2100, 2200, and 2300 for new construction.
- •Use segments of different lengths in contract structures, or use some alphabetic segments, so that you can easily identify what each segment of a contract number represents.

# **Print a Hard Copy of a Report**

Sage ERP Accpac lets you print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** You must be assigned to a security group that has permission to change the print destination. (Otherwise, the only destination available is a physical printer.)

#### If your printer is already set up, follow these instructions to change the print destination back to Printer:

- 1.From the Sage Accpac Desktop menu, select File > Print Destination.
- 2. Select Printer as the print destination.
- 3.Click OK.

#### If you have not yet selected a printer for Sage ERP Accpac, follow these instructions to choose a default printer for printing all reports from Sage ERP Accpac.

- 1.On the Sage Accpac Desktop menu, select File > Page Setup.
- 2.Click the Printer button.
- 3. From the drop-down list, choose the printer that you want to use.
  - The printer list includes all printers that have been added to the Printers and Faxes list in Microsoft Windows.
- 4. Click the Properties button to change available settings for your particular printer.
- 5. Click OK to close the Properties form.
- 6. Click OK again to return to the Page Setup form.
- 7. Click the Print Destination button and check that the print destination is set to Printer.
  - If you are using a laser printer, you would normally select the Report Paper Size and Report Orientation options on the Print Destination form.
- 8. Click OK on the Print Destination form, and then click OK on the Page

# Setup form.

**▶** Related topics

# **Accounting Method**

The accounting method determines when to recognize revenues for this type of project.

Note that the program limits the range of accounting methods you can select to those that are consistent with the project type.

You can choose the following default accounting methods for new projects:

- Completed Project
- Total Cost Percentage Complete
- Labor Hours Percentage Complete
- Billings And Costs
- Project Percentage Complete
- Category Percentage Complete
- Accrual-Basis

# **Optional Fields**

This field appears only if you use Sage ERP Accpac Transaction Analysis and Optional Field Creator.

Project and Job Costing lets you define as many optional fields as you need for additional information that you want to store with setup records. You use the Optional Fields setup form to define the optional fields that you want to use with different types of records.

Once you have defined optional fields for this *type* of record, you can assign the optional to particular records.

The Optional Fields check box indicates whether optional fields have been added to the selected record. If you set up optional fields for automatic insertion on the type of record you are working with, the Optional Fields check box will be selected for new records.

To check or change the optional fields added to a setup record, click the Zoom button (•) beside the Optional Fields check box to open a separate Optional Fields form for the setup record.

# **Contract Style / Project Style**

Contract and project styles provide flexibility in tracking project costs.

Select a project style that is consistent with the project's length or complexity, or its reporting requirements, as follows:

- Basic
- Standard

The style you specify for a contract becomes the default style for projects that you add to the contract. However, you can change the style for particular projects.

# **Billing Type**

The billing type, together with the project type, determines the kinds of details that appear on job-related customer invoices.

You can select:

- Billable
- Non-billable
- No Charge

Note that the project type and accounting method jointly determine whether you set the billing type for projects, for categories, or for both on a contract, and whether you can change the billing type for individual transactions:

- •For time and materials projects, you set the billing type for each resource category (for a standard project) or category (for a basic project). You can change the billing type for transactions only if the resource category (or category, for a basic project) is billable.
- •For fixed price projects, that use the completed project or project percentage complete accounting methods, you set the billing type only for the project, and you cannot change it for individual transactions. Categories are not used in billing for these fixed price projects.
- •For fixed price projects, that use the billings and costs or accrual-basis accounting methods, you can set the billing type for each resource category (for a standard project) or category (for a basic project) only if the project is billable. You can change the billing type for transactions only if the resource category (or category, for a basic project) is billable.
- •For cost plus projects using a completed project, total cost percentage complete, or labor hours percentage complete accounting method, the billing type for the resource category (or category, for a basic project) is set at the project level, and you cannot change the billing type for transactions.
- For cost plus projects using billings and costs, category percentage

complete, or accrual-basis accounting methods, you can change the billing type for categories on the Contract Maintenance form only if the project is billable. You cannot change the billing type for the resource category, which uses the same billing type as the category, and you cannot change the billing type for any transactions.

# Category Maintenance Form Field List

Description Exchange Rate Line Number **Estimates tab** Actuals Billing Rate Billing Type **Committed** Cost Plus Percentage Current Estimates Expected Billings Extended Cost Labor Amount Labor Rate/Percentage Labor Type Markup Percentage Original Estimates Overhead Amount Overhead Type Overhead Rate/Percentage Percentage Complete Quantity Recognized Total Cost ■ Total Profit (functional and source) ■ Total Revenue (functional and source) Accounts tab Cost Cost of Sales **Equipment** ■ Employee Expense Labor Overhead

#### Retainage tab

Payroll Expense
Work in Progress

Category

- A/P Retainage Percentage
- A/P Retention Period
- Default Retainage From
- Retainage Payable
- Retainage Receivable

#### Transactions tab (basic projects, labor cost class)

- Default PJC Employee Unit Cost From
- Default Billing Rate
- Optional Fields tab

# **Categories List**



#### The Categories list lets you

- •View a list of the categories you have assigned to a selected project.
- Add categories to a selected project.
- Open the Categories Maintenance form to enter or view estimates for a selected category.

Once you have entered estimates for all the project categories, you can view the estimated totals for the project on the Totals tab of the Project Maintenance form.

#### To display the Categories list for a project:

- •On the tree, expand the folder for the desired project, then click the Category folder. The program displays the Categories form in the panel to the right of the tree.
- •Alternatively, you can select the project on the Project tab of the Contract Maintenance form, then click the Categories button. The program displays the list of categories on a separate Categories form.

# To view all the details, including the assigned cost-related accounts, for a particular category in the Category Maintenance form, either:

- •On the tree, expand the Category folder, then click the desired category. The program displays the Category Maintenance form showing the details for the selected category in the right-hand panel.
- •Alternatively, display the Categories form (as above), select a category on the list, and then click the Estimates button.

# [Resource] Category Maintenance Field List

- Category
- Cost Type (display only)
- Description
- **Exchange** Rate
- Line Number

#### **Estimate tab**

- **Billing Rate**
- Billing Type
- Committed
- Cost Plus Percentage
- Current Start Date/End Date
- **Extended Cost**
- Labor Amount
- Labor Rate/Percentage
- Labor Type
- Markup Percentage
- Overhead Amount
- Overhead Type
- Overhead Rate/Percentage
- Projected Start Date/End Date
- Quantity
- Total Cost
- Total Profit (functional and source)
- Total Revenue (functional and source)
- Unit Cost
- Unit of Measure

# Transactions tab (appears only for Employee resources)

- Default PJC Employee Unit Cost From
- Default Billing Rate

# Resource Category Maintenance — Transactions Tab

Field List

The Transactions tab appears only for labor categories, which are assigned to employee resources.

It lets you choose different timecard default settings for a particular employee and cost category than those specified on the PJC Options form. The settings determine the billing rate and unit cost that appear on the employee's timecard when you specify the particular contract, project, and category.

Note that you can specify a default unit cost for employees that are "PJC employees," only. If the employee has a record in US or Canadian Payroll, the earnings rate from the employee's Payroll record appears as the unit cost on the employee's PJC timecards.

#### To change the timecard settings for an employee and cost category:

- 1.On the Contract Maintenance tree, click the resource category for the project and employee.
- 2.On the Transactions tab of the Resource Category Maintenance form, specify settings for the Default PJC Employee Unit Cost From and Default Billing Rate fields.

For information about a field, click the Field List button at the top of this page.

### Resource Maintenance Form — Field List

Description Line Number **Estimates tab** Actuals **Committed** Current Estimates Current Start Date/End Date Extended Cost Labor Amount Original Estimates Overhead Amount Projected Start Date/End Date Quantity <u>■ Total Cost</u> (functional currency) <u>■ Total Profit</u> (functional and source currencies) <u>■ Total Revenue</u> (functional and source currencies) **Categories tab** A/R Item No. A/R Unit of Measure Actual Cost Actual Quantity Actual Revenue (functional and source) Billing Type Category Committed P/O Cost Committed P/O Labor Committed P/O Overhead Committed P/O Quantity Committed P/O Total Cost Current Billing Rate Current Cost Current Markup Percentage Current Cost Plus Percentage Current Quantity Current Revenue (functional and customer currencies) Current Unit Cost Description Labor Rate/Percentage Labor Type Line Number Original Billing Rate Original Cost Original Cost Plus (or Markup) Percentage Original Labor Amount Estimate Original Overhead Estimate Original Quantity Original Revenue (functional and customer currencies) Original Unit Cost Overhead Rate/Percentage Overhead Type

Doptional Fields tab

# Project [Resource] List

For each type of resource you assign to a project, Project and Job Costing maintains a list of the resources you have added (for example, a Project Employee List, a Project Equipment List, and so on).

Similar to the Categories list, a project resource list lets you:

- View a list of resources assigned to a selected project.
- Assign resources to a selected project.
- •Open a separate form to enter ▶ estimates for selected resources.

#### To display a list of project resources:

- •On the tree, expand the folder for the desired project, then click the folder for the type of resource (such as Employees or Material). The program lists the particular resources you have assigned in the panel to the right.
- •Alternatively, on the Project tab of the Contract Maintenance form, select the project, click the Resources button, then click the resource you want to display.

# To display the details for a particular resource, do one of the following:

- •On the tree, expand the resource folder, then click the folder for the specific resource. The program displays the details for the selected resource in the right-hand panel.
- •Alternatively, you can display the Project [Resource] List, as described above, select a specific resource on the list, then click the Detail button.

# Serial/Lot Numbers Allocation / Generation Form — Serials Tab

Field List

Use the Serials tab on the Serial/Lot Numbers Allocation form to assign serial numbers to serialized items when you enter material usage and material return transactions in Project and Job Costing.

For help on the fields that appear on the Serials tab, click the Field List button at the top of this form.

For step-by-step instructions on assigning serial numbers, click the link for the task you want to perform, below:

To allocate serial numbers in material usage transactions

To allocate serial numbers in material return transactions

Click the following links for more information about the Serial/Lot Numbers Allocation / Generation Form:

- Serial/Lot Numbers Lots Tab
- Serial/Lot Numbers Allocation / Generation Form

#### See also

Allocating Serial Numbers in Material Transactions - Overview

# Serial/Lot Numbers Allocation/Generation Form — Lots Tab

Field List

You use the Lots tab on the Serial/Lot Numbers Allocation form to assign lot numbers to lotted items when you enter orders, shipments, debit notes, and return credit notes.

For help on the fields that appear on the Lots tab, click the Field List button at the top of this form.

For step-by-step instructions on assigning lot numbers, click the link for the task you want to perform, below:

To allocate Lot Numbers in Material Usage Transactions

To allocate Lot Numbers in Material Returns Transactions

Click the following links for more information about the Serial/Lot Numbers Allocation / Generation Form:

- Serial/Lot Numbers Serials Tab
- Serial/Lot Numbers Allocation / Generation Form

#### See also

Allocating Serial Numbers in Material Transactions - Overview

# A/R Invoice Type

The type of details that appear on an invoice depends on the invoice type.

- •Summary invoices include just enough information to update your receivables records and general ledger revenue account. You use summary invoices if you do not need to update inventory items. Project and Job Costing produces summary invoices for all cost plus projects and for all fixed price projects that use the completed project and project percentage complete accounting method.
- •Item invoices include details about items. They update receivables records as well as the revenue, inventory, and cost of goods sold general ledger accounts.

Project and Job Costing produces item invoices for all time and materials projects. You can choose whether to produce item invoices or summary invoices for a particular fixed price project if it uses the billings and costs or accrual-basis accounting method.

You can create a worksheet that includes either type or both types.

# **Assign Serial Numbers to a Material Transaction**

Overview

■ Before you start

# To assign a serial number to a material usage or material return detail:

1. Enter the material usage or material return, as usual.

Be sure to use the detail entry form to enter the transaction details. (Click the Detail/Tax button to open the form.)

- a. On the Detail Material Usage/Taxes form (or the Detail Material Returns/Taxes form), click the Zoom button beside the Quantity field.
- b. In the dialog box that opens, select Serialized Inventory or Both (if you also use Lot Tracking), and then click OK.
- c. In the detail entry form, enter a quantity, and then press the Tab key to move out of the Quantity field.
  - The Serialized Inventory dialog box opens.
- d. If you want to change a serial number assigned to an existing transaction, click the Zoom button beside the Serial Numbers field to open the dialog box.
- 2.If you need to change transaction date, type it in the Transaction Date field, or click the calendar icon beside the field to select a date.
- 3. To assign serial numbers, either:
  - Type a serial number in the blank field above the Available Serial Numbers list, then click the Include button,

Or

 Highlight a number in the Available Serial Numbers list, and then click the Auto Allocate button.

Serial numbers that are available for the specified item appear in the Allocated Serial Numbers list.

4. Apply the resulting serial numbers to the transaction by clicking the

Exclude and Clear buttons.

You can edit or change serial numbers as required.

- 5.Click Save, then click Close to return to the detail-entry form, or to the Lot Tracking form, if you use Lot Tracking and you chose to launch both programs in Step 1.
- 6. If the Lot Tracking form opened, enter the lot tracking information.
- 7. When you return to the detail-entry form, enter another detail, or click Close.

# Categories List Fields

- A/P Retainage Percentage
- A/P Retention Period
- Actual Cost
- Actual Quantity
- Category
- Committed P/O Quantity
- Committed P/O Total Cost
- Cost Type
- Current Cost
- Urrent Cost Plus [Markup] Percentage
- Current Quantity
- Default Retainage From
- Description
- Labor Percentage
- Labor Rate
- Labor Type
- Line Number
- Optional Fields
- Original Cost
- Original Cost Plus [Markup] Percentage
- Original Labor Amount Estimate
- Original Overhead Estimate
- Original Quantity
- Original Revenue (CAD)
- Original Revenue (USD)
- Overhead Percentage
- Overhead Rate
- Overhead Type
- Retainage Payable
- Retainage Receivable
- Revenue
- Total Original Estimate Cost