

Session 3-1 & 3-2

Advanced Job Cost Lab

Presented By:

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Credits/Revision History

- Original Author(s): Douglas Lewanda, United Solutions, Inc. and Joe Zagami, Strategies Group
- Revised date 2014, 2016

Monday, October 17
8:30am – 11:45am | Galleria I

Agenda

In this session, we will cover the following topics:

Lab Session 1:

- Setup and use of Extras
- Setup, customize, and use misc worksheets

Lab Session 2:

- Job Cost Setup of Subcontract Compliance Items
- Import: Estimates, Direct Costs, and Commitments

Lab Session 1: Setup and Use of Extras

What is an Extra?

An extra is a way to track a job within a job. It is often used to track such things as work orders, change orders, floors of a building, phases of a project, or buildings on a complex.

The other great thing about extras is that they can be used on a job by job basis. For example you can use them on job number 1 but not use them on job #2.

It is important to know about extras because many of Sage 300 CRE standard reports do not include extras on the reports. In order to report extras, you may need to modify existing reports to add in the appropriate fields. *Take a look in Job Cost at Setup -Job and you will see all the additional tabs that deal with extra totals.*

There are 4 levels of tracking and subtotaling available in Sage 300 CRE. They are:

- Job
- Extra
- Cost Code
- Category

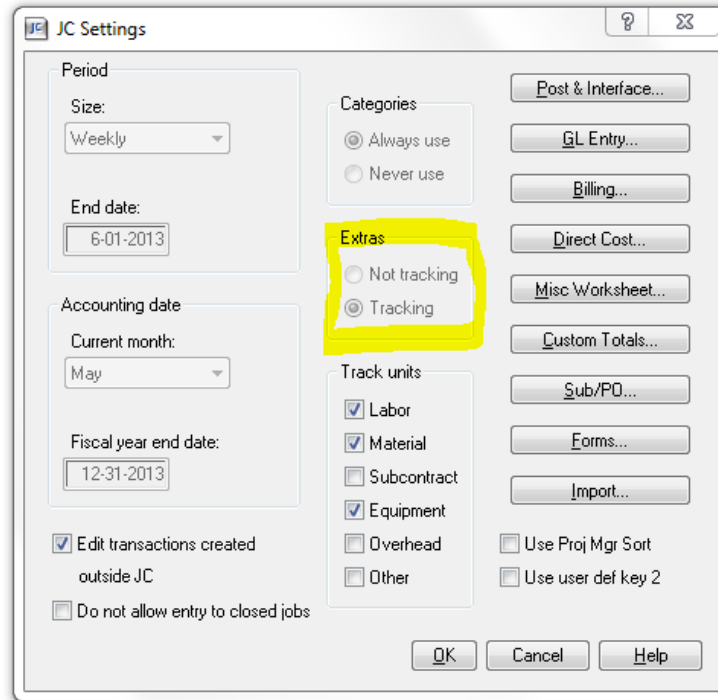
Note that these are also found under the Setup menu in Job Cost.

How do you use extras?

How can you use extras in the future?

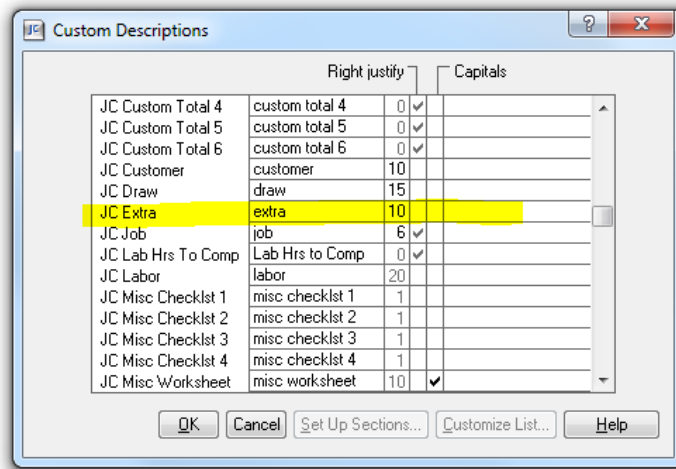
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You can turn on the use of extras in the software by going to Job Cost > File > Company Settings > JC Settings and choosing Extras – Tracking.



Extras Note: Select Tracking to allow extras to be attached to your jobs. Select Not tracking if you are not going to use extras. You **cannot** change this option from Tracking to Not tracking after you set up the first extra.

This item's title can be changed in the Custom Descriptions window. (Job Cost > File > Company Settings > Custom Descriptions



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The use of extras can be setup on a job by job basis. In essence, you do not have to use extras on every job. Go to Job Cost > Setup > Job

The screenshot shows the 'Job Setup' window with the following details:

- Job: 03-002
- Description: Clackamas Office Park #4
- General tab selected
- Status: Unstarted, In progress, Closed
- Extras: Not tracking extra, Tracking extra (highlighted in yellow)
- Job Checklist: Checklist 1-12 (Checklist 1-3 are checked)
- Estimated Start date: 3-01-2013, Revised: 2-10-2013, Actual: 2-10-2013
- Completion date: 11-15-2013, Revised: 11-20-2013
- Last cost update: 6-01-2013

There are a number of tabs if you scroll to the right on the job setup that deal only with extras:

The screenshot shows the 'Job Setup' window with the 'Extras' tab selected. The following information is visible:

- Job: 03-002
- Description: Clackamas Office Park #4
- Address: 27540 SE 82nd Avenue
- City St ZIP: Portland OR 97222
- Type: Commercial
- Job size: 10,000
- Unit desc: sqft
- Project Manager: Doug Moffet
- Misc Title 1: Steve Johnson
- Misc Title 2: Brian Smith
- Misc Title 3: Gary Maxwell
- Misc Title 4: James Turner & Associates
- Phone Numbers: Site Phone # (503)242-5581, Fax Phone # (503)242-6523, Misc Phone # (503)242-7424

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Report Tip:

Be aware that any and all transactions (Change Orders, etc) with an "extra" code are never summarized in any "JTD..." total field. They are summarized in separate fields called "Extras JTD...". There are JC custom formulas that sum the "regular" and the "extras" total fields for you. You will need to replace the "JTD..." fields with these custom formulas in your reports. You can also create your own formulas to accomplish this.

When running Job Cost reports, Extras appear below the main job, sorted by extra and then by cost code.

Cat	Tran Date	Transaction Type	Description	Units	Amount	Scr	Batch	Acctg Date
ELECTRICAL								
16-100	05-12-2013	AP cost	Electrical Sub		1,574.00	AP	35	05-31-2013
Electrical Sub Total					8,364.00*			
Primary Total					175,558.04*			
Extra: 1 Sprinkler System SITEMWORK								
2-S 10	08-01-2013	AP cost	Sprinkler Sys Materials		7,500.00	AP	10	08-01-2013
Irrigation Systems Total					7,500.00*			
Extra Total					7,500.00*			
Clackamas Office Park #4 Total					183,058.04*			
Report Total					183,058.04*			

Note:

Extras can be alpha, numeric, alpha/numeric up to 10 characters in length
When setting up extras the Job ID, Extra ID and Description are all that are required.

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(Activity) Now you are ready to setup your first extra. Go to Job Cost > Setup > Extra.

Job: 03-002
Extra: 1
Description: Sprinkler System

General | Contract Totals | Receivables | Estimate Totals | Cost Totals | Accumulation Tc

Address: _____
City St ZIP: _____

Status:
 Unstarted
 In progress
 Complete

	Estimated	Revised	Actual
Start Date			6-01-2013
Completion Date			
Last Cost Update			6-01-2013

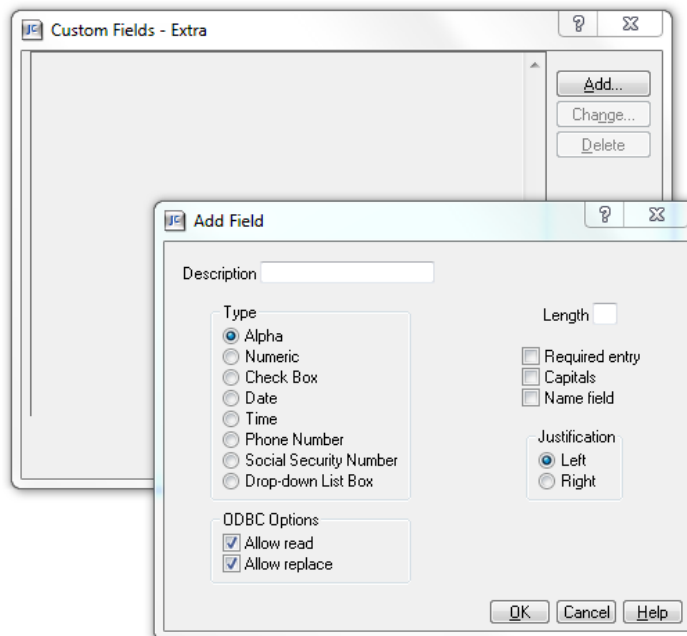
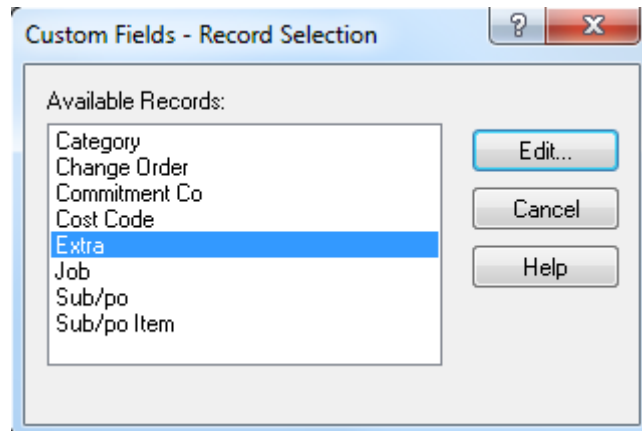
Close | List... | Conditions.. | Previous | Next | Attachmnts | Delete | Prefills | Help

You are now setup and ready to use your first extra. Remember that the extra will now need to be entered when creating transactions, like enter invoices in accounts payable, or enter time in payroll, so that the costs will be tracked separately. You may also need to use the extra on master files like Contract item setup where you can link not only to a job but also to an extra within that job. (Not discussed here but feel free to Ask Tanya about this and she can show you)

You can also create custom fields to be used on extras if it is necessary to track more information than is available to enter on the standard fields.

Go to Job Cost > File > Company Settings > Custom Descriptions > Extras to add new custom fields.

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Note: When you add a custom field you will need to upgrade your master job cost record in order to see it when entering in Extra setup. Be sure to have a backup before you upgrade and everyone will need to be out of the Sage 300 CRE system (just about all the applications use job cost), so this is best done early or late in the day or on the weekend.

Let's take a look at how job cost reports look when an extra is used. Go to Job Cost > Reports > Cost Control > Job Cost and use job 03-002.

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Main Job:

Job Cost Report

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03-002 Clackamas Office Park #4
27540 SE 82nd Avenue
Portland, OR 97222

Project Manager: Doug Moffet
(503)242-5581

	<u>Original Estimate</u>	<u>Approved Changes</u>	<u>Total Estimate</u>	<u>Total Committed</u>	<u>Remaining to Commit</u>	<u>JTD Cost</u>	<u>Budget Variance</u>
GENERAL CONDITIONS							
1-040 Coordination							
Equipment	2,485		2,485		2,485	547	1,938
Labor	84,519	120	84,639		84,639	8,675	75,964
Labor Burden						1,921	1,921-
Cost Code Totals	87,004*	120*	87,124*	0*	87,124*	11,142*	75,982*
1-045 Insurance							
Other	1,413		1,413		1,413	1,415	2-
Cost Code Totals	1,413*	0*	1,413*	0*	1,413*	1,415*	2*
1-060 Reg. Requirements							
Other	9,202		9,202		9,202		9,202
Cost Code Totals	9,202*	0*	9,202*	0*	9,202*	0*	9,202*
1-065 Permits - General							
Other	5,606		5,606		5,606	4,082	1,524
Cost Code Totals	5,606*	0*	5,606*	0*	5,606*	4,082*	1,524*
1-510 Temporary Utilities							
Material	945		945	900	45	200	745
Other	2,700		2,700		2,700	150	2,550
Cost Code Totals	3,645*	0*	3,645*	900*	2,745*	350*	3,295*

Extra Job:

Job Cost Report

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03-002 Clackamas Office Park #4
27540 SE 82nd Avenue
Portland, OR 97222

Project Manager: Doug Moffet
(503)242-5581

	<u>Original Estimate</u>	<u>Approved Changes</u>	<u>Total Estimate</u>	<u>Total Committed</u>	<u>Remaining to Commit</u>	<u>JTD Cost</u>	<u>Budget Variance</u>
Extra: 1 Sprinkler System							
SITEWORK							
2-810 Irrigation Systems							
Equipment		6,000	6,000		6,000		6,000
Labor		8,960	8,960		8,960		8,960
Material		7,500	7,500		7,500	7,500	
Cost Code Totals	0*	22,460*	22,460*	0*	22,460*	7,500*	14,960*
Extra Totals	0*	22,460*	22,460*	0*	22,460*	7,500*	14,960*
Job Totals	777,485*	50,447*	827,932*	385,072*	442,860*	183,058*	644,874*

Note that you see the total for the main job, each extra, and then a grand total including extras for the job as a whole.

Extra Lab Activity

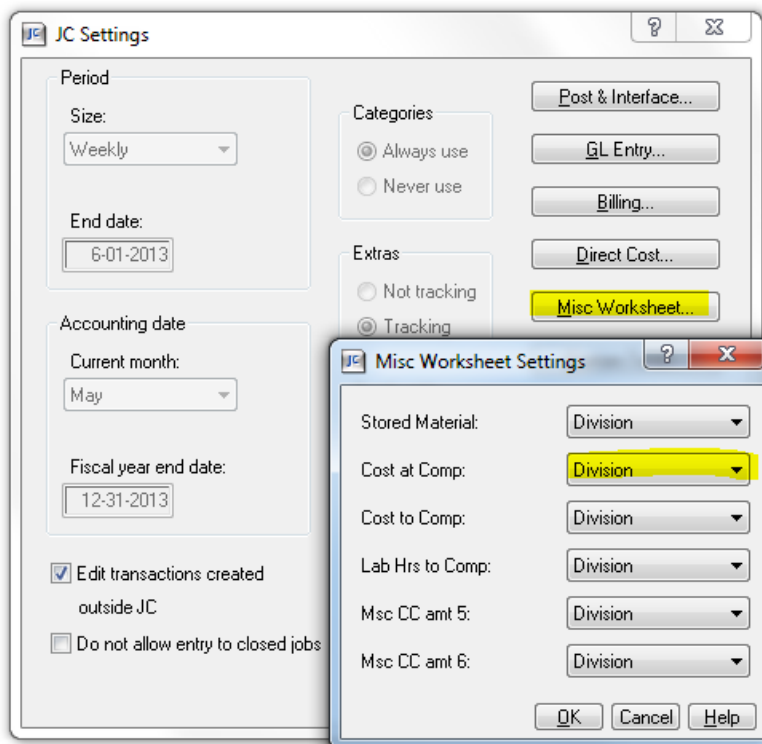
1. Decide upon a new name for your extra and change it in the custom descriptions.
2. In the job setup of 03-001, turn on to track extras.
3. In Setup > Extras, add two extras of your choosing.
4. Go in AP > Enter invoices and add an invoice to a vendor for Job 03-001 using one of the extras you created.
5. Go in PR > Enter Time and enter time for an employee to Job 03-001 using one of the extras you created.

Lab Session 1: Setup, Customize, and Use Misc Worksheets

What is a misc worksheet?

A miscellaneous worksheet is your opportunity to create memo post transactions (non-accounting transactions, meaning **no** general ledger debit or credit entry is created) to Job, Extra, Cost Code, and Category records.

Let's go to JC settings to see how we can begin the setup of misc worksheets. Go to Job Cost > File > Company Settings > JC Settings > Misc Worksheet



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Decide at what level (Division – the first section of the cost code or Section – the second section of the cost code) you would like to track misc worksheet entries. Keep in mind that in your company you may have named the first and second sections of your cost codes differently. The Misc Worksheet Settings window represents the 6 misc cost codes fields that you can track to.

Note the following:

- Stored Materials is really Misc CC amt 1
- Cost at Comp is really Misc CC amt 2
- Cost to Comp is really Misc CC amt 3
- Lab Hrs to Comp is really Misc CC amt 4
- Misc CC amt 5 and 6 have not yet been renamed

NOTE: All misc worksheet fields can be renamed by going to JC > File > Company Settings > Custom Descriptions.

Each of these six items specifies a cost code level at which an amount can be entered on a miscellaneous worksheet. Set each level by clicking the down arrow at the right of each item and selecting the appropriate line.

While this JC setting discusses tracking misc worksheet items at the cost code level, misc worksheet items can be tracked at the Job, Extra, Cost Code, and category levels as well.

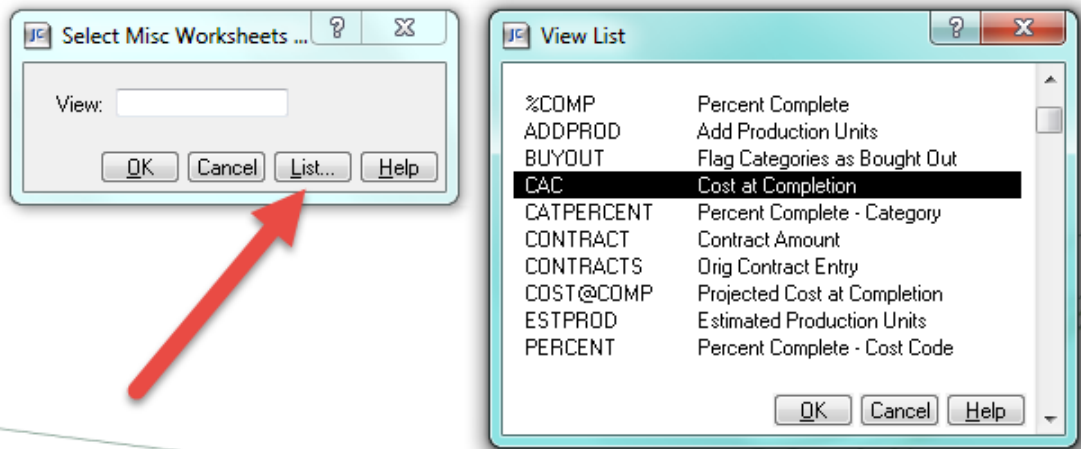
The image displays two screenshots of the 'Job Setup' window in a software application. Both windows show the 'Job' field set to '03-002' and the 'Description' field set to 'Clackamas Office Park #4'. The left screenshot shows the 'MW and Custom Total' tab, which includes fields for 'Date of last report' (5-30-2013), 'Percent complete', 'Misc job amt 1' through 'Misc job amt 3', 'Stored Material', 'Cost at Comp' (768651.00), 'Cost to Comp', 'Lab Hrs to Comp', 'Misc CC amt 5', 'Misc CC amt 6', and 'Misc cat amt 1' through 'Misc cat amt 6'. The right screenshot shows the 'MW and Custom Total (Extras)' tab, which includes fields for 'Misc extra amt 1' through 'Misc extra amt 3', 'Stored Material', 'Cost at Comp', 'Cost to Comp', 'Lab Hrs to Comp', 'Misc CC amt 5', 'Misc CC amt 6', and 'Misc cat amt 1' through 'Misc cat amt 6'. Both windows have a 'Save' button and a 'Cancel' button at the bottom.

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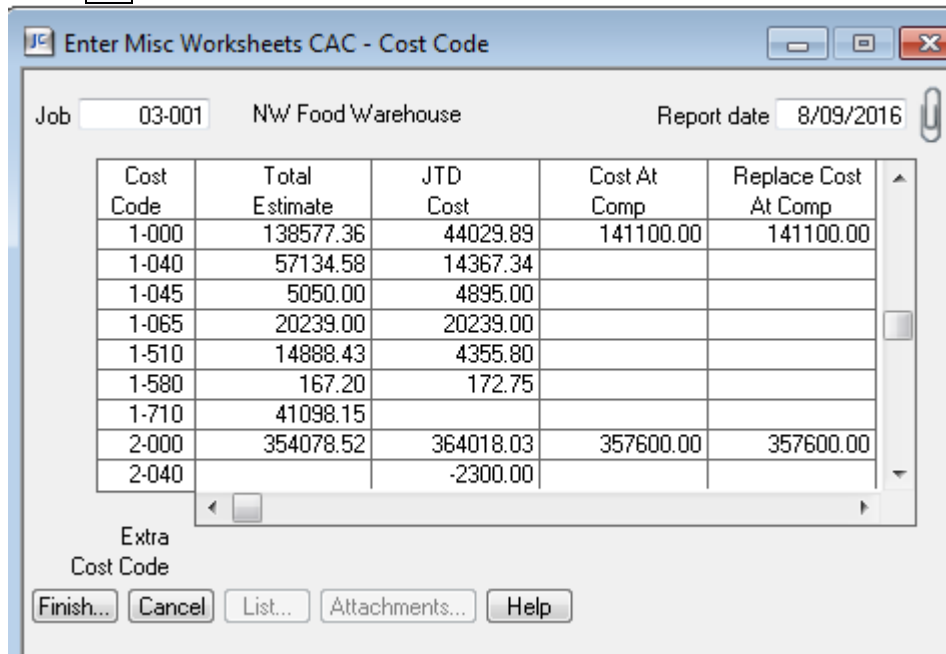
Examining MW Views

Sage 300 CRE software comes with several prebuilt entry views. Some can be used to enter estimated and actual production units, several are available for entering percent complete, and there is a Contract view that can be used to enter the contract amount on a job if the job is setup with a billing type of Quick Bill.

1. Go to JC→Tasks→Enter Misc Worksheets.
 - a. NOTE: This functionality is also accessible via PJ→Contract Control→Enter Misc Worksheets if the security setting is turned on for the user.
2. Click [List] and click on the “CAC” view.



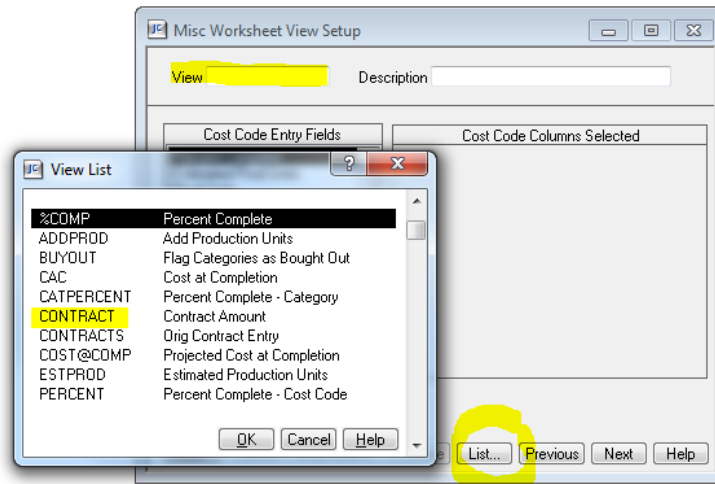
3. Enter (or use the List button and find) Job 03-001.



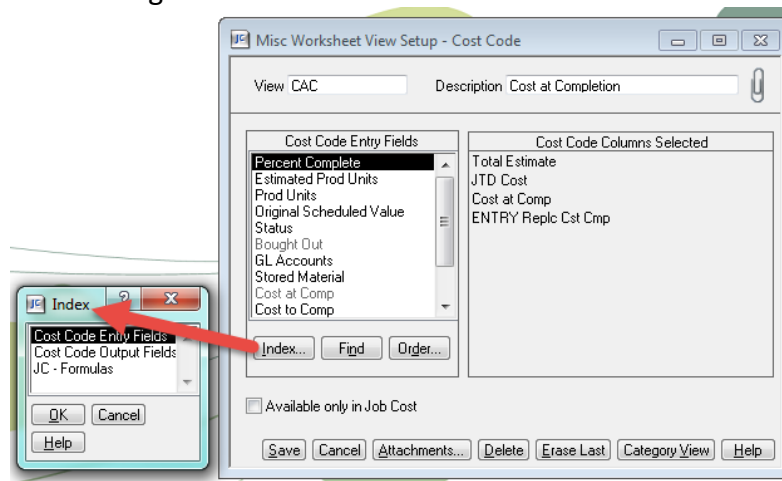
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The next setup task that is required for customization and use of misc worksheets is to setup the worksheet entry grid.

1. Go to JC > Tools > Customize misc worksheet.
2. Select the CAC view.



3. Notice that the window contains two sections:
 - a. A list of fields eligible for selection (on the left).
 - i. There are two types of fields for selection:
 1. Output Fields – displays data already accumulated in the JC master file.
 2. Entry Fields – user interactive fields.
 - b. The fields selected for the view (on the right).
 - i. Other than the Extra and Cost Code columns, the Cost Code Columns Selected exactly match the workflow grid above.

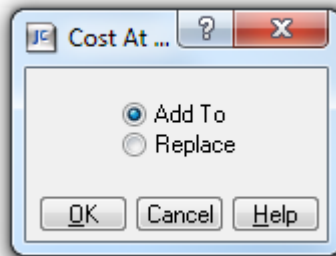


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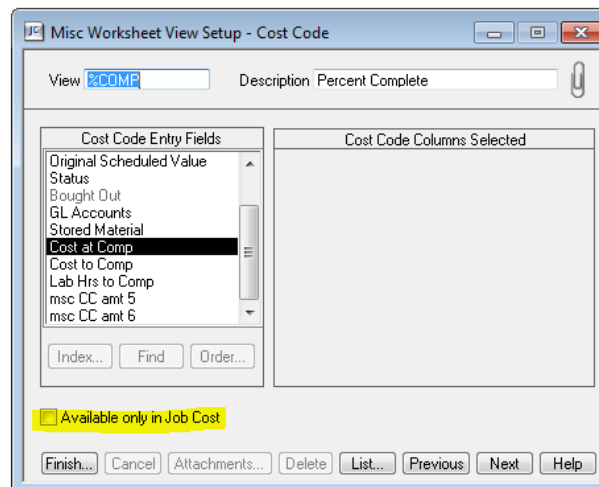
Note that the software comes with several prebuilt entry views. Some can be used to enter estimated and actual production units, several are available for entering percent complete, and you also have a Contract one that can be used to enter the contract amount on a job if the job is setup with a billing type of Quickbill.

Misc Worksheet Lab **Activity 3**

1. Choose 3 misc worksheet views and explore how you can add to or delete from the cost code columns selection. Also explore the other buttons at the bottom of the screen such as category view.
2. Did you get the pop up window for Add to or Replace? What does this mean and when would you use one vs the other?



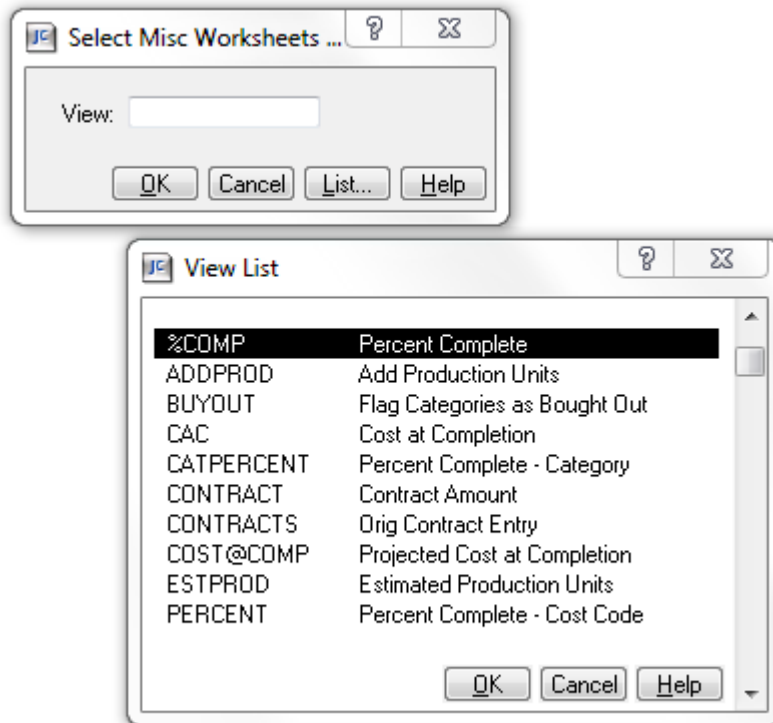
3. Remember that you can use the ? in the window or in the JC tool bar to learn more about what is expected in each field. Try the ? button out. What does it mean Available only in Job Cost?



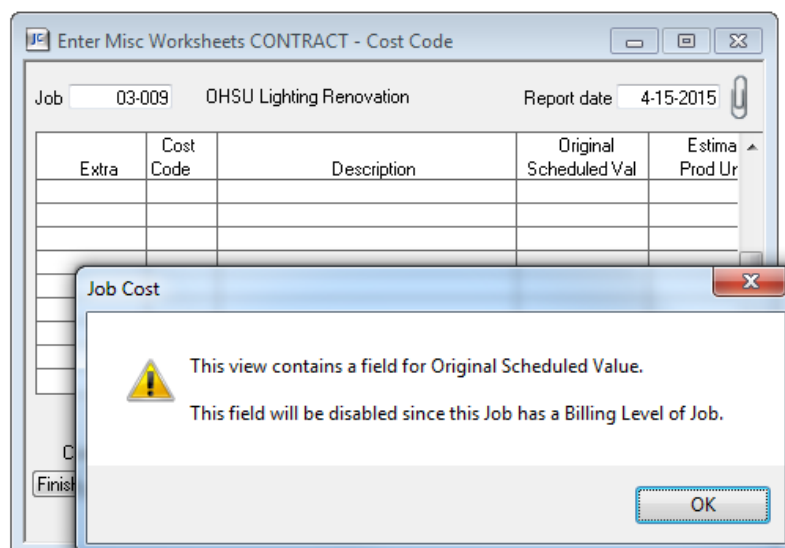
4. Create your own new misc worksheet view. **Activity 4**

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Next let's take a look at the entry of misc worksheets. Go to JC > Tasks > Enter Misc Worksheets. (This same entry grid can also be found in PJ > Contract Control > Enter Misc Worksheets, but only if it is turned on in the PJ settings.)

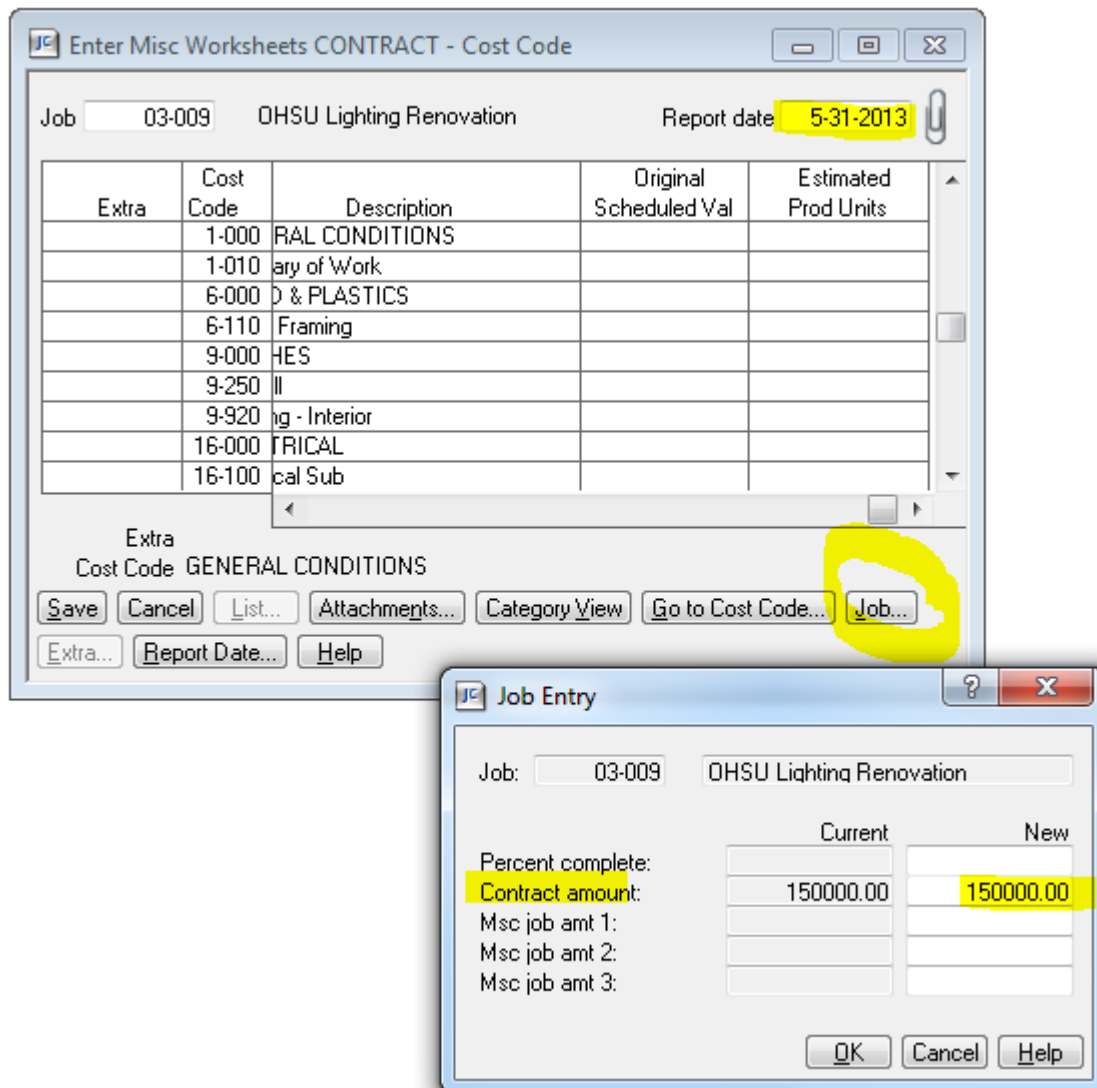


Select the contract view. Job 03-009 has been setup as a Quickbill job, let's select that job and enter a contract amount.



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Enter a report date of 05-31-13 and notice at the bottom that you do not have a job button, but as soon as you enter past the report date, you see the button selections as the bottom change and you now will have a button for Job.



Select the job button and then you can enter the contract amount in the New field. This is a replace and not an add to field. Ok and Save to save your entry and memo post this transaction in job cost.

Would you like to be able to review the misc worksheet entries you have created? Check out the report found in JC > Reports > Entries > Misc Worksheet Entries. Use this report as is, or feel free to customized it for your reporting needs.

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Misc Worksheet Entries

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<u>Cat</u>	<u>Tran Date</u>	<u>Transaction Type</u>	<u>Units</u>	<u>Amount</u>
03-001 NW Food Warehouse				
GENERAL CONDITIONS				
1-000 GENERAL CONDITIONS				
	05-18-2013	Percent complete		35.00
	02-28-2013	Misc w orksheet 2		138,600.00
	03-31-2013	Misc w orksheet 2		1,500.00
	04-30-2013	Misc w orksheet 2		500.00
	05-30-2013	Misc w orksheet 2		500.00
1-040 Coordination				
	05-18-2013	Percent complete		35.00
1-045 Insurance				
	05-18-2013	Percent complete		95.00
1-065 Permits - General				
	05-18-2013	Percent complete		100.00

General Comments

1. The MW task and tool has been part of the JC module for over 20 years. As such, program coding was not as sophisticate then as it is now, and you may find some “user-unfriendly” issues during keystroking (i.e., the TAB key and the ENTER key are not interchangeable, the concept of INSERT didn’t exisit (did you notice the Erase Last button in the customize screen?).
2. There is a canned report already written which documents all MW entries. Go to JC→Reports→Entries→Misc Worksheet Entries.
3. MW entries need to be POSTED, like all other transactions. Don’t forget if your settings are on MANUAL post.

Keep in mind that now that these entries have been created and posted, you can use the master and transaction records to report on.

What kind of reports would this be helpful information for? WIP (Bonding, Over/Under), to compare estimated, in place, and billed units. Can you name some other examples?

Lab Session 2: Job Cost Setup of Subcontract Compliance Items

Added in version 12 of the Sage 300 CRE software, is the addition of detailed tracking for subcontract compliance items. In order to take advantage of these new features, you will need to complete some additional setup items on the Job in Job Cost. Go to JC > Setup > Job > Job Compliance tab.

The screenshot shows the 'Job Setup' dialog box with the 'Job Compliance' tab selected. The 'Job' field contains '03-001' and the 'Description' field contains 'NW Food Warehouse'. The dialog box has several tabs: General, Status, Billing Info, Scope, PR, and EQ, AP and GL, Job Compliance, and Cont. The Job Compliance tab is active and contains a table with columns for Subcontractor, Supplier, Other, and Equip Supplier. The table has rows for Generate, Lien Waiver, Min. Amount for Lien Waivers, Require Certified Reports, and Require Final Compl. Approval. Below the table are fields for 'Choose jurisdiction' (Needs Supplier Ins), 'Day of week ending for Certified Reports' (Friday), and 'Final compliance approval percentage' (10.0000 %). There is also an 'Edit Through Date Settings...' button. At the bottom of the dialog box are buttons for Save, Cancel, List..., Attachments..., Delete, and Help.

	Subcontractor	Supplier	Other	Equip Supplier
Generate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lien Waiver:				
Min. Amount for Lien Waivers:	\$600.00 Sub/PO...	\$600.00 Sub/PO...	\$100.00 Lien Waiver...	\$100.00 Lien Waiver...
Require Certified Reports:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Require Final Compl. Approval:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose jurisdiction: Needs Supplier Ins
Day of week ending for Certified Reports: Friday
Final compliance approval percentage: 10.0000 %
Edit Through Date Settings...

Save Cancel List... Attachments... Delete Help

New is the ability to set tracking ability by vendor type such as Subcontract, Supplier, Other, or Equipment Supplier. You find these vendor types in AP > Setup > Vendor > General Tab

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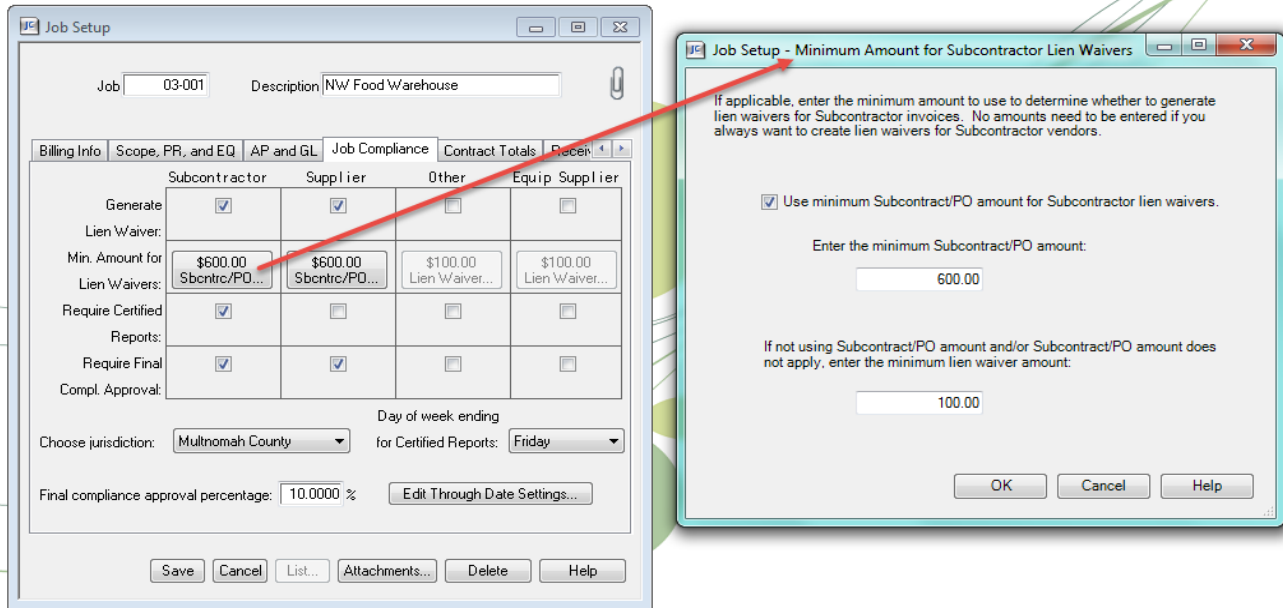
Vendor Setup dialog box showing fields for Vendor ID (100), Name (A-1 Electric Company), Address (46520 Hwy 99), Telephone ((503)744-3200), FAX ((503)744-4655), City (Tigard), State (OR), ZIP (97008), Contact 1 (Carlton; Rob), Email (kathy@klcvision.com), Vendor type (Subcontractor selected), Customer account (4-654-8241), and Inactive checkbox.

Keep in mind that you may have named your vendor types differently using AP > File > Company Settings > Custom Descriptions

Custom Descriptions dialog box showing a table of vendor types and their descriptions. The table has columns for Name, Description, and a checkmark column. The 'AP Vendor Type 1' through 'AP Vendor Type 4' rows are highlighted in yellow.

Name	Description	Value	Checkmark
AP Retainage	retainage	0	✓
AP Session	session	20	
AP Vendor	vendor	10	
AP Vendor Type 1	Subcontractor	0	
AP Vendor Type 2	Supplier	0	
AP Vendor Type 3	Other	0	
AP Vendor Type 4	Equip Supplier	0	
AR 31-60 Days	31-60 days	0	
AR 61-90 Days	61-90 days	0	
AR 91-120 Days	91-120 days	0	
AR Adjustment	adjustment	0	
AR Adjustment Type	adjustment type	15	
AR Cash Receipt	cash receipt	15	
AR Contact	contact	3	✓

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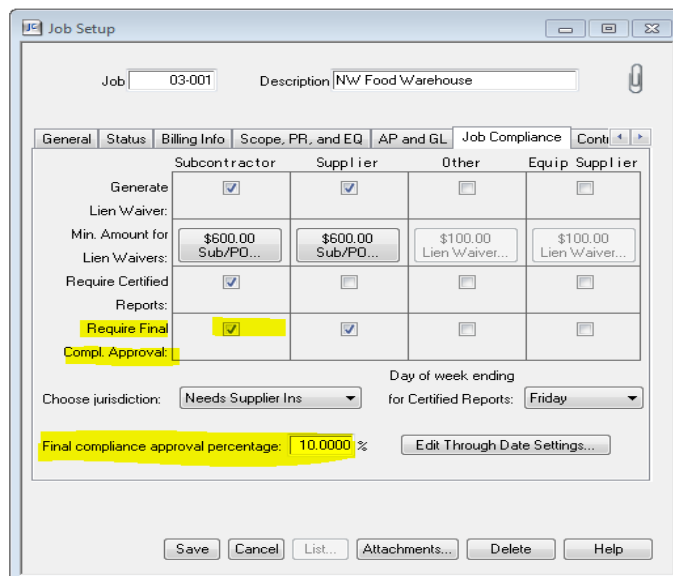


Your first option is to set if you want to a lien wavier to generate.

If you do want a lien waiver to generate, is there a minimum amount you want to set as to when the lien waiver should be created? Keep in mind that the limit is not based on check amount for the job, but the **invoice** amount. The following window appears for this setting:

Does this job require certified payroll report tracking for your subcontractors, if so for what vendor types?

Require final compliance approval means that in order to be able to pay the subcontract or vendor for the last specified % on the job, they must have completed and provided to you the contractor all the final compliance items.



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If you selected the Require Final Compliance Approval check box, type the percentage of the payment owed the vendor that you want to hold back until final approval of the job for compliance. This amount is available for payment once the Final Compliance Approval check box is selected in JC > Tasks > Commitments (keep in mind you may have changed the name commitments to Sub/PO or something similar) or if you have PJ > Contract Control > Commitments.

Next we have jurisdiction, select the jurisdiction where the job is located. This limits the miscellaneous compliance items on the job to those for a particular jurisdiction. If you do not specify a jurisdiction on the job, the system only tracks the vendor miscellaneous compliance items that have a jurisdiction of Not Specified.

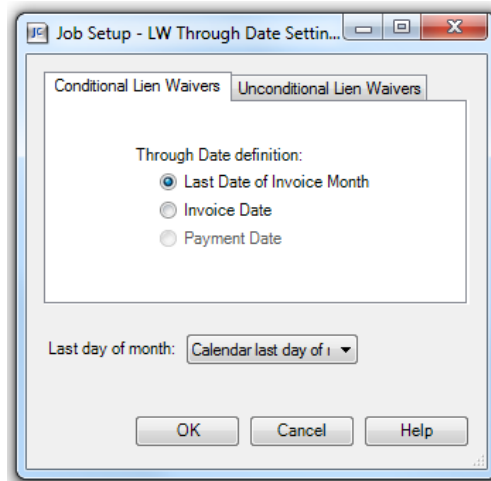
Note: The word jurisdiction and the list of choices can be changed in JC > File > Company Settings > Custom Descriptions > look for AP Jurisdiction.

Day of the week ending, if you selected the Require Certified Reports check box, select the day of the week corresponding to the end of the work week. On this day of the week, the system generates expectations for receiving certified reports for that week.

For example: If you select Friday, and the subcontractor starts work on Monday August 6, 2012 and is done on Thursday August 23, the system generates expectations for reports for the weeks ending August 10, 17, and 24.

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Finally, is Edit Through Date Setting, if you selected the Generate Lien Waiver check box, you can click this button to open the LW Through Date Setting Window, where you can select the type of date to use when generating conditional and unconditional lien waivers. Your choices for last day of the month are: Calendar Day of the Month, you choose a specific date.



Setup Job Subcontractor Compliance Lab **Activity 5**

1. Go to JC > Setup > Job and open job 03-001 NW Food Warehouse
2. Set to generate lien waivers by subcontract only
3. Set a minimum lien waiver amount of \$1,000 for subcontract/purchase orders
4. This job does *not* require certified payroll reports
5. This job does require final compliance approval at 15%
6. No jurisdiction for this job
7. LW through date should be set at Invoice Date and calendar last day of month.

Lab Session 2: Importing

Import Settings window

Select File > Company Settings > JC Settings to open the [JC Settings window](#), and then click [Import].

Use this window to set the default controls for warning messages when importing direct costs and commitments. It also controls when imported commitments are to be committed, whether to require a balanced import file when importing direct costs, and whether to reject imported estimates when the cost unit description differs from the cost unit description on existing records.

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Items in this window

Allow override of default options

Select this check box to allow the operator to override the Warning response and Commit method settings for an import.

Warning response

Select either Reject record or Import record depending on whether you want the records that cause warnings to be rejected or imported. Be aware that if the import record has an error, it will be rejected regardless of this setting.

Note: If you selected Allow override of default options, this setting can be overridden by the operator during the import process.

Commit method

Select one of the following methods to control how commitments in this import file are to be committed:

- Never: Do not commit any commitments during the import process. (This may override the Committed to JC item in the import record.)
- Determined by record: Commit if the Committed to JC item is set to YES.
- Auto commit: Automatically commit valid commitments as they are imported. (This may override the Committed to JC item in the import record.)

Note: If you selected Allow override of default options, this setting can be overridden by the operator during the import process.

Force Zero Proof (Direct Costs Only)

Select whether you want Job Cost to require a balanced import file:

- No: Does not require total debits to equal total credits when importing direct costs. The system displays a warning message during the import process.
- By debit/credit: Requires total debits to equal total credits when importing direct costs. This is the default setting.

Note: This setting cannot be overridden during the import process.

Reject if different Cost Unit Description

Select this check box to reject imported estimate records when a cost unit description is included on the import record and one of the following conditions apply:

- When the cost code and category records already exist and the cost unit description on the import record differs from the cost unit description on the existing category record.

If the check box is not selected, in this case, the cost unit description on the existing category record is used

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- When a new category is not present on an existing cost code record, but it is present on the standard cost code record, and the cost unit description on the import record differs from the cost unit description on the standard cost code record.

If the check box is not selected, in this case, the cost unit description on the import record is used.

An import record contains items delimited by field separators.

1. Items in the record are separated by commas. An empty item that is followed by an entered item must still be delimited by a comma.
 - a. For example: Site clear, ,06301996 is a string of three items with the middle item being empty.
2. Do not end the line with a comma. A comma specifies there is more data following it.
3. Spaces and tabs preceding or following the comma separators are ignored.

There are three basic types of items:

1. Alpha - Names, addresses, and descriptions are examples of alpha items.
 - a. Because items are separated by commas, a comma that is part of the text must be preceded with a backslash (\). For example, the customer name string Modern Abodes\, Inc. has a backslash before the comma to prevent the string from being interpreted as two items.
 - b. A quote mark may be included as part of an alpha item if it is preceded with a backslash. In the previous example, the word Abodes can be imported enclosed in quotes if the item is entered as Modern \"Abodes\"\\, Inc.
2. Date - A date must be entered as mmddyyyy, where mm is the month, dd is the day, and yyyy is the four digit year. Do not use punctuation!!
3. Numeric - A numeric item can contain numbers, a single decimal point, and a single minus sign.
 - a. If the item is negative, precede the number with a minus sign.
 - b. If the item is an amount with dollars only, you can omit the decimal point and cents. Otherwise, you must separate the dollars and cents with a decimal point.

Lab Session 2: Import: Estimates

This file contains five types of import records:

- Job header—This record contains static information related to the job or jobs in the import file.
- Cost code—This is an optional record. It is used to enter production units and description.
- Category—This record is required whether or not you are using categories. It is used to enter estimated units and cost.
- Extra—This is an optional record. Use it for jobs where extras are included.
- Comment—A line that begins with a semi-colon is a comment line and is ignored in the translation.

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Job header

This record contains static information related to the job or jobs in the import file. Items required to be entered are marked as such in the Comment column.

Number	Type	Length	Item	Comment
1	alpha	1	record ID	required, must be * (asterisk)
2	ID	12	job ID	required; separators can be entered or omitted
3	alpha	30	job description	used only if job is created
4	alpha	30	job address	used only if job is created
5	alpha	15	job city	used only if job is created
6	alpha	4	job state	used only if job is created, must be all caps
7	alpha	10	job ZIP code	used only if job is created
8	alpha	10	customer (ID)	used only if job is created
9	alpha	30	customer address	used only if job is created
10	alpha	15	customer city	used only if job is created
11	alpha	15	customer state	used only if job is created, must be all caps
12	alpha	10	customer ZIP code	used only if job is created
13	numeric	9	job size	
14	alpha	4	job unit description	
15	alpha		file attachment	use forward slashes (/); path must be URL
16-265	varies	varies	custom fields	custom fields must be set up first

Cost code—Production unit estimate

This is an optional record. It is used to enter production units and description. Items required to be entered are marked as such in the Comment column.

Number	Type	Length	Item	Comment
1	alpha	1	record ID	required, must be P
2	ID	12	cost code ID	required; separators can be entered or omitted
3	alpha	30	description	see Note below
4			(null)	enter comma separator only
5	date	8	transaction date	required, mmddyyyy format only
6	numeric	8.4	est. production units	if signed, enter sign first
7	Alpha	6	production unit desc.	see Notes below
8			(null)	enter comma separator only
9	alpha	1	cost type	required if not using categories and cost code is not a standard cost code: 1-Labor, 2-Material 3-Subcontract, 4-Equipment 5-Overhead, 6-Other
10			(null)	enter comma separator only
11			(null)	enter comma separator only
12			(null)	enter comma separator only
13			(null)	enter comma separator only
14			(null)	enter comma separator only
15	alpha		file attachment	use forward slashes in path
16-265	varies	varies	custom fields	custom fields must be set up first

Notes:

If the cost code is not set up as a standard cost code and is created during the import process, the imported description and production unit description items are used in the corresponding fields of the new cost code record. If the imported cost code and production unit descriptions are blank, the cost code description defaults to "(No description)" and the production unit description defaults to blank.

If the imported cost code does exist in the Standard Cost Code list, the description in the Standard Cost Code list overrides the description in the import file.

Whether or not you are using categories, an estimate category record is required to import the estimated unit and amount.

Category—Cost unit estimate

This record is required whether or not you are using categories. It is used to enter estimated units and cost. Items required to be entered are marked as such in the Comment column.

Number	Type	Length	Item	Comment
1	alpha	1	record ID	required, must be C
2	ID	12	cost code ID	required; separators can be entered or omitted
3	alpha	30	category description	leave blank, always filled from standard category
4	ID	3	category ID	required
5	date	8	transaction date	required, mmddyyyy format only
6	numeric	8.4	estimated units	if signed, enter sign first
7	Alpha	6	cost unit description	see Notes below
8	numeric	8.2	estimated amount	if signed, enter sign first
9			(null)	enter comma separator only
10			(null)	enter comma separator only
11			(null)	enter comma separator only
12			(null)	enter comma separator only
13	ID	10	extra ID	see Notes below
14	Alpha	10	standard item	standard item must be set up in the Billing application
15	alpha		(null)	enter comma separator only
16-265	varies	varies	custom fields	custom fields must be set up first

Notes

- The estimate category record is required to import the estimated units and amount, whether or not you are using categories. However, when the Categories option in JC Settings is set to Never Use, actual category records are not created.
- If you are not using categories and the cost code ID (item #2) is not a standard cost code, you must import the estimate cost code record including the cost type (item #9).
- When the setting, Reject if different Cost Unit Description, is marked in the Import Settings window (**File > Company Settings > JC Settings**), the import records may be rejected if the cost unit description (item #7) differs from the cost unit description on existing records.
- Estimates can be imported for multiple extras in the same file. When you are importing estimates for multiple extras, the Extras field is unavailable.

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Extra

This is an optional record. Use it for jobs where extras are included. Items required to be entered are marked as such in the Comment column.

Number	Type	Length	Item	Comment
1	alpha	1	record ID	required, must be E
2	ID	10	extra ID	required
3	alpha	30	description	only used if extra is created
4	alpha	30	address	only used if extra is created
5	alpha	15	city	only used if extra is created
6	alpha	4	state	only used if extra is created; must be all caps
7	alpha	10	zip code	only used if extra is created
8	alpha		file attachment	use forward slashes in path
9-258	varies	varies	custom fields	custom fields must be set up first

Note If the extra being imported does not already exist in the system, the extra will be added using values found in the import file. If the extra already exists, Job Cost will use the values in the existing record, rather than those from the import file, unless it is a file attachment or a custom field value.

Import estimates example

```
; Estimate for University Apartments Job
*,12-120,University Apartments,335 Spicer St.,Akron,OH,45904,MidWest RE,34092 Euclid
Ave.,Cleveland,OH,45800,150000,sqft
P,3-100, , ,09151996,5,ea
C,3-100, ,L,09151996,40.00, ,660.00
C,3-100, ,M,09151996,15.00, ,305.00
C,1-800, ,L,09151996,40.00, ,850.00
C,1-700, ,L,09151996,5.00, ,155.00
C,3-300, ,L,09151996,158.00, ,2607.00
C,3-300, ,M,09151996,85.00, ,956.00
C,3-250, ,L,09151996,95.00, ,1886.00
C,3-250, ,M,09151996,200.00, ,420.00
C,3-600, ,L,09151996,255.00, ,3149.00
E,1,Ceiling Repair,121 SW Macadam,Cleveland,OH,45800
```

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P,3-100, , , 09151996,8 ea
C,3-100, ,L,09151996,40.00, ,760.00
C,3-100, ,M,09151996,15.00, ,405.00
C,1-800, ,L,09151996,40.00, ,950.00
C,1-700, ,L,09151996,5.00, ,255.00

Note: Job Cost processes information from the first record in the file to the last. Job Cost assigns cost code and category records to the job record or extra record that they follow. In this example, Job Cost assigns the cost code and category records following the job record to job **12-120**. Job Cost then assigns the cost code and category records following the extra record to job **12-120**, extra **1**.

Now, let's take a look at how to import the file that has been created: JC > Tools > Import > Estimate

Import Estimates - Print Selection

Import file: FISHLODG.JCE

Rejected records file: REJECT 98013

Allow creation of Cost Codes not on standard Cost Code list

Import as an Approved Estimate Change

Estimate will be applied to

Job: 98-013 QUAIL FISHING LODGE

Extra:

Printer Information

Send to print file C:\Import Estimate... *Printer Setup...*

Use Courier New (12) font.

Use default margins. Page Setup...

Start Cancel List... Add Job... Help

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Importing estimates

1. From the Tools menu, select Import > Estimate.
2. Enter the import file name. You can click [Customer Info] to verify customer information from the import text file.
3. Enter a name for the file that will hold any rejected records. If you do not include a suffix, ".jce" is added.
4. Select the Cost Code check box if you want to allow the import process to create new records for cost codes whose IDs are in the import file but not on the standard cost code list. This option is available only if you use categories.
5. Select the Import Estimate as Approved Change if you want to create an approved estimate change transaction. The Approved Estimate Change and Total Estimate fields are updated.

Note: Production unit estimate amounts are always imported as original estimate amounts.

6. Change the print options as necessary; then click [Start].
7. Review the Estimate Import Report for a list of estimates imported and errors encountered. If the rejected file has errors, correct them and use the corrected reject file as an import file.
8. If the import is free of errors, post the imported entries to the Job Cost Master file.

Caution! Be sure to have a backup copy of the import file before you select this command. After the import process is complete, the import file is noted as being imported. If you try to import it again, you will receive a warning asking whether you want to import the file again. Also, the import process will stop with an error message on the report if any categories are detected that are not standard categories.

Be sure to name the reject file with a new name each time, for example reject and the job number), so that it does not get overwritten. You can then open the reject file up in word or notepad and make the necessary changes, and then import in the reject file.

Caution! When using Import Estimates to create a job for which you are also creating a contract, be sure to click [Add Job] to verify the billing method. If you have not selected "Use Contracts" as your default billing method, you must specifically indicate the new job is to "Use Contracts" for billing purposes or you will be unable to create a contract for the new job. The default billing method setting is available in the Default Billing Settings window (**File > Data Folder Settings > JC Settings > Billing tab**).

Note: New jobs created as a result of importing an estimate automatically use [Project Management change management](#) if PJ is installed.

Production unit estimate amounts are always imported as original estimate amounts, even if the import as approved estimate change is checked.

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Once a file is imported, a “#” appears in the first row documenting when and by whom the import was accomplished. If by error, a double import occurs, create a 3rd import with negative amounts to offset the duplicate estimate imported.

Creating new jobs during the estimate import process does NOT set up all of the fields you need to complete. Make sure you make a note to go back to JC→Setup→Job to complete the job setup.

Next, review the import journal to be sure there are no rejections. If all was successful, then to go to JC > Tasks > Post Entries, this allows the import to post to update the estimate on the job, extra, cost code, and category records.

Import Estimate Lab **Activity 6**

1. Create in excel an import estimate file similar to the one above. Save as type, .txt.
2. JC > Tools> Import > Estimate
3. Check printouts file, did it import without rejections?
4. JC > Tasks > Post Entries
5. What job cost report or inquiry could you use to see that the estimate has been successfully imported?

Lab Session 2: Import: Direct Costs

Import Direct Costs file

This file contains three types of [import records](#):

Direct Cost entry—This is a job-assigned cost entry. It may also contain general ledger distribution. Click [here](#) for the file layout.

GL-only entry—This is an entry with general ledger distribution only. Click [here](#) for the file layout.

Comments - A line that begins with a semi-colon is a comment line and is ignored in the translation. Comments can also be entered at the end of an entry line by entering a semi-colon followed by the comment.

Direct cost

Items required to be entered are marked as such in the Comment column.

Number	Type	Length	Item	Comment
1	alpha	2	record ID	required, must be DC. In a GL only entry, must be GL.
2	alpha	10	job ID	required, ID separators can be entered or omitted
3	alpha	10	extra ID	ID separators can be entered or omitted
4	alpha	12	cost code	required, ID separators can be entered or omitted
5	alpha	3	category	required, if using categories
6	list	1	transaction type	see 1 st Note below
7	date	10	transaction date	if blank, system date is used
8	date	10	accounting date	if blank, the Job Cost period end date is used
9	alpha	30	description	leave blank to retrieve from standard item, if used
10	numeric	8.4	units	required if unit cost entered
11	numeric	6.4	unit cost	required only if no amount; leave blank to retrieve from units-based standard item, if used
12	numeric	9.2	amount	required, defaults to units times unit cost if not entered; leave blank to retrieve from amounts-based standard item, if used
13	alpha	25	debit account see Notes below	required if interfacing with GL and account cannot be retrieved
14	alpha	25	credit account see Notes below	
15	alpha	10	reference 1	when importing inventory costs from Purchasing & Inventory (PO/IV), the Posting Sequence is used
16	alpha	10	reference 2	
17	alpha	10	standard item	if used, must be setup in the Billing application

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GL-only entry

Number	Type	Length	Item	Comment
1	alpha	2	record ID	required, must be GL
2	date	10	transaction date	if blank, system date is used
3	date	10	accounting date	if blank, JC End date is used
4	alpha	30	description	optional
5	numeric	9,2	amount	required
6	alpha	25	debit account	required if no credit account
7	alpha	25	credit account	required if no debit account
8	alpha	10	reference 1	
9	alpha	10	reference 2	

Notes:

- Transaction types: 1 = AP Cost, 2 = JC Cost, 3 = PR Cost, 4 = EQ Cost, and 5 = IV Cost. The default is AP Cost. Also, if extras and/or categories are not used, they must still be represented by comma separators.
- If you have specified in the GL Entry Settings window (**File > Company Settings > JC Settings**) that the cost account is to be retrieved, no debit account is required. If no valid debit account can be retrieved, you must enter the debit account or the transaction is rejected.
- If you have specified in the Import Settings window (**File > Company Settings > JC Settings**) that a balanced import file is required, then total debits must equal total credits in the import file or all records are rejected.

Import direct costs example

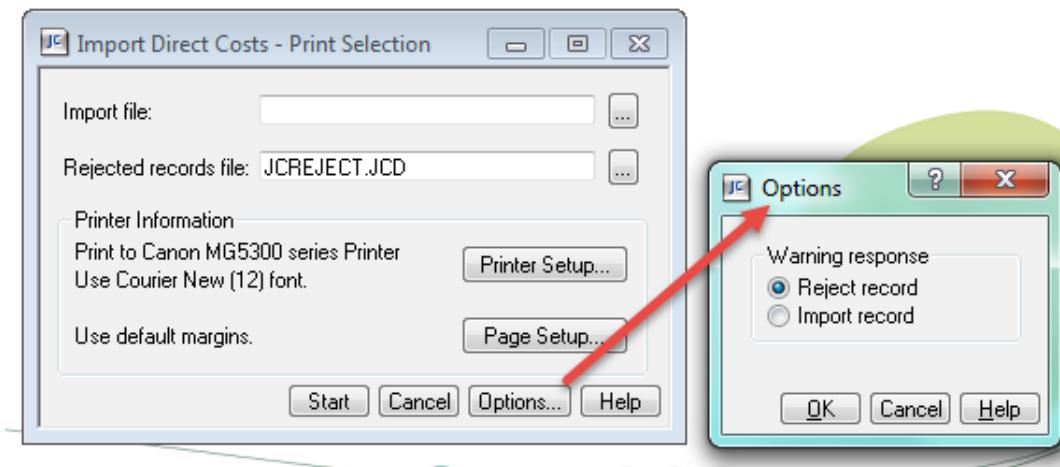
;This is a comment in a sample import file

;The next line is purposely split over two physical lines
 DC, 93120, , 01100, MAT, 2, 09/14/1995, 09/30/1995, +
 "weatherstripping, 12 ft.", 12, 2.2, 26.40, 01-825, 01-101

;The next line wraps by itself
 DC, 93-433, , 02-100, LAB, 3, 091295, 093095, OT for Perry,3.25, 19.5, 63.38, 01-224, 01-835

;The next line is a GL-only entry
 GL, 092395, 093095, Interco xfer, 1539.25, 01-830, 02-830, 5017

JC > Tools > Import > Direct Costs



Importing direct costs

1. From the Tools menu, select Import, Direct Costs.

Note: A warning message displays when Force Zero Proof in Job Cost (Import Settings window) is set to No. If you chose to continue, Job Cost allows you to import an unbalanced file (i.e., total debits do not equal total credits).

2. Enter the import file name. The file name can have any extension (up to three characters). If none is entered, ".JCD" will be appended.
Click [here](#) for a description of the import file.
3. Enter a name for the file that will hold any rejected records. The file name can have any extension (up to three characters). If none is entered, ".JCD" will be appended.
4. Click [Options] to specify whether input records that create warnings will be rejected or imported. This option is available only if you marked the Allow override of default options in the Import Settings window.
5. Change the print options as necessary, then click [Start].
6. Review the Import Direct Costs report for totals of direct costs imported and errors encountered. If errors exist in the rejected file, correct them and use the corrected reject file as an import file. [How?](#)

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7. If the import is free of errors, post the imported entries to the Job Cost Master file. [How?](#)

Correcting Import Direct Costs errors

1. Have at hand the Import Direct Costs report that listed the errors encountered on the previous import.
2. Open the rejected records file with any text editor that retains the file in a text format.
3. Add, change, or delete text lines as appropriate to correct the errors.
Click [here](#) for a description of the import file.
4. Save the file in text format and exit the text editor.
5. Use the edited rejected records file as the import file to Import Direct Costs.

Import Direct Cost Lab **Activity 7**

1. Create in excel an import direct cost file similar to the one above. Save as type, .txt.
2. JC > Tools > Import > Direct Costs
3. Check printouts file, did it import without rejections?
4. JC > Tasks > Post Entries
5. What job cost report or inquiry could you use to see that the direct costs have been successfully imported?

Lab Session 2: Import: Commitments

Import Commitments file

This file contains four types of [import records](#):

Commitment—This record contains general information about a commitment. It must precede any commitment item records associated with it.

Commitment Item—This record contains information for one line item attached to a commitment.

Commitment Change Order—This record contains general information about a commitment change order. It must precede any commitment change order item records associated with it. If the change

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order is for a commitment that is also being imported on this processing, be sure this change order follows the commitment records.

Commitment Change Order Item—This record contains information for one line item attached to a commitment change order.

Comment—A line that begins with a semi-colon is a comment line and is ignored in the translation. Comments can also be entered at the end of an entry line by entering a semi-colon followed by the comment.

Commitments (Tools, Import menu)

Use this command to create commitments and commitment change orders from a file generated by the Buyout, Purchasing, and Inventory applications. This command also will accept text files created by spreadsheets and other similar applications.

Records rejected by this command are copied to a separate text file, which has the same format as the import file. It can be edited by any text editor that does not convert the file from text format to a different format. After editing, you can use the rejected file as an import file.

This command differs from Commitments and Commitment COs commands as follows:

- It does not change or delete existing records.
- It does not import notes.
- It does not Quick-Add jobs. It adds new cost codes and categories only if they are standard cost codes and categories.
- It does not automatically post new entries to the Job Cost master file.

Note: Commitments that are imported into Job Cost are automatically released to accounting upon import regardless of whether or not they are committed.

This command's title may change depending on whether or not you changed the Commitment custom description in the Custom Descriptions window (**File > Company Settings > Custom Descriptions**).

There are seven basic types of items:

1. Alpha - Names, addresses, and descriptions are examples of alpha items. Alpha items do not have to be enclosed in quotes unless they contain quotes and commas.
 - a. Because items are separated by commas, you must enclose an alpha item that contains a comma with quotes. For example, the customer name string **Modern Abodes, Inc.** must be enclosed in quotes to prevent the string from being interpreted as two items.
 - b. A quote mark may be included as part of an alpha item by entering two consecutive quotes. In the previous example, the word **Abodes** can be imported enclosed in quotes if the item is entered as **Modern ""Abodes"" , Inc.**
 - c. Some long alpha items, such as scope of work, display as multiple lines on a monitor. These items can be split into multiple display lines by entering **backslash, lowercase n** where each

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break is to occur. For example, (1) CLEAR SITE \n(2) PLACE CONCRETE PIPE IN DITCH would display steps (1) and (2) on separate lines.

2. Date – Best practice is to enter the date as **mmddyyyy**, where **mm** is the month, **dd** is the day, and **yyyy** is the four digit year. Do not use punctuation!!
3. Numeric - A numeric item can contain numbers, a single decimal point, and a single minus sign.
 - a. If the item is negative, precede the number with a minus sign.
 - b. If the item is an amount with dollars only, you can omit the decimal point and cents. Otherwise, you must separate the dollars and cents with a decimal point.
4. Check Box – If **yes, y, true, t, x**, or **1**, the box is selected. If **no, n, f, false, 0**, or null (comma separator only), the box is clear.
5. Telephone – Best practice is: (aaa)eee-nnnn
6. Custom Field - This item can contain any type of information allowed in the Commitment Custom Fields window. These items must be entered in the same order they appear in the window. Omitted items must be indicated by separator commas only. For example, if only the third item is entered, it must be preceded with two commas to indicate the missing first and second items.
 - a. Keep in mind that all the other omitted items that would appear in front of the custom fields also must be indicated by comma separators only.

Commitment File Layout

See help topic for the entire file layout.

Commitment

Items required to be entered are marked as such in the Comment column.

No.	Type	Length	Item	Comment
1	alpha	1	record ID	required, must be C
2	alpha	12	commitment ID	required
3	option button	1	commitment type	1=Subcontract, 2=PO
4	alpha	30	description	
5	alpha	10	vendor ID	If blank, contract is uncommitted (Note: if importing from Buyout, this is the contact ID)
6	date	10	date	if blank, uses system date
7	numeric	2,3	retainage percent	47 2/3% entered as 47.667
8	check box	5	committed to JC	see commit method
9	check box	5	closed	
10	check box	5	printed	
11	alpha	30	to address 1	PO only, Header Info window
12	alpha	30	to address 2	PO only, Header Info window
13	alpha	15	to city	PO only, Header Info window
14	alpha	4	to state	PO only, Header Info window
15	alpha	10	to ZIP code	PO only, Header Info window
16	alpha	30	ship to address 1	PO only, Header Info window
17	alpha	30	ship to address 2	PO only, Header Info window
18	alpha	15	ship to city	PO only, Header Info window
19	alpha	4	ship to state	PO only, Header Info window
20	alpha	10	ship to ZIP code	PO only, Header Info window
21	alpha	15	ordered by	PO only, Header Info window
22	alpha	15	terms	PO only, Header Info window
23	alpha	15	ship via	PO only, Header Info window
24	alpha	15	free on board	PO only, Header Info window
25	alpha	15	misc alpha 5	PO only, Header Info window
26	date	10	delivery date	PO only, Header Info window
27	date	10	misc date 2	PO only, Header Info window

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Commitment Item Layout

Commitment item

Items required to be entered are marked as such in the Comment column.

No.	Type	Length	Item	Comment
1	alpha	2	record ID	required, must be CI
2	alpha	12	commitment ID	required
3	numeric	3	item number	see item number
4	alpha	30	description	
5	numeric	2.3	retainage percent	16 2/3% entered as 16.667
6	date	10	delivery date	PO only
7	alpha	1000	scope of work	see alpha item
8	alpha	10	job	required if extra, cost code, or category is entered; separators can be entered or omitted
9	Alpha	10	extra	enter or omit separators
10	alpha	12	cost code	required if job, extra, or category is entered; separators can be entered or omitted; standard cost codes must exist prior to import
11	alpha	3	category	required if categories are used and job, extra, or cost code entered
12	alpha	6	tax group	enter comma separator if not using tax; must be set up in AP
13	numeric	-9.2	Tax	enter comma separator only; automatically calculated based on tax group and amount
14	numeric	-8.4	units	If not tracking units, contributes to total commitment item amount, but not written to the commitment item or JC transaction records; 15 ¼ units entered as 15.25
15	Numeric	-6.4	unit cost	If not tracking unit cost, contributes to total Commitment Item Amount, but not written to the commitment item or JC transaction records
16	alpha	6	unit description	
17	numeric	-9.2	amount	including tax, see Note; if entered, overrides units times unit cost; if blank and tax group is entered, calculated as ((units times unit cost) plus tax)
18	checkbox	5	bought out	
19-up	varies	varies	1 - 250 custom fields	see About field types

Note: If you are using taxes in Accounts Payable and a tax group (Item #12) is entered or imported for a commitment item, you should include tax in the imported amount (Item #17).

Commitment Change Order Layout

Commitment change order

Items required to be entered are marked as such in the Comment column.

No.	Type	Length	Item	Comment
1	alpha	3	record ID	required, must be CCO
2	alpha	12	commitment ID	required
3	alpha	5	commitment CO ID	required
4	alpha	30	description	
5	checkbox	5	printed	
6	date	10	date	if blank, uses system date
7	alpha	15	type	
8	alpha	380	scope	see alpha item
9	option button	1	status	1 = not issued 2 = pending 5 = approved 6 = denied
10	alpha	30	prepared by	
11	checkbox	5	verbal notice received	
12	alpha	30	notice received from	
13	date	10	date notice received	
14	checkbox	5	written notice received	
15	alpha	30	notice received from	
16	date	10	date notice received	
17	alpha	10	job	link to change order for this job
18	alpha	10	extra (if applicable)	link to change order for this extra
19	alpha	5	change order	required if job link entered
20-up	varies	varies	1 - 250 custom fields	see About field types

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Commitment Change Order Item Layout

Commitment change order item

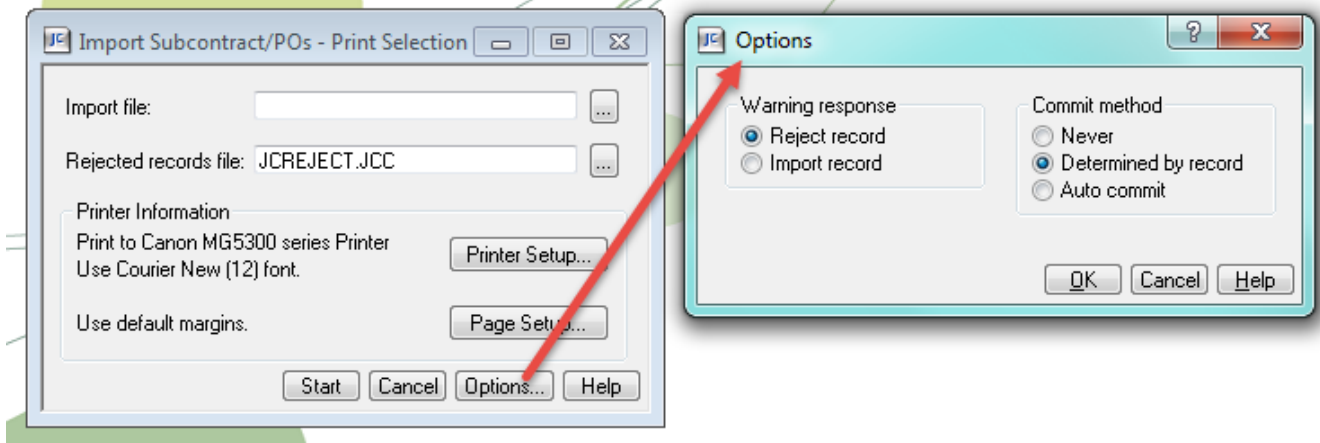
Items required to be entered are marked as such in the Comment column.

Number	Type	Length	Item	Comment
1	alpha	4	record ID	required, must be CCOI
2	alpha	12	commitment ID	required
3	alpha	5	commitment CO ID	required
4	numeric	3	item number	required; commitment item must already exist
5	alpha	30	description	
6	numeric	8.4	units	if tracking units; unit cost is retrieved from original commitment item; If not tracking units, contributes to total commitment item amount, but not written to the commitment item or JC transaction records
7	numeric	9.2	amount	including tax, see Note; if entered, overrides units times unit cost; if blank and tax group is entered on original commitment item, calculated as ((units times unit cost) plus tax)

Note: If you are using taxes in Accounts Payable and a tax group was entered or imported for the original commitment item (item #4), you should include tax in the amount (item #7).

Importing commitments

1. From the Tools menu, select Import, Commitments.



2. Enter the import file name. The file name can have any extension (up to three characters). If none is entered, ".JCC" will be appended.
3. Enter a name for the file that will hold any rejected records. The file name can have any extension (up to three characters). If none is entered, ".JCC" will be appended.
4. Change the print options or accept the defaults, then click [Start].
5. Review the Import Commitments Journal for totals of commitments imported and errors encountered. If errors exist in the rejected file, correct them and use the corrected reject file as an import file.
6. If the import is free of errors, post the imported entries to the Job Cost Master file.

Note: If you use the Project Management application, commitments are automatically released to accounting when imported.

Standard cost codes must be set up in Job Cost before you import commitments that use them.

Correcting Import Commitments errors

1. Have at hand the Import Commitments Journal that listed errors encountered on the previous import.
2. Open the rejected records file with any text editor that retains the file in a text format.

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3. Add, change, or delete text lines as appropriate to correct the errors.
4. Save the file in text format and exit the text editor.
5. Use the edited rejected records file as the import file to Import Commitments.

Import Commitment Example

Correcting Import Commitments errors

1. Have at hand the Import Commitments Journal that listed errors encountered on the previous import.
2. Open the rejected records file with any text editor that retains the file in a text format.
3. Add, change, or delete text lines as appropriate to correct the errors.
4. Save the file in text format and exit the text editor.
5. Use the edited rejected records file as the import file to Import Commitments.

Import Commitments Lab **Activity 8**

1. Create in excel an import commitment file similar to the one above. Save as type, .txt.
2. JC > Tools > Import > Commitments
3. Check printouts file, did it import without rejections?
4. JC > Tasks > Post Entries
5. What job cost report or inquiry could you use to see that the commitments have been successfully imported?