

# Starting with Jobs and Accounting

## User's Guide

JOBSCOPE ®

***JOBSCOPE Starting with Jobs and Accounting***

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## **Read This First**

Implementation of a comprehensive manufacturing and engineering software system is a daunting task. There are two ways of going about it. One way is sometimes referred to as the “Big Bang”, in which very elaborate preparations are made over a significant period of time, and then, one bright Monday morning, every part of the software that will be used is started at the same time. A Microsoft Project file named JEE Complete Implementation Plan is provided as a guide for this process, and it is 1770 lines long. If you want to do it this way, you will need quite a bit of training and planning assistance from your Jobscope project manager.

Most people don’t have the time and resources necessary for the Big Bang approach. The alternative is to decide where to start and bring the system on line several pieces at a time. This manual provides guidance for that approach.

This user guide assumes that you have the server and database ready to go, and that you have at least the initial users set up with their required security for accessing the system. The User Guides for the various modules have much more detail than this manual, so you will need them also. In this manual, we will discuss the minimum you need to get started.

## **Deciding Where To Start**

You have a number of choices about where to start. You can discuss your particular situation with your project manager and choose the starting point or points that are best for you, but a good approach is to start with Accounting and Jobs. If doing both up front is too much, then you can either work on accounting by itself, or do jobs, and only enter the general ledger accounts that you need to do jobs. This manual is organized around starting jobs with minimal accounting data and then adding accounting.

### **Accounting**

Basically, Accounting means General Ledger, Accounts Payable, and Accounts Receivable. In order to process jobs and purchase orders, you will have to have some general ledger accounts in the system, so you will need to do some general ledger work, even if you want to start some of the other modules first. If you want to do jobs early on, then you will probably want accounts receivable because you will likely want to do billings for the jobs.

### **Jobs**

This is a good place to begin, because you will ultimately get maximum benefit from the system by improving the management of your jobs and job materials. Jobs require some accounting data and all the basic engineering data.

### **What Is a Job**

The first thing to do is to decide what is a job. If your business is a job or project oriented environment, then what constitutes a job may be obvious to you. A job has a customer associated with it, and only

one customer. Generally speaking, when a customer gives you an order, you open a job. You put in some basic information about the job, such as the customer, the salesman or salesmen who sold it, your project manager, and the general ledger accounts associated with the job (accounts receivable, sales, work in process, cost of goods sold, etc.). Then you enter job line items. These line items identify what has been sold. This identification is made by the entry of a part number. This part number may reflect a single part, such as on a spare parts order, or it may represent a large, multi-level bill of materials for a complex machine. The other basic part of job entry is the budget for the job. More on this later.

When the engineering work is done so that the line item part numbers have all the bills of material and shop routings entered in detail, then you create work orders from the job line items. These work orders define the shop routing and bill of material for that work order. Other data may also be added, but that will be discussed later. A large, complex, multi-level bill of material may result in a great many work orders.

### **Job Numbering**

You need to think carefully about job numbers. The job number may be any combination of alpha and numeric characters up to 8. If you already have a job numbering scheme, and you like it, then use that. The system has several schemes for automatically numbering jobs. You can have a single numbering scheme with an alpha prefix, like CC. You can tell the system that you want the first job to be CC10001. When you enter a new job, you enter the word NEW, and it will pick up CC10001 and reset the next number to CC10002. If you want multiple prefixes, each with its own series, you can do that too. As an example, you might want CC10002 as the next CC job, AL25559 as the next AL prefix job, and on and on for as many prefixes as you want. You can also make the job number purely numeric, like 56894. The Configuration Setting section will tell you how to do it.

### **Job Breakdown - Contracts**

In the standard version of Jobscope, a customer order may be broken down into four distinct levels, contract, jobs, production releases, and work orders. Many Jobscope users, probably over half, only use two of these, jobs and work orders. A special kind of job is a Contract Job, or simply Contract. When you enter a job, there is a Contract Id field where you can enter the job number of another job. If you enter a job number in the Contract Id field, then that job becomes a contract job. This provides a way to break down a customer order. As an example, some Jobscope users will open a job to serve as the overall contract, then open another job for the engineering, another for the production work, and yet another for field installation. Each of the jobs for engineering, production, and installation has the contract job in its Contract Id field. In Jobscope, billing is done at the job level. In a multi-job contract scheme, you can bill against the contract job, or against the lower level jobs, or both.

### **Job Costing**

You can see costs at the Contract, Job, Production Release, and Work Order levels. You can budget at the Contract, Job, and Production Release levels, but the best tools for comparing budgets to actual costs are at the Job and Contract levels. The most important thing about job costing is the selection of

cost categories, or simply Categories. Budgeting and actual cost collection is done by Category. You can make the categories very simple, like labor, materials, labor overhead, and material overhead, but you might want to be a bit more creative, like Engineering Labor, Fabrication Labor, Assembly Labor, Raw Metals, Hydraulic Parts, Pneumatic Parts, Power Transmission, Electrical, and various types of overhead. The category field can be any combination of alpha and numeric characters up to 10 characters (you will have to develop some abbreviations). For additional information, see the section on Job Cost Categories.

### **Job Breakdown – Production Releases**

Production releases may be used to break down production work in any way you like, but the most common use is to define the parts that need to be produced in the same time frame. When a job is entered, the system automatically creates a production release in the background that has the same number as the job. This automatically created release is referred to as the master release. Production Releases may be any combination of alpha and numeric characters up to 10. When you create work orders for the job, it looks like the work orders are directly linked to the job, but they are actually linked to the master release. When you add “job line items” to a job, you are actually adding them to the master release. You can create additional production releases if you like. Most users set up a production release numbering scheme which has the job number as a prefix. As an example, if the job number is 50023, then the master release would be 50023, and the additional releases may be 50023-1, 50023-2, etc. Some users only add line items to the additional releases, and don’t enter line items against the master release, but you can have line items on the master release if you like.

Don’t try to get fancy with production releases for fancy’s sake. If you have a good reason to use them, then do it. Otherwise, avoid the additional complexity and link everything to the job (master release) itself.

### **Job Breakdown – Work Orders**

If you have anything resembling production or shop work, then you will want to use work orders. Work Orders are made up primarily of the work order header, which generally defines the work to be done or part to be made, a routing made up of one or more operations, and a bill of material. Work orders are the fundamental units in the job.

### **Taxes**

The system will calculate taxes and add them to a customer invoice depending upon a number of settings in the system. This is described in the Taxes section of the Job Management and Control User Guide.



## **Video Tutorials**

There are twelve video tutorials that go along with this user guide. They are available online at Jobscope U. You will need a user id and password to run them. Contact the Help Desk and they will guide you through the process of getting set up to use the videos.

The following is a brief description of each video.

### **Configuration and Table Entries for the General Ledger**

This steps you through the minimum setup requirements to load general ledger accounts. It is 22 slides, 7 minutes, 40 seconds.

### **Entering General Ledger Accounts**

This tutorial shows the entry of the general ledger accounts needed for jobs and billing. It is 35 slides, 10 minutes, 42 seconds.

### **Cost Categories**

This discusses cost categories and goes into the details of the three cost category tables, 3001, 2005, and 2006. It is 22 slides, 8 minutes, 15 seconds.

### **Table Entries for Jobs**

This shows the table entries for jobs. For the details about the accounts in 0012 and 7006, it refers to Configuration and Table Entries for the General Ledger. It is 34 slides, 9 minutes, 0 seconds.

### **Configuration Entries for Jobs**

This describes the Order Entry configuration screen. These are the minimum entries needed for order entry. It is 27 slides, 8 minutes, 50 seconds.

### **Configuration Entries for Work Orders**

This describes the Job Management and Control configuration screen. These entries are primarily for work orders. It is 22 slides, 5 minutes, 36 seconds.

### **Configuration Entries for Job Accounting**

This describes the Job Accounting configuration screen. It is 20 slides, 4 minutes, 20 seconds.

### **Entering Jobs in Jobscope**

This describes job and job line item entry. 32 slides, 6 minutes, 10 seconds.

### **Configuration and Table Entries for Customers**

This describes the required configuration and table entries for customers. It is 32 slides, 8 minutes, 30 seconds.

### **Entering Customers in Jobscope**

This steps through the actual entry of the basic information for a customer. This one is 19 slides, 3 minutes, 16 seconds.

### **Configuration and Table Entries for Accounts Receivable**

This covers the configuration and table entries for Accounts Receivable for the purpose of entering customer billings. The video is 40 slides, 7 minutes, 20 seconds.

### **Entering Accounts Receivable Invoices**

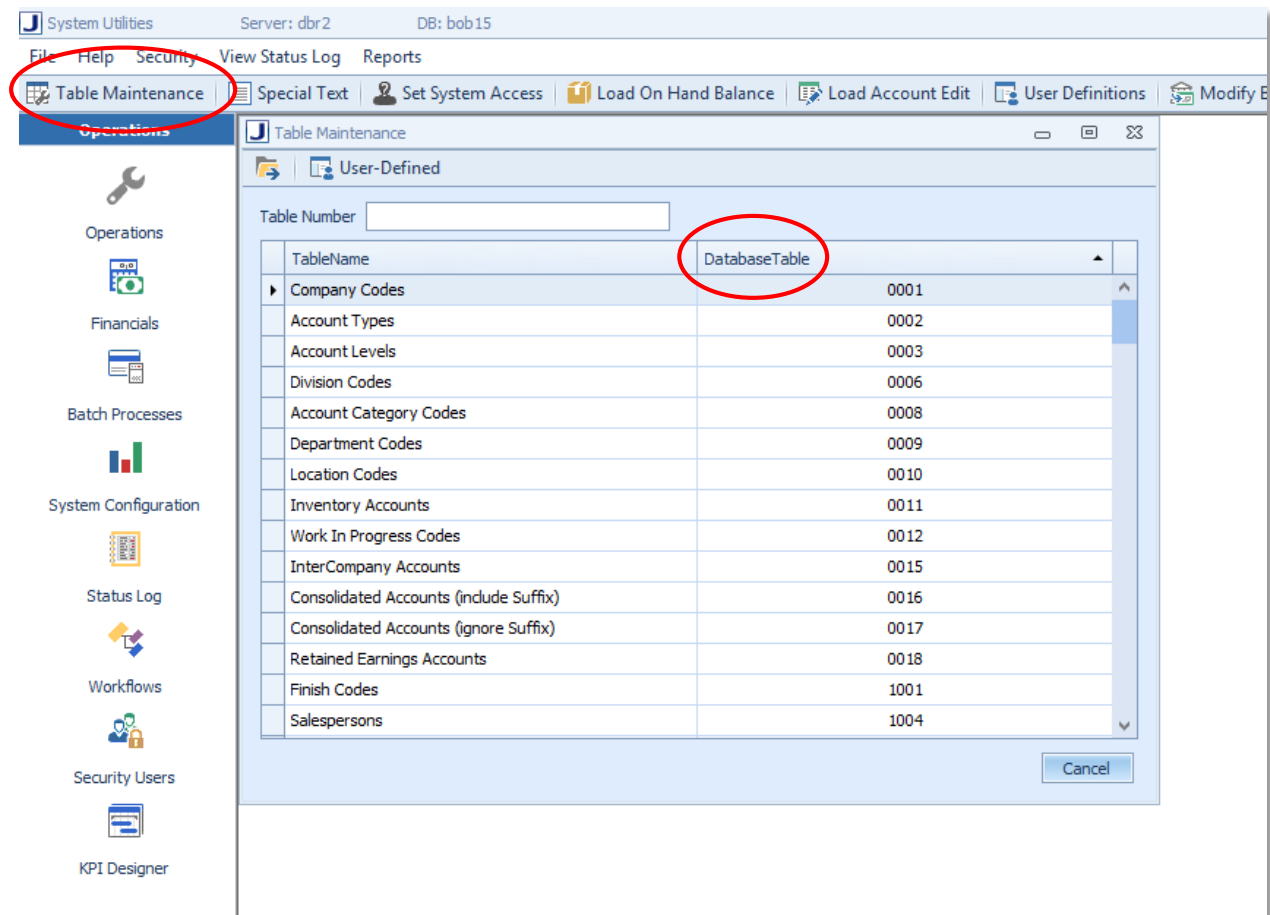
This describes the entry of Accounts Receivable billing invoices. This is 23 slides, 2 minutes, 32 seconds.

## Here We Go

Certain general ledger accounts have to go in before we can do anything else, so we have to start there.

### General Ledger Tables

When we use the word “Tables” in Jobscope, we are usually talking about a set of about 110 tables that contain data that either define allowable values for a field, or provide behind the scenes information that the programs use. The tables are in the System Utilities module, Operations mode, and Table Maintenance. When we use the term “blank entry”, we mean an entry in a table that has blank for its table code. There is a very good reason for this. If a field on a screen requires a valid entry from a certain table, but you don’t need anything in that field, and don’t want to take the trouble to select a meaningless entry, then put a blank entry in the table so that you can leave the field blank.

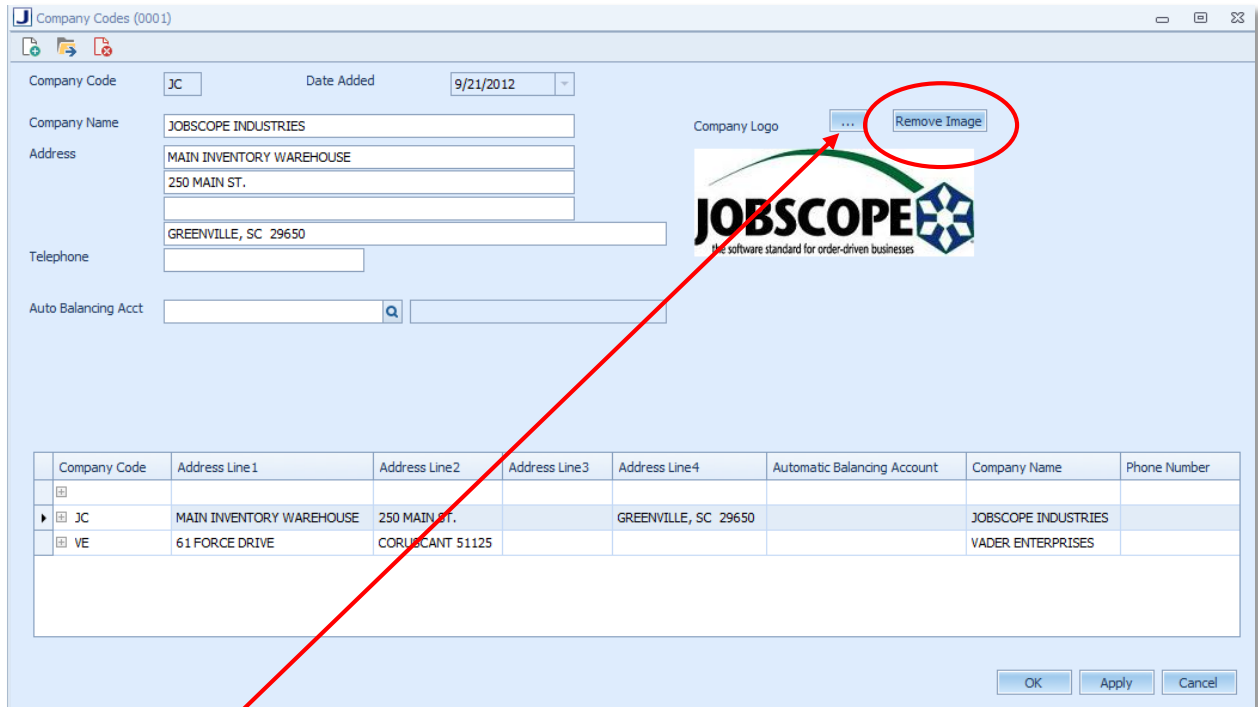


You can click on the heading for the Database Table column to sort the tables by number. This might make it easier at this stage.

### Company Codes (Table 0001)

The first table that we want to work with is table 0001, Company Codes. A “Company” in Jobscope is an entity represented in a single balance sheet and income statement. If you want to produce different balance sheets and income statements for parts of your business entity, then you will need more than one company code. Your database may already have a single entry in this table. You can either delete it and add a new one, or change the address and other data and use that company code.

To access it, double click on it in the table list. It is shown below.



Don't create a blank entry. Select a code, and enter the information. On the right side, where it says Company Logo, you need to load the image that you want to appear at the top of your customer invoice. You can click on Remove Image to get rid of the one that came with the system, and click on the browse button and browse to the image you want to use.

It is recommended that the logo be no wider than 2.5 inches, and no taller than 1.25 inches. If it is, you may need to manually modify reports to accommodate the larger logo. It needs to be this size first, then added to the database. If you add it to table 0001, then reduce the size, it does not pick up the new size.

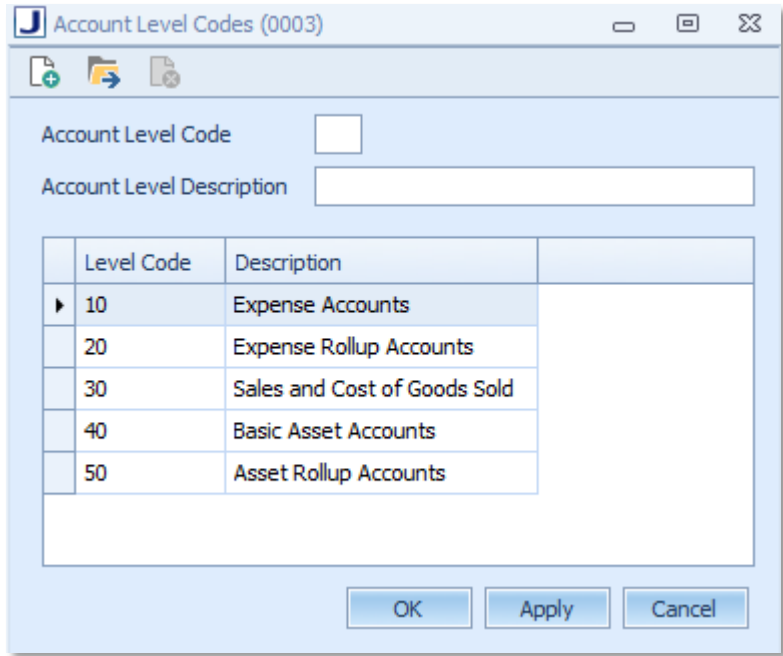
### Account Types (Table 0002)

Table 0002 defines account types. You should leave these entries as they are for now.

Type Code	Description
AS	ASSETS
CS	COST OF SALES
EQ	EQUITY
EX	EXPENSES
IN	INCOME
LI	LIABILITIES

**Account Levels (Table 0003)**

Account Levels are in Table 0003. The Jobscope general ledger is a hierarchical type, meaning that the lowest level accounts (called Detail accounts) roll up into higher level (called Total accounts) accounts. The account level codes allow you to define the various levels in the structure so that you can run statements at selected levels. The entries below reflect a chart of accounts with the expense accounts and their rollup accounts at levels 10 and 20, income statement accounts at level 30, and assets at levels 40 and 50. If you don't want to think through your final scheme for these levels now, use the ones below to get started and come back and change them later.

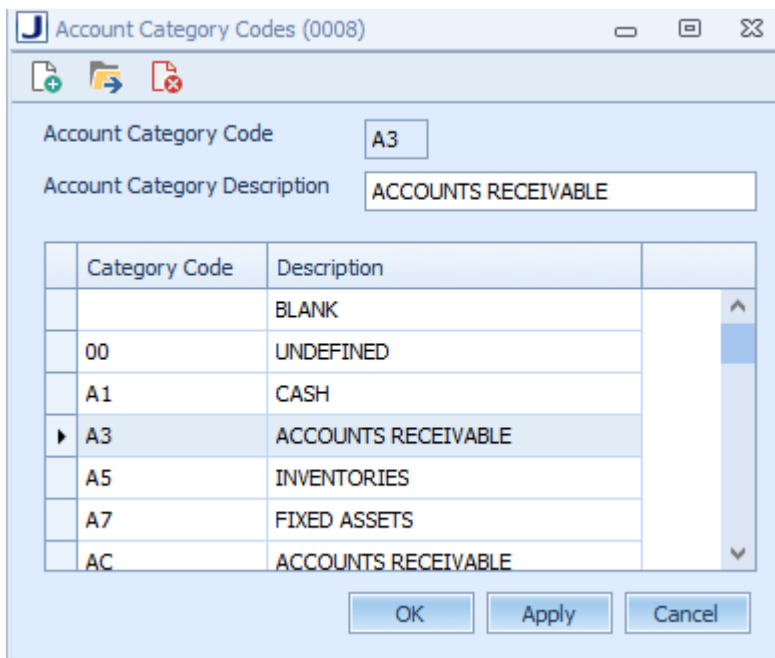


### Division Codes (Table 0006)

Division Codes are in Table 0006. They don't do anything, so it is recommended that you use the blank entry that should be in the table for now, or add one if it is not. To do that, click on New, leave the Division Code field blank, put something in the description field like "Blank Entry", and click on Apply. This will allow you to leave the field blank when you are entering accounts.

### Account Category Codes (Table 0008)

Account Category Codes (Table 0008) are used to group accounts together on balance sheets and income statements. Until you have time to think through this, you may want to use a blank entry to get started, then update the table later.



### Department Codes (Table 0009)

Department Codes are used to format expense accounts together for expense reports. You can put them in now, or create a blank entry for now.

Department	Department Name	Burden Account	Variance Account
2100	MANUFACTURING	2120-8982	2120-8981
2110	ENGINEERING	2120-8982	2120-8981
2120	MACHINING		2120-2311
2130	FINISHING SHOP	2120-8982	2120-8981
6589	TRAINING		2130-8874
74	74	2120-8982	2120-8981
75	75	2120-8982	2120-8981



## General Ledger Configuration

In System Utilities, System Configuration mode, click on Financials, then General Ledger. The General Ledger screen displays.

General Ledger

Use Inventory System       Use Production System

# of Digits in Account Numbers: 9

Fiscal Year beginning period Calendar Month: 1

Current Period: 9

Current Year: 2011

Period Ending Date: 9/30/2011

Assign Batch Numbers sequentially

Next Manual Batch Number: 0  
(0 = do not assign manual batches sequentially)

Format for Batches created from Subledgers

y or yy = fiscal year; pp = period; dddd = date (year/month);  
s = subledger type (1 - 4, see below); x = incremented digit

Matl 0 Labor 0 A/P 0 A/R 0

Use Financial Calendar to set valid transaction dates

Automatically update FY balances when posting PFY adjustments

Allocations Residuals Account: 1121.00

OK    Apply    Cancel

*Use Inventory System* – Check this on even if you will not be using it up front.

*Use Production System* - Check this on even if you will not be using it up front.

*# of Digits in Account Numbers* – Make all of your account numbers the same length, and enter that length here. It can't be over 20.

*Fiscal Year beginning period Calendar Month* – Select your month.

*Current Period* – Select the current month.

*Current Year* – Enter the year.

Refer to the General Ledger User Guide for the remainder of the entries. They are not important at this stage.

**Entering Accounts**

With the tables set up, we are ready to enter the accounts that we need. This is done under Financial Accounting, General Ledger, and Accounts. This is the screen. Enter the data and click on Apply or OK.

Current:	Budget	Alternate	Last Year	Current
9	0.00	0.00	25111.35	0.00
Total/Begin	0.00	0.00	0.00	12027.13
01	0.00	0.00	25111.35	0.00
02	0.00	0.00	0.00	0.00
03	0.00	0.00	0.00	0.00
04	0.00	0.00	0.00	0.00
05	0.00	0.00	0.00	0.00
06	0.00	0.00	0.00	0.00
07	0.00	0.00	0.00	0.00
08	0.00	0.00	0.00	0.00
09	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00
11	0.00	0.00	-6542.11	0.00
12	0.00	0.00	-6542.11	0.00
13	0.00	0.00	0.00	0.00

The accounts that you will need are the ones that go into the Work In Process Codes table (0012) and Billing Codes table (7006). See these sections of this document to find out what you need.

### Tables for the Job Master

The following are the tables needed for the Job Master and Job Line Items screens.

#### Location Code (Table 0010)

Location Code refers to physical location. As far as physical locations, the thing you need to think most about are inventory storerooms. If you have more than one storeroom, and you keep the same stock number in multiple storerooms, then you need a Location Code for each storeroom. If you only have one inventory storeroom, and one shop, and they are both in the same physical facility, then you only need one Location Code. Check Allow Job Issues on for each location. Master Location doesn't matter. Enter 1 in Issue Priority. These settings are most commonly used by aviation repair companies that have consignment inventories for their customers. Leave MFS Job Prefix and MFS Customer Number blank for now. Don't put a blank entry in this table.

The screenshot shows a software window titled "Location Codes (0010)". The form contains the following fields:

- Location: CS
- Active:
- Ship From Name: MAIN SHOP
- Address: Jobscope Corporation, Greenville Office, Suite 405, GREENVILLE, SC 29607
- Master Location:
- Allow Job Issues:
- Issue Priority: 1
- MFS Job Prefix: MS
- MFS Customer Number: 100004

Below the form is a table with the following data:

Location	Ship From Name	Address(1)	Address(2)
BM	BALLENGER AVIATION	355 WOODRUFF ROAD	GREENVILLE, ^
CR	CORE WAREHOUSE	CORE WAREHOUSE	1515 INDUST
CS	MAIN SHOP	Jobscope Corporation	Greenville Of
EP	FRONT OFFICE	355 WOODRUFF ROAD	SUITE 205
GR	GOVERNMENT ROOM INVENTORY	BOEING	MESA, ARIZO

At the bottom of the window are buttons for "OK", "Apply", and "Cancel".

**Work In Process Codes (Table 0012)**

These are the accounts we need to set up Work In Process (WIP) codes. When a job is entered, two codes must be entered to define the accounting for the job. On the cost side, the code is Work In Process Code (Table 0012). On the billing side, the code is Billing Code, and the table is 7006.

WIP Code	Description	Job Account	Material WIP Account	Late Material
CA	CA	GC00-1330	GC00-1320	GC00-1330
▶ WIP	CUSTOMER JOBS	CC00-1330	CC00-1320	CC00-1320
WIP1	CUSTOMER JOBS	CC00-1330-JOB	CC00-1320	CC00-1330
WIP2	CUSTOMER JOBS	AF00-1330	AF00-1320	AF00-1330
WIPS	WIP CODE FOR SOUTHERN HEAT EXC	1180.00	1191.00	1191.00

- *Job Account* – This is job inventory. In JobScope, you don’t have to purchase everything to inventory; you can purchase non-inventory (and also inventory) directly to a job. When the item is received, it can be immediately charged to the job, or it can go into a special inventory the system sets up for the job, and be issued out later. This “Job Inventory” account is an asset account in every sense of the word.
- *Material WIP Account* – When you charge material to a job, the debit side of the transaction goes to this account. If you are charging directly to cost of sales, then this would be a cost of goods sold account. If you are using a work in process inventory scheme, this account would be material WIP.

- *Material WIP Account Late* – You can have late charges (charges made after the job is closed) go to a different account, or you can enter the same account here.
- *Material Overhead Account* – You can set up a percentage in Table 3001 that will be charged as a material overhead when materials are charged to a job. This account will be the credit side of that transaction.
- *Labor WIP Account* – The same as material except this is for labor. It is a debit to WIP or cost of goods sold.
- *Labor Later Account WIP* – Late charges for labor.
- *Clear Account* – If you have more than one company, and make an intercompany job charge, like charging a job in one company with inventory from another, then this account will pick up a credit in the company where the job resides.

### Finish Codes (Table 1001)

Finish codes can be entered on job line items so that the same part number can be sold in different finishes.

The screenshot shows a software dialog box titled "Finish Codes (1001)". At the top, there are standard window controls (minimize, maximize, close) and a toolbar with icons for adding, deleting, and refreshing. Below the toolbar, there are two input fields: "Finish Code" and "Description". Underneath these fields is a table with two columns: "Finish Code" and "Description". The table contains one row with a right-pointing arrow in the first column and the text "BLANK ENTRY" in the second column. At the bottom of the dialog box, there are three buttons: "OK", "Apply", and "Cancel".

Finish Code	Description
▶	BLANK ENTRY

### Salesperson Codes (Table 1004)

Table 1004 allows you to define your salespersons. Up to three Salespersons may be selected for a job (or stored in the Customer Master) along with the percentage they share in sales commissions.

Salesperson Code	Salesperson Name	ActiveInd	Employee Id
DAVIS	Frank Davis	ACTIVE	
JONES	Becky Jones	INACTIVE	
▶ KELLETT	WILL KELLETT	ACTIVE	
MADDOX	JEFF MADDOX	INACTIVE	
PARROTT	BOB PARROTT	ACTIVE	
PARSONS	SCOTT PARSONS	ACTIVE	

You can select the salespersons employee number, or leave it blank at this time.

### Product Line (Table 2002)

Product Line is a sales thing. This gives you a way of defining a job as being associated with a product line.

Product Lines (2002)

Product Line:

Description:

Manager:  Avalara Tax Code:

Product Line	Description
	BLANK
1	High Pressure Turbine
▶ 2	Low Pressure Turbine
3	Blades
30	Stator Parts
4	Accessories

OK Apply Cancel



### Groups (Table 2999)

Group codes are normally used to represent sales responsibilities, or regions. You may use them for whatever you like.

The screenshot shows a dialog box titled "Groups (2999)". It has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar are three icons: a plus sign, a right-pointing arrow, and a red X. The main area contains two input fields: "Group Code" with the value "EAST" and "Description" with the value "EAST REGION". Below these fields is a table with two columns: "Group Code" and "Description". The table contains the following rows:

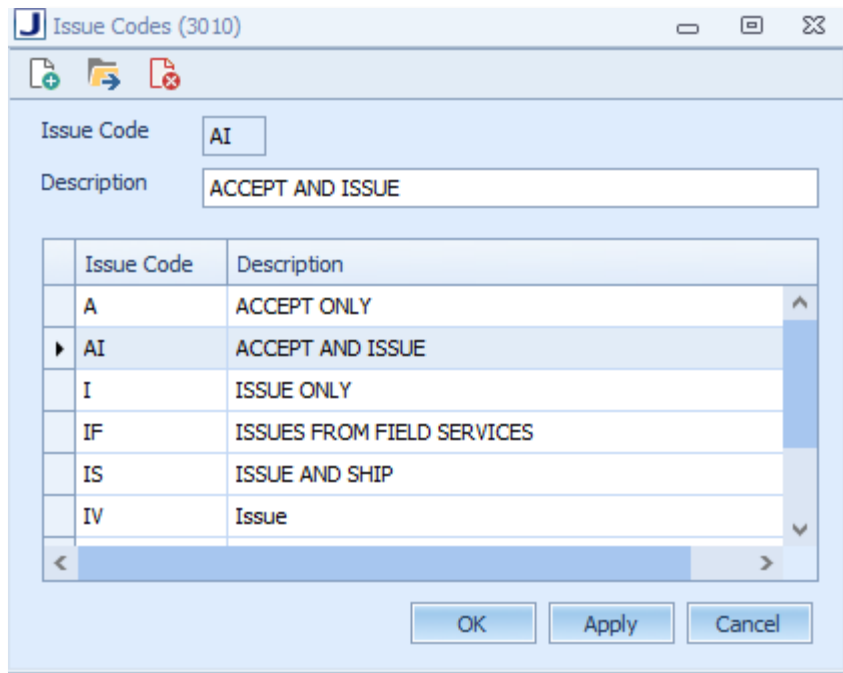
Group Code	Description
	BLANK
▶ EAST	EAST REGION
NORTH	NROTH REGION
SOUTH	SOUTH REGION
SOUTHEAST	SOUTHEAST REGION
SOUTHWEST	SOUTHWEST REGION

At the bottom of the dialog box are three buttons: "OK", "Apply", and "Cancel".

### Issue Codes (Table 3010)

Issue Codes do two different things. They are used to define a type of issue transaction simply for record keeping purposes. They are also used in the purchased material receiving process and the job/release line item to actually generate an issue transaction. In the case of receiving and issue transactions the code itself tells the system what to do. For receiving, a code of “A” tells the system to accept the receipt but not issue it. A code of AI tells the system to accept and issue to the work order material requirement against which it was purchased. On the Job/Release Line Items screen, any code beginning with “I” means to issue. The second character may be a character you choose to further define the type of issue. For example, you may have IS, I4, IP, etc. All of them will generate an issue transaction. Any code beginning with S means to ship and issue. The system will actually create the issue and ship transactions, as appropriate.

Don't delete entries from this table without consulting your Jobscope project manager.



### Currency Codes (Table 3013)

Verify that you have an entry for your native currency.

Currency Code: US\$  Active Date Last Updated: 2/17/1999

Description: NATIVE CURRENCY

Associated Bank Code: [ ]

A/R Exchange Rate: 1.000000

A/P Exchange Rate: 1.000000

A/R Variance Account: [ ]

A/P Variance Account: [ ]

Currency ...	AP Exchan...	AP Varianc...	AR Exchan...	AR Varianc...	Associated...	Date La
⊕ CAN	0.950000	2100-9995	0.800000	2100-9994	B5	4/26 ^
⊕ EURO	1.150000	EURO-APV	1.150000	EURO-ARV	EU	3/1/
⊕ FFRA	0.850000	VARIANCE	0.850000	VARIANCE	B1	11/1
⊕ TC	3.500000	TC-AP-VAR	2.500000	TC-AR-VAR	TC	12/6
⊕ UK\$	1.500000	VARIANCE	3.000000	VARIANCE	EU	11/2
▶ ⊕ US\$	1.000000		1.000000			2/17 v

OK Apply Cancel

**Terms (Table 7003)**

This code is for payment terms for customer invoices. The system uses the Net Term # Days value to determine when invoices are overdue, but it does not use the Discount Term # Days value. Discounts must be entered as the payment is entered. Retention refers to the percentage retention which the customer may keep until the job is complete. In the example below, in which the value is 7.0 percent, if the customer pays 93.0 percent of the invoice, then the remaining 7.0 percent is not automatically considered overdue. It still shows as an open balance, but not overdue. The VAT field is for Canadian customers. The “Calculate Due Date from End-of-Month” box will calculate the due date from the end of the month for the date of invoice if it is checked.

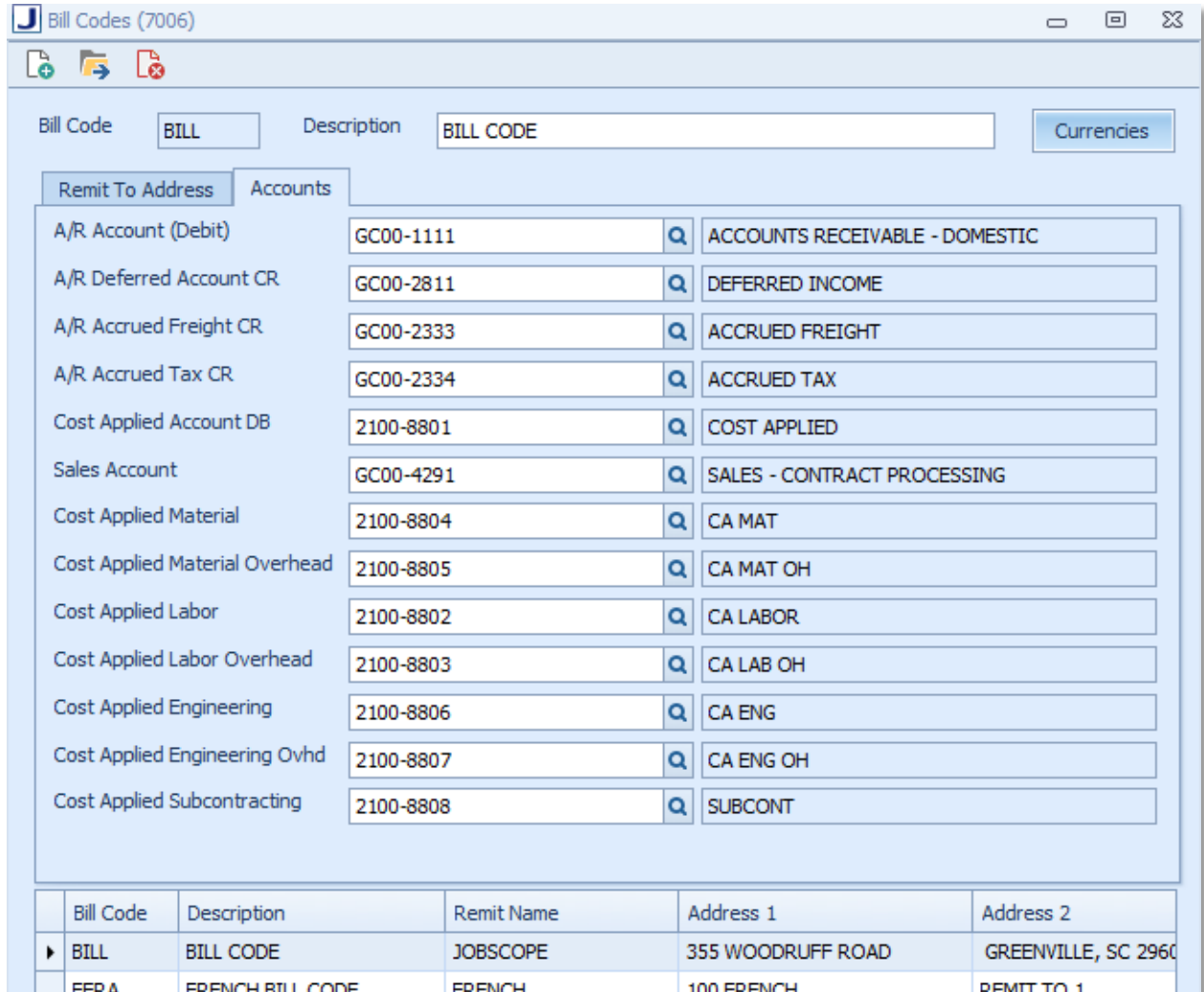
Terms Code	Description	DiscTerm # Days	Net Ter
1/10	1 % 10 DAYS NET 30	30	^
1/2	1/2 % 15 DAYS; NET 30	0	
▶ 2/10	2% 10 DAYS NET 30	10	
N10	NET 10 DAYS	0	
N10E	NET 10 DAYS FROM END-OF-MONTH	0	
N30	NET 30 DAYS	0	
N30E	NET 30 DAYS FROM END-OF-MONTH	0	▼

### Billing Codes (Table 7006)

Billing codes define the accounting for billing and accounts receivable transactions. This is the table with the Remit To Address tab selected. Enter your remit to address and then select the Accounts tab.

The screenshot shows a software window titled "Bill Codes (7006)". At the top, there are icons for adding, moving, and deleting. Below the icons, there are two input fields: "Bill Code" with the value "BILL" and "Description" with the value "BILL CODE". To the right of these fields is a "Currencies" button. Below this is a tabbed interface with two tabs: "Remit To Address" (which is selected) and "Accounts". The "Remit To Address" tab contains several input fields: "Remit To Name" with the value "JOBSCOPE", "Remit To Address" with the value "355 WOODRUFF ROAD", a field with the value "GREENVILLE, SC 29607", an empty field, and a field with the value "USA". To the right of these fields is a checked checkbox labeled "Include G&A Overhead".

This is the Accounts tab, and these are the other accounts you need.



- *A/R Account (Debit)* – This is the Accounts Receivable account.
- *A/R Deferred Account CR* – If you want billings to go directly to sales, put the sales account here. If you are using a work in process scheme, then this should be a deferred income account. Billings will then be moved from deferred income to sales either at job closing, or based on a percentage completion value.
- *A/R Accrued Freight CR* – If you designate part of the billing as freight, that amount will be credited to this account.
- *A/R Accrued Tax CR* – Same as freight except this is for tax.
- *Cost Applied Account DB* – This is cost of goods sold. In Jobscope, under a work in process inventory scheme, the amount that is moved from work in process to cost of goods sold on a job is referred to as cost applied. At job closing, any amounts remaining in WIP for the job are credited to WIP and debited to this account. The WIP accounts are in table 0012.
-

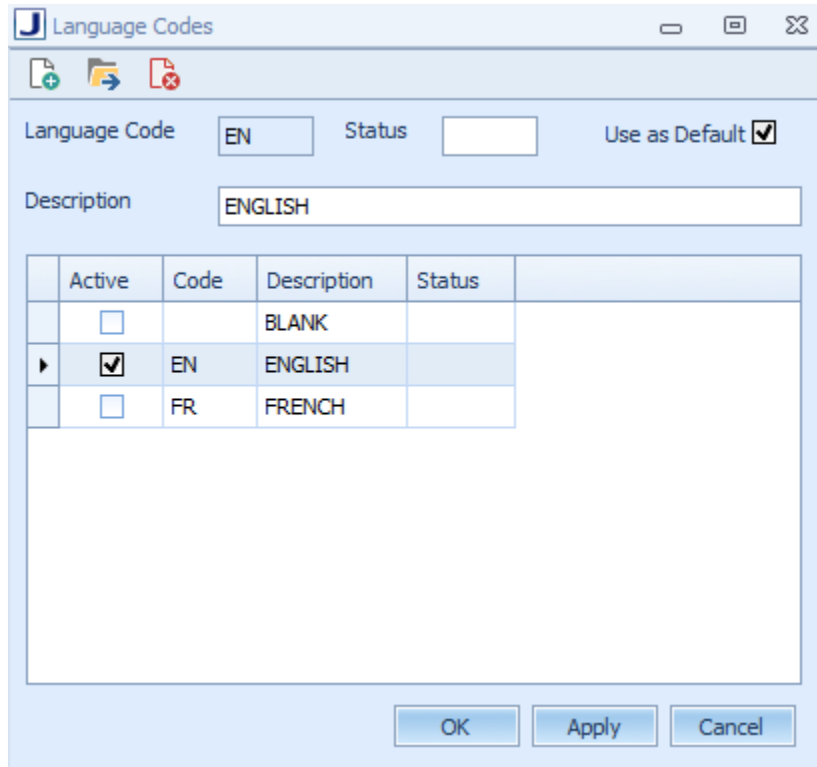
- *Sales Account* – The sales account goes here. If you want billings to go directly to sales, then this account and the A/R Deferred Account will be the same.
- *Cost Applied Material and the rest of the Cost Applied Accounts* – You can set up the system so that make for stock items maintain a cost breakdown according to these seven breakdowns; material, material overhead, labor, labor overhead, engineering, engineering overhead, and subcontracting, If you turn this on, then the inventory values will go to the these accounts in the general ledger instead of the normal single inventory account. In other words, when a make for stock job is closed, the job cost breakdowns will go to these inventory accounts.

**International Commercial Terms (Table Incoterms)**

This is for certain international transactions. Verify that there is a blank entry in the table.

**Language Codes (Table Language Codes)**

Language codes define the language for a job. These codes can automatically select language descriptions for parts on invoices. The “Use as Default” check box will define which code is defaulted to such things as jobs.



## Configuration Settings

There are four different configuration screens under Job Control in System Configuration, Order Entry, Job Management and Control, Job Accounting, and C/SCSC. C/SCSC is a special module for government contractors and will not be discussed here. The other three are in the following sections.

### Order Entry

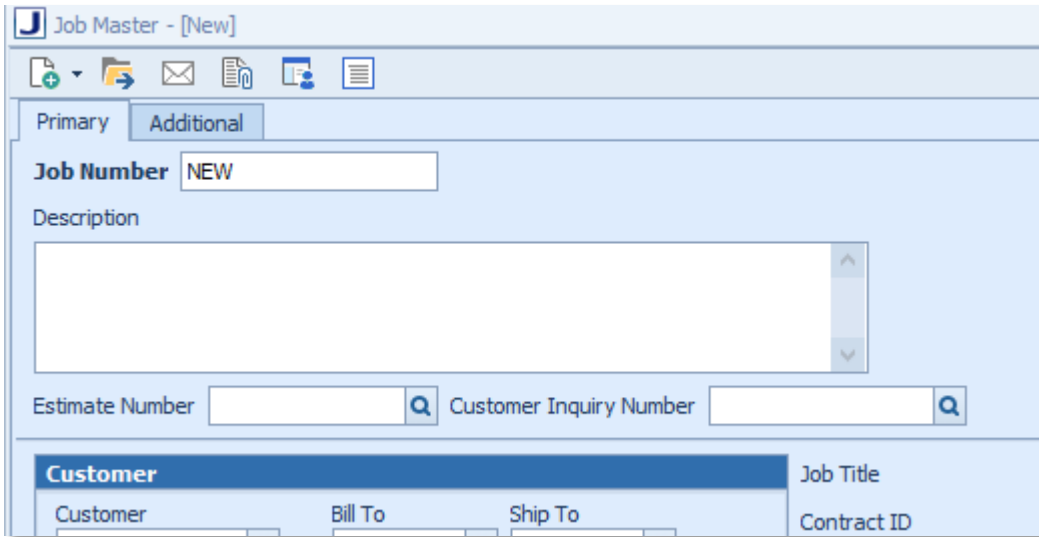
In System Utilities, System Configuration, click on Job Control, then Order Entry. The Order Entry screen displays. These settings control how the order entry process works.

This is the Order Entry screen in System Configuration.

*Using Foreign Currencies* – If you plan on using foreign currency as a selling price on jobs, then check this on. Obviously, life is much easier if you can buy and sell everything in your native currency. This functionality is described in the General Ledger User Guide.

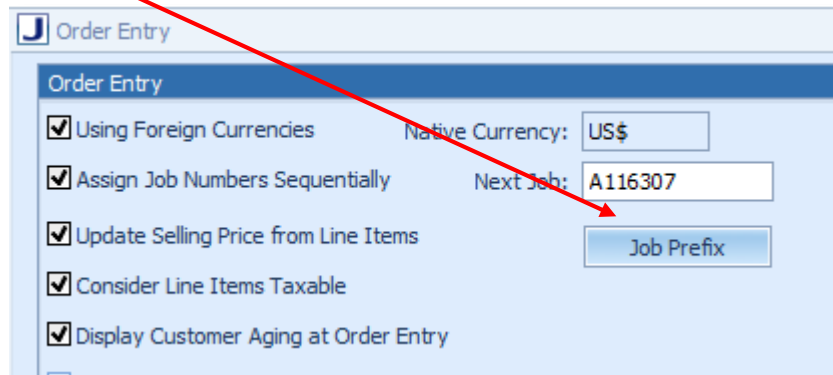
*Assign Job Numbers Sequentially* – This is probably the most important entry on the screen. You can enter a number, either with or without an alpha prefix, in the Next Job field, and, if Assign Job Numbers Sequentially is checked on, then the system can assign this next number along with the prefix when the next job is entered. To do this, when entering a new job on the Job Master screen, enter the word NEW and tab, and the system will write in the number (in this case A116094) as the job number, and increment the setting to the next number (in this case A116095).



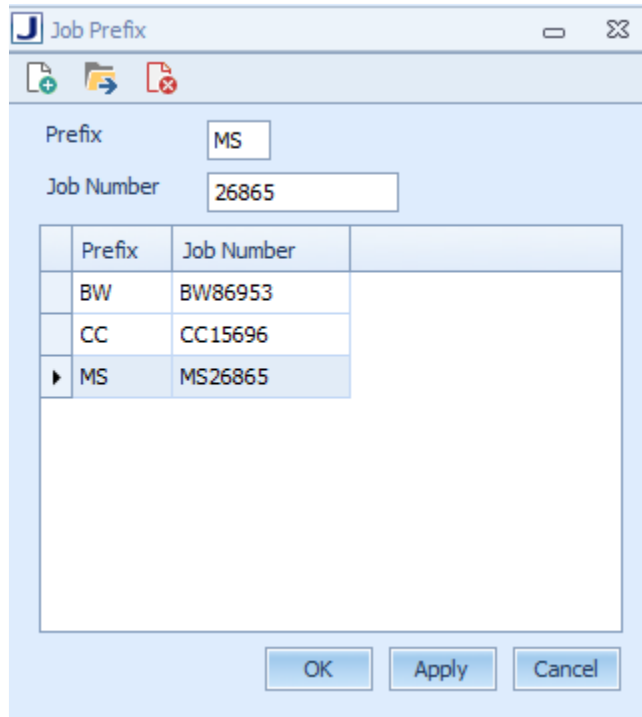


If you have more than one prefix, you can set up a numbering sequence for each of them.

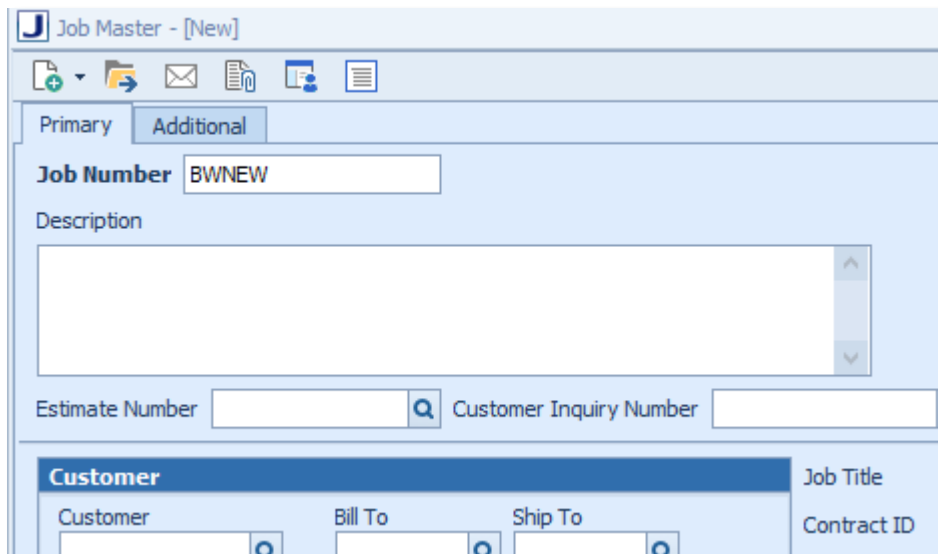
Notice the Job Prefix button on the top left of the Order Entry screen we are discussing.



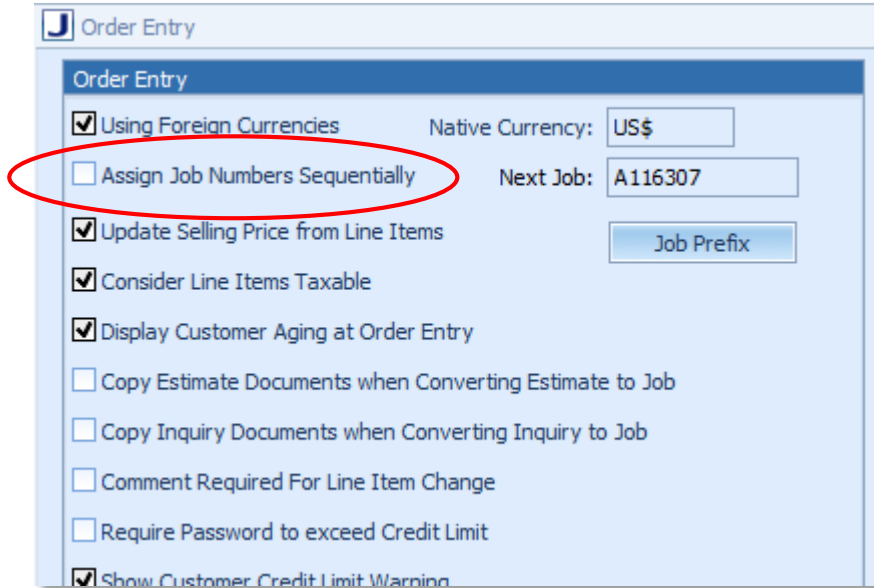
If you click on the Job Prefix button, this screen will display.



In addition to the primary number scheme with the A prefix, we have three additional prefixes, BW, MS, and CC. When entering a new job on the Job Master screen, if we enter BWNEW as below, and tab, the system will assign job number BW86953.

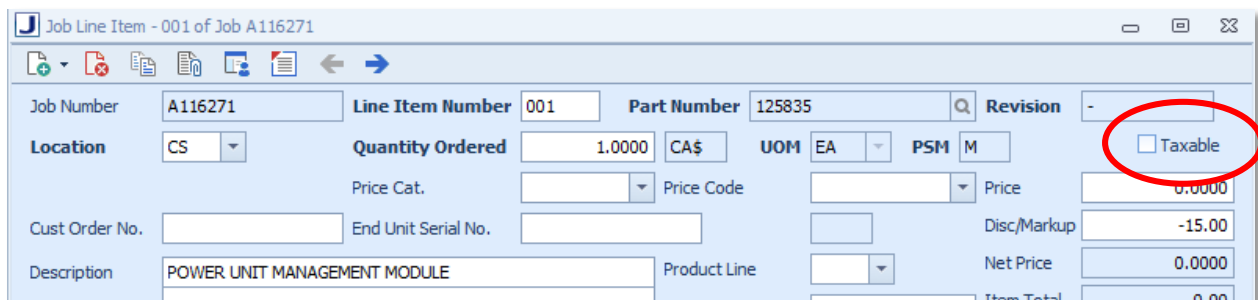


You may want to always force the users to enter a prefix rather than the simple NEW. To do this, turn (uncheck) Assign Job Number Sequentially off as shown below, and the system will expect the Job Prefix entries in order to assign a number. If they enter NEW, it won't assign NEW as the job number, it will simply blank the job number field and give an error on Save.

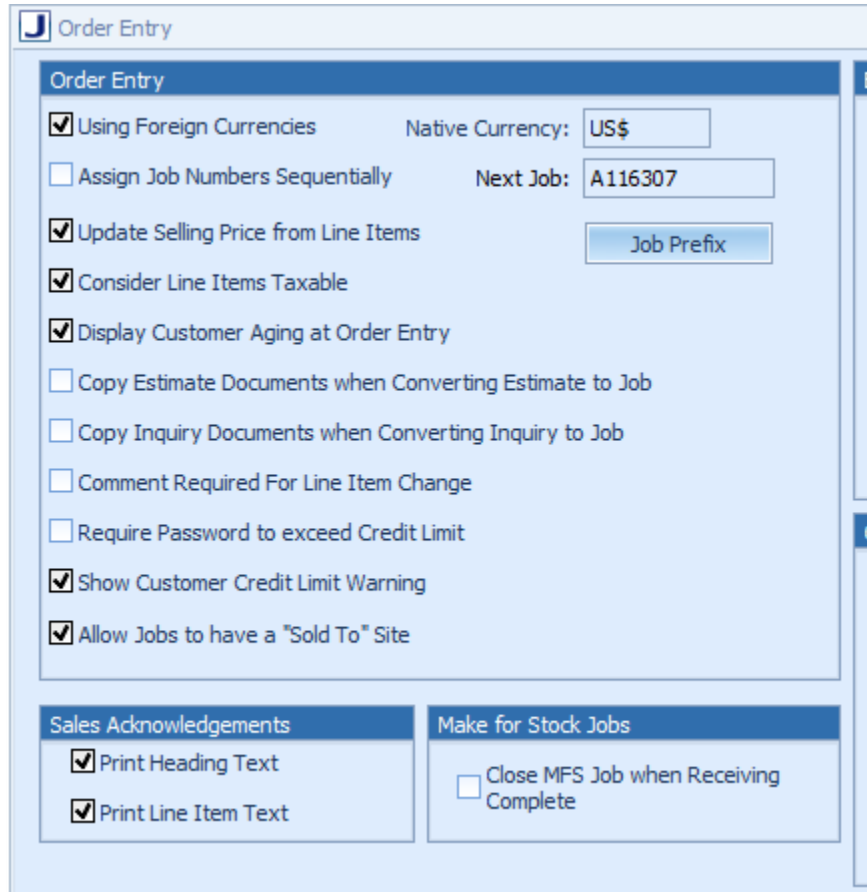


*Update Selling Price from Line Items* – The system maintains an estimated selling price (total of planned billings to the customer). You can set this manually, or you can put a selling price on each line item and let the system calculate the total selling price. A little hint here; when the word Price is used, it almost certainly means selling price to the customer. When the word Cost is used, it always means the cost to fill the customer order (cost of goods sold or work in process).

*Consider Line Items Taxable* – The Job Line Items screen has a field called Taxable. If Consider Line Items Taxable is checked on, then the system will automatically check the Taxable field at order entry. You can override it at order entry. The setting of the Taxable field on the Job Line Item screen determines whether the system will calculate taxes and add them to the invoice automatically.



*Display Customer Aging at Order Entry* – If you want your order entry people to see a display of the customer's receivables aging at order entry time, then check this on.



*Copy Estimate Documents when Converting Estimate to Job* – this only comes into play when you are using the Estimating module, so you can leave it unchecked and come back to it later.

*Copy Inquiry Documents when Converting Inquiry to Job* – Same as for the previous.

*Comment Required For Line Item Change* – If this is checked on, when a user makes a change to an existing job line item, a box will display for entry of a comment about the change. The user must enter something. Until you are further along, you should leave this checked off.

*Require Password to exceed Credit Limit* – Each customer can have a credit limit entered in the Customer Master. When a new job is entered and line items added, the system checks the amount of open credit for the customer and compares it to the credit limit. If it is greater than the credit limit, a warning displays. In addition, if this is not checked on, the user can simply click on OK to proceed. However, if this is checked on, the user must enter a password to proceed. If it is checked on, then the Password field will allow the password to be entered.

*Show Customer Credit Limit Warning* – This refers to the job line item screen. If you plan to enter customer credit limits, then check it. If you don't, then leave it unchecked.

Allow Jobs to have a “Sold To” Site – You can read about the “sold to site” functionality in the Job Management and Control Users Guide. For now, leave it unchecked.

In the Sales Acknowledgments box, you can define what text you want printed on the Sales Acknowledgment. The text is from User Text. Most users check these.

This is the right side of the screen.

The screenshot shows a software dialog box with two main sections: "Budgeting Options" and "Customers".

**Budgeting Options:**

- Allow Budgeting by Release
- Default Budget Categories Basis: [Dropdown menu]
- Default Budget By ...:  Job  Release
- User-Defined Budget Column. Column Heading: [Text box]
- Copy Manually-Added Release Budget Categories to New Releases
- Create Budgets when Work Orders Created
- in...  Production  Planning for...  Sales  Current  Both
- Require Comment When Updating Budget Category
- Automatically Add New Standard Budget Categories to All Open Jobs

**Customers:**

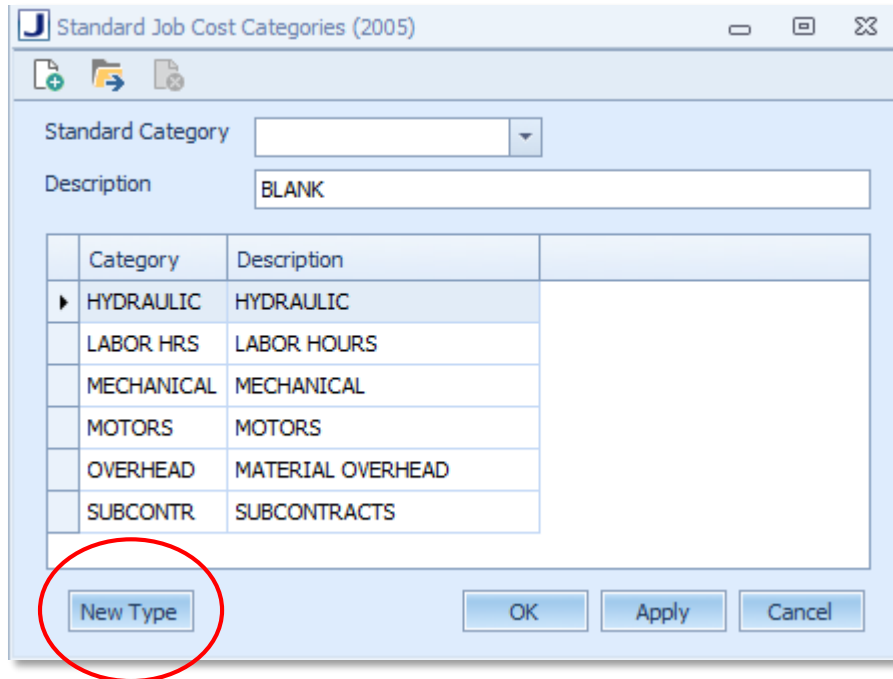
- Assign Customer Numbers Sequentially. Next Customer: [Text box with value 123485]
- Default New Customers as Prospects
- Use Google for Customer Activities
- Use Crane Equipment Screens
- Enable Sales Regions
- Password: [Text box]
- Export Customer Activities to Calendar:  Automatically  Manually
- Customer Site Sort Method:  Site Number  Site Name

Buttons: OK, Apply, Cancel

Allow Budgeting By Release – You can have the system budget by Production Release if desired. See the section on Budgeting By Release.

Default Budget Category Basis – When a new job is created, the system will assign default cost categories based upon standard category entries in Table 2005. There is also a function that allows you to set the default categories by Product Line, WIP Code, or Bill Code. The drop down contains four selections, Blank, PL for product line, WC for WIP code, and BC for Bill code. If you select blank, then this function is turned off, and the job categories will be created from table 2005.

This is table 2005. To enter standard categories, click on New on the toolbar and select from the Standard Category drop down list. If you want to do standard categories by product line, WIP code, or Bill code, click on the New Type button at the bottom.



This screen will display. This entry says that category MECHANICAL is a category associated with Bill Code entries, and will be a standard job category when the Bill Code is TC. Consider that you will have chosen either product line, WIP Code, or Bill Code as the basis for your standard categories (assuming you are not using table 2005), and so you probably want have a mix of Types in the table, just the one you have selected.

Standard Job Cost Categories By Type (2005A)

Category: MECHANICAL

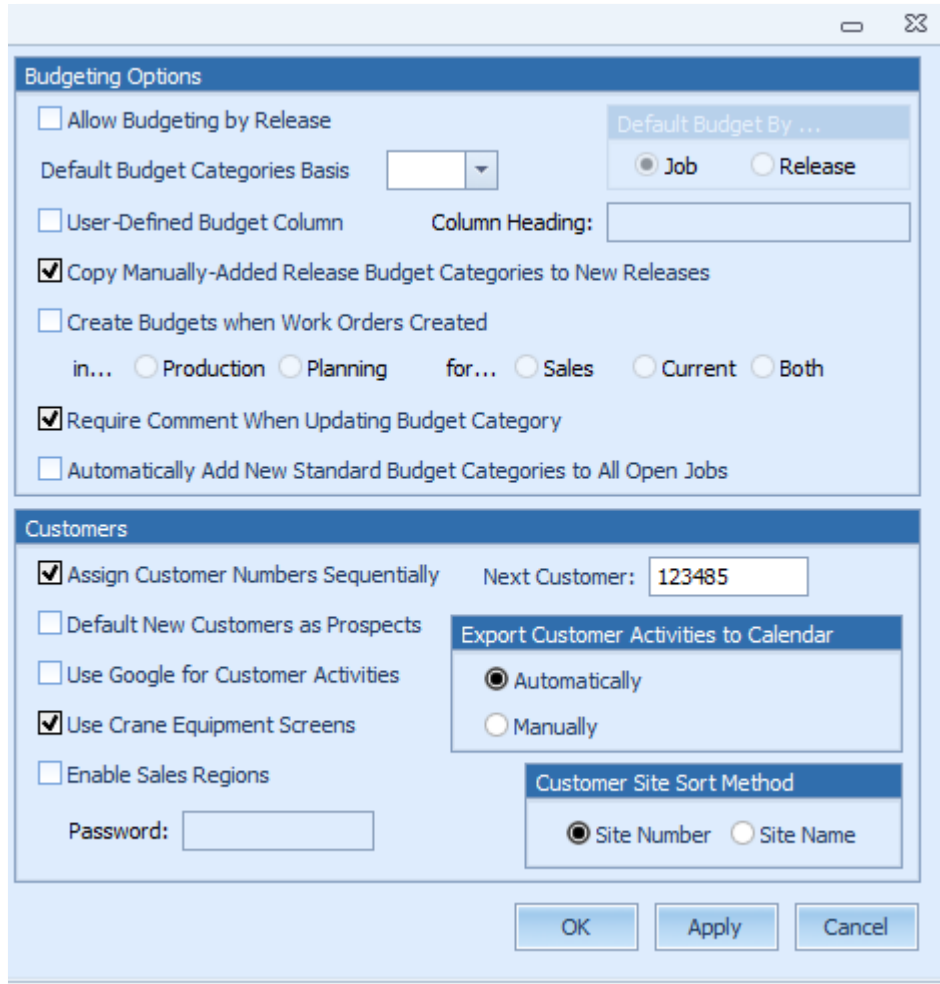
Type: BC

Values: TC

Category	Type	Value
AMY	BC	APU
ANGLE	PL	3
ANGLE	WC	WIP
HYDRAULIC	WC	WIP
LABOR HRS	WC	WIP
▶ MECHANICAL	BC	TC
MOTORS	PL	2

OK Apply Cancel

This is the right side of the screen again.



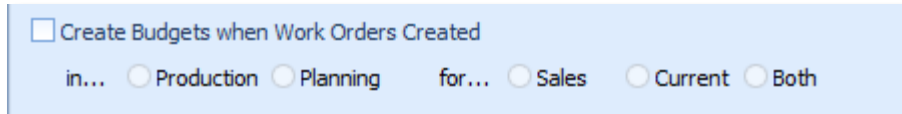
*Default Budget by Job or Release* – This tells the system whether you want to budget by job or production release. Unless you have carefully studied budgeting by release, select Job.

*User Defined Budget Column* – The basic job cost system provides for two budgets, sales and current. The intent is that the sales budget was the budget at the time of sale, and the current budget is the budget as of the current time. The User Defined Budget column is a third budget column that you can use if desired. If you check it on, the Column Heading field will allow you to enter what you would like the budget column heading to be. Very few companies need more than the standard sales and current budgets, so you should probably leave it checked off (unchecked).

*Copy Manually-Added Release Budget Categories to New Releases* – There's no good reason not to check this, even if you don't plan to budget by release.

*Create Budgets When Work Orders Created* – This option applies to the Mass Create WO function in Jobs, Production Releases, and Work Orders mode in Job Management and Control.



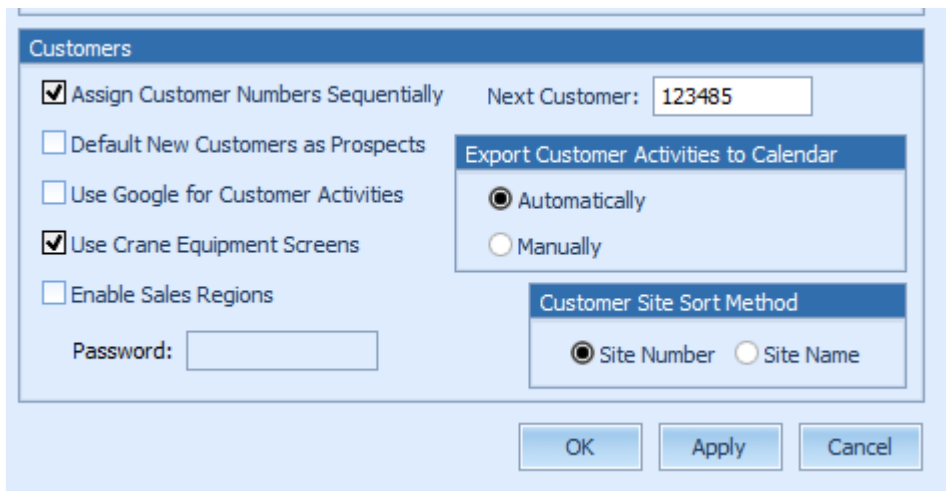


If you check it on and also check Production, but not Planning, then budgets will be created for the job or release (depending on how the job is budgeted) when work orders are created in Production. If Planning is also checked, then budgets will be created when work orders are created in planning. The “for...” Options pertain to whether to create the budget as a Sales budget, or Current budget, or Both.

*Require Comment When Updating Budget Category* – If this is checked, then updating a budget category amount will require the user to enter a comment.

*Automatically Add New Standard Budget Categories to All Open Jobs* – If this is checked, then when a new standard budget category is added to table 2005, that budget category will automatically be added to all open jobs, not just new jobs.

This is the Customers section.



*Assign Customer Numbers Sequentially* – Checking this on will cause the system to assign the next customer number when a new customer is entered. The user enters the word NEW in the Customer Number field and the system selects the next number.

*Default New Customers as Prospects* – If this is checked on, the Prospect check box on the customer master will automatically be checked when a new customer is entered. When the first job is entered for a customer, the system will uncheck the Prospect check box.

*Use Google For Customer Activities* – This causes the system to create a link to Google mail and calendar.

*Use Crane Equipment Screens* – A number of crane manufacturers use Jobscope. This provides for the display of special screens for data entry about cranes. Unless you make cranes, leave it checked off (unchecked).

*Enable Sales Regions* – Check this if you want to use the Sales Regions functionality.

*Export Customer Activities To Calendar* – Entries on the Activities tab in the Customer Master can be exported automatically to your email calendar if the *Automatically* box is checked. The CRM User Guide has the details.

*Customer Site Sort Method* – This tells the system how to sort the customer site records in the site display in the Customers module.

### Job Management and Control

In System Utilities, System Configuration, click on Job Control, then Job Management and Control. The Job Management and Control screen displays. These settings control how the other order entry related processes work.

This is the Job Management and Control screen.

Job Management and Control

- Copy Part Master User Text to Job Line Items
- Automatically Create Purchasing Work Order
  - Include Line Items not in Part Master on Purch Work Order
- Explode Stock and Purchase Items in Jobs Mode
- Warn Users When Entering Job With Blank Record Type
- Allow Bill Code Change if Billings Exist
- Check for Inactive Parts, Routings, and Work Centers Before Creating Work Orders
- Check Routing Same As Except When Creating Work Orders
- Use Category from Part Master for Outside Process BOMs

Next MRO Repair Return Auth. Number

- Assign Return Authorization Numbers Sequentially
  - Next Auth. Number
- Enable automatic printing of Work Orders

Command Line

PDF Viewer Path

OK Apply Cancel

*Copy Part Master User Text to Job Line Items* – If this is checked on, when a job line item is entered, user text from the Part Master for the part will be copied to user text for the job line item. Until you have studied this, leave it checked off (unchecked).

*Automatically Create Purchasing Work Order* – If a Purchase to Job (PSM = P) part is entered as a line item on a job, it does not show as a work order requirement. If this option is turned on, then when work orders are created for the first time on a job, a work order with the number 9999 will be created, and the “P” line item will be a material requirement on that work order. Unless you have a good reason not to, check this on.

*Include Line Items not in Part Master on Purchasing Work Order* – You may want to add certain things as line items on the job that are purchase to job parts but do not have part numbers. If this is not checked, these line items will not be added to the purchasing work order.

*Explode Stock and Purchase Items in Jobs Mode* – In Jobs mode, when the bills of material on a job are exploded, this will cause not only the Make items to show, but also the Stock and Purchase items. Check this on.

*Warn Users When Entering Job With Blank Record Type* – Record Type on the Job Master is most commonly used to define a job as Make-for-Stock. Most companies use the blank record type value to designate a normal make for customer job, and an S to indicate a make for stock job. However, if everything is make for stock, then you wouldn’t want a blank entry. Unless you have a good reason to check this, leave it checked off (unchecked).

*Allow Bill Code Change if Billings Exist* – The Bill Code defines a set of accounts associated with a job. The argument can be made that once billings (invoices) have been created for a job, the Bill Code should not be changed, since that may get the general ledger out of balance with job billings. Until you have thought through this, leave it checked off (unchecked).

*Check for Inactive Parts, Routings, and Work Centers before Creating Work Orders* – If this is checked on, then, when creating work orders, the system will check for inactive items and give a warning. Check this on.

*Check Routing Same As Except When Creating Work Orders* – Same as Except is a concept used in the Repair Manager module. If you are not using Repair Manager, leave this checked off.

*Use Category from Part Master for Outside Process BOMs* – The Outside Process Code table requires the entry of a default cost category to be used for the BOM record for an outside process. If this setting is not checked, the system will use that default category when an outside process BOM record is created. If this setting is checked, then the system will use the cost category for the part associated with the outside process.

*Next MRO Repair Return Authorization Number* – This is also for Repair Manager. If you are not using Repair Manager, it doesn’t matter what is in the field.

*Assign Return Authorization Numbers Sequentially* – The return authorization functionality can assign a return number automatically. You can check it on and enter a number if you like, or leave it off until you are ready for return authorizations.

*Enable Automatic printing of Work Orders* – This option will cause the system to print documents linked to work orders when the work orders are printed. You probably want to leave this unchecked for now and come back to it later when you are doing work orders.

*Command Line* – If you check *Enable Automatic printing of Work Orders*, this field will be lit and you must enter the commands for work order document printing. See the Job Management and Control User Guide to see how this works.

*PDF Viewer Path* - This is also associated with *Enable Automatic printing of Work Orders*. This tells the system where to find the PDF viewer.

## Job Accounting

In System Utilities, System Configuration, click on Job Control, then Job Accounting. The Job Accounting screen displays. These settings control how the other order entry related processes work.

This is the Job Accounting screen.

The screenshot shows the 'Job Accounting' configuration window. It contains several settings:

- Automatically Charge G&A Overhead to Jobs
- Check for Budget Overrun
- Freight Charge Category: FREIGHT (dropdown menu)
- Allowable Percent (0-99): 0
- Allowable Amount (0-99999): 0
- Overrun Authorization Code: XJ19
- Check Labor Overrun by ...: Hours, Amount, Both (radio buttons)
- % Complete Calculation Default: 7 (dropdown)
- Current Period (yyyymm): 200504
- Detailed Cost Breakdown
  - Allow Detailed Cost Applied Breakdown on Invoices from Shipments
- Use Alternate Period Accounting
- Apply Cost at Invoicing: No, All, % (radio buttons), with a value of 55 in a text box.

Buttons at the bottom: OK, Apply, Cancel.

*Automatically Charge G&A Overhead to Jobs* – This is a seldom used and somewhat complex function used by government contractors. Unless you have studied it in the Job Management and Control User Guide, leave it checked off.

*Check for Budget Overrun* – If this is checked on, you can enter percentage and amount values for budget overruns by cost category. When a job charge is attempted, and this is checked on, and the charge will cause the category actual to exceed the budget by the percentage or amount, it will not allow the transaction unless the *Overrun Authorization Code* is entered. Unless you have an unusually well trained and well disciplined organization, leave it checked off.

*Freight Charge Category* – You can manually charge incoming freight to a job. This entry defines the job cost category to which the charge will go.

*% Complete Calculation Default* – The system can use a number of methods to calculate the percentage completion for a job. These methods are numbered, and the details are in the Job Management and

**Control User Guide.** This percentage completion is used to move deferred income to sales and work in process to cost of goods sold. Until you have studied these processes, leave the value as it is.

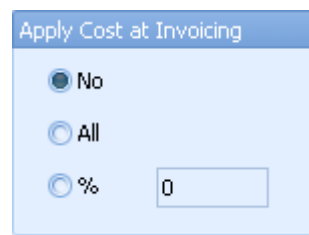
**Current Period (yyyymm)** – When the system makes job charges, it writes the current period to the job charge sub-ledger record, and it gets it from here.

**Detailed Cost Breakdown** – For stock inventory items that are made for stock, you can maintain a single value for their cost, or you can maintain detailed breakdowns by material, material overhead, labor, labor overhead, engineering, engineering overhead, and subcontracting. Using this requires substantial planning, and is best left until you are up and running.

**Allow Detailed Cost Applied Breakdown on Invoices From Shipments** – If you left Detailed Cost Breakdown checked off for now, leave this checked off also.

**Alternate Period Accounting** – This function allows accounting transactions to be put into a period other than the current period. Until you have studied it, leave it checked off.

**Apply Cost at Invoicing** – You can specify how you want cost applied calculated and applied to the job at invoicing.



**NO:** Costs are not moved from work in process to cost of sales at invoicing. When an invoice is automatically created, no amount is applied to cost of sales. When you manually create invoices, you cannot enter an amount in the Cost Applied field on the Billings screen.

**ALL:** When an invoice is automatically created, the full amount of the unapplied cost on the job is applied to cost of sales. When you manually create invoices, you can specify the amount applied to cost of sales through your entry in the Cost Applied field on the Billings screen.

**NN%:** When an invoice is automatically created, the percentage you specify of the billing amount is applied to cost of sales. When you manually create invoices, you can specify the amount applied to cost of sales through an entry in the Cost Applied field on the Billings screen.

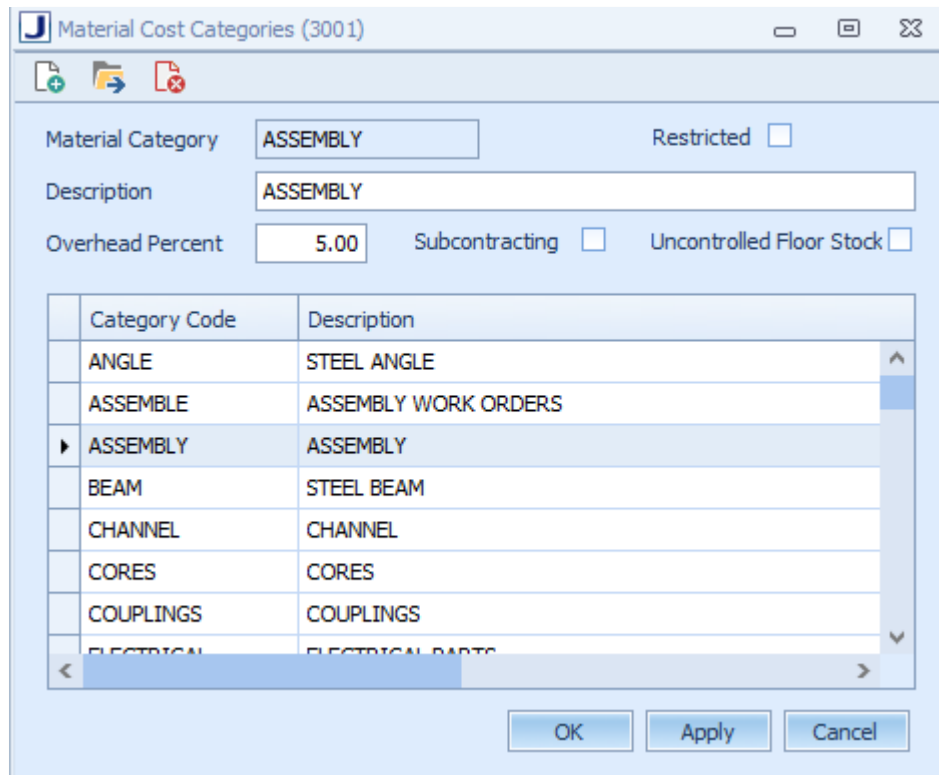
## **Job Cost Categories**

The most important thing about job costing is the selection of cost categories, or simply Categories. Budgeting and actual cost collection is done by Category. You can make the categories very simple, like labor, materials, labor overhead, and material overhead, but you might want to be a bit more creative, like Engineering Labor, Fabrication Labor, Assembly Labor, Raw Metals, Hydraulic Parts, Pneumatic Parts, Power Transmission, Electrical, and various types of overhead. The category field can be any combination of alpha and numeric characters up to 10 characters (you will have to develop some abbreviations).

The first thing to do is set up the three tables for job cost categories.

### Material Categories (Table 3001)

The cost categories for materials are defined in table 3001. For each category, you can define an overhead percent. When a part with this category is charged to a job, the percentage value is used to calculate an overhead amount, which is charged to the job. This overhead amount is intended to cover the cost of indirect materials, or freight in, or other material related overhead costs. The system tries to charge this overhead amount to category OVERHEAD. If OVERHEAD is set up as a category on the job, the charge will go to that category. If OVERHEAD is not set up on the job, then the system will charge to category OTHER. For this reason, if you plan to use the material overhead function, you should be sure that category OVERHEAD is set up as a default category.



You won't need the other fields when you are initially starting, so leave them unchecked. You can read about them in the Job Management and Control User Guide.



**Labor Cost Categories (Table 2006)**

Labor cost categories come in four types, LABOR HOURS (LH), LABOR COST (LC), ENGINEERING HOURS (EH), and ENGINEERING COST (EC). The only types that are entered in this table are LH and EH, which are both hours categories. The type is set by the Labor and Engineering Hours radio buttons. Labor is charged by hours categories (in man hours), and the system figures out the corresponding cost category (in money) from the Cost Category entry in the table. Similarly, the labor burden (an overhead absorption amount for labor) account is an LC type that is determined by the entry in the table. Leave the Burden Percent set to zero.

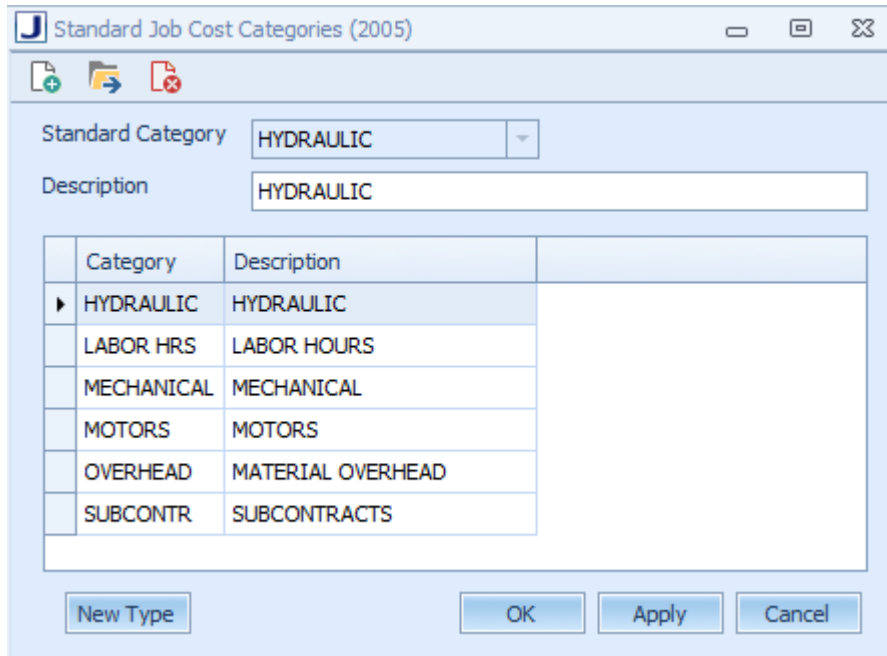
Hour Category: ASSY HRS  
 Description: ASSEMBLY HOURS  
 Burden Acct. Credit: 2120-8982 WORK CENTER BURDEN APPLIED  
 Burden Category: LABOR BRDN Burden Percent: 0.000  
 Cost Category: LABOR COST  Labor Hours  Engineering Hours

Category	Type	Description	Cost Category	Burden Category
	LH	BLANK	BL COST	BL BURD
ASSBLY HRS	LH	ASSEMBLY LABOR HOURS	ASSBLY CST	ASSBLY BDN
▶ ASSY HRS	LH	ASSEMBLY HOURS	LABOR COST	LABOR BRDN
BAD HRS	LH	category with bad account	LABOR COST	LABOR BRDN
EE	LH	ee	1125	ee
ENGR HRS	EH	ENGINEERING HOURS	ENGR COST	ENGR BRDN
INSP HRS	LH	INSPECTION HOURS	LABOR COST	LABOR BRDN

OK Apply Cancel

**Standard Cost Categories (Table 2005)**

Whereas tables 3001 and 2006 define what the valid categories are, table 2005 defines which categories will automatically be set up when a new job is entered. If a job charge is made with a category which is not set up on the job, it will show in job cost as category OTHER. After a job is created, and the system has automatically assigned the standard categories to the job, you can add other categories to the job, or delete some of the standard ones if you like. If you plan on using the material overhead functionality (see the “Material Categories (Table 3001)” section, then be sure you have category OVERHEAD set up as a standard category. Similarly for labor, be sure you have the appropriate Labor Cost and Labor Burden categories set up as standard. If you don’t, the system will write them to the category OTHER LC.



## **Customers**

We also need customers. The Customer Master section in the Customers User Guide describes how to enter customers. Before you can enter them however, you need the following tables updated or at least reviewed.

### **Customer Master Tables**

Your database may have most of these entries. Check each one of them to be sure. Where the guide suggests leaving blanks, you can come back later and fill in the data after you have had time to think about it.

#### **State Codes (Table 7001)**

These entries should already be in the database for the United States.

#### **Country Codes (Table 7009)**

These entries should already be in the database.

**Payment Codes (Table 7004)**

When you receive a payment, you want to define where the payment will go. The most common is a normal cash payment. Other codes might be for discounts taken, goods rejected, bad debt writeoff, etc. The Payment Debit Account is where the debit for the payment should go. In the other account field, POA stands for Payment On Account. If a customer pays in advance, we need a credit account other than sales. If you don't plan on using POA, then leave it blank.

The screenshot shows the 'Payment Codes (7004)' window. At the top, there are icons for adding, moving, and deleting. The form fields are as follows:

- Payment Code: N
- Currency Code: US\$
- Is Active:
- Description: NORMAL CASH PAYMENT
- Payment Debit Account: CC00-2211 (CASH)
- POA Liability Account: FR-POALIB (FRENCH POA LIABILITY)

Code	Currency	Description	Debit Account	Liability Account	Is Active
AF	US\$	AF PAYMENT CODE US	CC00-2211	2100-9992	<input type="checkbox"/>
DC	CA\$	DISCOUNTS	GD00-0009	GD00-9401	<input type="checkbox"/>
DC	US\$	DISCOUNTS	GC00-0009		<input type="checkbox"/>
FR	FFRA	FRENCH	GC0F-2211	FR-POALIB	<input type="checkbox"/>
FR	US\$	FRENCH	GC00-2211	POA-LIB	<input type="checkbox"/>
▶ N	US\$	NORMAL CASH PAYMENT	CC00-2211	FR-POALIB	<input type="checkbox"/>

At the bottom of the window are three buttons: OK, Apply, and Cancel.

### Salesperson Codes (Table 1004)

Table 1004 allows you to define your salespersons. Up to three Salespersons may be selected for a job (or stored in the Customer Master) along with the percentage they share in sales commissions.

Salesperson Code	Salesperson Name	ActiveInd	Employee Id
DAVIS	Frank Davis	ACTIVE	
JONES	Becky Jones	INACTIVE	
KELLETT	WILL KELLETT	ACTIVE	
MADDOX	JEFF MADDOX	INACTIVE	
▶ PARROTT	BOB PARROTT	ACTIVE	
PARSONS	SCOTT PARSONS	ACTIVE	

You can select the salespersons employee number, or leave it blank at this time.

### Industry Type (Table1007)

Industry Type is a way of classifying customers. To get started, be sure you have a blank entry in the table.

### Group Code (Table 2999)

Group code is a way of classifying customers for sales purposes. To get started, be sure you have a blank entry in the table.

### User Class (Table 1006)

User Class is another way of classifying customers. To get started, be sure you have a blank entry in the table.

### Tax Codes (Table 7008)

You can set up tax codes for customers. When you enter an invoice, the program will bring over that tax code and calculate a tax amount. You can set up codes now if you collect taxes, or put a blank in the table.

The screenshot shows a dialog box titled "Tax Percentage (7008)". It has three input fields at the top: "Tax Code" with the value "5P", "Tax Percentage" with the value "5.0000", and "Description" with the value "5 PERCENT". Below these fields is a table with three columns: "Tax Code", "Percent", and "Description". The table contains the following data:

Tax Code	Percent	Description
5P	5.000000	5 PERCENT
6P	6.000000	
AVA	0.000000	Avalara Computed
HALF	0.500000	
HOWE	10.500000	
TC	2.000000	
TD	1.000000	

At the bottom of the dialog box are three buttons: "OK", "Apply", and "Cancel".

### Terms Codes (Table 7003)

These are the payment terms for your customer billings. You should set up entries here before you do any invoicing.

Term Code: 2/10  
Description: 2% 10 DAYS NET 30  
Discount Term # Days: 10    Percent Automatic Retention: 7.00  
Net Term # Days: 10    A/R VAT/Canadian Disc Percent: 0.00  
Calculate Due Date from End-of-Month:

Terms Code	Description	DiscTerm # Days	Net Ter
1/10	1 % 10 DAYS NET 30	30	^
1/2	1/2 % 15 DAYS; NET 30	0	
▶ 2/10	2% 10 DAYS NET 30	10	
N10	NET 10 DAYS	0	
N10E	NET 10 DAYS FROM END-OF-MONTH	0	
N30	NET 30 DAYS	0	
N30E	NET 30 DAYS FROM END-OF-MONTH	0	▼

< >

OK    Apply    Cancel

## Entering Jobs

Now you have everything in place to enter a job. Jobs are entered in the Job Management and Control module. Select Jobs mode, and click on New. The primary tab looks like this. When you enter a job here, the system will set up the cost categories (from table 2005) that you set up earlier. What you don't have when you enter a job on this Job Master screen is a job line item.

The screenshot shows the 'Job Master - [New]' window with the 'Primary' tab selected. The window contains several input fields and sections:

- Job Number:** A text box containing 'NEW'.
- Description:** A large empty text area.
- Estimate Number:** A text box with a search icon.
- Customer Inquiry Number:** A text box with a search icon.
- Customer Section:** A sub-section with tabs for 'Bill To', 'Ship To', and 'Contact'. The 'Ship To' tab is active. It contains several empty text boxes and a dropdown menu.
- Job Title:** A text box.
- Contract ID:** A text box containing 'NEW' with a search icon.
- Contract Item Number:** A text box with a search icon.
- Reference Job:** A text box with a search icon.
- Product Line:** A dropdown menu.
- Est. Completion Date:** A dropdown menu.
- Restricted / Closed:** Two checkboxes, both unchecked.
- Date PO:** A dropdown menu containing '4/30/2015'.
- Due Date:** A dropdown menu.
- Customer PO:** A text box.
- Customer PO Item:** A text box.
- Line Items:** A table with columns: Line Number, Release N..., Part Number, ..., Quantity Ord..., Location, UOM, PSM, Taxable. The table is currently empty.
- Navigation:** A record navigation bar at the bottom showing 'Record 0 of 0' and various navigation icons.
- Buttons:** 'OK', 'Apply', and 'Cancel' buttons at the bottom right.



## Job Line Items

### Table Entries

#### Location Code (Table 0010)

There is one more table entry that we need for Job Line Items, and that is Location Code. Don't put a blank entry in this table. Location Code refers to physical location. As far as physical locations, the thing you need to think most about are inventory storerooms. If you have more than one storeroom, and you keep the same stock number in multiple storerooms, then you need a Location Code for each storeroom. If you only have one inventory storeroom, and one shop, and they are both in the same physical facility, then you only need one Location Code. Check Allow Job Issues on for each location. Master Location doesn't matter. Enter 1 in Issue Priority. These settings are most commonly used by aviation repair companies that have consignment inventories for their customers.

Location Codes (0010)

Location: CS  Active

Ship From Name: MAIN SHOP

Address: Jobscope Corporation  
Greenville Office  
Suite 405  
GREENVILLE, SC 29607

Master Location  Allow Job Issues Issue Priority: 1

MFS Job Prefix: MS MFS Customer Number: 100004

Location	Ship From Name	Address(1)	Address(2)
AA	NATIONAL AIRLINES	100 NATIONAL WAY	GREENVILLE, ^
BM	BALLENGER AVIATION	355 WOODRUFF ROAD	GREENVILLE,
CR	CORE WAREHOUSE	CORE WAREHOUSE	1515 INDUST
▶ CS	MAIN SHOP	Jobscope Corporation	Greenville Of
EP	FRONT OFFICE	355 WOODRUFF ROAD	SUITE 205

OK Apply Cancel

## Entering Job Line Items

You can click on the down arrow by the New button on the Job Master tool bar, or double click on Job Line Items in the collection to get the Job Line Item screen. This is where we tell the system what we have sold on this job, and what the selling price is. You will want to load all of your part numbers into the system at some point, but you can enter a part number on a job line item even if it is not in the system. That's what has been done below. If you do this, you will have to enter a Description, because the system doesn't know it, and a PSM code. PSM means Purchase to the job (P), Stock (S), or Manufactured (M). Enter the appropriate code and a selling price in the Price field.

Job Line Item - 001 of Job A116271

Job Number: A116271 | Line Item Number: 001 | Part Number: 125835 | Revision: -

Location: CS | Quantity Ordered: 1.0000 | CA\$: | UOM: EA | PSM: M | Taxable:

Price Cat.: | Price Code: | Price: 0.0000

Cust Order No.: | End Unit Serial No.: | Disc/Markup: -15.00

Description: POWER UNIT MANAGEMENT MODULE | Product Line: | Net Price: 0.0000

Rec. Order No.: | Item Total: 0.00

Repair Category: | Order Total: 35.38

Drawing: | Revision: | Total Weight: 0.000 | On Hand: 0.0000

Dimension: 0.000000 | Language Code: FR | Issue Complete:

Finish Code: | On Order: 0.0000

Cost Account: | Issued: 0.0000

VAT Code: | Obligated: 0.0000

Commodity Code: | Delivery Terms: | Shipped: 0.0000

Bin Location: | Issue Qty: 0.0000

Shipments: | Issue Code: | Shipment #: |

Equipment Events: | Price: 0.0000

Net: 0.0000

Item: 0.00

Total: 42.46

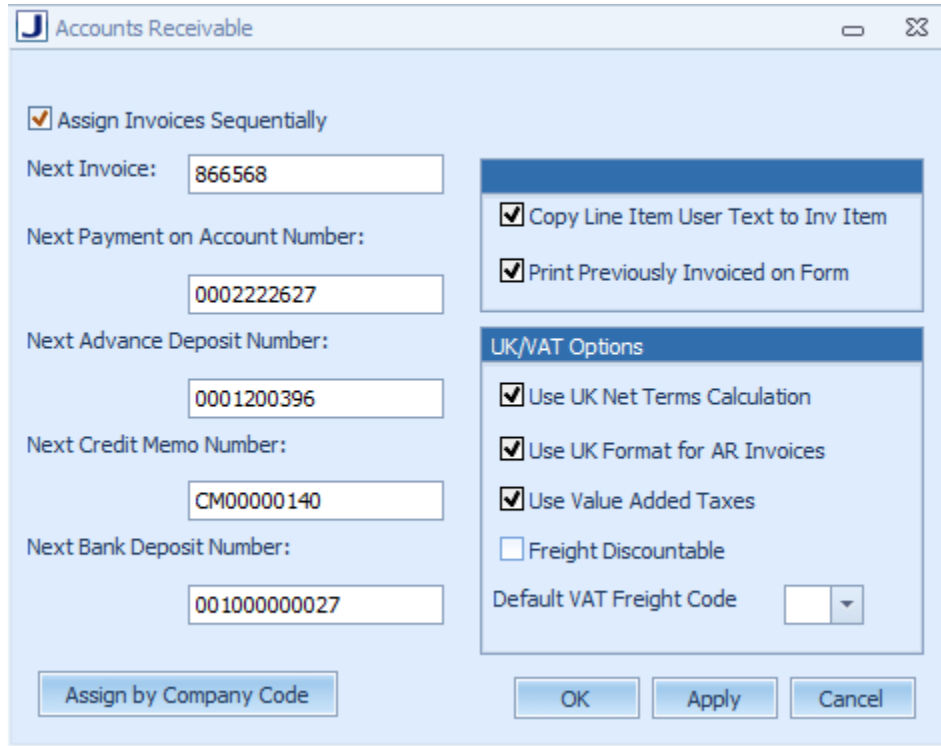
Item	Part Number	Description	Revision	Quantity	Net Price	Extended
▶ 001	125835	POWER UNIT MANAGEMENT MODULE	-	1.000	0.0000	
▶ 002	125834	HYDRAULIC POWER UNIT, 30 GPM, 3000 PSI	-	1.000	35.3813	

2 Items

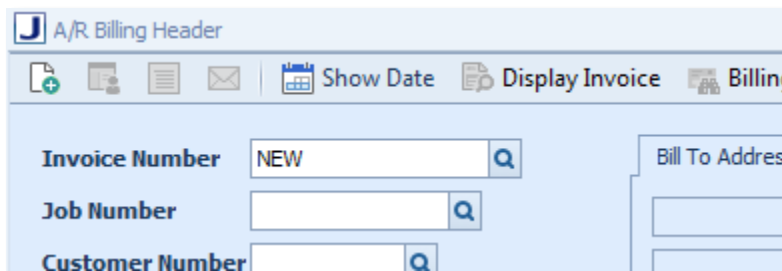
## Accounts Receivable

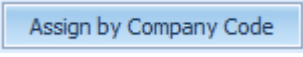
### Configuration Settings

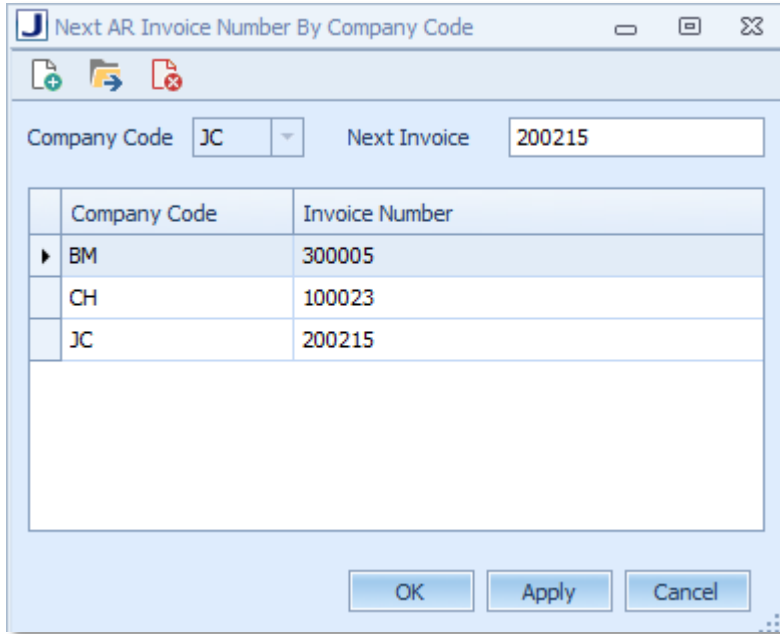
Now that we have jobs and job line items in the system, the next logical place to go is to bill the customers for the jobs. To set up for this, go to System Utilities, System Configuration, Financials, and Accounts Receivable. This is the screen. Check Assign Invoices Sequentially on. If you enter the next invoice number in the “Next Invoice:” field, then that will be the next number assigned.



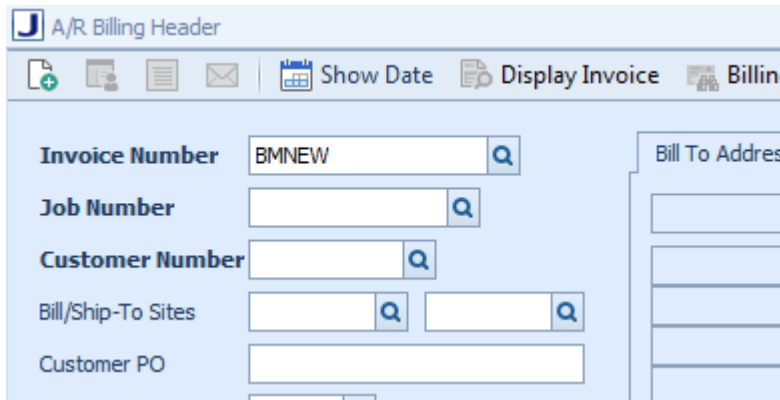
This is the A/R Billing Header screen where new invoices are entered. If you are using the next sequential numbering feature, enter NEW in the Invoice Number field and tab, and the system will assign the number you set up.



If you want to have the system assign invoice numbers by company code, click on the “Assign By Company Code” button (  ). The Next A/R Invoice Number by Company Code screen will display.






So how do you get the system to assign a sequential invoice number based upon the entries on this screen? As an example, let’s assume that we want to add a new invoice for company BM (shown in the screen picture above). In the Invoice Number field on the A/R Billing Header screen, enter the company code followed by “NEW” as in the picture below. The system will assign invoice number 300005.



If you simply entered NEW, the system would assign the 866568 number shown on the Accounts Receivable configuration screen.

The Nexr AR Invoice Number by Company Code screen displays a Toolbar at the top of the screen with different available functions:



- **New:** (  ) Use this function if you want to create a new Invoice Number by Company Code record
- **Open:** (  ) You can call up a record for editing by double clicking on it in the grid, or by highlighting it and clicking on this icon
- **Delete:** (  ) Use this function to delete the record currently displayed

You may want to leave the other “Next number” fields blank for now. If you want to use them immediately, see the Accounts Receivable User Guide for what they mean.

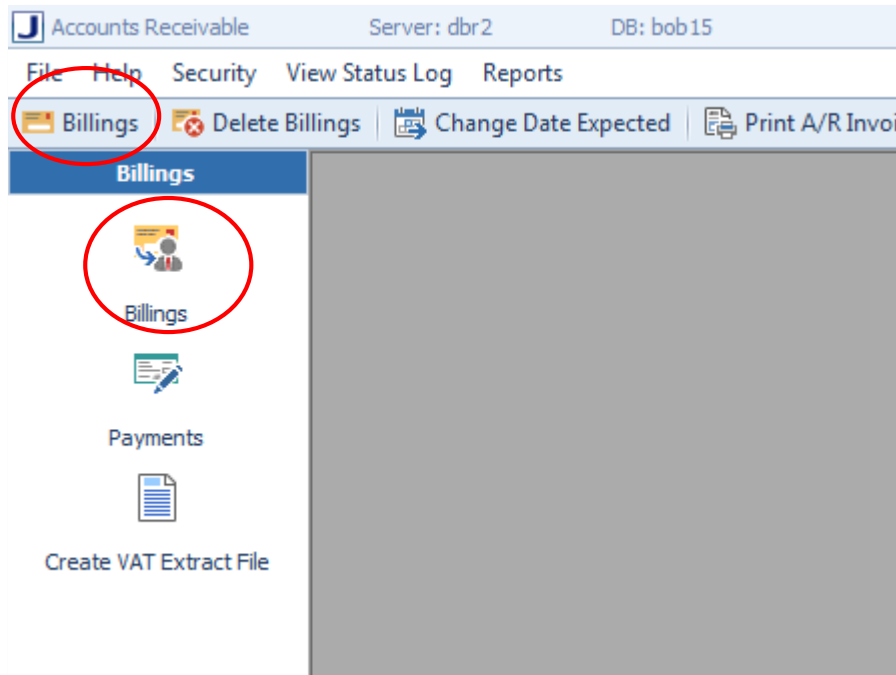
Copy Line Item User Text to Inv Item will copy user text from the job line item to the invoice.

Print Previously Invoiced on Form will print previously invoiced amounts for the job.

You don’t need any additional table entries to do customer billings.

## Entering Invoices

To enter an invoice, go into the Accounts Receivable module and click on Billings mode, then Billings.



This is the front screen in Billings.

Enter NEW in the Invoice Number field, enter the job number you want to bill, and click on Apply. The system should fill out the rest of the screen. Then click on Billing Details.

Notice the Print Indicator box. We'll talk about it later.

This screen will appear. Enter the job line item (in this case 001) and tab. The system will write the part number from the line item. If the part number has been entered into the system, it will also get the description. If it is not in yet, then you will have to enter whatever you want on the invoice in Description. The system will bring over the price, but you can change it. Enter the quantity for which you are billing and click Apply or OK and the invoice is entered.

The screenshot shows the 'A/R Billing Details' window with the following fields and values:

- Invoice Number: 866568
- Item: 002
- Job Number: A116271
- Job Line Item: (dropdown)
- Part Number: (empty)
- Product Line: (dropdown)
- Job Ship Item: (empty)
- Quantity: 0.000
- UOM: (empty)
- Unit Price: 0.0000
- Total Price: 0.00
- Taxable:
- Ship Complete:
- Description: (empty text area)

Summary Table:

This Invoice	4000.00	CA\$	4800.00	US\$	Prev. Invoiced	0.00	CA\$
Less Retention	- 0.00	CA\$	0.00	US\$			
Freight	+ 0.00	CA\$	0.00	US\$			
State Tax	AVA 0.0000%	CA\$	0.00	US\$			
County Tax	AVA 0.0000%	CA\$	0.00	US\$			
Tax 3	AVA 0.0000%	CA\$	0.00	US\$			
Tax 4	AVA 0.0000%	CA\$	0.00	US\$			
Net Amount	= 4000.00	CA\$	4800.00	US\$			

Line Item Table:

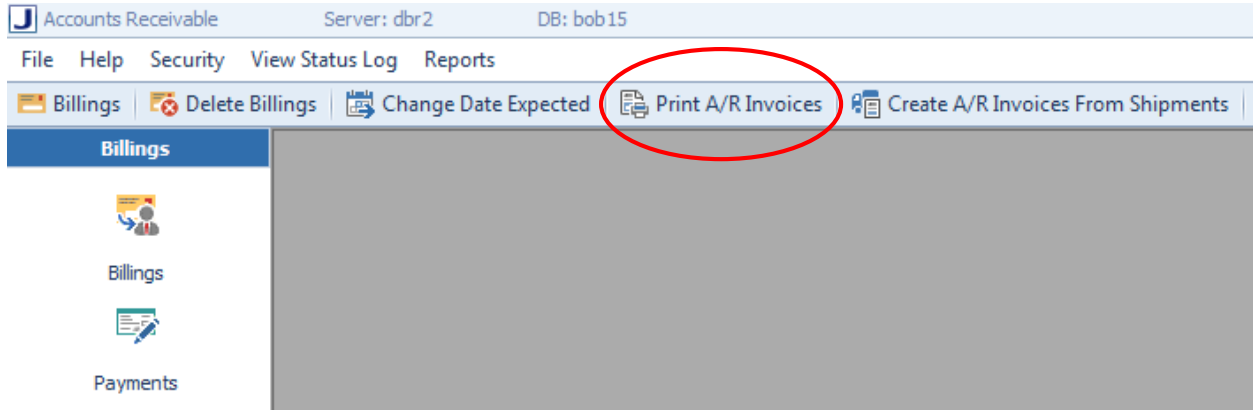
Item Number	Extended Amount	Comment	Job Line Item	Product Line	Quantity	Ship Item	Unit Price	Language Code	Ta
▶ 001	4000.0000	POWER UNIT MANAGEMENT MODULE	001		1.000000		4000.0000		

Buttons: Ok, Apply, Cancel

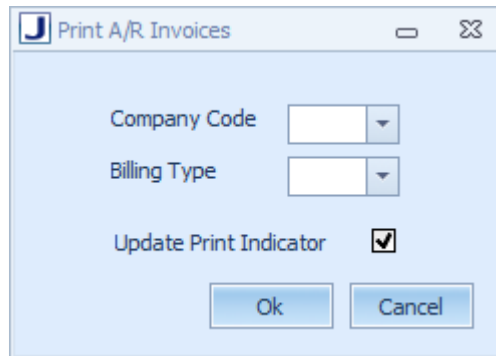


## Printing Invoices


Back on the main screen, click on Print A/R Invoices.



This screen will appear. Select the company code and leave Billing Type blank. If the Print Indicator is checked on (see the front screen in Billings several pages back), the invoice will not print. You can call up the invoice and check it off, and the invoice will print again. The check box on the screen below tells the system whether to check it on as it prints or not.



This is what the printed invoice looks like. Remember when you put the logo in Table 0001? That's it at the top of the invoice.



**JOBSCOPE INDUSTRIES**  
**MAIN INVENTORY WAREHOUSE**  
**250 MAIN ST.**  
**GREENVILLE, SC 29650**

## INVOICE

**INVOICE NO.**

  
**866550**  
 Page 1 of 1

**INVOICE TO:**

  
 SOUTHERN SKIES AIRLINES  
 78 BENDRAP BLVD.  
  
 PHOENIX, AZ 78883 USA  
  
 TERMS : 1 % 10 DAYS NET 30

**DELIVER TO:**

  
 SOUTHERN SKIES AIRLINES  
 78 BENDRAP BLVD.  
  
 PHOENIX, AZ 78883 USA

INVOICE DATE : 10/5/2011  
 CUST PO :  
 CUST ORDER DATE : 10/5/2011  
 CUSTOMER : 100004  
 JOB NUMBER : CC2270  
 CURRENCY : US\$  
 CARRIER :

QTY	PART NUMBER	COMMENT	PL	UNIT PRICE	TOTAL PRICE	VAT RATE	VAT
1.00	562478-B	Model 7510		4,000.0000	4,000.00	0.00	0.00
				TOTAL EXCL VAT:	4,000.00		
				LESS RETENTION :	0.00		
				PACKING CHARGE :	0.00		
				FREIGHT :	0.00		
				TOTAL VAT:	0.00		
				LESS AMOUNT RECEIVED :	0.00		
				INVOICE TOTAL :	4,000.00		

## Entering Payments

You need one table entry for payments.

### Payment Codes (Table 7004)

This is the screen. POA means Payment On Accounts for the case in which the customer pays in advance. The debit side of the payment would be cash, and the credit side the POA Liability account.

The screenshot shows a software window titled "Payment Codes (7004)". At the top, there are icons for adding, moving, and deleting. Below these are several form fields:

- Payment Code:** N
- Currency Code:** US\$
- Is Active:**
- Description:** NORMAL CASH PAYMENT
- Payment Debit Account:** CC00-2211 (with a search icon) and CASH
- POA Liability Account:** FR-POALIB (with a search icon) and FRENCH POA LIABILITY

Below the form fields is a table with the following columns: Code, Currency, Description, Debit Account, Liability Account, and Is Active.

Code	Currency	Description	Debit Account	Liability Account	Is Active
AF	US\$	AF PAYMENT CODE US	CC00-2211	2100-9992	<input type="checkbox"/>
DC	CA\$	DISCOUNTS	GD00-0009	GD00-9401	<input type="checkbox"/>
DC	US\$	DISCOUNTS	GC00-0009		<input type="checkbox"/>
FR	FFRA	FRENCH	GC0F-2211	FR-POALIB	<input type="checkbox"/>
FR	US\$	FRENCH	GC00-2211	POA-LIB	<input type="checkbox"/>
▶ N	US\$	NORMAL CASH PAYMENT	CC00-2211	FR-POALIB	<input type="checkbox"/>

At the bottom of the window are three buttons: OK, Apply, and Cancel.

To enter Payments, select Payments mode in Accounts Receivable, and Payments on the toolbar. The A/R Payments screen displays. Enter the Customer number at the top, and the open invoices for the customer will display in the grid. You can select the invoice from the grid or enter the number in the Invoice field. This will apply the cash to the specific invoice. You can simply record a payment for the customer as well. See the Accounts Receivable User Guide for details.

The screenshot shows the 'A/R Payments' window. At the top, the 'Customer' field is set to '100004' with the name 'SOUTHERN SKIES AIRLINES'. The 'Received' date is '4/30/2015'. The 'Amount' is '0.00' in 'US\$'. The 'Exc. Rate' is '1.200000'. Below this, there are fields for 'Discount' (0.00) and 'Discount Type Payment'. The 'Invoice Details' section shows 'Type Billing' and 'Date Due' (5/31/1997). A summary row shows 'Invoiced' (18575.00), 'Outstanding' (-10.00), and 'Retention' (0.00). The 'Outstanding Billings for Customer' table lists several invoices with their respective amounts and dates.

Invoice	Date Due	Amount	Outstanding	Retention	Payment	Discount Taken	Currency	Customer
865338	5/31/1997	18575.00	-10.00	0.00	0.00	0.00	US\$	10000
865346	8/6/1997	32501.00	32476.00	0.00	0.00	0.00	US\$	10000
865347	11/26/1997	1450.00	1450.00	0.00	0.00	0.00	US\$	10000
865363	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	10000
865365	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	10000
865368	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	10000
					0.00	0.00		

At the bottom, the 'Control Amount' is '0.00' in 'US\$'. There are 'Ok', 'Apply', and 'Cancel' buttons.

## **General Ledger**

You have the table entries set up for entering general ledger accounts, so you can enter the rest of the chart of accounts now. See the General Ledger User Guide for more information.

## **Parts, Routings, and Bills of Material**

See the Parts and Change Control User Guide for how to proceed with parts, routings, and bills of material.

January 26, 2016